



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 19th September, 2019 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 19th September, 2019, at 7.00 pm in the Council Chamber - Farnham Town Hall - Town Offices. The Agenda for the meeting is attached.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to 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: 19 September 2019

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 19th September, 2019 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 Pastor Michael Hall – Farnham Pentecostal Church. 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 - 12)

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 26th July (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 13 - 40)

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

- i) Tourism and Events Working Group held on 3rd September 2019 (Appendix B).
- ii) Community and Enhancement Working Group held on 4th September 2019 (Appendix C).
- iii) Strategy & Finance Working Group held on 10th September 2019 (Appendix D).

8 Planning and Licensing Applications (Pages 41 - 76)

To receive the notes of the Planning and Licensing Consultative Group meeting held on 29th July (Appendix E), 12th August (Appendix F), 2nd September 2019 (Appendix G) and 16th September (Appendix H).

9 Farnham Air Quality Working Group

To appoint three Farnham Town Council Representatives on the Waverley Borough Council's Farnham Air Quality Working Group.

Part 2 - Items to Note

10 Reports from Other Councils

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

11 Reports from Outside Bodies

To receive reports from Councillors who are the Council's representatives on outside bodies.

12 Date of Next Meeting

To note the date of the next meeting of full Council on Thursday 7th November 2019.

13 Exclusion of the Press and Public

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

Item 3 - Confidential Items

14 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, Brian Edmonds, John "Scotty" Fraser, Michael 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 25th July, 2019

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 Michaela Gray
Councillor Andy MacLeod
Councillor Kika Mirylees
Councillor John Neale
Councillor John Ward

Apologies for absence

George Hesse, Michaela Martin and Mark Merryweather

Officers Presents:

Iain Lynch, Town Clerk
Iain McCready, Business and Facilities Manager

There were 9 members of the public and one member of the press in attendance.

Prior to the meeting, prayers were led by Revd David Uffindell of St Andrew's Church Farnham.

C53/19 Apologies

Apologies were received from Cllrs Hesse, Martin and Mirylees.

C54/19 Disclosures of Interest

Apart from standard declarations by dual or triple hatted councillors, there were no disclosures of interest relating to items on the agenda.

C55/19 **Minutes**

The minutes of the previous meeting held on 27th June 2019 were agreed to be signed by the Mayor as a correct record.

C56/19 **Town Mayor's Announcements**

The Town Mayor reported that she had had a busy time since her election on 27th June attending community and civic events and highlighted the following:

- Celebrations to commemorate the 80th anniversary of the Founding of More House School and the 175th anniversary of St John's Church Hale.
- The Farnham and Hale Carnivals.
- The High Sheriff's Garden Party
- The Haslemere Civic Service and Farnham Town Council's own civic service.
- The Charity Bike ride and Town Centre races
- A visit to Space2Grow which hosted 52 children from a Hackney primary school

The Mayor had enjoyed judging the Schools' Hanging baskets competition and reminded Council that there would be extra litter picking ahead of the Britain in Bloom judging.

C57/19 **Questions and Statements by the Public**

- 1) Mr Barry Hartop raised concerns over the problems associated with traffic speed and heavy lorries in the town centre including damage to buildings, pollution and danger to pedestrians. The narrow pavements in the Borough and Downing street He said there were many strategies and tactics that should be deployed to mitigate the situation and proposed that a 20mph speed limit be introduced for the town centre in Castle St, The Borough, South St, Downing St and West St.

Mr Hartop advised that it was vital that the limit be enforced and proposed fixed cameras be used as in other towns such as Guildford. He also suggested the declassifying of the town centre main roads in order that heavy vehicles are rerouted. Mr Hartop sought Council's support in presenting a compelling case to the Surrey Waverley Local Committee and guidance on funding.

The Town Mayor thanked Mr Hartop for raising this matter and advised it would be referred to the next meeting of the Strategy & Finance Working Group in order that some investigation could be carried out about the practicalities and cost of the idea.

- 2) Mrs Cooper, Chair of the Farnham Theatre Association, referred to the Farnham Neighbourhood Plan which recognised that "planning positively for the future for the provision of social and cultural facilities is essential for the wellbeing of communities as they grow" and referred to options in the Neighbourhood Plan for a review of the Brightwells scheme if it changed or ceased. She sought confirmation that the revised Neighbourhood Plan would continue to support this approach.

In response the Mayor advised that the Neighbourhood Plan Review had not changed the wording and would remain as set out.

- 3) Mr John Price raised a number of points. First, he commented that Waverley had received £1 million when Waverley Borough Council had sold the former Castle theatre freehold, and that this money should be invested in theatre at the Maltings. Secondly,

Mr Price also considered that the Council should be looking at 40-50 years when undertaking its strategic plan. With Climate change there were real issues about the rise in the level of seawater. This could mean flooding in Sussex and more people moving towards Surrey and Farnham. Thirdly, Mr Price asked that a Park and Ride scheme be put on the agenda for discussion.

The Mayor thanked Mr Price for raising these points and asked the Leader to respond. Cllr Neale said that all issues raised had been on the table for a long time and it was intended to present some ideas in the not too distant future. Through the Strategic Plan it was hoped to make some visible improvements in the short term and longer term. Cllr Neale was sympathetic to the matters raised by Mr Hartop and would like to see some things addressed in short term measures.

- 4) Mr Stephen Proctor endorsed Mr Hartop's presentation commenting that the surface of Castle Street was unfit for purpose and needed urgent attention. He felt that Castle Street residents contribute to the town by hosting events and festivals and deserved some respect.

The Mayor advised that the roads were a matter for Surrey County Council but the comments would be noted by the Working Group and raised with Surrey.

C58/19 **Questions by Members**

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

C59/19 **Working Group Notes**

Cllr Neale presented the notes of the Strategy & Finance Working Group held on 16th July at Appendix B.

Cllr Neale reported on the detailed review of finances which takes place quarterly and the points set out in the notes. There were no specific matters for Council decision. The Town Clerk had updated members on the current investments and how the investments were managed. Council noted the position regarding the accounts, bank reconciliation and debtors.

C60/19 **Wellbeing Task Group**

Cllr Neale asked Cllr Dickson to report on the work of the Wellbeing Task Group. Cllr Dickson said it had been a very good meeting looking at air quality, social prescription and the role of the Dementia Action Alliance. She advised that the social prescription activity was designed to help GPs support isolated and elderly residents to access appropriate activities in Farnham.

Council noted the next Health and wellbeing event would be taking place at Farnham Centre for Health on 21st September with a range of partner organisations involved.

The Group had agreed to recommend to Council that its main areas of focus would continue the work previously underway.

It was RESOLVED *nem con* :

To prioritise and continue the focus of the following wellbeing objectives during 2019/20:

- 1. Support the Clean Air Farnham work.**
- 2. Develop the social prescribing webpage.**
- 3. Support the Dementia Action Alliance Group.**

C61/19 **Infrastructure Planning Task Group**

Cllr Neale advised that the Task Group was planning the arrangements for the Independent Examination which it was hoped would take place at the end of September/beginning of October. The likely date for the referendum, if all went well, would be in the new year. Cllr Cockburn said that FTC believed it had a robust case and it was encouraging that at the recent Hawthorns appeal the Inspector was supportive of the Farnham Neighbourhood Plan.

Council noted the position regarding the SANG at Farnham Park and the proposed Residents' Association meeting to provide an update on the Neighbourhood Plan and emerging review of the Farnham Design Statement.

C62/19 **Community Infrastructure Projects Task Group**

Cllr Neale advised that the previous meeting had looked at the developer levies already agreed and was reviewing the process on how to handle the new payments and decisions on allocations that would need to be followed. It was recommended that the Task Group also include within its terms of reference the need to influence the spend of income generated by Surrey County Council on on-street parking. Cllr Cockburn reminded Council that the original idea was that the income generated be ringfenced to help with Farnham roads, and the Town Council had supported the introduction of charging on this basis.

It was proposed by Cllr Neale, seconded by Cllr Blishen, that the Task Group name be changed to Community Infrastructure Projects Task Group..

It was RESOLVED *nem con* :

- 1) The Task Group be renamed the Community Infrastructure Projects Task Group.**
- 2) The Task Group Terms of Reference be revised to include the revenue from SCC charges for on-street parking in Farnham and other income generated from other relevant revenue streams.**

C63/19 **Farnham Craft Town**

Council noted that the bid for £50,000 from the Arts Council for the 2019 Craft Month submitted by Recebba Skeels on behalf of the Council had been successful. The Council was working with the Farnham Maltings and Project Group on the of 2019 Craft Month.

The Town Clerk advised that Farnham had been invited to be a World Craft City, a designation that would support businesses and the craft makers economy and put Farnham on the map. Council raised concern over the 'city designation' but noted that this was a generic title for all communities worldwide and that Farnham would be the first English designation if approved.

It was RESOLVED *unanimously that:*

- 1. Farnham Town Council acts as the responsible body for the Arts Council funding as a partner in the project (subject to Arts Council approval).**
- 2. Farnham Town Council supports the principle of becoming a Craft City.**
- 3. Farnham Town Council earmark up to £5,000 from the New Initiatives Fund towards establishing the concept and developing a bid.**
- 4. The Town Clerk, in consultation with the Tourism & Events Lead Member work on the bid submission**

Visit to Frome Town Council

Cllr Neale reported on the first visit to Frome Town Council which had been set up as an exchange. Frome had undertaken some changes in the way it interacts with its community and was working to engage with different elements of the community.

C64/19 Planning and Licensing Applications

Cllr Edmonds reported on the 77 applications considered by the Planning and Licensing Consultative Group in July which varied in their complexity. Concern had been expressed over the proposed extension of filming rights at Bourne Wood.

Council noted that the 2 applications WA/2019/1021 and 1022 should be looked at as creating a caravan Park with the additional requirements expected of such an application.

Cllr Cockburn reported on the recovery by the Secretary of State of the Hawthorns Appeal and that this was to be welcomed.

C65/19 Actions taken under the scheme of delegation

None reported.

C66/19 Reports from other Councils

- 1) Cllr Ward reported that Waverley Borough Council had reinstated public questions at both the Executive and Full Council and had introduced an experimental 'Executive Listening Committee' operating as a 'Select committee' for the Dunsfold oil well proposal.
- 2) Cllr Ward advised that a meeting was scheduled with Rt Hon Jeremy Hunt which would include discussing the inconsistent behaviour of planning inspectors and the disregard of localism.
- 3) Cllr Beaman advised that Crest Nicholson had been reminded of a number of environmental obligations including the electric charging point requirement.
- 4) Cllr Macleod advised that the Waverley Executive had agreed to reconstitute the Air Quality Steering Groups in Waverley and Farnham and that volunteers to represent Farnham Town Council would be sought.

C67/19 Reports from Outside Bodies

Cllr Dunsmore reported on a positive meeting with the Principal of Weydon School relating to concerns raised over the behaviour of some young people in Gostrey Meadow and Wrecclesham. She offered to work with other schools and talk with young people as part of the engagement approach being proposed.

C68/19 Date of next meeting

The date of the next meeting of full Council was agreed as Thursday 19th September 2019.

The Mayor closed at 8.42 pm

Chairman

Date



FARNHAM TOWN COUNCIL

B

Notes

Tourism & Events Working Group

Time and date

10.00 am on Tuesday 3rd September, 2019

Place

Byworth Room - Town Council Offices

Attendees:

Members: Councillors Alan Earwaker (Lead Member) and David Beaman

Officers: Oliver Cluskey (Tourism and Events Manager) and Iain Lynch (Town Clerk)

1. Apologies for absence

POINTS	ACTION
Apologies were received from Cllr Neale. As the meeting was not quorate the points are for noting and there are no formal recommendations to Council.	

2. Declarations of Interest

POINTS	ACTION
No declarations of interest were made.	

3. Minutes of the previous meeting

POINTS	ACTION
It was noted that the notes of the previous meeting had been considered by Council.	

