



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 19th December, 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 19th December, 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: 19 December 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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## Agenda Council

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### Time and date

Thursday 19th December, 2019 at 7.00 pm

### Place

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

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### Prayers

Prior to the meeting prayers will be said in the Council Chamber by Revd Jane Walker of St Mary's Frensham. Councillors and members of the public are welcome to attend.

### 1 Apologies

To receive apologies for absence.

### 2 Disclosures of Interest

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any disclosable pecuniary or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

#### NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Beaman, Blishen, Cockburn, Dickson, Edmonds, Gray, Hesse, Macleod, Martin, Merryweather, Mirylees, Neale, and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to him being a councillor of Surrey County Council: Cllr Macleod.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to [customer.services@farnham.gov.uk](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.*

### 3 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.

### 4 Minutes 7 November 2019 (Pages 5 - 12)

**5 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

**6 Questions by Members**

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

**Part 1 - Items for Decisions**

**7 Working Group Notes** (Pages 13 - 44)

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

- i) Strategy & Finance held on 10<sup>th</sup> December 2019 (Appendix B).

**8 Planning and Licensing Applications** (Pages 45 - 72)

To receive the notes of the Planning and Licensing Consultative Group meetings held on 11<sup>th</sup> November (Appendix C), 25<sup>th</sup> November (Appendix D) and 8<sup>th</sup> December (Appendix E).

**Part 2 - Items to Note**

**9 Actions taken under the Scheme of Delegation**

**10 Reports from Other Councils**

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

**11 Reports from Outside Bodies**

**12 Date of Next Meeting**

To note the date of the next meeting of full Council on Thursday 23<sup>rd</sup> January 2020.

**13 Exclusion of the Press and Public**

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

**Item 3 - Confidential Items**

**14 Any confidential matters (if required) arising from discussions of the Working Group notes or Task Groups or Panels.**

**15 Exempt Annex 1. Any issues arising from the HR Panel held on 16<sup>th</sup> December**

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.



# FARNHAM TOWN COUNCIL

## Minutes Council

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### **Time and date**

7.00 pm on Thursday 7th November, 2019

### **Place**

Council Chamber - Town Council Offices

### **Councillors**

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

### **Apologies for absence**

David Beaman, Sally Dickson, Andy MacLeod and John Ward

### **Officers Presents:**

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

There were 3 members of the public and no members of the press in attendance.

Prior to the meeting, prayers were led by Revd Michael Hopkins of The Spire Church.

### **C91/19 0 Guest Speaker - David Munro, Police and Crime Commissioner for Surrey**

The Mayor welcomed David Munro, Police and Crime Commissioner (PCC) for Surrey, to the meeting who gave a presentation on the role of the PCC and the priorities in Surrey.

Mr Munro explained that he had held the position since 2016 and the next election would take place in 2020. The PCC role was to hold Police to account on behalf of residents.

A residents' survey had shown that residents had a high level of confidence in Police in Surrey but felt that Police visibility was not high enough to respond to certain crimes and perceived issues such as car crime, violent crime, anti-social behaviour, burglary, rural crimes, drugs and travellers. The poll also showed that approximate 75% of respondents were happy to incur a 10% precept increase to support an increase in Police to respond to these issues.

Additional funding was funding an uplift in Officers including doubling Youth Intervention Officers to help tackle anti-social behaviour. Mr Munro explained that crime and anti-social behaviour included less visible crimes which resulted in Police working differently in current times in order to solve these crimes.

Mr Munro responded to questions:

Cllr Edmonds commented that Surrey fared badly on government funding compared with other areas. Mr Munro agreed that the central government funding formula was flawed and reported that there were still plans to review this.

Cllr Merryweather asked whether the increase in Police Officers would be visible to residents? Mr Munro responded with the view that the Police would like to see a further 500 Officers but the increase would go some way to improving the position. He explained that much of the crime being investigated was intelligence-led and not street crime. Crimes were not generally solved by patrolling, however, the Police were still doing their best to maintain high visibility.

Cllr Cockburn commented that Police visibility was important with the rise in anti-social behaviour and the general lack of respect. Mr Munro felt the police had withdrawn too much but were reversing this. He also commented that the Police welcomed support from Councillors.

Cllr Neale asked whether there were any plans for a local Police office in Farnham town centre? Mr Munro confirmed that he was happy to engage in discussion to explore this on the proviso that 1) Car parking was available and 2) There were no intentions for a full Police Station in Farnham.

