



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 7th November, 2019 at 7.00 pm

### Place

Council Chamber – Town Council Offices, South Street, Farnham.

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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 7th November, 2019, at, 7.00 pm in the Council Chamber - Town Offices. The Agenda for the meeting is attached.

Yours sincerely

**Iain Lynch**  
Town Clerk

### **Members' Apologies**

**Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to [customer.services@farnham.gov.uk](mailto: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: 7 November 2019

Name of Councillor .....

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

\* Delete as appropriate



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### **Prayers**

Prior to the meeting prayers will be said in the Council Chamber by Revd Michael Hopkins of The Spire Church. Councillors and members of the public are welcome to attend.

### **1 Guest Speaker - David Munro, Police and Crime Commissioner for Surrey**

### **2 Apologies**

To receive apologies for absence.

### **3 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](mailto: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.*

### **4 Minutes (Pages 7 - 16)**

To sign as a correct record the minutes of the Farnham Town Council meeting held on 19<sup>th</sup> September 2019 (Appendix A).

## **5 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.

## **6 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

## **7 Questions by Members**

To consider any questions from councillors in accordance with Standing Order 9.

### **Part I - Items for Decisions**

## **8 Working Group Notes (Pages 17 - 32)**

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

- i) Community Enhancement Working Group held on 23<sup>rd</sup> October 2019 (Appendix B).
- ii) Strategy & Finance Working Group held on 29<sup>th</sup> October 2019 (Appendix C).
- iii) Tourism & Events Working Group held on 5<sup>th</sup> November 2019 (Appendix D to follow).
- iv) Cemeteries and Appeals Working Group held on 7<sup>th</sup> November (Appendix E to follow).

## **9 Planning and Licensing Applications (Pages 33 - 56)**

To receive the notes of the Planning and Licensing Consultative Group meeting held on 30<sup>th</sup> September (Appendix F), 14<sup>th</sup> October (Appendix G) and 28<sup>th</sup> October 2019 (Appendix H).

## **10 External Auditors Report 2018/19 (Pages 57 - 62)**

To receive the External Auditor's unqualified audit for 2018-19 (Appendix I).

### **Part 2 - Items to Note**

## **11 Actions taken under the Scheme of Delegation**

## **12 Reports from Other Councils**

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

## **13 Reports from Outside Bodies**

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

## **14 Date of Next Meeting**

To note the date of the next meeting of full Council on Thursday 19<sup>th</sup> December 2019.

**15 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**

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

Council Membership:

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

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# Agenda Item 4

## FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### **Time and date**

7.00 pm on Thursday 19th September, 2019

### **Place**

Council Chamber - Town Council Offices

### **Councillors**

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

### **Apologies for absence**

Cllrs David Attfield, Brian Edmonds and Michaela Gray

### **Officers Presents:**

Iain Lynch, Town Clerk  
Andrea Mann, Assistant Town Clerk  
Iain McCready, Business and Facilities Manager

There were nineteen members of the public and two members of the press in attendance.

Prior to the meeting, prayers were led by Pastor Michael Hall – Farnham Pentecostal Church.

### **C69/19 Apologies**

Apologies were received from Cllrs Attfield, Edmonds and Gray.

### **C70/19 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.

C71/19 **Minutes**

The minutes of the Farnham Town Council meeting held on 25<sup>th</sup> July 2019 were amended to record Cllr Mirylees as present and Cllr Merryweather as having submitted apologies, then agreed to be signed by the Mayor as a correct record.

C72/19 **Questions and Statements by the Public**

- 1) Mr Barry Hartop read a statement to the Council which had been circulated to Councillors before the start of the meeting. The statement included communication to the managers of Giggling Squid, Pizza Express, Bills, Castle Inn and Gales from Castle Street residents expressing concerns about significant disturbance resulting from collections and deliveries to the restaurants.

The statement included a request to Waverley Borough Council to mandate that:

- Refuse/recycling contractors do not make collections before at least 7.15am.
- Deliveries are made in the time window of 7.15am and 7.15pm.

The statement asked for Waverley Borough Council to contact the above establishments and insist that delivery contractors switch off refrigeration units and that goods are delivered immediately and as quickly as possible.

Mr Hartop said that representation would be made directly to Waverley Borough Council and asked for Farnham Town Council to support enabling this action.

The Mayor responded that Farnham Town Council was unable to take direct action but the concerns would be passed on to Waverley Borough Council, specifically Environmental Health.

- 2) Mr Bob Stevens endorsed Mr Hartop's comments. Additionally, Mr Stevens said that he had not seen visible traffic enforcement in Castle Street over the past 5 years and gave examples of recent parking violations in Castle Street.

The Mayor advised that both matters raised by Mr Stevens and Mr Hartop would also be referred to Surrey County Council.

- 3) Mr Timothy Holland-Bosworth endorsed the comments made by Mr Hartop and Mr Stevens. Mr Holland-Bosworth acknowledged that Farnham Town Council may not be in a position to take direct action but considered the whole situation to be completely out of control and asked why Traffic Wardens wouldn't act. Mr Holland-Bosworth said that buildings in Castle Street were starting to deteriorate because of the heavy lorries and asked for support in conserving heritage in the conservation area.

The Mayor advised that Farnham Town Council was working with the authorities to resolve all of the issues identified. Cllr Neale supported the response and said that work was underway to look at the wider picture for Farnham and the town centre, advising that a meeting had taken place with Surrey County Council earlier that day. Cllr Cockburn asked who had been at the meeting? The Town Clerk advised that the meeting included the matter on whether HGVs should be permitted in Castle Street and that the Leader and Town Clerk had attended on behalf of Farnham Town Council.



## C73/19 **Town Mayor's Announcements**

The Town Mayor reported that she had continued to be busy since the previous meeting on 25<sup>th</sup> July and highlighted the following engagements:

- Hosting a lunch for the Britain in Bloom judges on 31<sup>st</sup> July and unveiling a plaque in memory of Gill Ely, a community volunteer.
- Attending the Minden Day parade in Farnham to observe the tradition of issuing roses. The Mayor had had a wonderful time and thanked everyone for the opportunity.
- Attending the Jalsa Salana (Annual Convention) of the Ahmadiyya Muslim Community UK and speaking to the attendees which was broadcast worldwide. Following the event, the Mayor had received an email from someone in Australia who had heard the broadcast and was hoping to visit Farnham.
- Visiting Andernach in Germany which coincided with the 40<sup>th</sup> anniversary of twinning between Andernach and Ekeren in Belgium. It had been a privilege to speak on behalf of Farnham in the Andernach Council Chamber.
- The South and South East in Bloom awards in Brighton where Farnham had wiped the board in winning a Gold and being crowned regional category winner in both the town centre and large town categories. Badshot Lea Cemetery was awarded a Silver Gilt with a Gold award in the Small Cemetery category and West Street received Silver Gilt in the Large Cemetery category. The Mayor thanked volunteers and Council Officers, with special thanks to Iain McCready.
- The Gin Festival hosted at the Maltings.
- Unveiling the Transport Trust's Red Wheel plaque commemorating the work of Abbotts Coachbuilders in Wrecclesham.
- A visit to T S Swiftsure including an annual inspection with the Sea Cadets. The Mayor was saddened to hear that the premises had been broken into the following day and equipment was stolen.

## C74/19 **Questions by Members**

Cllr Merryweather asked for clarification on Castle Street (as per Item C72/19) and assurance that Farnham Town Council, Waverley Borough Council and Surrey County Council's combined efforts for Castle Street would be matched in representing Weybourne & Badshot Lea.

In response the Mayor said that every effort would be made to raise traffic issues across the town.

C75/19 **The Notes of the Tourism and Events Working Group held on 3rd September 2019**

Cllr Earwaker introduced the notes of the Tourism and Events Working Group held on 3<sup>rd</sup> September. The meeting had reviewed both the recent and forthcoming events. There were no recommendations.

Cllr Cockburn commented that the meeting had not been quorate and asked whether there had been an issue. In response, Cllr Earwaker said that there had been a number of other commitments on that day and concluded that low attendance was a one-off.

Cllr Ward asked whether the Music in the Meadow programme could be extended into the first part of September?

The Mayor thanked Cllr Earwaker for his practical support at the events.

Cllr Hesse raised concerns over the fumes from the ice-cream van in Gostrey Meadow during the summer events, a matter which had been discussed at the Tourism and Events Working Party in detail. Following discussion, the Town Clerk confirmed that a detailed email response had been circulated to all Members and the matter would be pursued further.

The notes of the meeting were adopted.

C76/19 **The Notes of the Community Enhancement Working Group held on 4th September 2019**

Cllr Dickson introduced the notes of the Community Enhancement Working Group held on 4th September 2019, commenting that it had been a particularly busy meeting.

Farnham in Bloom: Cllr Dickson congratulated Iain McCreedy and staff on the results of the South and South East in Bloom awards and noted the School and Community awards ceremonies would be held at Squires' Garden Centre on 10<sup>th</sup> October to which all Councillors were invited to attend.

Improving the Town Centre Environment: the meeting had discussed an issue with the maintenance of Surrey County Council owned trees where large, unsightly stumps were being left when diseased trees were felled. This had generated a recommendation to Council to ask Surrey County Council to remove the trees completely and write to Surrey County Council on the matter. Following discussion, an amendment to the motion was proposed.

**It was RESOLVED *nem con*:**

- 1. That Surrey County Council should remove trees completely, not leave unsightly stumps, when trees are removed and restore the pavements.**
- 2. Letters should be written to the relevant portfolio holder and Chief Executive of Surrey County Council about this issue.**

Bins by Boots Opticians: Cllr Dickson reported that the new owner of the Bush Hotel had supported the project by offering to fund half of the cost of renovating the bin storage area. Cllr Ward asked for an update on the works and, in response, Iain McCready reported that preparatory work would be completed the same week then shop owners would be contacted.

C77/19 Cllr Beaman reported that the tree saplings donated by Rt Hon Jeremy Hunt and planted at the Memorial Hall had disappeared and asked if Farnham Town Council could replace them, seconded by Cllr Fraser. Cllr Hesse expressed an interest in liaising with Officers on species. The Mayor suggested that Farnham Town Council approach Waverley Borough Council as the trees were located on WBC land. In response, Cllr Merrweather said that he would be delighted to receive the letter as the relevant Waverley Borough Council Portfolio Holder and Cllr Ward supported this approach. Cllr Cockburn offered to contact Jeremy Hunt to see if he would donate new trees.