4. Recent Events

POINTS	ACTION
Music in the Meadow – it was reported that there had been no cancellations over the Summer programme and there had been Councillor attendance at every event. Public attendance had been very good. It was suggested that the 2020 program could include music for younger	Action: Cllr Beaman to check with WBC to clarify whether they run a

<p>people and could again include a show case for younger musicians. Soap Box – the 2019 organisers has announced that they may not be running an event in future years. FTC Officers reported that FTC had received several complaints from the 2019 event relating to tidying the site, access and spectators standing on residents' window sills. These had been passed on to WBC.</p>	<p>Battle of the Bands.</p>
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5. Forthcoming events

POINTS	ACTION
<p>Gin Festival – 2019 ticket sales were down compared to the same stage in 2018. Officers were confident that ticket sales would rise to a good level before the event.</p> <p>Food Festival – 120 stall bookings had been taken. A discussion took place on whether the Food Festival and Christmas Market stalls could be moved from Castle Street to West Street but it was concluded that there were too many stalls for West Street.</p> <p>Christmas lights – Members agreed that they were content with the current Christmas lights and, should any additions be needed for 2019, these would be discussed between Cllr Earwaker and the Town Clerk.</p> <p>Heritage Open Days – Volunteers were required on 21st September. Councillor Beaman volunteered to attend in the morning and Cllr Earwaker volunteered to attend in the afternoon.</p> <p>Walking Festival – a three week period had been booked for the 2020 Festival. Members agreed to underwrite the cost of Shakespeare Walks from the Events budget in the value of £2,800.</p>	<p>Action: Officers to review the 2020 Gin Festival to consider whether to reduce to a one day event.</p> <p>Action: FTC to secure sponsorship for the 2020 Walking Festival to subsidise cheaper, family tickets.</p>

6. Sponsorship update

POINTS	ACTION
<p>Members reviewed and noted the sponsorship report presented with the agenda.</p>	

7. Tourism and Events Budget up to 31st August 2019

POINTS	ACTION
<p>The Tourism and Events budget figures at 31.08.19 were reviewed and discussed. The following matters were noted:</p> <ul style="list-style-type: none"> - Code 4600 – Tourism Developments and Events – this budget could be utilised to run events. - The annual Tourism and Events program costs local taxpayers £6 per household. - It was suggested that a charitable collection bucket could be considered for the Christmas Lights switch on with collections, perhaps done in association with the Lions or Rotary. <p>No changes to the budget were proposed.</p>	

8. 2020 Events Plan

POINTS	ACTION
<p>Business Improvement District – Members noted progress.</p> <p>The following events were discussed for the 2020 events program:</p> <p>VE Day – bank holiday weekend 7-9 May 2020. There was an opportunity to take part in the national commemorations and communities should be encouraged to hold street parties. It was agreed that FTC should support the national programme and consider underwriting the insurance costs for community street parties again.</p> <p>Picnic in the Park – to be discussed at the next Tourism & Events meeting. Everyone agreed that, should the event be held in 2020, then FTC should attempt to mitigate financial costs resulting in an increase for the carnival.</p> <p>Ice-cream van at events – concerns were raised on the potential emissions from the van which was sited amongst the spectators in Gostrey Meadow. The Town Clerk confirmed that he had spoken with the new operator who was a start-up business. It was agreed a further discussion would take place.</p> <p>Farmers Market – Cllr Beaman reported that the visitors to the August Farmers’ Market had been lower than normal.</p>	<p>Action:</p> <ul style="list-style-type: none"> ○ Cluskey to follow up. ○ Cluskey to arrange for road signs to be replaced. ○ Cluskey to research whether a craft element could be introduced.

9. Date of next meeting

POINTS	ACTION
<p>5th November 2019, 10am. Cllr Beaman gave his apologies.</p>	

The meeting ended at 12.00 pm

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

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FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

14:00 on Wednesday 4th September 2019

Place

Byworth Room - Town Offices

Attendees:

Members: Councillors Sally Dickson (Lead Member), John "Scotty" Fraser, Michaela Gray, George Hesse, Michaela Martin, Pat Evans

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and facilities Manager), Lara Miller (Community Enhancement Officer)

1. Apologies

POINTS	ACTION
Apologies were received from Cllr Dunsmore	

2. Declarations of Interest

POINTS	ACTION
There were no declarations of interest.	

3. Minutes of the Meeting held on 12th June 2019

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom

POINTS	ACTION
i. Members noted that a representative of the Farnham in Bloom Community Group was unable to attend the meeting. Members also noted that Martin Billett, Chairman of the group, was standing down imminently as he was moving away from Farnham after being an integral member of the group for 11 years and its Chair since 2014.	

<p>Members also noted that Bloomin' Friends would be planting out around 9,500 plug plants in the coming week.</p> <p>ii. Members received feedback from officers on the regional and national judging that took place in July. Officers felt on the whole that the judging had gone well, with only Gostrey Meadow causing any real concern to the judges for its horticultural element.</p> <p>iii. Members noted arrangements for this year's Farnham in Bloom Awards at Squire's Garden Centre on Thursday 10 October with invitations being sent out to all Councillors to both the School & Community Award Ceremonies.</p> <p>iv. Members noted that this year's Autumn Big Pick Week would fall 12-19th October, with the Town Centre litter pick being held on Saturday 12th October at 10am at the Council Offices, with refreshments being served after the event. Councillors were encouraged to participate.</p>	
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5. Allotments

POINTS	ACTION
<p>i. Members received an update on Farnham Allotments waiting list numbers, vacant plots and outstanding rents.</p> <p>ii. Members noted there was still no update on Farnham Town Council taking over the lease of Weybourne Allotments from Waverley Borough Council.</p> <p>iii. Members noted that the new-format Allotment Show that was held in conjunction with Music in the Meadow worked well with some very good entries.</p> <p>iv. Members noted that some tenants on Six Bells allotment were unhappy due to an increase in deer eating the produce on their plots. Officers to look into deer fencing at the site but this could be very costly and would not prevent all deer.</p>	

6. Famous Names Wall

POINTS	ACTION
<p>Members reviewed a submission for the Famous Name wall on South Street for Brenda May Simner, who was born and grew up in Farnham and went on to become a very successful ballroom dancer and competitor as well as going on to open her own Dance School. Members voted in favour of Brenda Simner being allocated a plaque on the wall.</p>	

7. Improving the Town Centre Environment

POINTS	ACTION
<p>i. Members discussed encouraging the greater use of public transport within the town to reduce car use. Stagecoach is the current provider of the buses and it was noted that although they have an app so you can see if your bus is running on time, this was not advertised on all the town's bus stops and nor was there digital signage at all stops. Members agreed it would be useful for the relevant officer or portfolio holder at Surrey County Council or Stagecoach to attend a future meeting to ascertain their plans for Farnham. Members noted that the responsibility of such provisions should be provided by Surrey County Council and that they had most influence over Stagecoach. Farnham Town Council is responsible for cleaning all the bus stops in the town. Farnham Town Council could produce stickers to promote the Stagecoach app if Surrey are unable to arrange this.</p> <p>ii. Members noted a report on carbon-adsorbing plants for the town, noting that the best plants were house plants and not suitable to be grown outside, however, all plants and trees help reduce carbon from the air.</p> <p>iii. Members discussed an issue with Surrey County Council cutting down diseased trees and leaving behind large unsightly stumps which are 2-3ft high and not replacing the trees, and so ruining the street scape in the process. It was agreed that this matter should be raised at Council and with Surrey County Council.</p> <p>iv. Members reviewed a new initiative from Squires Garden Centre called 'Love Where You Live', whereby they would donate silver birch trees to communities. Members discussed potential locations for the trees including by Hickley's Corner and in the Council's cemeteries.</p>	<p>Recommendation to Council:</p> <ol style="list-style-type: none"> 1 SCC should remove trees completely not leave unsightly stumps when trees were diseased. 2 Council officers to write a letter to Surrey County Council about this issue.

8. Biodiversity Action Plan

POINTS	ACTION
<p>Members reviewed the recent activity of the Biodiversity Action Group, noting that they had made very good progress to date.</p>	

9. Bins by Boots Opticians

POINTS	ACTION
<p>Members noted that Officers had met with the new owner of the Bush Hotel last month and renovations were now complete. The Bush Hotel had been very supportive and had offered to pay for half of the bin storage unit/area which will be on their land for other neighbouring businesses to use. Members noted that the Outside Services Team were currently working on this areas.</p>	<p>Members noted that the shop owners whose bins were causing issue should be contacted to explain the new arrangement.</p>

10. Street Furniture Update

POINTS	ACTION
<p>i. Members noted that Waverley Borough Council had recently been in touch to request that Farnham Town Council install a bin in a litter hot spot by an alley between Fox Yard and Potters Gate School that had been requested by a resident. The bin had now been installed and Waverley would be emptying the bin as part of the existing rounds.</p> <p>ii. Members felt that the Farnham in Bloom banners covering the railings in strategic locations in the town were very effective and felt more should be produced for the winter and spring promoting Council events and encouraging people to shop local.</p> <p>iii. Members noted that the Outside Services Team had a purge on graffiti ahead of this year's In Bloom judging, including a large piece on the underside of the South Street bridge, which had to be painted to prevent chemicals from going into the river. A recent partnership has also been set up with Berkeley Homes whereby they will pay Farnham Town Council to remove any graffiti on their hoardings.</p>	

11. Proposed Climate Emergency

POINTS	ACTION
<p>Members discussed a report on a proposed Climate Emergency Declaration which would be considered by Strategy & Finance M. Members noted the work undertaken by FTC in recent years.</p> <p>Members agreed there were certain commitments that could be made such as helping to cut emissions and raising awareness with the public and also by using and encouraging a reduction in the use of single-use plastic. The Council could also encourage the use of public transport and walking. However, other considerations such as 'Refitting the council building to run-off renewable energy source' and 'switching to renewable energy were deemed to have a potential cost to Farnham electors that would need further research.</p> <p>It was agreed that decisions on national infrastructure required additional national infrastructure investment from government.</p>	<p>Members agreed that the Working Group's comments be fed into the Strategy & Finance Working Group.</p>

9. Date and Time of Next Meeting

POINTS	ACTION
<p>Tuesday 23rd October 2019 at 4pm</p>	

Meeting finished at 4:00pm. Notes by Lara Miller



FARNHAM TOWN COUNCIL

D

Notes

Strategy and Finance Working Group

Time and date

9.30 am on Tuesday 10th September 2019

Place

Town Clerk Office - Town Council Offices

Attendees:

Members: Councillors John Neale (Lead Member), Roger Blishen, Mark Merryweather, Carole Cockburn, Alan Earwaker, David Beaman, Brian Edmunds, Pat Evans and John Ward.

Officers: Iain Lynch (Town Clerk) and Iain McCready (Business and Facilities Manager).

1. Apologies

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

2. Declarations of Interest

POINTS	ACTION
There were no declarations of interest.	

3. Minutes of the Meeting held on 16th July 2019

POINTS	ACTION
The notes of the previous meeting were tabled (notes attached to agenda were a repeat of the June meeting)	

4. Finance Report

POINTS	ACTION
i) Members noted the latest overview of the finances of the Strategy & Finance Working Group and reviewed the Council's income and expenditure to 2 nd September including a detailed budget heading report and the bank reconciliation.	

5. Updates and Matters Arising from Working Groups and Task Groups

POINTS	ACTION
<p>Infrastructure Planning Group report held on the 2nd and 30th August</p> <p>The Working group noted arrangements for the independent examination on 1st October. A meeting to finalise details was being held with Waverley Borough Council.</p> <p>The working Group agreed that officers from Surrey County Council should be invited to a forthcoming meeting to discuss highways issues including removal of HGV's</p> <p>Vision for Farnham</p> <ul style="list-style-type: none"> i) Cllr Neale provided an update on The Vision for Farnham following the Councillor briefing held on 7th September. Members noted the challenge of an improved road network with Surrey County Council focussed on strategic network changes whilst residents were more focussed on connectivity for the town. ii) It was agreed that the Waverley Local Committee should be asked to reinstate the Farnham Task Group so any matters could be discussed between the tiers and highways improvements to be funded by CIL could be discussed. iii) Cllr Neale advised that there would be a meeting soon with Surrey County Council on strategic highways matters prior to the draft vision document being finalised for a wider public endorsement. Engagement would follow a further meeting with Councillors. iv) Cllr Neale emphasised that the vision document would not come up with all the answers. Cllr Cockburn reminded the Working Group of the Towns vision to 2032 agreed following referendum. 	<p>Recommend to Council. Contact Surrey County Council and ask them to reinstate the Farnham Task Group.</p>

6. Grant Applications

POINTS	ACTION
<p>Members discussed a grant application from Pass and Play (Netball) and agreed to award £500 for them to spend on new equipment.</p>	

7. Consultations

POINTS				ACTION
Members considered the Waverley Polling Station Review consultation.				
The following response was agreed:				
Polling District	Current Polling Station	WBC Proposals	FTC Response	
Bourne North	St Thomas-on-the-Bourne	No change		
Bourne South	South Farnham Infant School	Suggestions sought	New Cricket pavilion could be considered	
Castle I	Memorial Hall	No change		
Castle I	United Reformed Church	No change	If needed the Town Council offices could be used.	
Firgrove 1	St Joans Centre	No change		
Firgrove 2	Brambleton Hall	No change		
Hale and Heath End	Baptist Church Hall	No change		
Hale and Heath End	Gorselands	No change		
Moor Park (1)	TA Centre	No change		
Moor Park (2)	Abbey School	Suggestions sought		
Boundstone	Leverton Hall, S Peter's Church	Suggestions sought		
Shortheath	Leverton Hall, St Peter's Church	Suggestions sought	An alternative location would be preferable but limited options available.	
Upper Hale	Hale School	Suggestions sought	Hale Institute could be considered.	
Weybourne	Weybourne Village Hall	No change		
Badshot Lea	St Georges Church Hall	No change		
Wrecclesham	Wrecclesham Community Centre	No change		
Rowledge	Rowledge Village Hall	No change		
Members suggest that where possible INSET days should be encouraged on polling day.				

8. Climate Emergency

<p>The draft report for Council (attached at Annexe I) which incorporated comments from the discussion at Community Enhancement Working Group. Following detailed discussion, it was agreed that the report and recommendations at Annex I be proposed for adoption.</p> <p>Farnham Town Council</p> <ul style="list-style-type: none"> i) Agrees there is a “Climate Emergency” that requires urgent action. ii) Aims to become carbon neutral by 2030, acting directly on activities within its responsibility, and in cooperation with principal authorities where they have the mandate. iii) Continues to review its operations and the way it delivers services, so developing an action plan to consider positive changes that would reduce carbon emissions. iv) Recognises that to achieve its carbon neutral targets, it is essential for central government to provide powers, funding and other resources; so, the Council calls on UK Government and local climate change partnerships to provide the necessary support. v) Continues to encourage the local Farnham community to take all practical steps to reduce its own carbon footprint, harmful omissions and greenhouse gasses. 	<p>Recommendation; Adopt the report attached to Annex I</p>
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9. Policies

POINTS	ACTION
<p>Members noted that updated CCTV policy was required following GDPR and the new cameras installed. It was agreed the updated CCTV policy attached at Annex 2 be recommended to Council. It is scheduled for a review in 3 years. read through and agreed the updated CCTV policy.</p>	<p>Recommendation to Council to adopt the new CCTV policy at Annex 2.</p>

10. Contracts Update

POINTS	ACTION
<p>An update on contracts matters was provided as follows:</p> <ul style="list-style-type: none"> i) The current state of the air conditioning in the Council Chamber. ii) CNG supply unit to fuel the new vehicle has been fitted. iii) External works at the Town Council are being undertaken with additional work added as it is felt that as the building will have scaffolding in place then it would be a good time to work on the soffits, fascias and gutters. Also, it was noted that the Christmas lights would be replaced with LED variants whilst the scaffolding is erected. It was also noted that the Town Clerk in conjunction with the Leader and mayor, after consultation with Cllrs Attfield and Dunsmore agreed to extend the contract for the additional works and to waive standing orders and Financial Regulations to award the contract without tendering. 	