Cllr Martin reported that her conversations with retailers had identified high levels of shoplifting in Farnham and retailers had created a Whatsapp group to share concerns. Cllr Martin asked for suggestions to resolve this issue. Mr Munro sympathised with retailers and stressed the importance of reporting all incidents to the Police, commenting that individual incidents were unlikely to be attended but trends would be investigated in an attempt to proactively reduce crime. Mr Munro said that he was happy to speak to retailers directly on specific matters.

In conclusion, Mr Munro asked Councillors to report all specific concerns in their wards.

#### **C92/19 0 Apologies**

Apologies were received from Cllrs Beaman, Dickson, MacLeod and Ward.

#### **C93/19 0 Disclosures of Interest**

In addition to the standard declarations by dual or triple hatted Councillors, Cllr Merryweather declared a disclosable pecuniary interest on agenda item 8ii), Waverley

Borough Council Asset Transfers to Farnham Town Council, arising from his position as WBC Portfolio Holder for Finance, Assets and Commercial Services.

#### **C94/19 0 Minutes**

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

#### **C95/19 0 Questions and Statements by the Public**

Mr Stone made a statement on behalf of the applicant of planning application: Lowndes End, Long Garden Walk West. Mr Stone said that the application was to retain the property as a bungalow and the changes proposed an attractive and architecturally pleasing design using local craftsmen and good quality materials.

The Mayor thanked Mr Stone for his comments and noted that the application would be considered later on the agenda under the Planning & Licensing Working Group notes of 28<sup>th</sup> October.

#### **C96/19 0 Town Mayor's Announcements**

The Mayor reported that she had attended over 40 appointments over the seven weeks since the previous meeting and it was an ongoing pleasure to meet those who worked or attended schools in Farnham. The following engagements were noted:

- The Farnham in Bloom Schools and Community Awards Ceremony
- The Britain in Bloom awards where Farnham won a gold in the business improvement districts, town centres and city centres category. The Mayor congratulated the team work of volunteers and Council officers.
- The Heritage Open Days and hosting a thank you reception for Heritage Open Day volunteers following the wonderful community effort.
- The 2020 Gin Festival had been a great success.
- The October Craft Month including a collaboration withn Scotland's Craft Town (West Kilbride) and the first World Craft City (Bornholm).

Forthcoming events included:

- A Schools' Remembrance service on 8<sup>th</sup> November.
- A Festival of Remembrance on 9<sup>th</sup> November at St John's Church.
- Farnham's Remembrance parade and service on 10<sup>th</sup> November at the war memorial in Gostrey Meadow.

The Mayor reported that nominations were being sought for the Services to Farnham Awards and the Community Grant application rounds were now open.

The Mayor said that she was proud to serve as Mayor of such a vibrant community.

#### **C97/19 0 Planning and Licensing Applications**

Cllr Edmonds introduced the notes of the Planning and Licensing Working Group meetings held on 30<sup>th</sup> September, 14<sup>th</sup> October and 28<sup>th</sup> October, as presented with the agenda, noting that the working group faced four main challenges:

- i) The volume of planning applications.

- ii) The quality of the planning applications.
- iii) The length of time required to view the planning applications on the WBC online planning system due to the speed of downloading data. Cllr Edmonds reported that following a recent meeting with WBC, WBC had made several adjustments to the system which should improve the situation.
- iv) Concerns that the planning inspectorate was awarding costs to developers and that the local authorities should also claim costs from developers.

Cllr Cockburn said that planning responses which clearly defined statements on policies would help to minimise appeals and protect Farnham should an application go to an appeal. This was agreed and noted by Council.

#### **C98/19 0 Questions by Members**

There were no questions raised by Members.

#### **C99/19 0 The notes of the Community Enhancement Working Group held on 23rd October 2019.**

Cllr Martin introduced the notes of the Community Enhancement Working Group held on 23<sup>rd</sup> October, as presented with the agenda, and reported that there were no recommendations to be considered.

#### **C100/19 The notes of the Strategy & Finance Working Group held on 29th October 2019**

The Leader, Cllr Neale, introduced the notes of the Strategy & Finance Working Group held on 29<sup>th</sup> October as presented with the agenda.

The financial reports for the six month period 1 April to 30 September 2019 had been considered. These were considered to be in good order and in line with budgets at the half year point. The Trial balance, investments and debtors list had all been considered and the detailed papers had all been circulated to all members of Council. The Conclusion of the External Audit had also been reviewed and would be considered later in the Council agenda.

The Trees & Hedgerows Task Group was progressing the trees & hedgerows strategy.