**It was RESOLVED *nem con*:**

**That Farnham Town Council writes to Waverley Borough Council Portfolio Holder for Finance, Assets and Commercial Services asking for the saplings to be replaced.**

The notes of the meeting were adopted.

C78/19 **The Notes of the Strategy & Finance Working Group held on 10th September 2019**

Cllr Neale introduced the notes of the Strategy & Finance Working Group held on 10<sup>th</sup> September 2019.

A meeting of the Infrastructure Planning Group had noted the Neighbourhood Plan Independent Examination on 1<sup>st</sup> October.

Vision for Farnham – a meeting on 7<sup>th</sup> September had outlined the progress on the project including complex strategic highways issues and local town centre proposals. Cllr Neale reported that a meeting had taken place that day with Surrey County Council and Waverley Borough Council to look at how the project could progress with Surrey County Council's assistance.

Members discussed a proposal to ask Surrey County Council to reinstate the Farnham Task Group. Cllr MacLeod reported that Surrey County Council had closed down all its Local Committee Task Groups across Surrey and suggested that the implementation of CIL in the borough presented a good reason to reinstate the group. Members asked for Farnham Town Council representation on the group and asked for assurance that other areas, such as Heath End, Hale Road and Castle Street were also being discussed because of the impact on schools and churches. In response, Cllr Neale believed the town was well represented at Waverley Borough Council and Surrey County Council was buying into the "Place and Community" approach. Cllr Neale and the Town Clerk confirmed that other areas were discussed.

**It was RESOLVED *nem con***

**That Farnham Town Council ask Surrey County Council to reinstate the Farnham Task Group.**

C79/19 **Grant Applications**

A grant to Pass and Play (Netball) from the 2019/20 budget was agreed in the value of £500 towards expenditure on new equipment.

C80/19 **Consultations**

The Strategy & Finance meeting held on 10<sup>th</sup> September had proposed responses to the Waverley Polling Station Review consultation which were reviewed.

**It was RESOLVED *nem con* to respond to the Waverley Polling Station Review consultation as follows:**

<b>Polling District</b>	<b>Current Polling Station</b>	<b>WBC Proposals</b>	<b>FTC Response</b>
Bourne North	St Thomas-on-the-Bourne	No change	
Bourne South	South Farham Infant School	Suggestions sought	New Cricket pavilion could be considered.
Castle 1	Memorial Hall	No change	
Castle 1	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, St Peter's Church	Suggestions sought	Wrecclesham Community Centre.
Shortheath	Leverton Hall, St Peter's Church	Suggestions sought	Wrecclesham Community Centre.
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	Leverton Hall, St Peter's Church.
Rowledge	Rowledge Village Hall	No change	Leverton Hall, St Peter's Church.

## C81/19 **Climate Emergency**

Cllr Neale reported that a draft report on the Climate Emergency had been discussed by the Community Enhancement Working Group and the Strategy and Finance Working Group. The report was adopted as presented with the agenda and

**It was RESOLVED** unanimously that Farnham Town Council:

- i) **Agrees there is a “Climate Emergency” that requires further action.**
- ii) **Aims to become carbon neutral by 2030, acting directly on activities within its responsibility, and in cooperation with principal authorities.**
- iii) **Continues to review its operations and the way in which it delivers services and develop 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 and safeguard the environment.**

## C82/19 **CCTV Policy**

The CCTV Policy at Annex 2 to the Notes of the Strategy & Finance Working Group was considered.

Cllr Hesse commented that it would be helpful if a new CCTV system could, in the future, monitor speed around Farnham.

**It was AGREED *nem con* to adopt the CCTV Policy as presented with the agenda.**

## C83/19 **Contracts**

Cllr Neale highlighted several contractual matters which had been reported to the Strategy & Finance Working Group held on 10<sup>th</sup> September 2019:

- Air conditioning works in the Council Chamber were ongoing.
- A CNG supply unit to fuel the new Council vehicle was in operation.
- External works to the Town Council were being undertaken and additional works were required:

Following a proposal by Cllr Neale, seconded by Cllr Earwaker,

**It was RESOLVED *nem con***

- i) **To waive Standing Orders Contracts.**
- ii) **To award an extension of the contract to K Construction to refurbish the first and second floor windows, fascias and gutters with the total project cost (including scaffolding) of £22,600 being met from the 2019/20 budget.**

C84/19 **Community Engagement**

Cllr Neale reported that the Strategy & Finance Working Group on 10<sup>th</sup> September had discussed a review of Farnham Town Council's approach to community engagement, as set out in Annex 3 of Appendix D on the agenda.

**It was RESOLVED *nem con***

- i) **To welcome the report at Annex 3**
- ii) **Create a Young People Task Group to progress Farnham Town Council's approach to engaging younger people. Cllrs Dunsmore, Earwaker, Martin, Mirylees and Neale volunteered to join the group.**

C85/19 **Expenditure of Brightwell's Section 106 Contributions**

Council noted work in relation to the Brightwell's scheme Section 106 funding.

**It was RESOLVED *nem con***

**That the Tourism and Events Working Group develop a wayfinding strategy, in consultation with the Farnham Conservation Area Management Plan and Farnham Visitors Forum.**

Cllr Merryweather encouraged all Members to review the Section 106 Contributions database on the Waverley Borough Council website.

The notes of the Strategy & Finance Working Group were adopted.

C86/19 **Planning and Licensing Applications**

Cllr Fraser introduced the notes of the Planning and Licensing Consultative Working Group meetings held on 29<sup>th</sup> July, 12<sup>th</sup> August, 2<sup>nd</sup> September and 16<sup>th</sup> September. The meetings had considered 138 applications, 35 of which were considered to be contentious.

A site visit had taken place on the proposed diversion of Footpath 300 as part of the development on land off Crondall Lane. Following the site visit Members had concluded that the public footpath should follow the original route outside of the housing development. Cllr Fraser explained that the route served the whole area and the diversion would result in half of the path being sited on private land which could potentially restrict access. The Town Clerk advised that the diversion had already been approved and a public enquiry would be required should Farnham Town Council uphold its objection. Following discussion,

**It was RESOLVED that the objection of the Planning and Licensing Consultative Working Group to the diversion of Footpath 300 be withdrawn (14 Members agreed and 1 Member objected).**

Cllr Fraser also drew attention to the following points:

- Applications to remove existing conditions should be looked at carefully.
- Some non-material applications were not considered to be non-material by the Working Group.
- The Working Group meetings had struggled with the speed of response when viewing plans on the Waverley Borough Council's website.

- The Waverley Borough Council Street Naming Team had asked the developer of the Folly Hill site to accept all the names previously suggested by Farnham Town Council.
- Members were pleased to hear that Waverley Borough Council had refused applications citing the Farnham Neighbourhood Plan.

C87/19 Cllr Fraser asked for Farnham Town Council's support by asking Waverley Borough Council to request that trees fronting the Garden Style development at Wrecclesham Hill be retained where possible. The Town Clerk advised that the trees could be retained, as minuted by Waverley Borough Council Planning.

**It was RESOLVED *nem con***

**That the Town Clerk pass comment to Waverley Borough Council asking for an amendment to the decision, that trees on the frontage of the Garden Style development be retained, apart from those which are diseased. (Proposed by Cllr Fraser, seconded by Cllr Merryweather)**

C88/19 **Waverley Borough Council Farnham Air Quality Working Group**

In response to a request for representatives,

**It was RESOLVED *nem con***

**That Cllrs Dickson, Earwaker and Fraser be appointed as the Farnham Town Council members of the Waverley Borough Council Farnham Air Quality Working Group.**

C89/19 **Reports from Other Councils**

Cllr MacLeod referred to an article in the Herald regarding the Woolmead development site and reported that Berkeley Homes were considering all projects, including Woolmead. Cllr MacLeod said that, in his judgement, the scheme would go ahead and reported that a meeting was due to take place with the Waverley Borough Council Executive. Cllr MacLeod hoped Berkeley Homes would issue a further statement in the Herald.

Cllr Dickson reported that tree works were underway in Farnham Park.

Cllr Dunsmore provided an update on the pedestrian crossing point at The Street in Wrecclesham. Surrey County Council had accepted Option 2 and Section 106 funding was available.

Cllr Cockburn reported that the Farnham Sports Council had praised Farnham Town Council in the Herald for the plaques on the "famous names wall" remembering sports people in Farnham. Cllr Cockburn also reported that the Biodiversity Action Plan was underway which would be an exciting project and a recent meeting was well attended.

Cllr MacLeod reported from Surrey County Council:

- Surrey Fire and Rescue Service was switching focus from emergency response to fire prevention.
- All Community Recycling Centres would be retained and Farnham would be reviewed.
- On-street parking permits were rising from £50 to £80 per annum.

C90/19 **Reports from Outside Bodies**

Cllr Hesse reported from the Crime Prevention Panel meeting held on 19<sup>th</sup> August advising:

- Volunteers were being sought for the Food Fair.
- Support was required for the RFID Protectors.
- PCSOs were keen to work actively with the community.
- A website was being developed.

C91/19 **Any confidential matters (if required) arising from discussions of the Working Group notes.**

There were no confidential matters.

C92/19 **Date of Next Meeting**

The date of the next meeting of full Council was agreed as Thursday 7<sup>th</sup> November at 7pm.

The Mayor closed the meeting at 9.25 pm

Chairman

Date





# FARNHAM TOWN COUNCIL

# B

## Notes

### Community Enhancement Working Group

#### Time and date

4.00 pm on Wednesday 23rd October, 2019

#### Place

Byworth Room - Town Council Offices

#### Attendees:

Members: Councillors Sally Dickson (Lead Member), Pat Evans (ex-officio), Michaela Gray, George Hesse and Michaela Martin

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager) and Lara Miller (Community Enhancement and Projects officer)

#### 28. Apologies for Absence

POINTS	ACTION
Apologies were received from Councillor Dickson and Cllr Fraser.	

#### 29. Disclosure of Interest

POINTS	ACTION
There were no declarations of interest.	