11. Community Engagement

POINTS	ACTION
<p>The Working Group read through the review of Farnham Town Council's approach to community engagement and regular activities undertaken as set out in the report at Annex 3. It was agreed to recommend the following actions.</p> <ul style="list-style-type: none"> i) Agree to officers designing a process for gathering and analysing data from social media feedback, letters, emails, complaints, compliments, phone calls, face to face comments etc and for this to be regularly fed back to members. ii) Commit to the principles of best practice set out so that any new engagement exercise is supported by well-thought out plan. iii) Pilot a new Younger people Task Group which would report back into Strategy and Finance to consider how best to engage with Younger people and meet identified needs. 	<p>Recommend to Council</p> <ul style="list-style-type: none"> I. To welcome the report at annex 3. II. Create a Young people Task Group to progress Farnham Town Councils approach to engaging younger people.

12. All Councillor Strategy and Workshop

POINTS	ACTION
<p>Members discussed the forthcoming Councillor Strategy Workshop to be held on the 19th October and noted that a facilitator would be sought for the workshop.</p>	

13. Expenditure of Brightwells Section 106 Contributions

POINTS	ACTION
<p>Members discussed the report and recommend the following to Council:</p> <ul style="list-style-type: none"> i) FTC offer to lead on a town wide wayfinding project. ii) In preparation for the conclusion of the WBC Car Parking Strategy review, the Tourism & Events Working Group develop a town wide wayfinding strategy, in consultation with: FCAMP and Farnham Visitors Forum. iii) Any larger infrastructure works proposed by the Park & Stride project team are discussed by the Infrastructure Planning Group and CIL/S106 Task Group. iv) The Assets Task Group progress plans to develop a new CCTV system. v) Council Officers liaise directly with Crest Nicholson to ensure required infrastructure to support Farnham in Bloom and the Christmas lights is installed at Construction stage. 	<p>Recommend to Council</p> <p>Tourism & Events Working Group develop the town wide wayfinding strategy, in consultation with FCAMP and Farnham Visitors Forum.</p>

14. Town Clerk Update

POINTS	ACTION
<p>The Town Clerk reported changes affecting the Staff Structure which would be considered by the HP Panel in due course.</p>	<p>Town Clerk to action.</p>

15. Date and time of next meeting

POINTS	ACTION
Tuesday 25 th October 9.30am.	

The meeting ended at 11.45am

Notes written by Iain McCready



FARNHAM TOWN COUNCIL

Annex I

Strategy & Finance Working Group

Time and date

Tuesday 10th September, 9.30am

Place

Town Clerk's Office

Climate Emergency

Introduction

The Intergovernmental Panel on Climate Change (IPCC) released a special report in October 2018 on 'Global Warming of 1.5°C'. The report states that:

- Human activity has already caused 1°C of warming to earth.
- To limit warming to 1.5°C it will be necessary to halve global carbon emissions by 2030 and to achieve net-zero net emissions by 2050.
- The consequences of 2°C warming are significantly worse than 1.5°C warming across all areas.

The report summarises how society might limit global warming to 1.5°C. Key findings concluded that meeting a 1.5°C target is possible but would require 'deep emissions reductions' and rapid far-reaching and unprecedented changes in all aspects of society.

Central government and local councils are being asked to declare a 'Climate Emergency' in an effort to commit to reducing carbon emissions. The Local Government Chronicle reported on 31st July that "in the past eight months, 205 of the UK's 408 principal authorities have declared a climate emergency, committing them to take urgent action to reduce carbon emissions at a local level". Surrey County Council and five of the county's boroughs and districts have now made a 'Climate Emergency' declaration and Waverley is expected to vote on a motion soon.

There is no single definition of what this declaration means. UK Government has pledged to cut carbon emissions by 80% by 2050 but many Councils say they want to be carbon-neutral by 2030. This is a much more ambitious target to reduce carbon emissions than the central government's aim of 80%.

Principal authorities are also being encouraged to establish local Climate Change Partnership coalitions to fight climate change. The Surrey Climate Change Partnership (SCCP) was set up by Surrey County Council in 2008, but local councils also have an important role to play.

What can Farnham Town Council do?

One of the Co-Chairs of the National Climate Emergency Network, who is also the Leader of Stroud District Council, believes "that local councils have the resources and experience to do the heavy lifting that's needed, in partnership with local communities". Farnham Town Council could take the following steps:

1. Consider a 'Climate Emergency' declaration.
2. Commit to reducing carbon emissions by implementing further changes to Farnham Town Council operations and services. Farnham Town Council has already implemented positive changes showing a commitment to reducing carbon emissions and removing single use

plastics. However, it could review its operations and service delivery to consider further green measures to maintain the good work commenced and minimise its carbon footprint, such as:

- Refitting council buildings to run off renewable energy sources where practicable.
- Switching to renewable energy tariffs.
- Extending the removal of single use plastic.
- Replacing the remaining council owned vehicles with electric or other appropriate vehicles.
- Ensuring that Council decisions consider the impact of climate change.
- Encouraging car share or walk to work schemes for its staff.

3. Commit to working with the Farnham community to reduce carbon emissions.

A local council may only have jurisdiction over its own operations and services but there are other ways in which a local council could assist in helping to reduce carbon emissions in its area, eg:

- Helping to influence community habits, eg by encouraging walking, cycling and use of public transport.
- Working in partnership with community organisations, individuals and local businesses to encourage changes to cut carbon emissions.
- Work in partnership with principal authorities to develop and implement policies to cut carbon emissions, eg by influencing local planning policy requiring electric car charging points to be provided in new developments, moving towards more energy efficiency and solar panels.

4. Demonstrate a further commitment to addressing the 'Climate Emergency' by working in partnership with local climate change partnership organisations and other bodies.

Conclusion

The evidence presented by IPCC and other non-governmental organisations indicates that the continuing rise of greenhouse gases poses a threat to humanity and life on earth and that urgent action is required to reduce carbon emissions to keep global warming under 1.5°C.

There are a number of solutions available to Farnham Town Council to continue to take steps towards reducing carbon emissions; some could be costly, and others could save the Council money in the long term. However, these costs are currently unknown, and no research has yet been carried out on whether the changes would result in an overall reduction of carbon emissions or on the costs likely to be faced by local council taxpayers. This research would be required to understand the impact on the Council but, by making a commitment to change things within its responsibility, will send a positive example to the community.

Climate Emergency

Farnham Town Council notes that:

- the continuing rise in greenhouse gases globally, if not addressed, represents an existential threat to our civilisation on this planet.
- the impacts of climate breakdown are already causing serious damage around the world.
- the recent 2018 Inter-governmental Panel on Climate Change (IPCC) report stated that there is just 12 years to act on climate change if global temperature rises are to be kept within the recommended 1.5 degrees Celsius; this assumes net zero emissions are reduced by 2050 from the current 40+ billion tonnes.
- such a reduction will require (in the words of the IPCC) “*rapid and far-reaching transitions in energy, land, urban and infrastructure (including transport and buildings), and industrial systems. These systems transitions are unprecedented in terms of scale, but not necessarily in terms of speed, and imply deep emissions reductions in all sectors, a wide portfolio of mitigation options and a significant upscaling of investments in those options*”.
- all governments (national, regional and local) have a duty to act, and local governments recognise this should not wait for their national governments to change their policies.
- strong policies to cut emissions also have associated health, wellbeing and economic benefits.
- central government has committed to a zero-carbon national target and has adopted a policy whereby sales of new petrol and diesel cars and vans, one of the main causes of emissions resulting in climate change, are to be totally phased out.
- a growing number of UK local authorities have already passed 'Climate Emergency' motions in recognition of the urgency of the climate crisis.
- local authorities working to ambitious targets for achieving net zero carbon emissions will require additional urgent financial and other support from central government in order to achieve their aims.

Strategy & Finance recommendations to Council

Farnham Town Council:

1. agrees there is a 'Climate Emergency' that requires urgent action.
2. aims to become carbon neutral by 2030, acting directly on activities within its responsibility, and in cooperation with our principal authorities on activities where they have the mandate.
3. will continue to review its operations and the way it delivers services, and develop an action plan for the Council to consider positive changes that will reduce carbon emissions.
4. recognises that to achieve its carbon neutral targets, there is a need for central government to provide powers, funding and other resources and calls on UK Government and local climate change partnerships to provide the necessary support.
5. will continue to work with and encourage its local community to take all practical steps to reduce its own carbon footprint and safeguard the environment.



Annex 2

Farnham Town Council CCTV Policy September 2019

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV systems located at Gostrey Meadows, Town Council Offices, Victoria Gardens and internal system within Farnham Town Council Offices and Farnham Depot. The sites are owned or managed by Farnham Town Council.

Farnham Town Council accepts that the management of the Council's CCTV system includes the processing of personal data:

- As it may be possible to identify an individual directly for the information being processed.
- It is possible that, although the data held may not relate to an identifiable individual to Farnham Town Council, it may related to an identifiable individual for another data controller such as the Police.

As such, this Policy acknowledges the following underlying principles surrounding processing personal data set out in Article 5(1) of the General Data Protection Regulation (2018):

Personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency');
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation');
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');

kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in

the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');

- e) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using the Farnham Town Council owned or managed facilities, so they can enter, enjoy and leave the facilities without fear of intimidation by individuals or groups;
- To reduce vandalism of property and to prevent, deter and detect and protect crime and disorder;
- To assist the Police, the Council and other law enforcement agencies with identification, detection, apprehension and prosecution of offenders, by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To assist all emergency services to carry out their lawful duties.

Changes to the Purpose or Policy

The CCTV Policy will be discussed by Strategy & Finance Working Group and any major change that would have a significant impact on either the purpose of this policy or operation of the CCTV scheme would be approved at full Council.

Responsibilities of the Owner of the Scheme

Farnham Town Council retains overall responsibility for the scheme.

Management of the System

Day to day operational responsibility rests with the Business and Facilities Manager.

Breaches of this policy will be investigated by the Town Clerk and reported to the Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in a acceptable format for use at Court Hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by operators:

- Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with the prior approval by the Town Clerk or Business and Facilities Manager. The Police are

permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are permitted to visit Farnham Town Council to review and confirm the Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.

- Operators should regularly check the accuracy of the date/time displayed.
- Storage and Retention of Images
Digital records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images will normally be erased after a period of 30 days.
- Images will not normally be supplied to the media, except on the advice of the Police if it is deemed to be in the public interest.
- As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a Police Officer and sign an exhibit label. Any images that are handed to a Police Officer should be signed for by the Police Officer and information logged to identify the recording, and showing the Officer's name and Police Station. The log should also show when such information is returned to the Council by the Police and the outcome of its use.
- Any event that requires checking of recorded data should be clearly detailed in the log of incidents, including Crime Numbers (if appropriate) and the Council notified at the next available opportunity.
- Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Town Clerk, Business and Facilities Manager. When a repair has been made, this should also be logged showing the date and time of completion.
- Subject Access Requests
Any request by an individual member of the public for access to their own record image must be made to the Town Clerk for consideration and reply, normally within one calendar month in line with the General Data Protection Regulation and the Data Protection Act 2018.

Accountability

Copies of this CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Council providing it does not breach security needs.

The Police have been informed of the installation and will be provided with a copy of this CCTV Policy upon request.

Any written concerns or complaints regarding the use of the system will be considered by the Council, in line with the existing complaints procedure.

Status

Farnham Town Council has considered the need for using CCTV and has resolved that it is required for the prevention and detection of crime and for protecting the safety of members of the public. It will not be used for any other purposes.

Date of Adoption

This CCTV was reviewed and adopted by Council on 19th September 2019



FARNHAM TOWN COUNCIL

Annex 3

Strategy & Finance Working Group

Time and date

Tuesday 10th September at 9.30am

Place

Town Clerk Office – Town Council Offices

A review of Farnham Town Council's approach to community engagement

As expectations rise and the cost of delivering services increases, it is more important than ever before to involve residents in shaping services and decision-making. By understanding what people need, service delivery can be more efficient and satisfactory for service users. Involving people in decision-making can help ensure the right decisions are made, manage the electorate's expectations and improve the Council's relationships with residents.

This report looks at how Farnham Town Council currently engages with the community and how it can engage more effectively.

What is community engagement and consultation?

Consultation is a process with a clear beginning, middle and end. The scope for stakeholder input should be clear. The Consultation Institute definition is:

'Consultation is the dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views with the objective of influencing decisions, policies or programmes of action'.

Engagement is seen as a broader term than consultation that includes formal consultations through to informal listening exercises and the seeking of insight into what local people think and feel about various day to day matters. The following is a useful explanation:

'Community engagement is based on the democratic idea that everyone who is affected by an issue that impacts their community should have a say in the decision making around it. It, moreover, holds the promise that public participation can influence decisions that affect the provision of services, future visions and sustainability of our communities.'