The Infrastructure Planning Group had received an update on the Farnham Vision project noting that the planned community consultation would be delayed due to the forthcoming general election. Instead, a wider consultative group would be consulted and responses would be reviewed in the New Year.

The Leader reported an outstanding matter for SCC Highways to meet with FTC. FTC was still trying to engage with SCC on local highway projects, specifically plans for the A31 strategic route and Hickleys Corner. Cllr Cockburn raised concerns that FTC were not aware of any plans for Hickleys Corner and FTC had contributed £10,000 to the Vision Project to look at the whole town holistically. The Leader clarified that no consultation had taken place with WBC also.

Cllr Cockburn reported on a meeting she had attended with the Rt Hon Jeremy Hunt MP and the Rt Hon Robert Jenrick, Secretary of State for Housing, Communities and Local Government. Several important matters had been raised on the apparent lack of respect for Neighbourhood Plans at planning appeals. Another interesting point regarding the 5 Year Housing Land Supply was discussed in that only 25% of developments with planning



permission had been built, impacting on the Neighbourhood Plan but there were no penalties for developers.

The Mayor thanked Cllr Cockburn for her invaluable knowledge and experience on the Neighbourhood Plan.

#### **C101/19 Waverley Borough Council Car Parking Consultation**

Members reviewed the draft response to the WBC Car Parking consultation, as presented with the agenda.

Cllr Attfield raised concerns over the prospect of evening or Sunday charging and it was agreed that this should be objected to.

Cllr Fraser raised concerns that access to car parks from Folly Hill and the North could not be achieved without going round the one way system adding to poor air quality. He proposed that there should be direct access to the Hart from Castle Street and that consideration should be given to limiting car parking in Castle Street which was of exceptional architectural quality. It was agreed to recommend that a review be undertaken for residents from the North of Farnham to access car parking without going through town

Cllr Merryweather supported Councillor Attfield and proposed that new technology should be used to facilitate flexible charging. Other councillors raised concerns over the limited enforcement in town with illegal parking causing congestion and there was a need for improved enforcement. In addition, the need for better lighting and signage at the Riverside Car Park was raised and the suitability of this car park for an additional deck given the topography.

The suggested additions were proposed, seconded and agreed and

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

**To agree the response to the Waverley Borough Council Car Parking consultation as per Annex 1 with the additional points incorporated.**

#### **C102/19 'Independent review into the arrangements in place to support the transparency and quality of local authority financial reporting and external audit in England'**

The draft response to the consultation, as presented with the agenda as reviewed and

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

**To approve the response as set out at Annex 2.**

#### **C103/19 Waverley Borough Council Asset Transfers to Farnham Town Council**

Cllr Merryweather declared his interest and left the Council meeting.

The Leader introduced the recommendation from the Strategy & Finance Working Group that FTC accept land transfers from WBC on a freehold basis. It was noted that, taking on the maintenance costs straight away would incur running costs circa £50k and the management of these spaces would be undertaken by staff and volunteers.

**It was RESOLVED, with one objection (Cllr Edmonds),**

- i) That Farnham Town Council accept the freehold transfer of the following land with effect from 1<sup>st</sup> November 2019 acknowledging the potential annual costs of circa £50k:

**Battings Garden  
Hallifax Gardens  
Haren Garden  
Homepark  
Riverside Hatchmill  
Riverside Maltings  
Gostrey Meadow  
Evelyn Borelli Garden of Rest**

- ii) For the Town Clerk to negotiate the best deal for the transfers and appropriate contributions where achievable.

Cllr Merryweather returned to the meeting.

**C104/19 The notes of the Tourism & Events Working Group held on 5th November 2019**

Cllr Earwaker introduced the notes of the Tourism & Events Working Group held on 5<sup>th</sup> November and clarified that comments to the draft risk assessment were requested by 15<sup>th</sup> November and not 15<sup>th</sup> December. There were no recommendations for Council consideration.

Cllr Cockburn commented on the older age range attending the Music in the Vineyard event which should be considered when selecting the performers.

**C105/19 The Notes of the Cemeteries and Appeals Working Group held on 7th November**

Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group held on 7<sup>th</sup> November from which there were no recommendations for consideration by Council.

Cllr Cockburn commented on two matters:

- i) That the photographs of the wild flowers in West Street Cemetery should be used for a press release.  
ii) The Hale Chapels would be reviewed in the new year

**C106/19 Conclusion of the External Auditors Report 2018/19**

The Leader explained that the minor matter reported related to the manuscript amendment in Section 2 referring to the estimated outstanding Public Works Loan Board figure previously reported. Full Council had approved the correct figure but the draft version of the annual return had been submitted in error. Council noted that there were no other matters raised.