#### 30. Notes of the last meeting

POINTS	ACTION
The notes of the previous meeting were agreed.	

#### 31. Farnham in Bloom

POINTS	ACTION
i. Members received a verbal update on the recent activity of the Farnham in Bloom Community Group from its Chairman, Martin Billett which included preparation for the Autumn Bloomin' Kids Gardening Workshops and upcoming strategy morning to review 2019 and discuss plans for 2020. Members thanked Martin for his time on the Community	

<p>Group and his large contribution to Farnham in Bloom over the last decade.</p> <p>ii. Members reviewed the judges' reports from South &amp; South East in Bloom.</p> <p>iii. Members agreed that Farnham in Bloom Awards at Squire's Garden Centre on Thursday 10 October went very well and that the venue should be booked again for next year.</p> <p>iv. Members noted that there was a good turnout for Autumn Big Pick Week and the town centre litter pick.</p> <p>v. Members reviewed the VE carpet bedding designs for Gostrey Meadow in 2020 and favoured the poppy designs with the wording – VE DAY 75.</p> <p>vi. Members noted provisional dates for Farnham in Bloom 2020 but did not have any immediate suggestions for Farnham in Bloom's 30<sup>th</sup> anniversary.</p>	
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### 32. Farnham Biodiversity Action Plan

POINTS	ACTION
<p>Members received a verbal update on the Farnham Biodiversity Action Plan (FBAP) from Cllr Cockburn, who hoped that the plan would eventually become an annex to the Neighbourhood Plan and supplementary planning Guidance to be considered for every planning application in Farnham.</p> <p>Members noted that to date, the Group had not received a great response to their Garden Survey, which aimed to find out more about the distribution of wildlife across the town and provide important data for the group. It was felt by Cllr Cockburn that the reason for the low uptake to the survey was partly due to the way the questions were written.</p>	<p>Action: Council Officers to circulate the link to the Garden Survey to Councillors and Staff and promote on social media and website to increase feedback and look at whether the questions could be simplified.</p>

### 33. GreenGen

POINTS	ACTION
<p>Members received a presentation from Michael Sanders on his new social enterprise project, GreenGen, which focusses on offering solutions to enable the public to reduce their single-use plastic waste. In turn, the profit generated from this could then be used to plant and manage fruit, vegetable and herb planters in Farnham Town Centre.</p> <p>Members felt there were some great ideas that could link up with farnham in Bloom and a number of groups in Farnham such as the Community Farm, space2grow and the dig for victory garden at the library. Michael was also interested in joining the Farnham in Bloom Community Group and this was welcomed.</p>	

### 34. Climate Change update

POINTS	ACTION
<p>Members reviewed the presentation slides (included in the agenda) on Surrey County Council's new programme entitled Surrey's Greener Future, which went through their executive committee on 15 October.</p>	<p>Action: Council Officers to invite Cllr Kemp to meet with Farnham Town Council.</p>

<p>Members discussed their initial thoughts on Surrey’s Greener Future and agreed that more information was needed on their initiatives but there were certainly some interesting points to take away from it, some of which were things Farnham Town Council had been considering for some time. These included increasing wildflowers around the town and improved cycling routes. It was agreed it could be an opportunity to work together. Councillors were also interested in the initiative to plant 1.2 million trees across Surrey by 2030 but noted there was no strategy for this as yet. Members also noted that the Tilford Ahmadiyya Muslim Association had recently been in touch to say they would like to plant 1,000 trees between Tilford and Farnham under this initiative.</p> <p>Members noted that a meeting could be facilitated between the portfolio holder from Surrey County Council, Cllr Colin Kemp, and members.</p>	
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### 35. Allotments

POINTS	ACTION
<p>Members received an update on Farnham Allotments waiting list numbers, vacant plots and outstanding rents.</p> <p>Members noted there was still no update from Waverley Borough Council on Farnham Town Council taking over the lease of Weybourne Allotments.</p> <p>Members noted that there were ongoing issues with deer on Six Bells allotment eating plot holder’s crops and that deer fencing had been requested to resolve the problem.</p> <p>Members noted the costs for materials and labour and were not in favour of the level of expenditure required to install fencing that may or may not resolve the issue and noted that tenants on other sites had constructed their own preventative fencing around their plots which had been successful and suggested that Six Bells’ tenants could replicate this.</p> <p>Members noted that the land where there was a litter issue from the BP garage by Six Bells allotment was owned by Surrey County Council and was not actually part of the allotment. Members noted that staff at BP had been approached a number of times about the rubbish and that Cllr Dickson had contacted their head office on the matter.</p>	

### 36. Farnham Park

POINTS	ACTION
<p>Members briefly discussed improvement proposals for Farnham Park at the request of Cllr Dickson but ultimately members would need to consider if they would want to spend scarce resource on an area the Council does not manage when Waverley Borough Council has SANG funding etc. that could go towards this. It was noted that the Town Council would shortly be taking on a number of green spaces such as Gostrey Meadow which would need investment.</p> <p>Currently, members were advised to lobby Waverley and Surrey County</p>	<p>Members agreed to defer this item until the next meeting.</p>

Council to spend money on these improvement works.	
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### 37. Improving the Town Centre Environment

POINTS	ACTION
<p>i. Members noted that a letter had been sent to Surrey County Council regarding the removal of street trees and the unsightly impact of stumps on the street scene but noted that a response was still awaited. Members noted that a discussion had also taken place with the relevant Highways Officer.</p> <p>ii. Members noted that Squire's Garden Centre had agreed to donate 50 silver birch trees to Farnham Town Council under their 'Love Where You Live' scheme and would be delivered in February 2020. Members noted that Officers would potentially like to plant the majority of these on the large grass area between Hickleys Corner and the Mulberry pub.</p>	<p>Action: Council Officers to seek permission for the trees to be planted on this land.</p>

### 38. Local Electricity Bill

POINTS	ACTION
Members agreed to defer this item until the next meeting as the report had not been circulated.	

### 39. Bush Hotel Bins

POINTS	ACTION
Members noted that the work for the bin store at the Bush Hotel was now complete and that the Council now needs to enter into a licence with the Bush Hotel as would the businesses using it.	Action: Council Officers to determine which businesses own the remaining bins in the alleyway and invite them to a meeting to discuss usage of the new storage space at the Bush Hotel.

### 40. Street Furniture

POINTS	ACTION
<p>i. Members noted that a resident had recently been in touch to request that Farnham Town Council install a bin by the bus stop near Coxbridge Roundabout, on the allotment/cemetery side. Members agreed they were happy to fund a bin to be situated here. Cllr Dunsmore also requested two bins for Wrecclesham and a noticeboard at Wrecclesham Co-op.</p> <p>ii. Members noted that the Outside Services Team were out removing graffiti, which was particularly bad on Weydon Lane. Members noted that the Outside Services Team were also having to remove Extinction Rebellion graffiti from Berkley Homes hoardings.</p> <p>iii. Members noted that the Outside Team would be cleaning bus stops around Farnham, throughout the winter months. Officers requested that members inform them if they notice any that require cleaning.</p>	<p>Actions: Officers to:</p> <ul style="list-style-type: none"> <li>• Order and install bins for Coxbridge bus stop and Wrecclesham and a notice board for Wrecclesham Co-op.</li> <li>• Design and order seasonal banners to disguise damaged railings in the town centre.</li> <li>• Make a representation</li> </ul>

<p>iv. Members noted that two bus stops on East Street were in the process of being vinyl wrapped.</p> <p>v. Members agreed to proceed with seasonal banners to cover the railings in the town centre in strategic locations which would be funded through the Community Initiative Fund. As an aside, members were unhappy that where the pavement improvement works had been carried out in Downing Street, old battered railing had been put back in place, which were completely out of keeping with the new pavement.</p>	<p>to Council to lobby Surrey County Council for new railings on Downing Street.</p>
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**41. Date of the next meeting**

<b>POINTS</b>	<b>ACTION</b>
Wednesday 8 January at 4pm.	

Notes written by [iain.mccready@farnham.gov.uk](mailto:iain.mccready@farnham.gov.uk)

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# FARNHAM TOWN COUNCIL

# C

## Notes

### Strategy & Finance Working Group

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#### Time and date

9.30 am on Tuesday 29th October, 2019

#### Place

Town Clerk's Office - Town Offices

#### Attendees:

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

Officers: Iain Lynch (Town Clerk) and Andrea Mann (Assistant Town Clerk) and Iain McCready (Business & Contracts Manager) from minute item 9.

#### 1. Apologies

POINTS	ACTION
None received.	

#### 2. Declarations of Interest

POINTS	ACTION
Cllr Merryweather declared a pecuniary interest as Portfolio Holder for Assets at Waverley Borough Council and took no part in Agenda Item 9.	

#### 3. Minutes of the Meeting held on 10th September 2019

POINTS	ACTION
The minutes of the meeting held on 10 <sup>th</sup> September were agreed.	
Members noted actions taken since the last meeting.	