'Although there is no commonly agreed definition and the use of the term varies widely (sharing in notions of consultation, participation, collaboration and empowerment), community engagement captures its meaning in mutual decision making.' (source: Sally Hussey, Bangthetable.com)

Why engage

There is an argument to suggest that councils that listen and respond to their communities on a regular basis can improve dialogue and relationships.

Combining knowledge about a community's mood and feelings with hard facts and figures, means issues are less likely to emerge as decisions are made in response to people's needs.

How Farnham Town Council currently engages with the community

Over the past five years, advances in technology have provided opportunities for Farnham Town Council to improve its communications and to engage with a wider range of people.

Methods of regular engagement

Social media

Purpose– To listen, inform and provide opportunities for two-way communication.

Farnham Town Council has had a presence on Facebook and Twitter since June 2010. Both channels are used to post information about the Town Council's news and services, to share posts from business and voluntary communities and to provide an easy way for followers to engage and ask questions about Town Council business.

Farnham Town Council has nearly 3,000 followers on Facebook and is approaching 4,000 followers on Twitter.

Enewsletter

Purpose– To inform and invite two-way communication.

An newsletter is circulated to over 2,000 subscribers every 4-6 weeks. It provides nuggets of information and signposts people to where they can find out more. On average 44% of subscribers engage with the newsletter by opening it – this is well above the industry average of 17%.

Press releases

Purpose– To inform and invite comment.

Press releases are prepared and issued about the council's business and to promote events and initiatives. A named councillor (Town Clerk during purdah) is quoted in every press release so that readers know who to contact should they wish to engage in further conversation about the press release subject. The releases are issued to the local media and local government trade press and the publication rate is high. Every press release is published on the Farnham Town Council website and is shared via social media.

Website

Purpose– To inform and provide opportunities for feedback.

The website was re-launched in 2014. The content and design was informed by the findings of focus groups and a survey of local people and organisations. The consultation exercise showed that people wanted a website that offered more than information about council business. They wanted a central hub where they could go to find out about things to do, events and shopping.

Over the past year, the website has attracted 148,500 visitors. Visits rise significantly on days when there are community events such as fireworks displays, the Food Festival and the Christmas lights switch-on.

Vantage Point – residents' newsletter

Purpose– To inform residents about Council services and business.

Farnham Town Council includes a residents' newsletter in Vantage Point magazine eight times a year. The newsletter appears in the centre pages of the magazine and is between two and six pages long. Vantage Point magazine is distributed by the Royal Mail to every household in Farnham.

Residents' guide

Purpose– To inform residents about Council services and how to get the most out of living in Farnham.

The annual residents' guide is distributed in January by the Royal Mail to every household and business in Farnham. It includes information about council services, events and organisations in

Farnham. Councillors' contact details and photos are included so that residents can engage with their local councillor.

The publication is paid for by advertising.

Leaflets, paid for advertising and direct mail

Purpose – To inform about specific services.

Leaflets, adverts and direct mail are used to provide more information about events and services and to promote what the town has to offer to visitors and residents. Opportunities to get involved are promoted and details about how to engage via social media and the website are always given.

Newsletters

Purpose- To engage with specific target audiences.

A quarterly newsletter is sent to allotment holders to provide targeted information and to inform tenants how they can get involved in the day to day management of allotments.

Other newsletters have been created as and when required and have informed readers about matters such as the Neighbourhood Plan.

Face to face

Purpose– To gain insight from two-way conversations with residents.

The Mayor's ward coffee mornings, the information tent at every event, the Annual Town Meeting, competitions such as Secret Gardens, volunteering opportunities and attending community activities such as Hale Coffee morning and Coffee Spot at Rowledge, provide invaluable insight and bring councillors and officers into contact with people who may not otherwise get in touch.

The outside workforce is in a unique position and gains valuable first-hand information from the people they come into contact with while going about their day to day work.

Face to face contact provides opportunities for insight into topical issues and people's feelings about council business.

Noticeboards

Purpose:To inform about services and opportunities to get involved.

There 25 noticeboards located at the heart of Farnham's communities. Being local and located in places where there is a reasonable footfall, information may be seen by those who would not normally interact with Farnham Town Council.

Grant funding

Purpose:In addition to providing funding to a good cause, grants provide an opportunity to engage in two-way communication with the third sector.

Business communication

Purpose:To engage with the business community in two-way communications.

Initiatives such as the biennial customer service awards, sponsorship of Town Council events and activities and opportunities for the Mayor and Leader to be guest speaker at Chamber of Commerce events provide excellent opportunities to engage with the business sector and gauge feelings on council activity.

Partner communication

Purpose:To gain insight from organisations working within the community.

Contact with schools, voluntary organisations, amenity groups, public sector partners etc provide an informal opportunity for Farnham Town Council to hear about the needs of groups who do not engage with the council direct. For example, as a result of the council's relationship with The Dance

Movement, more is known and understood about the needs of disadvantaged young people in the area.

Statutory consultations

Neighbourhood Plan

Purpose:To inform people about the Neighbourhood Plan consultation and to encourage participation.

In recent years, the statutory consultations on Farnham's Neighbourhood Plan have been some of the best examples of community engagement ever undertaken by Farnham Town Council.

Clear objectives, the identification of stakeholders and key messages were supported by a comprehensive communications plan which set down the methods for reaching people and encouraging participation.

The consultation included qualitative engagement such as roadshows, public meetings and live question and answer sessions on Facebook to quantitative activity such as the achievement of over 1,000 responses to a complex and lengthy survey using Survey Monkey software. The engagement exercise was supported with information on the website, social media and in a printed format.

Participants were kept informed and their feedback shaped the final versions of the Neighbourhood Plan.

Consultations by external bodies

Farnham Town Council uses its established communication channels to inform residents about consultations by third parties. Recently, this has included proposals for the re-routing of an Esso pipeline, housing developments and works involving the temporary closure of the level crossing.

Consultation best practice

It is essential to be clear about the ultimate aim of embarking on an engagement exercise. The ladder of citizen participation by Sherry R Arnstein 1969, which was rationalised and updated by The Consultation Institute sets out four levels of aspiration:

- **information-giving:** where residents are informed, but have no influence
- **consultation:** where residents can inform decisions, but don't have the final say
- **co-production:** where things are done jointly, acting together
- **supporting citizen power:** where residents lead and the council stands back

The Consultation Institute has published a Consultation Charter which includes seven best practice principles. In summary, these are as follows:

Integrity

The process must have an honest intention. The *Consultor* must be willing to listen to the views advanced by *consultees*, and be prepared to be influenced when making subsequent decisions.

Visibility

All those who have a justifiable right to participate in a consultation should be made reasonably aware of the exercise.

Accessibility

Consultees must be able to have reasonable access to the exercise. This means that the methods chosen must be appropriate for the intended audience and that effective means are used to cater for the special needs of 'seldom heard' groups and others with special requirements.

Transparency

Stakeholder invitation lists, *consultee* responses and consultation results should be published but only with the consent of participants.

Disclosure

For consultation to succeed, and to encourage a measure of trust between the parties, it is important to provide for reasonable disclosure of relevant information.

Fair interpretation

Information and viewpoints gathered through Consultation exercises have to be collated and assessed, and this task must be undertaken promptly and objectively.

Publication

Participants in a consultation exercise have a proper expectation that they will see both the *output* and the *outcome* of the process within a reasonable time after the conclusion of the exercise.

The Consultation Institute believes that following these principles will enable the consultation to yield its true benefits and assist in evidence-based decision-making.

The principles can be applied to all engagement and consultation exercises.

Alongside the Charter, there are a number of key principles that should be followed during the three stages of engagement:

Before

1. decide whether the exercise is to be a consultation or engagement
2. decide key questions
3. decide stakeholders
4. what's come before?
5. decide resources and timescales?

During

6. choose consultation methods
7. write communications plan
8. design and implement

After

9. analyse and interpret
10. provide feedback
11. evaluate

How good is existing engagement

Voter turnout, participation in community activity, anecdotal evidence and previous engagement exercises suggest that people are willing to engage with Farnham Town Council when there is an opportunity to be involved in something about which they care.

This willingness to be involved and a desire from the 2019-2023 Council to be more outward looking, provides opportunities to take Farnham Town Council's public engagement to the next level.

Tools and techniques to increase engagement: pros and cons

Online surveys: can be either promoted publicly and widely or sent to a closed group, or a combination of the two. Online surveys are quick and cheap but require time and careful thought to plan questions. Farnham Town Council subscribes to SurveyMonkey which enables the creation and analysis of surveys.

Online surveys should be supported by paper versions but a little extra time and thought is needed to distribute, collect and process the data.

There are biases about the types of people who participate and how they answer but surveys remain a useful and widely used tool.

Staff resource: low to medium.

Financial resource: low to medium.

Web and social media polls: A quick, easy and fun way for people to give their views. There's a strong bias in terms of who takes part and, by their nature, they cannot be too detailed. Risk of prompting negative feedback on social media.

Staff resource: low.

Financial resource: low.

Citizens' panels: A Citizens' panel is a demographically representative, consultative body of local residents who can be drawn on for surveys and other techniques such as focus groups.

Citizens' panels are useful when a particular audience is needed - age group or gender, special interest or location etc - but it is difficult to maintain sufficient numbers once you segment the panel in this way.

Membership tends to be skewed to the sort of people who are interested in having their say on local matters so maintaining a representative group can be a challenge. Over time, participants get used to being surveyed so their views may be further skewed and their views less spontaneous or fresh.

Getting the recruitment right when setting up and developing a panel is therefore really important.

Staff resource: Medium to high to set up. Once running, low to medium.

Financial resource: Depending on how the panel is recruited, low to high. Once running, low.

Focus groups: Small group of invited participants who take part in a facilitated discussion around a particular topic. Suggested time would be 1-2 hours. Running a focus group is a skilled and specialist area so recruiting a supplier who can provide high quality facilitation and analysis is important. Focus groups are great for testing ideas at the start of a piece of research or for delving deeper to look further into some research results where further insight is required. Participants would usually be offered an incentive to attend.

Staff resource: Medium. Careful selection of supplier is needed and involvement in planning the purpose.

Financial resource: High

Listening projects: In a listening project, researchers go out into the community and allow the conversation and approach to be led by the participants. They use open questions and gather information in a non-judgemental way to allow the participants' voices to be heard.

They are inclusive pieces of research, looking to hear from all sections of the community but are not necessarily representative. Methods tend to be informal and could include a semi-structured phone conversation with a professional or voluntary sector stakeholder or a chat at a bus stop with an elderly or young person. It's a very empathetic approach.

Results might be used alongside more data driven intelligence. The information gathered will be subjective and anecdotal but is nevertheless valued.

Listening projects are a great for ensuring people are heard and useful when looking at a specific community, e.g. at ward or neighbourhood level. They are not scientific but are good for when there is a need to demonstrate genuine engagement.

Staff resource: Medium.

Financial resource: Medium to high

Phone interviews, street surveys etc: Hard to get a representative sample without investing lots of resource but, done in house, this can be a quick way to get some feedback. Phone interviews can be semi-structured to enable more of a conversation around a topic which although won't be scientific can provide valuable insight to understand people's views.

Phone interviews could be used to seek feedback from stallholders at events or In Bloom volunteers.

Staff and financial resource: Depends on whether the surveys are done in house.

Residents' surveys: An expensive project but useful for gathering residents' views across a range of issues and to benchmark against in future.

Staff resource: High at planning stage and when acting on findings

Financial resource: High

Roadshows: Take an annual roadshow out to Farnham's communities so as to provide opportunities for residents to meet staff and councillors face to face.

Staff resource: High during the roadshow period.

Financial resource: Low to medium

Conclusions

When done well, engagement builds trust and assists with informed, evidence-based decision-making. An ill-thought out engagement exercise where outcomes are predestined, or choices are false is potentially more damaging than no consultation.

While the ultimate aim is that engagement should become second nature to the organisation and an integrated part of the role of officers and councillors, to reach this position, there are resource implications both in terms of officer time and budget. An assessment may also need to be made on whether a change in culture is needed in any part of the organisation.

Formalising engagement may require one or two initial 'warm up' exercises so that Farnham Town Council can build trust with stakeholders by being able to evidence that it acts on what people say. A greater level of planning would also be required to ensure that enough time is allowed for a meaningful engagement exercise.

Farnham Town Council has access to a great deal of information from its existing engagement with residents but much of this insight remains untapped.

Embarking on an engagement strategy will be a learning experience and is a journey that should not be rushed so that lessons can be learned and the quality of engagement and building of trust can be maximised.

For success, it is essential to identify and agree the areas on which councillors wish to engage. An example could be seeking customer satisfaction feedback about an event such as the food festival and using the information to shape and improve future events.

Recommendations

It is recommended that Council:

1. Agree to officers designing a process for gathering and analysing data from social media feedback, letters, emails. Complaints, compliments, phone calls, face to face comments etc and for this to be regularly fed back to members.
2. Commit to the principles of best practice set out so that any new engagement exercise is supported by well-thought out plan.
3. Pilot a new Younger people Task Group which would report back into Strategy and Finance to consider how best to engage with Younger people and meet identified needs.

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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 29th July, 2019

Place

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

Planning & Licensing Consultative Working Group Members Present:

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

Officers: Jenny De Quervain

1. Apologies for Absence

Councillor Alan Earwaker.

2. Disclosure of Interests

Jenny de Quervain declared a non-pecuniary interest to WA/2019/1058.

3. Applications Considered

Farnham Bourne

WA/2019/1061 Farnham Bourne

Officer: Carl Housden

Erection of an outbuilding following demolition of existing outbuilding.

REDHILL HOUSE, TILFORD ROAD, LOWER BOURNE GU9 8HS

Farnham Town Council has no objections subject to the outbuilding remaining ancillary to Redhill House.