**It was RESOLVED *nem con* that Council receive and adopt the unqualified Audit from PKF Littlejohn in relation to the 2018/19 accounts.**

**C107/19 Actions taken under the Scheme of Delegation**

The Town Clerk reported on responses received from Surrey County Council:

- i) FTC's request to SCC to consider its policy on removing the entire tree when removing trees by the highway –  
SCC had responded saying that all works were prioritised but limited funds did not allow for the entire tree to be removed. Residents or local councils could consider carrying out or funding this work. The Town Clerk considered that this was an unsatisfactory response because of the damage to the street scene and amenity of local residents.
- ii) FTC's request to SCC to consider re-establishing the Farnham Task Group of the Local Committee  
SCC advised that all committees had ceased due to lack of resources to deliver new projects. The Town Clerk would pursue this matter further as it had completely missed the point that FTC wished to consider how it could use CIL to support highway and other SCC schemes.

The Town Clerk also reported that FTC's bid of £1 (plus ongoing maintenance costs) for Tice's Meadow had not been accepted. FTC was working closely with WBC in continuing negotiations and a recent meeting with the landowner had been positive. However, it was evident that the landowner expected to generate income from the land and the outcome remained uncertain.

#### **C108/19 Reports from Other Councils**

There were no reports from other Councils.

#### **C109/19 Reports from Outside Bodies**

Cllr Attfield, on behalf of Cllr Beaman, provided an update from the Blackwater Valley Countryside Partnership which met on 11th October.

It was reported that for the year 2018/19 ending 31st March total expenditure was £419,032 against which there was fee earning work of £315,434 - most of this is, however, paid by Hampshire County Council for site management. The balance was accounted for by partner contributions (including £1,500 from FTC) , interest received and by drawing on reserves of £11,249. The budget had only envisaged having to draw on reserves of £1,000. The budget for the current year envisages a further draw on reserves of £29,000 to balance the books.

This situation was considered to be unsustainable and there was concern that BVCP was dependent on Hampshire County Council for a significant proportion of its fee earning work. It was noted that BVCP did not receive any financial support from either Surrey or Waverley.

#### **C110/19 Date of Next Meeting**

The date of the next meeting of full Council was agreed as Thursday 19<sup>th</sup> December 2019 at 7pm.

The Mayor closed the meeting at 8.40pm

Chairman

Date

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## FARNHAM TOWN COUNCIL

# B

### Notes

### Strategy & Finance Working Group

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#### Time and date

9.30 am on Tuesday 10th December, 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 Iain McCready (Business & Contracts Manager).

#### 1. Apologies

POINTS	ACTION
None received.	

#### 2. Declarations of Interest

POINTS	ACTION
Cllr Merryweather and Cllr Beaman declared pecuniary interest as Portfolio Holders (Assets, and Health Wellbeing and Culture) at Waverley Borough Council.	

#### 3. Minutes of the Meeting held on 29th October 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
<ol style="list-style-type: none"> <li>1) The Town Clerk went through the draft budget in detail, explaining that the budget had been draft following a review of the expenditure outturn in 2018/19 and the expenditure to date in 2019/20. These figures were set out in the draft budget. The Working Group examined the detail of expenditure by individual code and also by individual committee. The individual codes were supported by detailed budget notes at Annex 3.</li> <li>2) The Town Clerk drew attention to the elements set out in the covering report at Appendix B and that there was an additional sum added for the Council's decision to take on the freehold of Gostrey Meadow and other sites within the town. No specific provision had been made for a cost of living pay increase but this could be absorbed (as a result of vacancy management) once the national agreement was concluded.</li> <li>3) Cllr Attfield proposed that a sum of money should be added for ongoing equipment purchase with the new responsibilities and it was agreed that £15,000 should be included.</li> <li>4) It was agreed that the Community Initiatives Fund be renamed to incorporate Environmental Projects arising as a result of the Council Decision on the Climate Emergency.</li> <li>5) The Town Clerk advised that the earmarked reserves included sums for various projects and areas of expenditure and the overall budget had been restrained as a result. When the precept discussion took place in January the reserves was one of the areas to be considered further prior to agreeing whether there should be a precept increase.</li> <li>6) In terms of fees and charges, no increases were proposed for allotments as the renewal letters had been sent out already or Farmers' Markets in 2020/21 but there was an intention to increase allotment fees to £60 plus the insurance fee from 2021. A review would be undertaken on cemetery fees during the coming year, and apart from event income which was dynamically priced, no main increase in charges was proposed at this stage. There were some new targets for income and sponsorship, and the new Invest in Farnham brochure was ready. Cllr Cockburn complimented officers on their tenacity and talent in raising sponsorship and other income.</li> <li>7) The Working Group noted that as a result of the budget adjustments there was a gross expenditure budget of £1,400,327 and with an increase in Band D numbers a gross income of £1,372,634 leaving a shortfall of £27,693. It was noted that subject to the budget being agreed at Council in December, the next meeting would consider how the shortfall would be met and whether this was from reserves, increased fees or income, or by a small increase in the precept.</li> <li>8) It was agreed to recommend to Council that a budget of £1,400,327 be set for 2020/21.</li> </ol>	<p><b>Recommendation to Council that:</b></p> <ol style="list-style-type: none"> <li>1) <b>The budget report at Annex I to the minutes be agreed and that the budget for 2020/21 be set at £1,400,327.</b></li> <li>2) <b>The standard Allotment Fee be increased to £60 with effect from 1<sup>st</sup> January 2021.</b></li> </ol>