#### 4. Finance Reports

POINTS	ACTION
<p>The following financial reports as presented with the agenda were reviewed with attention drawn to the following matters:</p> <p>i) Income and expenditure report at 30<sup>th</sup> September 2019:</p> <p>The report showed that income and expenditure was broadly on target for each committee area but the end of year income would be above 100%, largely due to increases in sponsorship, number of attendees at events and cemetery income.</p> <p>In terms of expenditure – Community Enhancement expenditure was low due to the Farnham in Bloom plants and other items being purchased during the second half of the financial year.</p> <p>The Town Clerk went through the detail of the budget codes drawing attention to variations and responding to questions from Councillors. He advised there were some areas of potential miscoding (eg printing and postage) which would be reviewed. It was noted there would be further expenditure (to be mostly funded from insurance) on equipment following the depot break-in.</p> <p>ii) Bank reconciliation at 30<sup>th</sup> September 2019 – the bank reconciliation was reviewed and noted.</p> <p>iii) Statement of Investments at 30<sup>th</sup> September 2019 – Members reviewed the statement of investments. The Town Clerk explained that FTC’s investment strategy was to minimise risk by spreading investments. Members noted:</p> <p>Recent investments with HSBC were generally limited to a 3 month investment as interest rates were lower currently as a result of economic uncertainty.</p> <p>The Nationwide and Cambridge &amp; Counties investments secured fixed interest rates.</p> <p>The CCLA Public Sector Deposit Fund provided a low risk investment as funds were pooled into a range of AAA+ rated funds. The fund also allowed instant access.</p> <p>The CCLA Property Fund should be treated as a long term investment due to initial administration charges and annual charges. The Town Clerk clarified the basis for decisions on reinvestment when investments matured and considered cash flow when reaching his decision.</p> <p>iv) Debtors at 30<sup>th</sup> September 2019 – Members reviewed the debtors list at 30<sup>th</sup> September and the Town Clerk provided explanations against the debtors over 3 months old and said none were of cause for concern currently.</p> <p>v) Other financial updates including Financial Settlement Consultation -</p>	



<p>The Town Clerk provided an update on The Local Government Finance Settlement 2020-21 consultation. In 2018-19 the Government announced it did not intend to set referendum principles for town and parish councils for three years, ending in 2020-21. The Government remained concerned about the pressure placed on taxpayers and expects parish and town councils to exercise even greater restraint in 2021. On this basis, the Government proposed to continue with no referendum principals for town and parish councils in 2020-21 but will keep the matter under review.</p> <p>A discussion took place on the need to balance residents' wishes for services against a precept increase. Members were sympathetic to the financial pressures on the public and also acknowledged the opportunity to support discretionary service delivery where principal authorities had cut services. The FTC precept was below the sector average in financial terms and the 2019/20 precept increase had been significantly lower than average.</p> <p>Members agreed to welcome the proposals and noted that, by FTC taking on additional services, this helped principal authorities to deliver core services.</p>	
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## 5. Conclusion of External Audit 2018/19

POINTS	ACTION
<p>Members noted the External Auditor had provided an unqualified opinion. The Annual Governance and Accountability Return 2018/19 would be reported to full Council.</p> <p>The Town Clerk reminded Members that the manuscript amendment referred to the estimated outstanding Public Works Loan Board figure. Full Council had approved the figure but the draft version of the annual return had been submitted in error.</p>	<p><b>Recommendation to Council:</b>  <b>The External Auditor's unqualified opinion on the 2018/19 Annual Accounts be welcomed and the advisory comment be noted.</b></p>

## 6. Task Group Reports

POINTS	ACTION
<p>i) Trees and Hedgerows Task Group held on 8<sup>th</sup> October 2019.</p> <p>The first meeting of the Trees and Hedgerows Task Group had generated a draft terms of reference and a list of considerations to be taken into account when producing a Trees and Hedgerows strategy. The group hoped to produce a first draft by the end of November and noted the need to align the strategy with the Neighbourhood Plan and Farnham Design Statement.</p> <p>ii) Infrastructure Planning Group held on 11<sup>th</sup> October 2019.</p> <p>The Leader introduced the notes of the Infrastructure Planning Group meeting held on 11<sup>th</sup> October and referred to the following</p>	

<p>matters to be discussed by Strategy &amp; Finance Members:</p> <p>A formal request to SCC Officers to engage with FTC effectively on road proposals in Farnham, specifically Hickley's Corner – the Leader advised that an initial meeting had taken place with WBC and SCC in relation to the Farnham Vision work which would be followed up, presenting the opportunity to raise FTC's request. A discussion took place where Members stressed the importance of SCC engaging directly with FTC to understand the views of the town.</p> <p>iii) East Hampshire Draft Local Plan – Consultation on Large Development Sites (Regulation 18).</p> <p>A response had been submitted to EHDC as proposed by the IPG meeting which raised objections to the 8 out of 10 proposed sites with direct access to the A325 and showing support for the remaining 2 sites which were located closed to the A3 strategic route.</p>	<p>Action: Leader and Town Clerk to contact Linden Mendes to request that he attends the next IPG meeting</p>
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## 7. Waverley Borough Council Car Parking Consultation

POINTS	ACTION
<p>i) Waverley Borough Council Car Parking Consultation –</p> <p>All Councillors had been invited to a consultation on 18<sup>th</sup> October conducted by "Parking Matters". Several Councillors had attended and made comments directly to WBC. FTC were being asking to respond to the following questions which would need to be submitted to WBC in draft form before being signed off by full Council on 7<sup>th</sup> November. Members noted very little time had been given for comment and requested an extension to allow sufficient consideration:</p> <ol style="list-style-type: none"> <li>1. What is your vision for your area (e.g. growth, economy, retail, tourism/leisure, workplace patterns, demographics, etc)? How does parking support or hinder this?</li> <li>2. What are the key parking related issues (including on-street) and what is causing these?</li> <li>3. What would be your recommendations to improve parking including any parking management solutions (e.g. amount of and location of parking, length of stay, tariffs, etc)?</li> <li>4. Are there any other transport related interventions that you believe may help?</li> </ol> <p>Members agreed that a draft response would be compiled and circulated to Members for comment at full Council.</p>	<p>Action: AM to contact Richard Homewood, WBC.</p> <p><b>Recommendation to Council: The draft response at Annex I be agreed subject to any comments.</b></p>

**8. Call for views - 'Independent review into the arrangements in place to support the transparency and quality of local authority financial reporting and external audit in England'**

<b>POINTS</b>	<b>ACTION</b>
Members discussed the consultation on the arrangements, transparency and quality of local authority financial reporting and external audit in England. Members agreed to respond as set out in Annex 2.	<b>Recommend to Council:</b> <b>The response at Annex 2 be agreed.</b>

**9. Waverley Borough Council Asset Transfers to Farnham Town Council**

<b>POINTS</b>	<b>ACTION</b>
<p>Cllr Merryweather declared a pecuniary interest arising from his position as WBC Portfolio Holder for Finance, Assets and Commercial Services and left the room.</p> <p>The remaining Members reviewed the options for the proposed transfer of land from WBC to FTC. The Town Clerk advised that WBC had originally offered a wider portfolio of land to FTC on a leasehold basis which FTC had considered. WBC had offered tapering funding with the proposed leasehold transfers which FTC had subsequently discussed. FTC agreed to accept certain pieces of land but expressing a preference for freehold transfers. A period of negotiations with WBC had followed which resulted in some land now being offered freehold. This would result in FTC having to incur full management costs from day 1 (the proposed transfer date was 1<sup>st</sup> November but this was not likely to be achieved as a difference on the proposed break clause had delayed agreement).</p> <p>Members felt that any land accepted by FTC should benefit Farnham and not just be a financial liability.</p> <p>Members discussed the option of accepting land with effect from 1<sup>st</sup> November on a freehold basis. The Town Clerk explained that future improvements on the land could be funded through Neighbourhood CIL and the New Initiative budget could be attributed towards running costs in the short term.</p> <p>The following land transfers were agreed in principle subject to full Council approval on 7<sup>th</sup> November:</p> <p>To confirm the acceptance of the freehold transfer of the following land with an estimated financial impact of £50k based on the estimated maintenance costs under the last WBC grounds maintenance contract:</p> <ul style="list-style-type: none"> <li>- Battings Garden</li> <li>- Halifax Gardens</li> <li>- Haren Gardens</li> <li>- Homepark</li> <li>- Riverside Hatchmill</li> <li>- Riverside Maltings</li> <li>- Gostrey Meadow</li> <li>- Evelyn Borelli Garden of Rest.</li> </ul>	<p><b>Recommendation to Council that:</b></p> <p><b>i) FTC accept the freehold transfer of the following land from 1st November and acknowledging the potential annual costs of circa £50k - Battings Gardens, Halifax Gardens, Haren Gardens Homepark, Riverside Hatchmill, Riverside Maltings, Gostrey Meadow and Evelyn Borelli Garden of Rest.</b></p> <p><b>ii) For the Town Clerk to negotiate the best deal for the transfers and appropriate contributions where achievable.</b></p>

## 10. Contracts and Assets Update

POINTS	ACTION
<p>The Contracts and Assets update report was introduced and discussed.</p> <p>Members agreed to recommend to full Council the proposals set out in the agenda report as follows:</p> <ul style="list-style-type: none"> <li>- To research the cost of replacing the grounds maintenance equipment stolen in a recent burglary with battery operated equipment.</li> </ul> <p>Members also noted:</p> <ul style="list-style-type: none"> <li>- The proposed switch to a more cost-effective fuel card for grounds maintenance vehicles.</li> <li>- The current works to the exterior of the Council Offices had identified a further issue in deteriorating roof felt and a quote for repairs had been requested. Members agreed that it was more cost effective to make the repair while the scaffolding was already in-situ.</li> <li>- That Officers were investigating the cost of replacing grounds maintenance vehicles due to wear and tear issues with the current fleet. Proposals would be submitted to the Assets Task Group.</li> <li>- The cost of repairs to the Goupil vehicle at £1,930.</li> </ul>	<p>Action:</p> <p>i) Business and Facilities Manager to investigate and replace equipment as agreed subject to a further report if required.</p> <p>ii) The repairs for the deteriorating roof felt be expedited.</p>

## 11. Town Clerk Update

POINTS	ACTION
No items were reported.	

## 12. Date of Next Meeting

POINTS	ACTION
10 <sup>th</sup> December 2019, 9.30am.	

The meeting ended at 11.40 am

Notes written by [andrea.mann@farnham.gov.uk](mailto:andrea.mann@farnham.gov.uk)



## FARNHAM TOWN COUNCIL

### Annex I

#### Strategy & Finance Working Group

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**Time and date**

Tuesday 29<sup>th</sup> October, 2019 at 9.30am

**Place**

Town Clerk Office – Town Offices

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**Draft Response to Waverley Borough Council Car Parking Consultation**

All Councillors were invited to a consultation on 18<sup>th</sup> October conducted by "Parking Matters". Several Councillors attended and made comments directly to WBC. FTC have been asked to respond to the following questions for consideration by full Council on 7<sup>th</sup> November.

Draft responses are proposed:

1. What is your vision for your area (e.g. growth, economy, retail, tourism/leisure, workplace patterns, demographics, etc)? How does parking support or hinder this?

*Proposed Response:*

- Adequate parking for residents, businesses, shoppers, commuters and to support retail, travel and tourism.
- Affordable parking charges.
- Pay-on-exit technology.
- No increase in on-street parking, unless income is ring fenced for Farnham.
- Parking solutions which do not increase congestion and air pollution in the town centre.