WA/2019/1071 Farnham Bourne

Officer: Philippa Staddon

Erection of a first floor side extension.

CHRISTMAS COTTAGE, 57 BURNT HILL ROAD, LOWER BOURNE GU10 3NA

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

WA/2019/1074 Farnham Bourne

Officer: Philippa Staddon

Erection of extensions and alterations

23 AVELEY LANE, FARNHAM GU9 8PR

Farnham Town Council has no objections extensions and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2019/1143 Farnham Bourne

Officer: Mr Chris Turner

Erection of extensions and alterations.

102 BURNT HILL ROAD, LOWER BOURNE GU10 3LJ

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

DW/2019/0010 Farnham Bourne

Officer: Louise Fuller

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 a maximum of 4m, and for which the height of the eaves would be 2.4.

77 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

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

CA/2019/0105 Farnham Bourne

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREE

FLAT 3 GREAT AUSTINS MANOR, 11 VICARAGE HILL, FARNHAM GU9 8AF

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially in the conservation area covered by Farnham Neighbourhood Plan Policy FNP5. If removal is necessary, replace with an approved native species.

TM/2019/0107 Farnham Bourne

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 27/08

CRAVEN HOUSE, 1 CRAVEN CLOSE, FARNHAM GU10 3LW

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

Farnham Castle

WA/2019/1058 Farnham Castle

Officer: Flo Taylor

Erection of a dwelling and associated works following demolition of existing dwelling.
9 LONG GARDEN WALK WEST, FARNHAM GU9 7HX

Farnham Town Council objects to the overdevelopment of a restrictive site not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI. The size and scale of the proposal will have a negative impact on the neighbours' amenity, especially the neighbour to the north, resulting in overlooking, loss of light and have an adverse effect of the street scene. The parking provision is inadequate and impractical to access and would result in the loss of on-street parking for other residents. Farnham Town Council is concerned at the loss of another single storey property.

WA/2019/1136 Farnham Castle

Officer: Philippa Staddon

Display of 3 non-illuminated signs following removal of existing signs.
2 COXBRIDGE BUSINESS PARK ALTON ROAD FARNHAM GU10 5EH

Farnham Town Council has no objections to non-illuminated signs.

WA/2019/1146 Farnham Castle

Officer: Mr Chris Turner

Installation of an air conditioning unit and construction of a timber enclosure.
THE MECURE BUSH HOTEL, THE BOROUGH, FARNHAM GU9 7NN

Farnham Town Council has no objections subject to the air conditioning units being sufficiently screened and any external venting be away from residential dwellings in Borelli Mews. This application is needs to comply with Farnham Neighbourhood Plan Town Centre Conservation Area Policy FNP2.

CA/2019/0100 Farnham Castle

Officer: Mr A Clout

FARNHAM CONSERVATION AREA
WORKS TO TREE

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

CA/2019/0104 Farnham Castle

Officer: Mr A Clout

FARNHAM CONSERVATION AREA
REMOVAL OF TREE

KEEP HATCH, THE MEWS, WEST STREET FARNHAM GU9 7EH

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially on the edge of the conservation area covered by Farnham Neighbourhood Plan Policy FNP2. If removal is necessary, replace with an approved native species.

Farnham Firgrove

WA/2019/1105 Farnham Firgrove

Officer: Louise Fuller

Erection of extensions and alterations to existing maisonette to provide three storey dwelling.
49 WEYDON HILL ROAD, FARNHAM GU9 8NY

Farnham Town Council objects to the flat roof dormer and the negative impact on

the neighbours' amenity not being compliant with SPD Residential Extensions, the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.

WA/2019/1133 Farnham Firgrove

Officer: Flo Taylor

Use of part of first floor for pool tables together with internal alterations.

THE MULBERRY, STATION HILL, FARNHAM GU9 8AD

Farnham Town Council has no objections to the internal alterations subject to the access to the first floor being appropriate for the additional footfall and the front first floor balcony is not accessible to patrons.

WA/2019/1134 Farnham Firgrove

Officer: Flo Taylor

Listed Building consent for internal alterations.

THE MULBERRY, STATION HILL, FARNHAM GU9 8AD

Farnham Town Council has no objections to the internal alterations subject to the access to the first floor being appropriate for the additional footfall and the front first floor balcony is not accessible to patrons.

WA/2019/1149 Farnham Firgrove

Officer: Carl Housden

Erection of extension and alterations.

1 HILLARY CLOSE, FARNHAM GU9 8QZ

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

Farnham Hale and Heath End

WA/2019/1055 Farnham Hale and Heath End

Officer: Flo Taylor

Change of use together with erection of extensions and alterations to provide an independent dwelling; new vehicular access.

OUTBUILDING 114, FARNBOROUGH ROAD, FARNHAM

Farnham Town Council objects to the density of residential development and the negative impact on the street scene and the neighbours' amenity. The viability of the structure being suitable for habitation and the ability to provide appropriate access and off-road parking is questionable given its location on The Fairway.

WA/2019/1077 Farnham Hale and Heath End

Officer: Louise Fuller

Erection of extensions and alterations to front porch and associated works

1A BETHEL LANE, FARNHAM GU9 0QA

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

WA/2019/1128 Farnham Hale and Heath End

Officer: Philippa Staddon

Erection of extensions and alterations to bungalow to provide a two storey dwelling.

LITTLE BROOK, BROOKSIDE, FARNHAM GU9 0NY

Farnham Town Council has no objections extensions and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan

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

Farnham Moor Park

WA/2019/1080 Farnham Moor Park

Officer: Louise Fuller

Erection of extensions and alterations.

WOODSIDE, 80 LYNCH ROAD, FARNHAM GU9 8BT

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

WA/2019/1094 Farnham Moor Park

Officer: Louise Fuller

Erection of detached garage following demolition of existing detached garage

LITTLE BARN 22 CROOKSBURY ROAD, FARNHAM GU10 1QE

Farnham Town Council has no objections to the erection of a detached garage subject to the green boundary being maintained.

WA/2019/1119 Farnham Moor Park

Officer: Mr Chris Turner

Erection of extensions and alterations.

WOODSIDE, UPLANDS ROAD, FARNHAM GU9 8BP

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

NMA/2019/0107 Farnham Moor Park

Officer: Amy Willson

Amendment to WA/2017/0578 for alterations to elevations; changing the roof lights and footprint of extension.

17 OLD COMPTON LANE, FARNHAM GU9 8BS

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

TM/2019/0111 Farnham Moor Park

Officer: Mr A Clout

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE

PRESERVATION ORDER 34/06

2 HOLLAND CLOSE FARNHAM GU9 8DT

Farnham Town Council leaves to the Arboricultural Officer.

Farnham Shortheath and Boundstone

WA/2019/1073 Farnham Shortheath and Boundstone

Officer: Philippa Staddon

Application under Section 73 to vary Condition 1 of WA/2015/2259 (approved plans) to allow alterations to size of 3 dormer windows.

1 GORSE COTTAGE, JUBILEE LANE, BOUNDSTONE GU10 4SZ

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

WA/2019/1122 Farnham Shortheath and Boundstone

Officer: Mark Andrews

Erection of single storey extension

9 LYNTON CLOSE, FARNHAM GU9 8US

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

WA/2019/1123 Farnham Shortheath and Boundstone

Officer: Mark Andrews

Certificate of Lawfulness under Section 191 for erection of a single storey extension and alterations to roof space including the erection of a dormer to provide additional habitable accommodation

9 LYNTON CLOSE, FARNHAM GU9 8US

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

WA/2019/1147 Farnham Shortheath and Boundstone

Officer: Flo Taylor

Certificate of Lawfulness under Section 192 for single storey side extension.

10 BEACON CLOSE, WRECCLESHAM GU10 4PA

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

WA/2019/1150 Farnham Shortheath and Boundstone

Officer: Daniel Holmes

Erection of extensions and alterations to bungalow to provide chalet bungalow.

7 JUBILEE LANE, BOUNDSTONE GU10 4SZ

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

Farnham Weybourne and Badshot Lea

WA/2019/1047 Farnham Weybourne and Badshot Lea

Officer: Philippa Staddon

Erection of extension and alterations.

16 ST GEORGES ROAD, BADSHOT LEA GU9 9LX

Farnham Town Council objects to the extension and alterations not being compliant with Farnham Neighbourhood Plan Policy FNPI6 and having a negative impact on the neighbours' amenity.

Cllr Neale left the meeting at 11.00.

WA/2019/1076 Farnham Weybourne and Badshot Lea

Officer: Flo Taylor

Application under Section 73 to remove Conditions 1 and 5 of WA/2003/1464 (restriction of use to a particular person and provision of scheme to control noise) to allow unrestricted use compliant with the permitted class B1(c).

THE WAREHOUSE, GREEN LANE, BADSHOT LEA

Farnham Town Council objects to the removal of Conditions in place to protect the neighbours' amenity.

WA/2019/1137 Farnham Weybourne and Badshot Lea

Officer: Mr Chris Turner

Erection of a dwelling and associated works following demolition of existing dwelling and outbuildings.

GREEN LANE FARM, GREEN LANE, BADSHOT LEA

Farnham Town Council strongly objects to the size and scale of the proposed new dwelling in this application. It is vastly increased to the approved application and not in keeping with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.

NMA/2019/0106 Farnham Weybourne and Badshot Lea

Officer: Amy Willson

Amendment to WA/2018/2240 to walls and rendered block work.

27 WOODLANDS AVENUE, FARNHAM GU9 9EY

Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

WA/2019/1048 Farnham Wrecclesham and Rowledge

Officer: Mr Chris Turner

Certificate of Lawfulness under Section 191 to establish that the building known as The Studio Flat and its use as a single dwelling house are lawful.

38, THE STREET, WRECCLESHAM GU10 4PR

Farnham Town Council leaves to WBC Officers.

WA/2019/1067 Farnham Wrecclesham and Rowledge

Officer: Flo Taylor

Change of use of land from agricultural to equestrian.

ELM VILLA, MANLEY BRIDGE ROAD, ROWLEDGE GU10 4DA

Farnham Town Council objects to the change of use as the access is not indicated on the plans given the potential increase in vehicle movement. Manley Bridge Road is a dangerous road and has limited line of sight at the main entrance.

WA/2019/1068 Farnham Wrecclesham and Rowledge

Officer: Flo Taylor

Construction of a sand school, land drains and fencing.
ELM VILLA, MANLEY BRIDGE ROAD, ROWLEDGE GU10 4DA

Farnham Town Council objects to the change of use as the access is not indicated on the plans given the potential increase in vehicle movement. Manley Bridge Road is a dangerous road and has limited line of sight at the main entrance.

WA/2019/1108 Farnham Wrecclesham and Rowledge

Officer: Mr Chris Turner

Erection of extension and alterations.
6 THE CHINE, WRECCLESHAM GU10 4NN

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

WA/2019/1113 Farnham Wrecclesham and Rowledge

Officer: Mr Chris Turner

Erection of two storey extension and alterations following demolition of existing outbuilding
THE CHERRY TREE INN, CHERRY TREE ROAD, ROWLEDGE GU10 4AB

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

4. Surrey County Council mineral, waste, or Other Applications/Consultations

Defer to 12 August 2019 meeting to allow time to review

Crookham Village Neighbourhood (Development) Plan

All comments must be received in the six-week period (10am 25th July and 4pm 5th September 2019) to be accepted.

5. Appeals

1. **Appeal** – maintain objections, comments submitted via PINS website:
PLANNING INSPECTORATE REFERENCE: APP/R3650/W/19/3231847
PLANNING INSPECTORATE APPEAL START DATE: 16/07/2019
APPLICANT: Mary Wise – Hadfield, Butt And Bowyer

WA/2018/1789 Farnham Moor Park Kayleigh Taylor

Erection of a detached dwelling with associated access, parking and landscaping following demolition of existing garage.

50 ABBOTS RIDE, FARNHAM GU9 8HZ

Farnham Town Council objects to the size and scale of the proposed replacement dwelling not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.

2. **Appeal** – no further opportunity to submit comments to PINS.
PLANNING INSPECTORATE REFERENCE: APP/R3650/D/19/3230329
PLANNING INSPECTORATE APPEAL START DATE: 16/07/2019
APPLICANT: Mr and Mrs B Cotterill

WA/2019/0145 Farnham Moor Park Gerald Chibumu

Erection of extensions and alterations to provide ancillary accommodation (revision of WA/2018/1874).

30 HALE ROAD, FARNHAM GU9 9QH

Farnham Town Council notes the improvement to the previous application however maintains its objections to the size and scale of the extensions and alterations to provide an ancillary dwelling not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, having a negative impact on the neighbour's amenity and insufficient parking provision.

3. Appeal Decision – 17 Vicarage Lane, Upper Hale – Dismissed

For information only.

6. Date of next meeting

Waverley Borough Council will be in attendance.

The meeting ended at 12.05 pm

Notes written by Jenny de Quervain

Date of next meeting 12 August 2019

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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 12th August, 2019

Place

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

Planning & Licensing Consultative Working Group Members Present:

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

Officers: Jenny De Quervain (Planning & Civic Administrator)

1. Waverley Borough Council Planning Portal

Val Jacobi, Paul Reeves and Patrick Arthur, Waverley Borough Council
Waverley Borough Council Officers in attendance to give advice and review external use of Civica.

2. Apologies for Absence

Councillors Gray and Hesse.

3. Disclosure of Interests

None were received.

4. Applications for larger developments

Farnham Upper Hale

WA/2019/1167 Farnham Upper Hale

Officer: Louise Fuller

Display of non-illuminated signs.