## 5. Task Group Reports

POINTS	ACTION
<p>i) The Community Infrastructure Projects Task Group held on 1<sup>st</sup> November 2019 had revised the process diagramme and a more detailed update would be provided at the next meeting.</p> <p>ii) The Farnham Conservation Area Management Plan meeting met on 28<sup>th</sup> November 2019. Cllr Cockburn provided an update on the monitoring group's discussions.</p> <p>iii) The Infrastructure Planning Group met on 29<sup>th</sup> November 2019. The Working Group noted that the Design Statement was being updated. The Working Group discussed the report of the Independent Examiner which had just been published and welcomed the minor modifications proposed and the overall conclusion which said that "It is clear that the Farnham Neighbourhood Review Plan is the product of much hard work undertaken since early 2018 by the Town Council, the Neighbourhood Planning Team and by the many individuals and stakeholders who have contributed to the preparation and development of the Review Plan. In my assessment, the Review Plan reflects the aspirations and objectives of the Farnham community for the future development of their community up to 2032. The output is a Review Plan which should help guide the area's development over that period, making a positive contribution to informing decision-making on planning applications by Waverley Borough Council."</p> <p>iv) The Working Group agreed that Council should adopt the changes and that the Referendum should progress as soon as possible.</p>	<p><b>Recommendation to Council that:</b></p> <p>i) The minor changes proposed by the Independent Examiner of the Review of the Farnham Neighbourhood Plan be adopted;</p> <p>ii) Waverley Borough Council expedite the Referendum.</p>

## 6. Consultation

POINTS	ACTION
<p>Cllr Beaman drew attention to two consultations that were underway, neither of which had been sent to the Town Council. One was for the future of the Service and Contract for Surrey Highways and the second was the review of Surrey CC priorities.</p> <p>Cllr Beaman agreed to draw up some initial comments for consideration by Council.</p>	<p><b>Recommendation to Council:</b></p> <p>The draft response at Annex I be agreed subject to any comments.</p>

## 7. Contracts and Assets Update

POINTS	ACTION
<p>The Contracts and Assets report following the meeting of the Assets Task Group on 28<sup>th</sup> November was introduced and discussed.</p> <p>i) The Working Group noted the Task Group had reviewed photographs of the rotten windows on the first and second floors being dealt with by K Construction and complimented Radim Kavecka on the thoroughness of his approach and the quality of the</p>	<p>Action. Business and Facilities Manager to progress</p>