2. What are the key parking related issues (including on-street) and what is causing these?

*Proposed Response:*

- Number of parking spaces – the number of spaces has been significantly reduced followed the closure of Dogflud Way car park leading to increased traffic and air pollution in the town centre.
- Car parks on the outskirts of the town centre (St James, Riverside 2 and 3 never appear to be fully occupied).

3. What would be your recommendations to improve parking including any parking management solutions (e.g. amount of and location of parking, length of stay, tariffs, etc)

*Proposed Response:*

- Pay on exit supported by ANPR technology - to encourage more residents and visitors to come into Farnham and stay longer, resulting in increased footfall for the retailers and leisure outlets of Farnham – if this use is permitted by local authorities.
- A review of parking charges – eg a small evening charge could increase income without the need to raise daytime charges excessively.
- A review of residents parking permits, in particular permit zones, to provide sufficient spaces for permit holders (eg Castle Street).
- To maximize use of the car parks on the outskirts of the town centre.
- Dedicated parking for commuters.
- Parking for low income retail and caring staff.

4. Are there any other transport related interventions that you believe may help?

*Proposed Response:*

- Park and ride – should developments at Coxbridge Farm, Wrecclesham area and the Northbrook development site go ahead, a Park and Ride close to the Coxbridge Business Park could be viable.
- For on-street parking to be controlled by one authority.



## FARNHAM TOWN COUNCIL

### Annex 2

#### Strategy & Finance Working Group

**Time and date**

Tuesday 29<sup>th</sup> October, 2019 at 9.30am

**Place**

Town Clerk Office – Town Offices

No.	Question	Suggested Response
Q1	Who, in your opinion, are the primary users of/main audience for local authority accounts?	Electors, Councillors and Auditors.
Q2	Who are the other users of local authority accounts? Are any of these users of accounts particularly important?	Government bodies – to collect statistics.
Q32	To whom should external auditors present audit reports and findings?	Full Council. To ensure a process where all Councillors review the auditor's decision and allow Councillors to be truly accountable for the authority. This also supports a robust democratic process by preventing a committee such as a resources committee to have higher powers than the full council.
Q33	In your authority, what is the membership of the audit committee (number of members, how many are independent etc) and which officers typically attend?	The Strategy & Finance Working Group monitors the Council's budget and reviews audit reports and makes recommendation to full Council which has overall responsibility. Membership includes the Leader, committee chairmen and 4 other appointed members plus Mayor and Deputy Mayor ex-officio. The working group is supported by the Town Clerk/Responsible Finance Officer and other managers.
Q34	How should local authorities track implementation of recommendations made by internal audit, external audit and relevant statutory inspectorates? What should the external auditors do if recommendations are not being implemented?	By ensuring that a report of actions taken in response to audit reports is presented to Council to confirm action for subsequent consideration by the Council's internal auditor. Should the recommendations of internal auditors not be implemented, the external auditor should include an advisory note in audit completion reports and make this a requirement for the following year. External auditors should have the authority to escalate matters which have not been actioned.
Q35	Should there be a role for an external body in tracking action taken in response to modified audit opinions and/or statutory recommendations and public interest reports? If so should that	In the experience of Farnham Town Council the number of modified audit opinions and public interest reports for smaller authorities would not necessitate another external oversight body.

	responsibility sit with MHCLG, the sector specific oversight body recommended by the Independent Review of the Financial Reporting Council or another body?	
Q43	For smaller authorities, does the inspection and objection regime allow local residents to hold their council to account in an effective manner and is the cost of processing and responding to objections proportionate? If not, how should the regime be modified?	The smaller authorities are required to hold an annual meeting of electors. The inspection and objection regime allows locals residents to hold their council to account but the burden of the cost of processing these objections can be high for a smaller authority.

The closing date for responses is 22<sup>nd</sup> November at 5pm.





## FARNHAM TOWN COUNCIL

# F

### Notes

#### Planning & Licensing Consultative Working Group

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#### **Time and date**

9.30 am on Monday 30th September, 2019

#### **Place**

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

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#### **Planning & Licensing Consultative Working Group Members Present:**

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

Officers: Jenny de Quervain

#### **I. Presentation of The Bush Hotel Future Plans**

John Chesterman, The Bush Hotel, and Julian Bohling, OSP Architects, presented paper copies of the proposed changes at the hotel.

Through lack of investment over a long period of time, the bedrooms are below standard. The configuration, plumbing and ventilation/air conditioning is to be upgraded to match the level expected at The Bush Hotel, leaving 78 quality bedrooms (92 existing bedrooms).

The public areas will be reconfigured to give a clearly identifiable entrance, additional bar/restaurant facilities and a conference centre. The current use of the Central Club will no longer be needed once these new facilities are completed.

The proposal includes an aparthotel of 27 apartments (1 and 2 bedroom) for short-term use. This proposal meets an identified need of business guests, especially aircrew in and out of Farnborough Airport. Following pre-application advice from WBC, the apartment building has been pushed back by 8m from the boundary on Victoria Road and the frontage materials/style has been altered to reflect lines and pallet of the properties opposite the site.

A public consultation is planned for mid-November 2019, Farnham Town Council will be advised of the date when confirmed.

**2. Apologies for Absence**

Apologies were received from Councillor David Beaman.

**3. Disclosure of Interests**

None were received.

**4. Applications considered**

**Farnham Bourne**

**WA/2019/1423 Farnham Bourne**

Officer: Philippa Staddon

Erection of extensions and alterations following relevant demolition of part of an unlisted building in a conservation area (revision of WA/2018/1543).

GARDEN COTTAGE, 3 GREENHILL ROAD, FARNHAM GU9 8JN

**Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP5 and FNPI6.**

**WA/2019/1430 Farnham Bourne**

Officer: Mr Chris Turner

Erection of a dwelling and detached garage.

LAND ADJACENT TO BRAMWELL HOUSE, MONKS WALK, FARNHAM

**Farnham Town Council objects to the erection of a dwelling at land adjacent to Bramwell House. This is inappropriate development in the countryside beyond the Green Belt and is land Outside the Built Up Area Boundary of the Farnham Neighbourhood Plan Policy FNPI and will increase vehicle movements on this narrow rural lane.**

**WA/2019/1431 Farnham Bourne**

Officer: Daniel Holmes

Certificate of Lawfulness under Section 192 for single storey rear extensions and alterations to roofspace to form habitable accommodation together with the erection of a detached garage.

COTTERSTOCK HOUSE, CLUMPS ROAD, LOWER BOURNE GU10 3HF

**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 all materials be in keeping.**

**WA/2019/1438 Farnham Bourne**

Officer: Mr Chris Turner

Erection of a dwelling.

LAND AT REEVE HOUSE, FRENHAM ROAD, FARNHAM GU10 3HJ

**Farnham Town Council objects to the erection of a dwelling at Land at Reeve House. The application is located in an area of land Outside the Built Up Area Boundary of the Farnham Neighbourhood Plan and not in line with Policy FNPI and FNPI0 and Local Plan Policy C2. Accessing the highway at this point is dangerous with limited sightlines.**

**WA/2019/1459 Farnham Bourne**

Officer: Daniel Holmes

Erection of extensions and alterations.

28A VICARAGE HILL, FARNHAM GU9 8HJ

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

**TM/2019/0143 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 49/99

5 DOUGLAS GROVE, FARNHAM GU10 3HP

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

**NMA/2019/0146 Farnham Bourne**

Officer: Amy Willson

Amendment to WA/2019/0741 for changes to roof materials, and use of ground floor of the proposed attached garage as ancillary accommodation with associated window position changes.

22 AVELEY LANE, FARNHAM GU9 8PR

**Farnham Town Council has no objections subject to the changes being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16.**

**Farnham Castle**

Deferred from 16/09/19 as drawing were not available.

Comments provided to Officer following PLCG on 30/09/19

**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

**This should not coincide with the busier Christmas shopping period.**

**WA/2019/1420 Farnham Castle**

Officer: Philippa Staddon

Erection of extension and alterations to courtyard to form habitable accommodation.

3 BISHOPS MEAD, FARNHAM GU9 7DU

**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 FNP2 and FNP16, materials be in keeping and no negative impact on the neighbours' amenity.**

**CA/2019/0132 Farnham Castle**

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

REMOVAL OF TREES

5 CASTLE STREET, FARNHAM GU9 7HR

**Farnham Town Council leaves to the Arboricultural Officer to assess the need for removal of trees in the Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2. If removal is necessary, replacement with appropriate species in an appropriate location is required.**

## **Farnham Firgrove**

### **WA/2019/1417 Farnham Firgrove**

Officer: Mr Chris Turner

Change of use of land to residential use for 1 gypsy family, the site to contain 1 static caravan, 1 touring caravan and 1 amenity building.

LAND BETWEEN FARNHAM BYPASS AND DARVILLS LANE, FARNHAM

**Farnham Town Council objects to inappropriate development in this location. This is not a suitable location for residential development with a dangerous access to and from the dual carriageway and close to the start of the long distance footpath of the North Downs Way. This site is within an Area of Strategic Visual Importance covered by Local Plan Policy RE3 and C5 and Farnham Neighbourhood Plan Policy FNPI3 being a Biodiversity Opportunity Area.**

### **WA/2019/1421 Farnham Firgrove**

Officer: Louise Fuller

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

16 WEYDON HILL ROAD, FARNHAM GU9 8NX

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

### **WA/2019/1461 Farnham Firgrove**

Officer: Philippa Staddon

Erection of extensions and alterations following demolition of existing outbuilding.

11, TALBOT ROAD, FARNHAM GU9 8RP

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

### **WA/2019/1478 Farnham Firgrove**

Officer: Carl Housden

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

52 TILFORD ROAD, FARNHAM GU9 8DW

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

## **Farnham Hale and Heath End**

### **WA/2019/1458 Farnham Hale and Heath End**

Officer: Daniel Holmes

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

8D BROOKLANDS CLOSE FARNHAM GU9 9BT

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

**WA/2019/1460 Farnham Hale and Heath End**

Officer: Daniel Holmes

Erection of extensions and alterations to roof space including dormer windows to provide habitable accommodation.

THE SHIELING, UPPER HALE ROAD, FARNHAM GU9 0NX

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

**WA/2019/1465 Farnham Hale and Heath End**

Officer: Daniel Holmes

Erection of side and rear extensions.