THE FOLLY, 1 FOLLY HILL, FARNHAM GU9 0AX

Farnham Town Council objects to the proposed size and position of the signage being a danger to drivers and would require a reduction in height of the green boundary. Signage for the development should be restricted to the site entrance and reduced in size to limit the distraction to road users.

WA/2019/1195 Farnham Upper Hale

Officer: Graham Speller

Erection of 5 dwellings, alterations to access and associated works following demolition of existing outbuildings.

LAND AT 108 FOXDENE, UPPER HALE ROAD, FARNHAM GU9 0JW

Farnham Town Council objects to the overdevelopment of the Land at 108 Foxdene not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI in layout and density. The access is dangerous and limited for the additional five dwellings accessing the highway at this point.

Farnham Weybourne and Badshot Lea

WA/2019/1171 Farnham Weybourne and Badshot Lea

Officer: Mr Chris Turner

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.

LAND CENTRED COORDINATES 485710 148770 ON WEST SIDE OF GREEN LANE, BADSHOT LEA

This is an approved development site in the Adopted Farnham Neighbourhood Plan Policy FNPI4b). Farnham Town Council supports the application for the erection of 105 dwellings at land on the West Side of Green Lane being compliant with the Farnham Neighbourhood Plan. Consideration should be given to the way services are installed and accessed to allow for future upgrades without impacting on the local amenity. We look forward to reviewing the subsequent application for additional drainage on the site.

5. Applications Considered

Farnham Bourne

CA/2019/0110 Farnham Bourne

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

Works to and removal of trees

11A GREENHILL ROAD FARNHAM GU9 8JW

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially in the conservation area covered by Farnham Neighbourhood Plan Policy FNP5. If removal is necessary, replace with an approved native species.

WA/2019/1201 Farnham Bourne

Officer: Daniel Holmes

Certificate of Lawfulness under section 192 for alterations to roof to provide additional habitable accommodation including installation of no.3 rooflights following removal of no.2 existing rooflights

77 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

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

Farnham Castle

WA/2019/1153 Farnham Castle

Officer: Graham Speller

Application under Regulation 3 of the Town and Country Planning General Regulations 1992 for erection of extensions and alterations.

6 WAYNFLETE LANE, FARNHAM GU9 7BH

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

WA/2019/1172 Farnham Castle

Officer: Graham Speller

Change of Use from non-residential institution (Use Class D1) to a dwelling (Use Class C3).

FORMERLY FLAT 1, 69 MANORY HOUSE, WEST STREET, FARNHAM GU9 7EH

Farnham Town Council has no objections.

WA/2019/1173 Farnham Castle

Officer: Graham Speller

Listed Building consent for internal alterations.

FORMERLY FLAT 1, 69 MANORY HOUSE, WEST STREET, FARNHAM GU9 7EH

Farnham Town Council has no objections.

WA/2019/1181 Farnham Castle

Officer: Louise Fuller

Listed building consent for demolition and re-erection of a section of wall.

3 DOWNING STREET, FARNHAM GU9 7NX

This application is retrospective as the section of wall has already been removed.

Farnham Town Council has no objections subject to the approval of the WBC Heritage Officer and all materials be in keeping with existing.

WA/2019/1188 Farnham Castle

Officer: Mr Chris Turner

Application under Section 73 to vary Condition 2 of APP/R3650/W/18/3213651 (WA/2018/0971) (approved plans) to allow relocation of building.

11 OLD PARK LANE, FARNHAM

Farnham Town Council objects to the removal of Condition 2. The proposed new location is too close to the boundary and would have a negative impact of future occupants of the new property and 11 Old Park Lane.

Farnham Firgrove

WA/2019/1174 Farnham Firgrove

Officer: Louise Fuller

Erection of extension and alterations to porch.
5 SHEEPHOUSE, FARNHAM GU9 8LR

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

Farnham Hale and Heath End

Changes to the application have been received 07/08/19

WA/2019/1055 Farnham Hale and Heath End

Officer: Flo Taylor

Change of use together with erection of extensions and alterations to provide an independent dwelling; new vehicular access.

OUTBUILDING 114, FARNBOROUGH ROAD, FARNHAM

Farnham Town Council maintains its objections to this application not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI. Farnham Town Council objects to the density of residential development and the negative impact on the street scene and the neighbours' amenity. The viability of the structure being suitable for habitation and the ability to provide appropriate access and off-road parking is questionable given its location on The Fairway.

WA/2019/1199 Farnham Hale and Heath End

Officer: Louise Fuller

Erection of 2 dwellings with associated works; extensions and alterations to existing dwelling.
6 FARNBOROUGH ROAD, FARNHAM GU9 9AE

Farnham Town objects to the overdevelopment of the garden of 6 Farnborough Road and the dangerous proposed access to the highways and lack of accessible parking for the increased size of the host dwelling and two additional properties and the lack of amenity space for future occupants, not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and FNPI6.

Farnham Moor Park

DW/2019/0011 Farnham Moor Park

Officer: Carl Housden

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 3.69 m, for which the height would be 3.5 m, and for which the height of the eaves would be 2.225 m.

60 ROMAN WAY, FARNHAM GU9 9RG

Farnham Town Council has no objections extensions and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and no negative impact on the neighbour's amenity.

WA/2019/1152 Farnham Moor Park

Officer: Louise Fuller

Erection of detached double garage with playroom above.

18 HIGH PARK ROAD, FARNHAM GU9 7JL

Farnham Town Council object to the size and scale of the proposed two storey garage with access on Lower South View, having a negative impact on the street scene of Lower South View and not being compliant with Farnham Neighbourhood Plan Policy FNPI.

Farnham Upper Hale

WA/2019/1157 Farnham Upper Hale

Officer: Graham Speller

Erection of single storey extension and alterations to existing integral garage to provide habitable accommodation.

FOLLY HOUSE, FOLLY LANE NORTH, FARNHAM GU9 0HU

Farnham Town Council has no objections extensions and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2019/1165 Farnham Upper Hale

Officer: Graham Speller

Erection of extension and alterations following demolition of existing conservatory.

2 HEATHYFIELDS ROAD, FARNHAM GU9 0BN

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

WA/2019/1179 Farnham Upper Hale

Officer: Ruth Dovey

Certificate of Lawfulness under Section 191 to confirm that the site containing Heathy Park Reservoir and an ancillary open storage yard has an authorised B8 use.

HEATHY PARK RESERVOIR, ODIHAM ROAD, FARNHAM

Farnham Town Council objects to a certificate of lawfulness authorising B8 use on this site within the red line site plan. There is no access to the rear of the site within the red line site plan therefore it cannot be accessed for storage.

WA/2019/1189 Farnham Upper Hale

Officer: Louise Fuller

Erection of a car port.

9 WINDERMERE WAY, FARNHAM GU9 0DE

Farnham Town Council has no objections to the erection of a car port.

Farnham Weybourne and Badshot Lea

WA/2019/1156 Farnham Weybourne and Badshot Lea

Officer: Philippa Staddon

Erection of a building to provide a rehabilitation room and storage facility.

THE CLUB HOUSE, WILKINSON WAY, FARNHAM GU9 9FA

Farnham Town Council has no objections to the erection of a building to provide a rehabilitation room and storage facility.

WA/2019/1159 Farnham Weybourne and Badshot Lea

Officer: Mr Chris Turner

Erection of extensions and alterations.

TREESMILL, 50 BADSHOT PARK, BADSHOT LEA GU9 9JZ

Farnham Town Council has no objections extensions and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and materials be in keeping with existing.

Farnham Wrecclesham and Rowledge

WA/2019/1162 Farnham Wrecclesham and Rowledge

Officer: Louise Fuller

Certificate of Lawfulness under Section 192 for single storey side extension.

69 RIVERDALE, WRECCLESHAM GU10 4PJ

Farnham Town Council has no objections.

WA/2019/1163 Farnham Wrecclesham and Rowledge

Officer: Graham Speller

Erection of a dwelling (revision of WA/2018/1777).

LAND AT THE GRANARY, WRECCLESHAM HILL, WRECCLESHAM GU10 4JS

Farnham Town Council maintains its strong objections to the erection of a new dwelling in this location. The proposed dwelling is not in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP1, being land outside the built up area boundary and having a negative impact on the ASNW.

WA/2019/1166 Farnham Wrecclesham and Rowledge

Officer: Graham Speller

Erection of an extension.

38 WEY MEADOW CLOSE, WRECCLESHAM GU9 8TX

Farnham Town Council has no objections extension being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, materials be in keeping with existing and no negative impact on the neighbour's amenity.

CA/2019/0112 Farnham Wrecclesham and Rowledge

Officer: Mr A Clout

WRECCLESHAM CONSERVATION AREA

REMOVAL OF 1X SYCAMORE TREE

90 RIVERDALE FARNHAM GU10 4QR

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially in the conservation area covered by Farnham Neighbourhood Plan Policy FNP6. If removal is necessary, replace with an approved native species.

6. Surrey County Council mineral, waste, or Other Applications/Consultations

Deferred from 29 July 2019

Crookham Village Neighbourhood (Development) Plan

Consideration for highways improvements and traffic mitigation for additional vehicles using roads around Farnham.

7. Appeals

SITE ADDRESS: Land Adjoining West Farm, Tongham Road, Runfold

PROPOSAL: Erection of 2 dwellings together with associated works.

WAVERLEY REFERENCE: WA/2018/1863

PLANNING INSPECTORATE REFERENCE: APP/R3650/W/19/3230324

PLANNING INSPECTORATE APPEAL START DATE: 29th July 2019

APPLICANT: Mr John Mitchell

Farnham Town Council maintains its objection:

WA/2018/1863 Farnham Moor Park Philippa Staddon

Erection of 2 dwellings together with associated works.

LAND ADJOINING WEST FARM, TONGHAM ROAD, RUNFOLD GU10 1PJ

Farnham Town Council objects the erection of two dwellings at land adjoining West Farm, Tongham Road. The site is outside of the Farnham Neighbourhood Plan Built-up Area Boundary and conflicts with Policy FNPI0 and FNPI1.

8. Waverley Borough Council Street Naming Applications

SNN2017A: Land south of junction with Upper Old Park Lane, Folly Hill, Surrey - 96 dwellings - awaiting further consideration from Cala Homes.

9. Footpaths and Rights of Way

Surrey County Council on behalf of Waverley Borough Council is processing an application for a proposed diversion of footpath 300.

Site visit arranged for Tuesday 27th August at 11am with SCC and Taylor Wimpey.

10. Date of next meeting

2 September 2019 (due to bank holiday on 26 August)

The meeting ended at 1.10 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 September, 2019

Place

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

Planning & Licensing Consultative Working Group Members Present:

Councillor Brian Edmonds (Lead Member)
Councillor David Beaman
Councillor Roger Blishen
Councillor Alan Earwaker
Councillor John "Scotty" Fraser
Councillor John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

Councillor Martin.

2. Disclosure of Interests

None were received.

3. Applications considered

Farnham Bourne

WA/2019/1214 Farnham Bourne

Officer: Olivia Gorham

Certificate of Lawfulness under Section 192 for the erection of extensions to each of the 4 units. UNITS A, B, C & D, WAVERLEY COURT FARM, MONKS WALK, FARNHAM GU9 8HT
Note. B, C, D where granted Certificates of Lawfulness to be used as single dwellings in 2008 and another named Hedgehog Cottage in 2015.

Farnham Town Council has no objections subject to the extensions to the single dwellings being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI 6.

WA/2019/1215 Farnham Bourne

Officer: Carl Housden

Erection of a dwelling with integral garage.
LAND AT 8 KILN LANE, LOWER BOURNE

Farnham Town Council objects to the erection of a dwelling of this size and scale, its negative impact on the neighbour's amenity and an unsuitable access from Winston Walk not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI.

WA/2019/1220 Farnham Bourne

Officer: Louise Fuller

Erection of extensions and alterations (revision of WA/2018/1396).
NEW HORIZON, 1 PINE GROVE, LOWER BOURNE GU10 3RG

Farnham Town Council objects to the bulk, mass and scale of the extensions and alterations not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6.

WA/2019/1223 Farnham Bourne

Officer: Louise Fuller

Application under Section 73 to vary Condition of WA/2018/1731 (approved plan numbers) to allow changes to fenestration, layout and design.

106 LODGE HILL ROAD, LOWER BOURNE GU10 3RD

Farnham Town Council has no objections subject to the changes being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.

WA/2019/1235 Farnham Bourne

Officer: Louise Fuller

Erection of a dwelling following demolition of existing dwelling (revision of WA/2019/0199).
AMBERLEY, 15 CLUMPS ROAD, LOWER BOURNE GU10 3HF

Farnham Town Council objects to the size and scale of the proposed new dwelling not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI.

WA/2019/1295 Farnham Bourne

Officer: Daniel Holmes

Erection of extensions and alterations.
1 GROVELANDS, LOWER BOURNE GU10 3RQ

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

WA/2019/1296 Farnham Bourne

Officer: Philippa Staddon

Construction of dormer windows and roof lights.
6 THE PRIORY, SWINGATE ROAD, FARNHAM GU9 8JJ

Farnham Town Council has no objections to character dormers.

WA/2019/1308 Farnham Bourne

Officer: Carl Housden

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

WHYTECROFT, 23 GONG HILL DRIVE, LOWER BOURNE GU10 3HQ

Farnham Town Council has no objections subject to the extensions being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.

TM/2019 /0124 Farnham Bourne

Officer: Steve Tester

APPLICATION TO REMOVE A TREE SUBJECT OF TREE PRESERVATION ORDER FAR17
22 VICARAGE HILL, FARNHAM GU9 8HJ

Farnham Town Council objects to the removal of trees especially in an area covered by Farnham Neighbourhood Plan Policy FNP8 South Farnham Arcadian Areas.