<p>work. It was agreed that the clock be refurbished whilst the scaffolding was in situ at an additional cost of £890.</p> <p>ii) The installation of a compostable/ chemical toilet at the Nursery was agreed from existing budgets for volunteers at the nursery. It was noted that the cost would be £1,500 plus installation.</p> <p>v) It was agreed to appoint Drake and Kannemeyer to investigate the worsening crack in the South Street wall, at an initial cost of £1,250.</p> <p>vi) The Working Group noted that that additional sites for transfer including the allotments were being discussed with Waverley Borough Council. The management of the original sites was being carried out under licence until the freehold transfer was completed with an April Target date. WBC had also raised the issue of Montrose House and further discussions were underway.</p> <p>vii) The Working Group were given an update on the works carried out after the recent burglary and that one of the the entrance gates/fence should be upgraded for additional. The Working Group agreed to recommend that an estimate of £10,000 from Jacksons Fencing (who had installed the new fencing within West Street Cemetery following a tender process) be progressed and that Standing Orders Contracts be waived to appoint Jacksons.</p> <p>viii) The Working Group noted that officers were researching a replacement green vehicle for the Council's old small vans and that a further report would be made.</p> <p>ix) The Working Group discussed plans for Gostrey Meadow noting that Drake and Kannemeyer had been commissioned to conduct a condition survey to better determine the spend needed for refurbishment works within the Meadow. The surveyors were also reviewing the Hart and Central Car Park Toilets within the same works at a cost of £4,000.</p>	<p>Action. Business and Facilities Manager to progress</p> <p>Action. Business and Facilities Manager to progress</p> <p><b>Recommend to Council: that Farnham Town Council waives Standing Orders to appoint Jackson Fencing to erect a new front fence and gate at the depot to improve security at an estimated cost of £10,000</b></p> <p>Business and Facilities Manager to progress</p> <p>Business and Facilities Manager to progress</p>
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## 8. Town Clerk Update

POINTS	ACTION
<p>1 BT Phone boxes</p> <p>i) The Town Clerk advised that a number of BT phone boxes were proposed for removal. It was agreed that these boxes (particularly any red boxes) could be adopted by the Town Council and repurposed for community use such as defibrillators (heart restarters). It was noted that such boxes would have a small ongoing cost for maintenance and also an electricity supply.</p> <p>ii) It was felt that phone boxes in key locations where the mobile coverage was poor should be retained.</p> <p>2 The Town Clerk reported on staffing matters, some of which would be discussed at the forthcoming HR Panel meeting.</p>	<p><b>Recommendation to Council:</b></p> <p><b>1) Phone boxes in key areas with poor mobile coverage should be retained;</b></p> <p><b>2) The Town Clerk be authorised to progress phone boxes for community use.</b></p>

## 9. Date of Next Meeting

POINTS	ACTION
14 <sup>th</sup> January 2020, 9.30am.	

The meeting ended at 12.05pm

Notes written by Iain Lynch



# FARNHAM TOWN COUNCIL



## Annex I

### Report Council

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**Date: 10th December 2019**

### **Budget and precept strategy for 2020/21**

#### **Introduction**

An initial budget for 2020/21 is attached at Annex 1, with notes explaining key points or changes in the draft budget attached at Annex 2.

In 2019/20 Farnham's tax was 17102.9. This number has increased to 17,341.2 based on a 99% collection rate (equivalent to an income of £15,368 based on the 2019/20 precept of £64.49) with a Band D total of £1.118,334.

Waverley has also confirmed that it expects to continue the Local Parish Council Tax Support funding (£9,100 for Farnham) in the coming year and is tapering out the scheme over the next three years to zero in 2023/24. To put it in context, because of the introduction of the new Council Tax Scheme Farnham Town Council loses income from a reduced tax base of over 1000 band D dwellings worth in excess of £67,000 per annum

The draft budget has been drawn up based on a review of expenditure in 2019/20 and on the 2018/19 outturn. The budget includes fees and charges broadly based on 2019/20 levels, given the continuing uncertainty in the economic climate, as set out at Appendix C to this agenda.

The overall salary costs are based on the assumption that the full staffing establishment is employed and that all staff are at the top of their grades with a vacancy factor and grade 'lag' built in (there is a 'cost discount of approximately £60,000). The budget level includes a potential provision for a cost of living increase for 2020/21 once the national settlement is determined, and an additional member of staff to reflect the land management responsibilities taken on from Waverley Borough Council.

The management of vacancies as a result of natural staff turnover has again enabled contracted staff to be funded from within the global salaries budget. Reduced provision is made now the bulk of the work on the Neighbourhood Plan has concluded but some resource is allocated to contribute from a Farnham perspective to the Waverley Local Plan Part 2.

As the Town Council is now taking on additional land on a freehold basis the anticipated tapering grant over four years for the leasehold transfers proposal has been removed. There remains an increased sum towards the refurbishment of public conveniences delayed as a result of the deferred discussions on the land transfers. Additional income has been included for

investments, dividends, rent, ticket sales, sponsorship and cemeteries based on current year's experience.