11 UPPER HALE ROAD, FARNHAM GU9 0NN

**Farnham Town Council objects to the size and scale of the extensions not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and the negative impact on the neighbour's amenity.**

**WA/2019/1466 Farnham Hale and Heath End**

Officer: Daniel Holmes

Erection of a porch.

11 UPPER HALE ROAD, FARNHAM GU9 0NN

**Farnham Town Council objects to the erection of the porch not being in keeping with the street scene.**

**Farnham Moor Park**

**WA/2019/1428 Farnham Moor Park**

Officer: Louise Fuller

Certificate of lawfulness under section 192 for hip to gable enlargement of the roof to provide habitable accommodation together with the addition of rooflights and a rear dormer extension.

9 UPPER SOUTH VIEW, FARNHAM GU9 7JW

**Farnham Town Council objects to the extensive dormer and number of rooflights not being in compliant with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNPI6 and Resident Extensions Supplementary Planning Document guide to dormers.**

**WA/2019/1441 Farnham Moor Park**

Officer: Louise Fuller

Consultation for a County Matter: Details of a settlement assessment pursuant to Condition 5 and details of a preliminary land risk assessment, further ground investigations and a factual report pursuant to Condition 6 (parts a-c) of a planning approval.

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, RUNFOLD

**Farnham Town Council relies on the Runfold quarry community liaison group for comment.**

**WA/2019/1480 Farnham Moor Park**

Officer: Ruth Dovey

Change of use of the ground floor from retail (Use Class A1) to 2 dwellings together with alterations to elevations and rear yard and front boundary wall.

SEVEN STARS HOUSE, 88 EAST STREET, FARNHAM GU9 7TP

**Farnham Town Council has no objections to the ground floor change of use from retail to residential subject to suitable alternative space being available and the alterations being compliant with the Farnham Design Statement and Farnham**

**Neighbourhood Plan Policy FNPI6. Sufficient parking spaces need to be retained for the new dwellings.**

**WA/2019/1483 Farnham Moor Park**

Officer: Flo Taylor

Erection of an extension and alterations including conversion of garage to pool building with ancillary accommodation, covered walkway, external alterations and provision of a new access.  
HEATHERDALE HOUSE, 5 COMPTON WAY, FARNHAM GU10 1QY

**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.**

**Farnham Shortheath and Boundstone**

**WA/2019/1427 Farnham Shortheath and Boundstone**

Officer: Carl Housden

Erection of extensions and alterations following demolition of existing garage.  
35 BEACON CLOSE, FARNHAM GU10 4PA

**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/2019/1456 Farnham Shortheath and Boundstone**

Officer: Louise Fuller

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

10 CLIFTON CLOSE, WRECCLESHAM GU10 4TP

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

**Farnham Upper Hale**

**WA/2019/1422 Farnham Upper Hale**

Officer: Louise Fuller

Erection of extensions and alterations together with the erection of detached garage after demolition of existing attached garage.

10 SHADY NOOK FARNHAM GU9 0DT

**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.**

Deferred to 14/10/19 as no elevations available to view

Requested more information from the Officer

**WA/2019/1472 Farnham Upper Hale**

Officer: Mr Chris Turner

Outline Application for erection of a dwelling and associated works with all matters reserved following demolition of existing building.

LAND ADJACENT IVY HOUSE, THE GREEN, FARNHAM

## **Farnham Weybourne and Badshot Lea**

### **WA/2019/1446 Farnham Weybourne and Badshot Lea**

Officer: Louise Fuller

Consultation under Regulation 3 for details of a school travel plan, hard and soft landscaping, secure cycle parking and drainage verification report submitted pursuant to Conditions 8,11,13 and 16 of planning permission ref: WA/2018/0560 dated 23 August

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

**Consideration needs to be given to residents of Hale Reeds and Bullers Road with any increase in traffic movement.**

## **Farnham Wrecclesham and Rowledge**

### **WA/2019/1424 Farnham Wrecclesham and Rowledge**

Officer: Philippa Staddon

Application under Section 73A to vary Condition 1 of WA/2018/1954 (approved plan numbers) to allow alterations to design and footprint.

47 SHORTHETH CREST, FARNHAM, GU9 8SB

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

### **WA/2019/1429 Farnham Wrecclesham and Rowledge**

Officer: Louise Fuller

Erection of extensions and alterations together with construction of dormer windows to create habitable accommodation within roofspace.

1 LUFKINS, PEAR TREE LANE, ROWLEDGE GU10 4DW

**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/2019/1448 Farnham Wrecclesham and Rowledge**

Officer: Miss C Woodhatch

Erection of extensions and alterations.

MERRIDALE, 77 BOUNDSTONE ROAD, ROWLEDGE GU10 4AT

**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 all materials be in keeping with existing.**

### **TM/2019/0142 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 09/01 SQUIRRELS OAK, 8 GREYSTEAD PARK, FARNHAM GU10 4NB

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

## 5. Appeals

### **Planning Inspectorate Reference: APP/R3650/W/19/3233913**

LAND BETWEEN MAYFIELD SWITCHBACK LANE AND NORTH OF PEAR TREE LANE, ROWLEDGE

WA/2018/0669 Erection of 9 dwellings and associated works, all served from the existing access (as amended by plans received 17/09/2018, drainage strategy received 23/10/2018).

Appellant's name: Miscombe Developments Ltd

**Although this application forms part of an identified site referenced in the Farnham Neighbourhood Plan, Policy FNPI4g, Farnham Town Council maintains its objections.**

**This application contravenes the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI4g) West of Switchback Lane, Rowledge, the density, scale and character is inappropriate for the northern part of the site. The approximate density for the area is quoted as 5 dwellings per hectare. Policy FNPI4g) development guidance for design and layout states: An informal low density development should respect the woodland setting and treed site. The northern part of the site should be very low density. Design should be in keeping with Mayfield estate with a mix of designs and enhance the character of the area. Maximum height for new homes should be single or two storeys. Access to the northern part of the site is unacceptable through Mayfields, Policy FNPI4g) access states: The northern part of the site could be accessed off Shrubbs Lane.**

Comments submitted to PINs 1<sup>st</sup> October 2019.

### **Planning Inspectorate Reference: APP/R3650/W/19/3226124**

LAND AT CHERRYFIELDS, FULLERS ROAD, ROWLEDGE

WA/2018/1219 Erection of dwelling and detached garage.

Appellant's name: Mr Ian Carter

A Hearing to determine the appeal will commence on 22<sup>nd</sup> October 2019 at 10am at Waverley Borough Council Offices.

**Farnham Town Council made not objections to the application.**

### **Planning Inspectorate Reference: APP/R3650/D/19/3230329**

30 HALE ROAD, FARNHAM GU9 9QH

WA/2019/0145 Two storey side and rear extension to provide annexe accommodation for dependent relative and single storey side extension.

Appellant's name: Mr & Mrs B Cotterill

**Farnham Town Council objected.**

**ALLOWED 13 September 2019.**

## 6. Waverley Borough Council Street Naming

### **Street Naming Application SNN2017A**

Cala Homes (South Homes Counties) is currently in the process of building a new development incorporating 96 new dwellings at land south of junction with Upper Old Park Lane, Folly Hill, Farnham.

Cala Homes proposed the following road names:

Road 1: Orleton Road

Road 2: Cardwell Road

Road 3: Verdun Street



Road 4: Cardinal Way  
Road 5: Reeve Drive  
Road 6: Armsworth Way

Comments submitted to WBC Street Naming 4<sup>th</sup> October 2019.

**Farnham Town Council is grateful for the contribution of the Hale History Group and Farnham Great War Group and Councillor Gray for names which appear on the list of proposed street names. Farnham Town Council requests more consideration is given to the suffixes, especially Road and Street, as 'road' and 'street' are not appropriate for the type of layout.**

**7. Date of next meeting**

14<sup>th</sup> October 2019

The meeting ended at 1.00 pm

Notes written by Jenny de Quervain

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# FARNHAM TOWN COUNCIL



## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 14th October, 2019

#### Place

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

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#### Planning & Licensing Consultative Working Group Members Present:

Councillor Roger Blishen  
Councillor Alan Earwaker  
Councillor John "Scotty" Fraser  
Councillor George Hesse  
Councillor Michaela Martin

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillors Edmonds (Chair), Beaman, Gray and Neale.

In the absence of the Chair, Councillor Martin was nominated as Chair for this meeting by Councillor Earwaker and seconded by Councillor Fraser.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications for larger developments

##### **WA/2019/1508 Farnham Upper Hale**

Officer: Rachel Kellas

Change of use from agricultural land to a Suitable Alternative Natural Greenspace (SANG) together with provision of new car park.

**FARNHAM PARK HOTEL AND RESTAURANT, LOWER HALE, FARNHAM GU9 9RP**

**Farnham Town Council supports the change of use from agricultural land to Suitable Natural Greenspace (SANG). This site would form a natural extension to the existing SANG at Farnham Park. Consideration should be given to maintaining**

wildlife corridors especially for deer.

**WA/2019/1514 Farnham Weybourne and Badshot Lea**

Officer: Rachel Kellas

Construction of a swale and pond for drainage attenuation.

LAND CENTRED COORDINATES 485775 148563 WEST OF GREEN LANE, BADSHOT LEA

**This is an approved development site within the adopted Farnham Neighbourhood Plan covered by Policy FNPI4b. Farnham Town Council supports the construction of a swale and pond for improving drainage from the site.**

**4. Applications Considered**

**Farnham Bourne**

**CA/2019/0136 Farnham Bourne**

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREE

11A GREAT AUSTINS, FARNHAM GU9 8JQ

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

**CA/2019/0141 Farnham Bourne**

Officer: Mr A Clout

OLD CHURCH LANE FARNHAM CONSERVATION AREA

REMOVAL OF TREE

3 OLD CHURCH LANE FARNHAM GU9 8HQ

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in the Old Church Lane Conservation Area covered by Farnham Neighbourhood Plan Policy FNP7.**

**WA/2019/1504 Farnham Bourne**

Officer: Louise Fuller

Erection of extensions.

9 MIDDLE AVENUE, FARNHAM GU9 8JL

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

**WA/2019/1506 Farnham Bourne**

Officer: Daniel Holmes

Erection of extension and alterations to roof space to provide additional habitable accommodation.