WA/2019/1307 Farnham Bourne

Officer: Mrs J Hammick

Erection of double garage with ancillary accommodation over.

THE KNOLE 49, LODGE HILL ROAD, LOWER BOURNE GU10 3RD

Farnham Town Council has no objections subject to the garage with accommodation over remaining ancillary to 49 Lodge Hill Road and no loss of any green boundary.

Farnham Castle

WA/2019/1221 Farnham Castle

Officer: Carl Housden

Erection of single storey extension following demolition of existing conservatory
45 LARKFIELD ROAD, FARNHAM GU9 7DB

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

WA/2019/1281 Farnham Castle

Officer: Carl Housden

Installation of new window.

41 WEST STREET, FARNHAM GU9 7DX

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

WA/2019/1282 Farnham Castle

Officer: Carl Housden

Listed Building consent for demolition of section of wall to provide a new window.

41 WEST STREET, FARNHAM GU9 7DX

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

WA/2019/1286 Farnham Castle

Officer: Philippa Staddon

Erection of extension and alterations to elevations.

FARNHAM LODGE, UNION ROAD, FARNHAM GU9 7PT

Farnham Town Council has no objections subject to the extension and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and FNP2 and the approval of the Heritage Officer.

WA/2019/1287 Farnham Castle

Officer: Philippa Staddon

Listed Building consent for erection of extension and alterations to elevations.

FARNHAM LODGE, UNION ROAD, FARNHAM GU9 7PT

Farnham Town Council has no objections subject to the extension and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and FNP2 and the approval of the Heritage Officer.

WA/2019/1305 Farnham Castle

Officer: Carl Housden

Temporary siting of a storage container.

FARNHAM CRICKET CLUB, FOLLY HILL, FARNHAM GU9 0AU

Farnham Town Council requests the time extension for the temporary storage container be conditioned for a shorter period and a full application be submitted as soon as possible for a new club house. The original permission for the siting of a temporary storage container dates from October 2015 with an extension 2017.

CA/2019/0117 Farnham Castle

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO TREE

MULBERRY COTTAGE, 7 BEAR LANE FARNHAM GU9 7LE

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in the conservation area covered by Farnham Neighbourhood Plan Policy FNP2.

Farnham Firgrove

WA/2019/1225 Farnham Firgrove

Officer: Carl Housden

Erection of single storey extension and alterations.

21 HILLARY ROAD, FARNHAM GU9 8QX

Farnham Town Council has no objections subject to the extension and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and no negative impact on the neighbour's amenity.

WA/2019/1256 Farnham Firgrove

Officer: Daniel Holmes

Certificate of Lawfulness under Section 192 for erection of extension and alterations to roof to form habitable accommodation including installation of dormer window together with a single storey ground floor extension.

7 WEYDON HILL ROAD, FARNHAM GU9 8NX

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

WA/2019/1261 Farnham Firgrove

Officer: Olivia Gorham

Erection of a dwelling and vehicle crossover (revision of WA/2019/0112).

LAND AT 61 ARTHUR ROAD, FARNHAM GU9 8PD

Farnham Town Council objects to the erection of a dwelling being gross overdevelopment, not in compliant with the Farnham Design Statement or Farnham Neighbourhood Plan Policy FNPI, having a negative impact on the

neighbour's amenity and result in the loss of parking provision for the adjacent properties in an already congested location.

WA/2019/1264 Farnham Firgrove

Officer: Louise Fuller

Application under Section 73 to vary Conditions 1 & 4 of WA/2017/2238 (approved plan numbers and restrictions on window openings) to allow alterations to elevations and restricted opening of first floor windows.

26 ST GEORGES ROAD, FARNHAM GU9 8NB

Farnham Town Council has no objections subject to the alterations having no negative impact on the neighbours' amenity.

WA/2019/1292 Farnham Firgrove

Officer: Philippa Staddon

Outline Application with all matters reserved for an additional dwelling.

LAND AT WEYDON FARM HOUSE, WEYDON FARM LANE, FARNHAM GU9 8QJ

Farnham Town Council has no objections subject to the proposed dwelling being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan FNPI. An improved access would be required for the additional dwelling and the appropriate measures for building on contaminated land.

Farnham Hale and Heath End

WA/2019/1234 Farnham Hale and Heath End

Officer: Daniel Holmes

Certificate of Lawfulness under Section 192 for alterations to existing garage to provide habitable accommodation.

8B BROOKLANDS CLOSE, FARNHAM GU9 9BT

Farnham Town Council has no objections subject to the alterations being compliant with Farnham Neighbourhood Plan Policy FNPI6.

WA/2019/1247 Farnham Hale and Heath End

Officer: Louise Fuller

Erection of a porch.

57 WILLOW WAY, FARNHAM GU9 0NT

Farnham Town Council has no objections.

WA/2019/1319 Farnham Hale and Heath End

Officer: Louise Fuller

Erection of detached timber garage.

9 THE CRESCENT, FARNHAM GU9 0LE

Farnham Town Council has no objections subject the size and location of the proposed garage not having a negative impact to the neighbour's amenity with it being close to the boundary and almost 4m in height at the ridge.

TM/2019/0125 Farnham Hale and Heath End

Officer: Steve Tester

APPLICATION TO REMOVE TREE SUBJECT OF TREE PRESERVATION ORDER FAR142

THE OAST HOUSE, OAST HOUSE LANE FARNHAM GU9 0NW

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If removal is necessary, replace with an approved native species.

Farnham Moor Park

No comment required as granted as non-material

NMA/2019/0124 Farnham Moor Park

Officer: Amy Willson

Amendment to WA/2019/0664 for minor alterations to the ground floor. Erection of a dwelling.
LAND ADJACENT 9 DOLLIS DRIVE, FARNHAM

WA/2019/1279 Farnham Moor Park

Officer: Olivia Gorham

Certificate of Lawfulness under Section 192 for conversion of existing internal garage to habitable accommodation and alterations.

43 BROOMLEAF ROAD, FARNHAM GU9 8DQ

Farnham Town Council has no objections subject to the alterations being compliant with Farnham Neighbourhood Plan Policy FNPI6.

WA/2019/1304 Farnham Moor Park

Officer: Carl Housden

Application under Section 73 to vary Condition 1 of WA/2018/1380 (approved plans) to allow reduction in number of external car park spaces.

74 LIONSGATE, EAST STREET, FARNHAM

Farnham Town Council strongly objects to the proposed loss of parking spaces in a new development. The plan shows the space still being available but replaced with a small area of grass. There is limited on-street parking within the vicinity therefore every parking space is vital and Condition 1 of WA/2018/1380 should not be varied.

WA/2019/1318 Farnham Moor Park

Officer: Mrs J Hammick

Construction of a swimming pool together with erection of a pool house and associated works.
TEMPLE COTTAGE, 10 MOOR PARK LANE, FARNHAM GU10 1QS

Farnham Town Council has no objections subject to the green boundary remaining.

Farnham Shortheath and Boundstone

WA/2019/1280 Farnham Shortheath and Boundstone

Officer: Ruth Dovey

Erection of a dwelling and associated works following demolition of existing dwelling.

FAR END, ROCK LANE, WRECCLESHAM GU10 4SY

Farnham Town Council objects to the size and scale of the proposed replacement dwelling not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI, the negative impact on the amenity of the properties on Beacon Close and Rock Lane and the resultant light pollution from the amount of glazing in its elevated position.

TM/2019/0113 Farnham Shortheath and Boundstone

Officer: Mr A Clout

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 45/99
21 BOUNDSTONE ROAD FARNHAM GU10 4TW

Farnham Town Council leaves to the Arboricultural Officer.

Farnham Upper Hale

WA/2019/1320 Farnham Upper Hale

Officer: Flo Taylor

Display of illuminated sign.

FOLLY HILL SERVICE STATION, ODIHAM ROAD, FARNHAM GU10 5AB

Farnham Town Council's Neighbourhood Plan policy does not support internally illuminated signage however it not possible for a petrol station to display information without illumination. It is requested the illumination be limited to opening hours.

Farnham Weybourne and Badshot Lea

WA/2019/1238 Farnham Weybourne and Badshot Lea

Officer: Carl Housden

Erection of extensions and alterations together with alterations to roof to form habitable accommodation including installation of dormer window.

128 WEYBOURNE ROAD, FARNHAM GU9 9HD

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

WA/2019/1255 Farnham Weybourne and Badshot Lea

Officer: Louise Fuller

Erection of extensions and alterations (revision of WA/2019/0589).

13 WENTWORTH CLOSE, FARNHAM GU9 9HH

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

WA/2019/1222 Farnham Weybourne and Badshot Lea

Officer: Daniel Holmes

Certificate of Lawfulness under Section 192 for alterations to roof to form habitable accommodation including installation of dormer window.

138 WEYBOURNE ROAD, FARNHAM GU9 9HD

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

NMA/2019/0127 Farnham Weybourne and Badshot Lea

Officer: Amy Willson

Amendment to WA/2019/0599 for removal of the french doors and utility room window.

Erection of extension and alterations.

8 THE LAURELS, FARNHAM GU9 9EG

Farnham Town Council has no objections.

No comments required as granted as non-material

NMA/2019/0129 Farnham Weybourne and Badshot Lea

Officer: Amy Willson

Amendment to WA/2019/0059 for a proposed additional condition to confirm the MUGA hereby permitted shall be operated in accordance with the Community Use Agreement

prepared by Guildford College Group and dated December 2018.
Erection of a Multi Use Games
FARNHAM HEATH END SCHOOL, HALE REEDS, FARNHAM GU9 9BN

Farnham Wrecclesham and Rowledge

NMA/2019/0119 Farnham Wrecclesham and Rowledge

Officer: Louise Fuller

Amendment to WA/2019/0250 for the replacement of 2No. conservation roof lights with 1No. conservation roof light.

2A YELLOW ROSE COTTAGE, PROSPECT ROAD, ROWLEDGE GU10 4AH

Farnham Town Council has no objections.

WA/2019/1224 Farnham Wrecclesham and Rowledge

Officer: Daniel Holmes

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

81 BOUNDSTONE ROAD, ROWLEDGE GU10 4AT

Farnham Town Council would like to see a full application submitted due to the size of the proposed extension.

Defer to meeting on 16 September 2019

WA/2019/1232 Farnham Wrecclesham and Rowledge

Officer: Olivia Gorham

Erection of a dwelling, detached garage and associated works.

LAND AT 11 THE PINES, THE AVENUE, ROWLEDGE GU10 4BD

WA/2019/1237 Farnham Wrecclesham and Rowledge

Officer: Daniel Holmes

Display of illuminated and non illuminated signs.

HARE AND HOUNDS, 2 THE SQUARE, ROWLEDGE GU10 4AA

Farnham Town Council has no objections to externally illuminated signage.

Lighting is requested to be switched off when the business is closed.

WA/2019/1289 Farnham Wrecclesham and Rowledge

Officer: Mrs J Dawes

Erection of extension and alterations.

8 LUFFS COTTAGES, CHURCH LANE, WRECCLESHAM GU10 4PX

Farnham Town Council has no objections subject to the extension and alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and no negative impact on the neighbour's amenity or the adjacent Conservation Area covered by FNP6.

WA/2019/1310 Farnham Wrecclesham and Rowledge

Officer: Daniel Holmes

Certificate of Lawfulness under Section 192 for alterations to roof space including installation of roof lights to provide habitable accommodation

81 BOUNDSTONE ROAD, ROWLEDGE GU10 4AT

Farnham Town Council has no objections subject to the alterations being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.

4. Surrey County Council mineral, waste, or Other Applications/Consultations

Other Applications.

PC/2019/0018 Rushmoor Borough Council, planning application from a neighbouring borough. Changes to units within Farnborough Gate Retail Park
Farnham Town Council made no comment.

WA/2019/0992 Green Trees, 50 Crooksbury Road, Farnham, amended application.

Following previous comments from Farnham Town Council, the applicant removed the Gate House and replacement wall from the proposal favouring timber posts, sire fencing and planting. Much more in keeping with the semi-rural character of the area.

5. Appeals

Planning appeals discussed:

1. WA/2018/0669 Land Between Mayfield And Switchback Lane – Appeal – response to be drafted for review.
2. WA/2018/0271 Land To The Rear of 15 Crondall Lane, Farnham - Appeal Decision – for information only.
3. WA/2018/1664 Land At Culverlands, Moor Park Way - Appeal Decision – for information only.

6. Waverley Borough Council Street Naming Applications

SNN2017A: Land south of junction with Upper Old Park Lane, Folly Hill – 96 dwellings – awaiting further consideration from Cala Homes.

7. Footpaths and Rights of Way

Farnham Town Council has reviewed the proposed diversion documents supplied and has concerns over the safety of a public footpath taking a route through the new housing development.

Further concerns were raised over the future residents' of a privately owned and maintained road and pavements being happy with a stream on non-residents passing close to front of their properties.

It was concluded that the public footpath would be better to follow the original route on the map A, B, C outside of the housing development

Councillor Fraser has made his own additional representation.

8. Licensing Applications

Licensing application considered.

Farnham Liberal Club, South Street, Farnham, GU9 7RP - Variation

Farnham Town Council has no objections to the extended hours to 1am on Friday and Saturday nights subject to consideration to the neighbours when leaving the Club. The location is within the vicinity of housing for the elderly.

Further comments were made to ensure drinks are not to be consumed on the pavement to the front of the Club.

9. Date of next meeting

16 September 2019

For information, The Bush Hotel and OSP Architects will present future plans at the Planning & Licensing Consultative Group meeting on Monday 30 September at 9.30am – all Councillors are welcome to attend.