Members have previously discussed the potential impact of pressures on the budgets of principal authorities and the increasing likelihood that there may be a need to further top up or take on services such as street cleansing and litter collection to meet the aspirations of the local community. In 2020/21 the pressures faced by Surrey County Council and Waverley Borough Council continue to increase and some of these impacts are expected to be felt by the Town Council in the coming year to ensure the needs and aspirations of Farnham's residents can continue to be met. The draft budget again retains a sum for investment that might be needed to take on devolved or transferred services. The Localism - New Initiatives budget (Account Code 175). This code could potentially also be used for new environmental initiatives as a result of the Council's decision to progress issues to address the Climate Change emergency and the description has been changed to reflect this. Members will wish to consider whether the amount provisioned is the appropriate level of funding for this.

The Government has again indicated that there is currently no intention to put a restriction on the level of increase in a precept (or band D council tax rise) for town and parish councils (the capping principle) as long as the sector is prudent. This is expected to be confirmed when the Local Government Finance Settlement is published but this has been delayed by the December General Election. Inflation at October 2019 was running at 1.5% (Consumer Price Inflation) down from 1.7% in September and 2.1% by the RPI (Retail Price Index).

A 1% increase in precept would bring just over £11,000 of additional income for Farnham Town Council at a cost of approximately 65p per band D dwelling per annum.

At the coming Council meeting, Farnham Town Council will set its draft budget and in January will then agree the level of precept to deliver its services. The level of precept, which is divided by all the Band D properties to find the Band D level of council tax may be supported by the use of reserves or any changes in the income targets set by Council.

The draft budget attached at Annex 2 (by code) is £1,400,327, (£1,362,152 in 2019/20) with draft discretionary income of £254,300 and (assuming no precept increase) a total income of £1,372,634 meaning a shortfall of income at this stage of £27,693. If funded by Council tax this would equate to £1.60 per annum (3.1p per week) per band D property. This could potentially represent a Band D increase of 2.48%. Annex 1 sets out a summary by Working Groups.

There are a number of options within the budget to adjust spending or income targets, and members views on the way forward are sought. The budget notes (at Annex 3) draw attention to some areas which help members understand how the budget is drawn up. There were no significant issues arising from the Strategy away day in October to be reflected in the coming budget.

### **Recommendation**

Council is recommended to approve the draft budget if no further changes are required.

**Farnham Town Council**  
**Annual Budget - By Committee**  
**Note: Draft Budget 2020/21**

		<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Strategy &amp; Finance</u></b>										
<b>100</b>	<b><u>Professional Services &amp; Admin</u></b>									
	<b>Total Income</b>	0	416	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	101,350	95,562	93,700	48,026	0	0	94,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(101,350)</u>	<u>(95,146)</u>	<u>(93,700)</u>	<u>(48,026)</u>	<u>0</u>		<u>(94,000)</u>		
<b>110</b>	<b><u>Governance &amp; Democratic</u></b>									
	<b>Total Income</b>	0	2,320	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	156,250	116,869	160,100	108,645	0	86	163,200	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(156,250)</u>	<u>(114,549)</u>	<u>(160,100)</u>	<u>(108,645)</u>	<u>0</u>		<u>(163,200)</u>		
<b>120</b>	<b><u>Office &amp; Customer Services</u></b>									
	<b>Total Income</b>	0	455	0	1,328	0	0	0	0	0
	<b>Overhead Expenditure</b>	102,050	106,439	102,050	70,020	0	0	103,950	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(102,050)</u>	<u>(105,984)</u>	<u>(102,050)</u>	<u>(68,692)</u>	<u>0</u>		<u>(103,950)</u>		
<b>130</b>	<b><u>Grants</u></b>									
	<b>Overhead Expenditure</b>	72,000	72,023	72,000	69,981	0	0	72,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(72,000)</u>	<u>(72,023)</u>	<u>(72,000)</u>	<u>(69,981)</u>	<u>0</u>		<u>(72,000)</u>		
<b>140</b>	<b><u>Planning</u></b>									
	<b>Overhead Expenditure</b>	36,700	34,550	36,700	22,604	0	0	37,700	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(36,700)</u>	<u>(34,550)</u>	<u>(36,700)</u>	<u>(22,604)</u>	<u>0</u>		<u>(37,700)</u>		