77 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

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

**WA/2019/1509 Farnham Bourne**

Officer: Mrs J Hammick

Erection of extension and alterations.

11 FRENHAM VALE, LOWER BOURNE GU10 3HN

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

**WA/2019/1541 Farnham Bourne**

Officer: Philippa Staddon

Erection of an outbuilding for ancillary use and erection of fencing.

THE PRIORY, 6 SWINGATE ROAD, FARNHAM GU9 8JJ

**Farnham Town Council has no objections subject to the outbuilding being compliant with Farnham Neighbourhood Plan Policy FNPI6, having no negative impact on the neighbours' amenity with light pollution from the extensive windows to the front and it being Conditioned as ancillary to The Priory, 6 Swingate Road.**

**WA/2019/1547 Farnham Bourne**

Officer: Philippa Staddon

Alterations to wall to provide 2 exit points.

WAVERLEY ABBEY HOUSE, WAVERLEY LANE, FARNHAM GU9 8EP

**Farnham Town Council has no objections subject to the approval of the Heritage Officer with the house being Grade II\* listed.**

**Farnham Firgrove**

**WA/2019/1496 Farnham Firgrove**

Officer: Carl Housden

Erection of extensions.

3 HILLARY ROAD FARNHAM GU9 8QY

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

**WA/2019/1518 Farnham Firgrove**

Officer: Mr Chris Turner

Erection of a dwelling together with alterations to existing vehicular access and associated works (revision of WA/2018/2200).

LAND AT BLENHEIM HOUSE, TILFORD ROAD, FARNHAM GU9 8DL

**Farnham Town Council objects to the overdevelopment of the restrictive site not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan FNPI, the negative impact on the neighbours' amenity and the additional access on Alfred Road close to a busy junction with limited visibility.**

**WA/2019/1523 Farnham Firgrove**

Officer: Philippa Staddon

Alterations to roof space including dormer window to provide habitable accommodation.

18A TILFORD ROAD, FARNHAM GU9 8DL

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

## **Farnham Hale and Heath End**

### **TM/2019/0147 Farnham Hale and Heath End**

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 15/10  
THE WHITE COTTAGE, 2 UPPER HALE ROAD, FARNHAM GU9 0NJ

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

### **TM/2019/0153 Farnham Hale and Heath End**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 04/17  
RAVENSWOOD HOUSE FARNHAM GU9 9RP

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

### **WA/2019/1505 Farnham Hale and Heath End**

Officer: Louise Fuller

Erection of extension.

148 FARNBOROUGH ROAD, FARNHAM GU9 9AZ

**Farnham Town Council objects to the extension's negative impact on the neighbour's amenity not being compliant with Farnham Neighbourhood Plan Policy FNPI6.**

### **WA/2019/1515 Farnham Hale and Heath End**

Officer: Carl Housden

Alterations to door and window fenestration.

7 THE CRESCENT, FARNHAM GU9 0LE

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

### **WA/2019/1517 Farnham Hale and Heath End**

Officer: Philippa Staddon

Erection of patio deck with glazed balustrade and associated works.

8C BROOKLANDS CLOSE, FARNHAM GU9 9BT

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

### **WA/2019/1519 Farnham Hale and Heath End**

Officer: Philippa Staddon

Siting of 2 containers, construction of log store, fence and gate for a temporary period.

71A UPPER HALE ROAD, FARNHAM GU9 0PA

**Farnham Town Council object to the siting of 2 containers and log store being inappropriate for the residential location and causing harm to the character of the area, not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.**

### **WA/2019/1536 Farnham Hale and Heath End**

Officer: Carl Housden

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

WENTWOOD ROWHILLS, FARNHAM GU9 9AT

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

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

**WA/2019/1548 Farnham Hale and Heath End**

Officer: Louise Fuller

Alterations to rear elevation together with erection of raised decking.

16 NORTH AVENUE, FARNHAM GU9 0RD

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

**Farnham Shortheath and Boundstone**

**TM/2019/0146 Farnham Shortheath and Boundstone**

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 26/00

29 SHORTHEATH ROAD, FARNHAM GU9 8SN

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

**TM/2019/0154 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT TO TREE PRESERVATION ORDER 22/10

15 BURNT HILL WAY FARNHAM GU10 4RN

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

**Farnham Upper Hale**

**WA/2019/1513 Farnham Upper Hale**

Officer: Mr Chris Turner

Erection of a dwelling following demolition of existing dwelling.

21 SPRING LANE, FARNHAM GU9 0JD

**Farnham Town Council has no objections subject to the replacement dwelling being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI, no negative impact on the neighbours' amenity and sufficient parking within the boundary of the new property.**

**WA/2019/1472 Farnham Upper Hale**

Officer: Mr Chris Turner

Outline Application for erection of a dwelling and associated works with all matters reserved following demolition of existing building.

LAND ADJACENT IVY HOUSE, THE GREEN, FARNHAM

**Farnham Town Council object to the outline application of an additional dwelling adjacent Ivy House not being compliant with Farnham Neighbourhood Plan Policy FNPI. A new dwelling on the restrictive site would have a negative impact on the neighbours' amenity.**

**Farnham Wrecclesham and Rowledge**

**WA/2019/1497 Farnham Wrecclesham and Rowledge**

Officer: Daniel Holmes

Erection of a single storey extension following demolition of existing garage.

20 RIVERDALE, WRECCLESHAM GU10 4PH

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

## 5. Appeals

Deferred to PLCG meeting on 28<sup>th</sup> October 2019

**Planning Inspectorate Reference: APP/R3650/W/19/3237325**

25 Middle Bourne Lane, Lower Bourne

Erection of a single dwelling along with additions to existing dwelling and car parking and associated works (as amended by plans received 18/03/2019).

Applicant: Mr Harvey Gudge

Comments to PINs by 8<sup>th</sup> November 2019

FTC previous comments March 2019:

**WA/2019/0109 Farnham Bourne Philippa Staddon**

Erection of a single dwelling along with additions to existing dwelling and car parking and associated works.

25 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NH

**Farnham Town Council strongly objects to the erection of a dwelling in this location not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI, being overdevelopment of a restrictive site with limited access and parking provision, having a negative impact on the neighbour's amenity and not being in keeping with the density of the area.**

For information only:

**Planning Inspectorate Reference: APP/R3650/W/19/3231847**

50 Abbotts Ride, Farnham GU9 8HZ

WA/2018/1789 Erection of dwelling and following demolition of existing garage.

Appellant's name: Mrs Mary Wise

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

**ALLOWED**

## 6. Date of next meeting

28<sup>th</sup> October 2019.

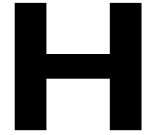
The meeting ended at 11.35 am

Notes written by Jenny de Quervain





# FARNHAM TOWN COUNCIL



## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 28th October, 2019

#### Place

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

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#### 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

Apologies were received from Councillors Hesse and Martin.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications Considered

##### **Farnham Bourne**

##### **CA/2019/0147 Farnham Bourne**

Officer: Mr A Clout

OLD CHURCH LANE CONSERVATION AREA

WORKS TO COPPICE A HAZEL TREE

3 OLD CHURCH LANE FARNHAM GU9 8HQ

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in the Old Church Lane Conservation Area covered by Farnham Neighbourhood Plan Policy FNP7. If removal is necessary, replace with an appropriate species.**

##### **CA/2019/0149 Farnham Bourne**

Officer: Mr A Clout  
GREAT AUSTINS CONSERVATION AREA  
WORKS TO TREE  
FOXWOOD HOUSE, 6A LITTLE AUSTINS ROAD, FARNHAM GU9 8JR  
**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.**

**CA/2019/0157 Farnham Bourne**

Officer: Mr A Clout  
GREAT AUSTINS CONSERVATION AREA  
WORKS TO TREE  
BRYANSTON, 13 GREAT AUSTINS, FARNHAM GU9 8JQ  
**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in the Great Austins Conservation Area covered by Farnham Neighbourhood Plan Policy FNP5. If removal is necessary, replace with an appropriate species.**

**CA/2019/0158 Farnham Bourne**

Officer: Mr A Clout  
GREAT AUSTINS CONSERVATION AREA  
WORKS TO TREE  
9 MIDDLE AVENUE, FARNHAM GU9 8JL  
**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.**

**CA/2019/0159 Farnham Bourne**

Officer: Mr A Clout  
GREAT AUSTINS CONSERVATION AREA  
WORKS TO AND REMOVAL OF TREES  
MAVINS COURT, 4 GREENHILL ROAD, FARNHAM GU9 8JN  
Note. T1 Conifer – Fell. T2 Norway Maple (in obvious decline) – Fell. T3 Liquid Amber – Fell. T4 Horse Chestnut – Fell. T5 Norway Maple – Crown Lift to 2.5m. T6 Red Oak – Fell. T7 Cedar – Crown lift to 2.5m. T8 Sycamore – Fell. T9 Gleditsia – Fell. T10 Nysaa – Fell. T11 Parrotia – Fell. T12 Tulip – Crown reduce by 2-3m. T13 Catalpa – Crown reduce by 2-3m.  
**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in the Great Austins Conservation Area covered by Farnham Neighbourhood Plan Policy FNP5. The application gives no details for the reason for felling.**

**TM/2019/0158 Farnham Bourne**

Officer: Steve Tester  
APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 26/00  
LANSDOWNE, 3 CEDARWAYS, FARNHAM GU9 8SW  
**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.**

**TM/2019/0160 Farnham Bourne**

Officer: Steve Tester  
APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA242  
MULBERRY RIDGE, 40B FRENHAM ROAD FARNHAM GU10 3NY  
**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity.**  
**WA/2019/1600 Farnham Bourne**

Officer: Carl Housden

Erection of extensions and alterations to the existing dwelling and detached garage  
LAUREL BANK, BOURNE GROVE, LOWER BOURNE GU10 3QT

**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 materials be in keeping with existing.**

Councillor Roger Blishen left at 10.05am

### **Farnham Castle**

#### **CA/2019/0156 Farnham Castle**

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO TREES

KEYDELL COTTAGE, FOX YARD, FARNHAM GU9 7EX

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

#### **WA/2019/1570 Farnham Castle**

Officer: Philippa Staddon

Application under Section 106 of the Town & Country Planning Act to discharge the legal agreements relating to WA/1990/1658 & WA/1996/1443.