The meeting ended at 12.10 pm

Notes written by Jenny de Quervain



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 16th September, 2019

Place

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

Planning & Licensing Consultative Working Group Members Present:

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

Officers: Jenny De Quervain

1. Apologies for Absence

Councillors Hesse and Martin.

2. Disclosure of Interests

No disclosures of interests were applicable to constitute a non-pecuniary interest in accordance with the legislation.

3. Applications Considered

Farnham Bourne

WA/2019/1338 Farnham Bourne

Officer: Louise Fuller

Erection of a dwelling and detached garage.

LAND AT UPLANDS, GOLD HILL, LOWER BOURNE GU10 3JH

Farnham Town Council objects to the over-development of the site. The land is covered by saved policy BE3 designed to protect garden land and Farnham Neighbourhood Plan Policy FNP8 Arcadian Areas. The area is characterised by individual houses in spacious settings and the proposal is contrary to the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.

WA/2019/1386 Farnham Bourne

Officer: Louise Fuller

Erection of extensions and alterations following demolition of conservatory and outbuilding.
56 BURNT HILL ROAD, LOWER BOURNE GU10 3LY

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

WA/2019/1390 Farnham Bourne

Officer: Louise Fuller

Alterations to elevations of existing dwelling; erection of a detached garage following demolition of existing garage.

LODGE FARM, TILFORD ROAD, FARNHAM GU9 8HU

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

WA/2019/1406 Farnham Bourne

Officer: Philippa Staddon

Erection of extensions and alterations.

32 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NH

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

TM/2019/0131 Farnham Bourne

Officer: Mr A Clout

APPLICATION TO REMOVE TREE SUBJECT OF TREE PRESERVATION ORDER 34/06
1 HOLLAND CLOSE, FARNHAM GU9 8DT

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If removal is necessary, replacement to be planted as stated in the application.

TM/2019/0132 Farnham Bourne

Officer: Mr A Clout

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

3 LATCHWOOD LANE FARNHAM GU10 3HA

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

NMA/2019/0139 Farnham Bourne

Officer: Amy Willson

Amendment to WA/2017/1549 for alterations to door and window fenestration and alterations to the internal layout of the building.

LAND KNOWN AS 17 FRENHAM ROAD, LOWER BOURNE

Farnham Town Council objects to the proposed changes. This is the third NMA and the materials are now very different to the original application, out of character and contrary to FNP8 South Farnham Arcadian Areas.

NMA/2019/0141 Farnham Bourne

Officer: Amy Willson

Amendment to WA/2016/0716 for a change to method of construction.

LAND BETWEEN 7 & 9 PINE RIDGE DRIVE FARNHAM

Farnham Town Council objects to the proposed changes, the construction method is a material change and should be subject to a full planning application.

TM/2019/0138 Farnham Bourne

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 19/10

PINE RIDGE HOUSE OLD FRENHAM ROAD, FARNHAM GU10 3HE

Farnham Town Council objects to the removal of trees especially in an area covered by Farnham Neighbourhood Plan Policy FNP8 South Farnham Arcadian Areas. The Arboricultural Officer should recommend maintenance in an area where trees define it.

Farnham Castle

WA/2019/1326 Farnham Castle

Officer: Ruth Dovey

Installation of a staircase following demolition of existing staircase together with erection of a glass canopy.

16 SOUTH STREET, FARNHAM GU9 7RP

Farnham Town Council were unable to review the drawings in the application. A request has been sent to the case officer to supply further details.

WA/2019/1335 Farnham Castle

Officer: Philippa Staddon

Change of use of barn to a dwelling with alterations following demolition of existing lean to stables together with residential amenity space and new access.

LAND AT 13 OLD PARK LANE, FARNHAM GU9 0AJ

Farnham Town Council objects to development outside the build up area boundary of the Farnham Neighbourhood Plan being contrary to Farnham Neighbourhood Plan Policy FNPI and FNPI0 and the loss of equestrian facilities in a rural location. The proposed dwelling is only accessible via a bridleway.

WA/2019/1340 Farnham Castle

Officer: Louise Fuller

Display of illuminated and non illuminated signs to replace existing.

THE LAMB, 43 ABBEY STREET, FARNHAM GU9 7RJ

Farnham Town Council has no objections to externally illuminated and non illuminated signage subject to it being confirmed compliant in the Farnham Town Centre Conservation Area covered by policy FNP2. Lighting is requested to be switched off when the business is closed.

WA/2019/1352 Farnham Castle

Officer: Philippa Staddon

Installation of a condensing unit.

5 HART HOUSE, THE HART, FARNHAM GU9 7HJ

Farnham Town Council objects the installation of a condensing unit on the walls of a listed building in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2. The unit will have a negative impact on the amenity of the neighbours' in Arundell Place.

WA/2019/1353 Farnham Castle

Officer: Philippa Staddon

Listed Building consent for installation of a condensing unit.

5 HART HOUSE, THE HART, FARNHAM GU9 7HJ

Farnham Town Council objects the installation of a condensing unit on the walls of a listed building in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2. The unit will have a negative impact on the amenity of the neighbours' in Arundell Place.

WA/2019/1398 Farnham Castle

Officer: Flo Taylor

Use of the public highway to provide outdoor seating.

6 – 7 CASTLE STREET, FARNHAM GU9 7HR

This application should be formalised through a pavement license not through the planning process to allow for policing of its use and to prevent obstruction of the footway to pedestrians. The seating and tables must be limited to the submitted plan and be compliant with Farnham Neighbourhood Plan Policy FNP2 Town Centre Conservation Area.

PC/2019/0021 Farnham Castle

Officer: Daniel Holmes

Consultation from a neighbouring authority for carport attached to garage.

3 NORTHBROOK FARM COTTAGES FARNHAM ROAD BENTLEY GUI0 5EU

Farnham Town Council has no objections.

Farnham Firgrove**WA/2019/1341 Farnham Firgrove**

Officer: Mrs J Hammick

Certificate of Lawfulness under Section 191 for hip to gable enlargement of the roof to provide habitable accommodation together with the addition of rooflights and a rear dormer extension.

24 ST JOHNS ROAD, FARNHAM GU9 8NT

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

Farnham Hale and Heath End**WA/2019/1399 Farnham Hale and Heath End**

Officer: Philippa Staddon

Erection of extensions and alterations to roofspace to provide habitable accommodation following demolition of existing garage.

68 WILLOW WAY, FARNHAM GU9 0NT

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

WA/2019/1402 Farnham Hale and Heath End

Officer: Louise Fuller

Construction of additional jet wash bay and relocation of air, water and vacuum machines.

168 FARNBOROUGH ROAD, FARNHAM GU9 9AZ

Farnham Town Council has no objections subject to there being no negative impact on the neighbours' amenity with respect to noise, lighting and surface water.

Farnham Moor Park

WA/2019/1380 Farnham Moor Park

Officer: Louise Fuller

Erection of extension and alterations.

11 HAVEN WAY, FARNHAM, GU9 9QU

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

WA/2019/1388 Farnham Moor Park

Officer: Louise Fuller

Erection of extensions and alterations following the demolition of existing conservatory; alterations to roof space to provide habitable accommodation including dormer windows.

17 OLD COMPTON LANE, FARNHAM GU9 8BS

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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

WA/2019/1389 Farnham Moor Park

Officer: Louise Fuller

Erection of extensions and alterations to elevations and to roof space including construction of additional dormers to provide an attached single garage and additional habitable accommodation.

26 PARK ROAD, FARNHAM GU9 9QN

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, all materials be in keeping with existing and no negative impact on the neighbour's amenity.

TM/2019/0130 Farnham Moor Park

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 34/06

1 HOLLAND CLOSE, FARNHAM GU9 8DT

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

Farnham Shortheath and Boundstone

WA/2019/1379 Farnham Shortheath and Boundstone

Officer: Philippa Staddon

Erection of extensions and alterations.

55 SHORTHEATH ROAD, FARNHAM GU9 8SH

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 and no negative impact on the neighbours' amenity.

WA/2019/1356 Farnham Shortheath and Boundstone

Officer: Louise Fuller

Erection of an extension to existing garage.

46 GREENHILL WAY, FARNHAM GU9 8SZ

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

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

TM/2019/0128 Farnham Shortheath and Boundstone

Officer: Mr A Clout

APPLICATION TO REMOVE TREES SUBJECT OF TREE PRESERVATION ORDER 45/99
2, GLYNSWOOD, FARNHAM GU10 4TN

Farnham Town Council leaves to the Arboricultural Officer to review the connected applications.

TM/2019/0127 Farnham Shortheath and Boundstone

Officer: Mr A Clout

APPLICATION TO REMOVE A TREE SUBJECT OF TREE PRESERVATION ORDER 45/99
NEWLANDS, 9 CLIFTON CLOSE, FARNHAM GU10 4TP

Farnham Town Council leaves to the Arboricultural Officer to review the connected applications.

TM/2019/0137 Farnham Shortheath and Boundstone

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA64
LADYWOOD COURT, SHORHEATH ROAD, FARNHAM GU9 8RZ

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

TM/2019/0139 Farnham Shortheath and Boundstone

Officer: Mr A Clout

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE
PRESERVATION ORDER 07/99
28 LONGHOPE DRIVE FARNHAM GU10 4SN

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

Farnham Upper Hale

WA/2019/1342 Farnham Upper Hale

Officer: Carl Housden

Erection of extensions and alterations to roof to provide first floor accommodation.
SAVONA, 24 FOLLY HILL, FARNHAM GU9 0BD

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

Farnham Wrecclesham and Rowledge

WA/2019/1333 Farnham Wrecclesham and Rowledge

Officer: Philippa Staddon

Erection of extension and alterations.
47 SHORHEATH CREST, FARNHAM GU9 8SB

The loss of vehicle parking is of concern and no spaces have been indicated on the plans or the application form. 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, all materials be in keeping with existing, no negative impact on the neighbours' amenity and sufficient

parking within the boundary of the property. Increasing onstreet in this location is unacceptable.

Farnham Weybourne and Badshot Lea

WA/2019/1337 Farnham Weybourne and Badshot Lea

Officer: Ruth Dovey

Temporary change of use of land for storage of vehicles.

LAND AT GREEN LANE FARM GREEN LANE, BADSHOT LEA

Farnham Town Council objects to the change of use of the land to storage for vehicles. This is not a suitable location for the storage of 30 cars being outside of the built up area boundary of the Farnham Neighbourhood Plan, contrary to policy FNPI0 (protect and enhance the countryside), FNPI1 (preventing coalescence between Badshot Lea and Weybourne), Local Plan policy RE1, RE3 and retained policy C4. There is a risk of potential contamination to the land, even if only for temporary use. The access to the land is unsuitable for the volume of vehicles with poor sight lines, a narrow roadway and dangerous turning points.

4. Footpaths and Rights of Way

It has been requested that Farnham Town Council withdraw comments regarding the diversion of footpath 300.

Subsequent to the Planning & Licensing Consultative Group meeting on Monday 16th September 2019, and in view of the comments from Surrey County Council and Waverley Borough Council, the Town Clerk asks that this be a matter for consideration at Full Council on 19th September.

For information see below email response on 10th September 2019 and comments submitted to SCC on 4th September 2019.

Dear Jenny

Thank you for your email.

I have passed your (and Cllr Fraser's) objections to Taylor Wimpey for comment. They in turn have consulted with Waverley B.C. Planning Dept., who have advised me that:

- Reserved matters approval was given showing the footpath in its 'diverted' position.
- The revised footpath position has been fully considered in terms of visual amenities, residential amenities and heritage impacts, and the application was granted.

They consider that, as they have granted planning permission, there would be no grounds for them to object to the diversion from a planning perspective.

They also say that the alternative route suggested by FTC members would be less desirable from a planning perspective, as there would be less natural surveillance over the footpath.

I realise you will have to consult with your members before responding to this, but I would be grateful to know as soon as possible whether FTC members are prepared to withdraw their objection to the proposed diversion.

If the objection is not withdrawn, then I will seek instruction from Waverley Borough Council on whether to make a Diversion Order. If an Order is made, then there will be a 4-week period during which submissions or objections may be made. If objections cannot be resolved, then the Order will be submitted to Secretary of State

for the Environment, Food and Rural Affairs, who will then appoint an Independent Inspector to determine the Order. He or she may do this either by an exchange of letters, at an informal hearing or at a public inquiry.

Please do not hesitate to contact me if you have any queries or feel that a further site meeting would be helpful, otherwise I look forward to receiving the Town Council's decision on whether or not you wish to maintain your objection.

Kind regards
Anne Woods
Countryside Access Officer
Whitebeam Lodge, Merrow Depot, Merrow Lane, Guildford GU4 7BQ

From: Planning [mailto:Planning@farnham.gov.uk]
Sent: 04 September 2019 13:04
To: Anne Woods <anne.woods@surreycc.gov.uk>
Subject: RE: Public Footpath 300

Dear Anne

Farnham Town Council has reviewed the proposed diversion documents supplied and has concerns over the safety of a public footpath taking a route through the new housing development.

Further concerns were raised over the future residents' of a privately owned and maintained road and pavements being happy with a stream on non-residents passing close to front of their properties.

It was concluded that the public footpath would be better to follow the original route on the map A, B, C outside of the housing development

Councillor Fraser has made his own additional representation.

Thank you for consulting Farnham Town Councillor, please do update us of the outcome of the consultation.

Kind regards

Jenny de Quervain
Planning & Civic Administrative Officer

5. Date of next meeting

30 September 2019 with a presentation of The Bush Hotel future plans by John Chesterman, The Bush Hotel, and Julian Bohling, OSP Architects. Presentation and questions to be limited to 30 minutes – all Councillors welcome to attend at 9.30am.

The meeting ended at 11.15 am

Notes written by Jenny de Quervain