WILLEY FARM, CHAMBER LANE, FARNHAM GU10 5ES

**Farnham Town Council has no comment.**

#### **WA/2019/1578 Farnham Castle**

Officer: Mr Chris Turner

Erection of single storey extensions and alterations.

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

**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 in keeping with the Town Centre Conservation Area covered by Policy FNP2.**

#### **WA/2019/1587 Farnham Castle**

Officer: Louise Fuller

Erection of extensions and alterations following demolition of part of existing dwelling.

MEADOW VIEW, 2 RIDGEWAY COTTAGES, RUNWICK LANE, RUNWICK GU10 5EE

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

Councillor David Beaman left the meeting at 10.30am

### **Farnham Firgrove**

#### **WA/2019/1568 Farnham Firgrove**

Officer: Philippa Staddon

Erection of single storey rear extension together with alterations to roof space including rear dormer to provide habitable accommodation.

50 TILFORD ROAD, FARNHAM GU9 8DW

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

**WA/2019/1573 Farnham Firgrove**

Officer: Carl Housden

Temporary planning permission for continued use for 7 years for an existing demountable classroom building providing additional general teaching space.

HIGHFIELD SOUTH FARNHAM PRIMARY SCHOOL, 2 WEYDON LANE, FARNHAM GU9 8QH

**Farnham Town Council has no objections to the extended use of the demountable classroom subject to it be maintain. There is an approved planning application for additional classrooms at this site which, when built, may alleviate the need for temporary buildings.**

**WA/2019/1584 Farnham Firgrove**

Officer: Philippa Staddon

Erection of a detached dwelling and garage.

LAND TO THE REAR OF 5 ST JOHNS ROAD, FARNHAM GU9 8NT

**Farnham Town Council has no objections subject to the new dwelling being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and no negative impact on the neighbours' amenity. Trees on the site should be protected and maintained to preserve the green boundary and character of the area.**

**WA/2019/1590 Farnham Firgrove**

Officer: Louise Fuller

Erection of extension following demolition of existing conservatory.

16 EDWARD ROAD, FARNHAM GU9 8NP

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

**WA/2019/1593 Farnham Firgrove**

Officer: Philippa Staddon

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

2 ALFRED ROAD, FARNHAM GU9 8ND

**Farnham Town Council regrets the loss of another single storey property. Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, materials be in keeping with existing and no negative impact on the neighbour's amenity.**

**WA/2019/1597 Farnham Firgrove**

Officer: Philippa Staddon

Erection of first floor extension and alterations.

44 WEYDON HILL ROAD, FARNHAM GU9 8NY

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

**WA/2019/1627 Farnham Firgrove**

Officer: Carl Housden

Certificate of Lawfulness under Section 192 for erection of dormer extension and alterations to provide additional habitable accommodation.

4 DARVILL HEIGHTS, THE FAIRFIELD, FARNHAM GU9 8AL

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

#### **Farnham Hale and Heath End**

##### **TM/2019/0159 Farnham Hale and Heath End**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 01/19  
8A VICARAGE LANE, FARNHAM GU9 0PF

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

#### **Farnham Moor Park**

Defer to PLCG meeting on 14 November 2019

##### **WA/2019/1610 Farnham Moor Park**

Officer: Louise Fuller

Erection of a new dwelling (revision of WA/2019/0001).  
LAND AT 18 MOOR PARK LANE, FARNHAM GU9 9JB

#### **Farnham Shortheath and Boundstone**

##### **TM/2019/0162 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 17/99  
37 BROAD HA'PENNY FARNHAM GU10 4TF

**Farnham Town Council leaves to the Arboricultural Officer. If removal is necessary, replace with an appropriate species.**

##### **WA/2019/1594 Farnham Shortheath and Boundstone**

Officer: Louise Fuller

Erection of extension following demolition of existing attached garage and conservatory.  
17 THE OLD ORCHARD, FARNHAM GU9 8UR

**Farnham Town Council has no objections subject to the extension being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, materials be in keeping with existing, no negative impact on the neighbour's amenity and sufficient parking spaces being available within the boundary. Waverley Borough Council Parking Guidelines state 2.5 spaces for a 3+ bedroom property.**

##### **WA/2019/1620 Farnham Shortheath and Boundstone**

Officer: Louise Fuller

Erection of extension and alterations (revision of WA/2018/2244).  
12 BOWER ROAD, BOUNDSTONE GU10 4ST

**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 and materials be in keeping with existing.**

#### **Farnham Upper Hale**

**WA/2019/1586 Farnham Upper Hale**

Officer: Louise Fuller

Erection of extensions and alterations.

2 AMBLESIDE CRESCENT, FARNHAM GU9 0RZ

**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 and materials be in keeping with existing.**

**Farnham Weybourne and Badshot Lea**

**NMA/2019/0157 Farnham Weybourne and Badshot Lea**

Officer: Amy Willson

Amendment to WA/2019/0865 for addition of roof light and internal alterations.

5 CHERRY PLACE, FARNHAM GU9 9TH

**Farnham Town Council has no objections.**

**Farnham Wrecclesham and Rowledge**

**WA/2019/1611 Farnham Wrecclesham and Rowledge**

Officer: Louise Fuller

Erection of extensions and alterations to provide two-storey dwelling and associated works.

30 WRECCLESHAM HILL, WRECCLESHAM GU10 4JW

**Farnham Town Council objects to the overdevelopment of the property not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and having a negative impact on the neighbours' amenity and causing light pollution from the amount of glazing to the rear as in an elevated position on the hill.**

**CA/2019/0151 Farnham Wrecclesham and Rowledge**

Officer: Mr A Clout

WRECCLESHAM CONSERVATION AREA

REMOVAL OF AN ASH TREE

WEST COTTAGE, 2 SCHOOL HILL, FARNHAM GU10 4PU

**Farnham Town Council leaves to the Arboricultural Officer.**

**TM/2019/0161 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 03/11

13 HOLLIS WOOD DRIVE FARNHAM GU10 4JT

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

**TM/2019/0163 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 03/11

15 HOLLIS WOOD DRIVE, FARNHAM GU10 4JT

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

**WA/2019/1601 Farnham Wrecclesham and Rowledge**

Officer: Daniel Holmes

Erection of single storey extension.

69 RIVERDALE, WRECCLESHAM GU10 4PJ

**Farnham Town Council has no objections subject to the extension being confirmed**

**compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and no negative impact on the neighbour's amenity.**

**WA/2019/1615 Farnham Wrecclesham and Rowledge**

Officer: Philippa Staddon

Erection of raised decking to provide side path, terrace and steps.

KENWOOD, 24 WRECCLESHAM HILL, WRECCLESHAM GU10 4JW

**Farnham Town Council objects to retrospective planning applications.**

**4. Appeals**

Deferred from PLCG meeting on 28th October 2019

**Planning Inspectorate Reference: APP/R3650/W/19/3237325**

25 Middle Bourne Lane, Lower Bourne

Erection of a single dwelling along with additions to existing dwelling and car parking and associated works (as amended by plans received 18/03/2019).

Applicant: Mr Harvey Gudge

Comments to PINs by 8<sup>th</sup> November 2019

FTC previous comments March 2019:

**WA/2019/0109 Farnham Bourne Philippa Staddon**

Erection of a single dwelling along with additions to existing dwelling and car parking and associated works.

25 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NH

**Farnham Town Council strongly objects to the erection of a dwelling in this location not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI, being overdevelopment of a restrictive site with limited access and parking provision, having a negative impact on the neighbour's amenity and not being in keeping with the density of the area.**

**Additional objections to be added regarding the orientation, character, size and scale not being in keeping with the Farnham Design Statement and not in line with Farnham Neighbourhood Plan Policy FNPI. The negative impact on the neighbour's amenity with overlooking and no access for emergency vehicles due to the narrow access on Valley Lane off Middle Bourne Lane.**

**5. Licensing Applications**

Variation - The Botanist, 4-5 Town Hall Buildings, The Borough, Farnham, GU9 7ND

New World Trading Co (UK) Ltd

**Farnham Town Council has no objections to the variations.**

**6. Footpaths and Rights of Way**

Public Footpath 300 (Farnham)

A Diversion Order was made to divert the public footpath.

**7. Public speaking at Waverley Planning Committee**

WBC Western Planning will be listing application for representation at the meeting on 12<sup>th</sup> November 2019:

WA/2019/1508 Farnham Park Hotel and Restaurant SANG

WA/2019/0417 Farnham Park Hotel and Restaurant

WA/2019/1058 9 Long Garden Walk West

WA/2019/0802 11 Bat & Ball Lane

WA/2019/1352 and 1353 5 Hart House

**8. Date of next meeting**

11<sup>th</sup> November 2019

The meeting ended at 11.33 am

Notes written by Jenny de Quervain



## Annual Governance and Accountability Return 2018/19 Part 3

### To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2019
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at <b>31 March 2019</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2018/19

## Farnham Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

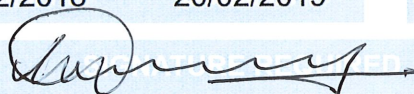
Date(s) internal audit undertaken

31/10/2018      17/12/2018      20/02/2019

Name of person who carried out the internal audit

Mr Paul Hartley OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

03/04/2019

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Farnham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

18/04/2019

and recorded as minute reference:

C 180/18 REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.farnham.gov.uk

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

### Farnham Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	1,389,562	1,434,067	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,035,819	1,064,992	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	278,121	318,195	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	595,762	440,735	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	663,446	924,002	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,434,067	1,442,290	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,621,984	1,557,221	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,858,775	2,061,113	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. <i>Corrected 21/08/19 to line with Council Papers approved</i>
10. Total borrowings	41,347	<del>37,913</del> 34,339	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). <i>21/08/19</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*[Signature]*

Date

03/04/2019

I confirm that these Accounting Statements were approved by this authority on this date:

18/04/2019

as recorded in minute reference:

C 180/18

Signed by Chairman of the meeting where the Accounting Statements were approved

*[Signature]*

### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Farnham Town Council - SU0036**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

#### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

27/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))