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>141</b> <b><u>Elections</u></b>									
Overhead Expenditure	5,000	3,773	39,000	0	0	0	5,000	0	0
Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(3,773)</u>	<u>(39,000)</u>	<u>0</u>	<u>0</u>		<u>(5,000)</u>		
<b>142</b> <b><u>Neighbourhood Plan</u></b>									
Overhead Expenditure	41,500	58,347	36,500	21,983	0	0	19,000	0	0
Movement to/(from) Gen Reserve	<u>(41,500)</u>	<u>(58,347)</u>	<u>(36,500)</u>	<u>(21,983)</u>	<u>0</u>		<u>(19,000)</u>		
<b>145</b> <b><u>Publicity</u></b>									
Overhead Expenditure	0	50	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(50)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>150</b> <b><u>Other Operating Income/Costs</u></b>									
Total Income	1,086,252	1,096,357	1,125,052	1,128,071	0	0	1,143,934	0	0
Overhead Expenditure	18,227	160,349	10,227	10,227	0	0	10,227	0	0
Movement to/(from) Gen Reserve	<u>1,068,025</u>	<u>936,009</u>	<u>1,114,825</u>	<u>1,117,844</u>	<u>0</u>		<u>1,133,707</u>		
<b>160</b> <b><u>Wrecclesham Community Centre</u></b>									
Total Income	5,500	6,250	5,500	7,056	0	0	5,500	0	0
Overhead Expenditure	5,500	2,314	5,500	4,590	0	0	5,700	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>3,936</u>	<u>0</u>	<u>2,466</u>	<u>0</u>		<u>(200)</u>		
<b>170</b> <b><u>Community Development</u></b>									
Total Income	0	0	0	250	0	0	0	0	0

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	22,000	24,996	23,000	24,108	0	0	26,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(22,000)</u>	<u>(24,996)</u>	<u>(23,000)</u>	<u>(23,858)</u>	<u>0</u>		<u>(26,500)</u>		
<b>171 <u>Community Safety &amp; Well-being</u></b>									
<b>Overhead Expenditure</b>	8,300	9,941	20,800	4,305	0	0	20,800	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(8,300)</u>	<u>(9,941)</u>	<u>(20,800)</u>	<u>(4,305)</u>	<u>0</u>		<u>(20,800)</u>		
<b>175 <u>Localism - New Initiatives/Pro</u></b>									
<b>Direct Expenditure</b>	0	0	0	2,000	0	0	0	0	0
<b>Overhead Expenditure</b>	55,000	34,971	55,000	5,080	0	2,980	55,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(55,000)</u>	<u>(34,971)</u>	<u>(55,000)</u>	<u>(7,080)</u>	<u>0</u>		<u>(55,000)</u>		
<b>199 <u>Rechargeable Costs</u></b>									
<b>Overhead Expenditure</b>	0	0	0	1,488	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,488)</u>	<u>0</u>		<u>0</u>		
<b>905 <u>Conservation Area Capital Proj</u></b>									
<b>Total Income</b>	0	281	0	38,000	0	0	0	0	0
<b>Overhead Expenditure</b>	0	22,729	0	18,986	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(22,448)</u>	<u>0</u>	<u>19,014</u>	<u>0</u>		<u>0</u>		
<b>916 <u>Wrecclesham Community Centre R</u></b>									
<b>Total Income</b>	0	0	0	1,563	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,562</u>	<u>0</u>		<u>0</u>		

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>950</b> <b><u>Community Infrastructure Levy</u></b>									
<b>Total Income</b>	0	0	0	2,117	0	0	0	0	0
<b>Overhead Expenditure</b>	0	0	0	0	0	0	10,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,117</u>	<u>0</u>		<u>(10,000)</u>		
<b>Strategy &amp; Finance - Income</b>	1,091,752	1,106,080	1,130,552	1,178,385	0	0	1,149,434	0	0
<b>Expenditure</b>	623,877	742,912	654,577	412,041	0	3,066	623,077	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>467,875</u>	<u>363,168</u>	<u>475,975</u>	<u>766,345</u>	<u>0</u>		<u>526,357</u>		

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Community Enhancement</u></b>									
<b><u>200</u></b>	<b><u>Grounds Services</u></b>								
	Total Income	0	8,269	0	0	0	0	0	0
	Overhead Expenditure	52,850	59,468	71,200	56,021	0	9,789	110,250	0
	Movement to/(from) Gen Reserve	<u>(52,850)</u>	<u>(51,199)</u>	<u>(71,200)</u>	<u>(56,021)</u>	<u>0</u>		<u>(110,250)</u>	
<b><u>201</u></b>	<b><u>Highways</u></b>								
	Total Income	0	5,793	0	10,160	0	0	0	0
	Overhead Expenditure	10,000	6,589	10,000	300	0	0	9,000	0
	Movement to/(from) Gen Reserve	<u>(10,000)</u>	<u>(796)</u>	<u>(10,000)</u>	<u>9,860</u>	<u>0</u>		<u>(9,000)</u>	
<b><u>205</u></b>	<b><u>War Memorial</u></b>								
	Overhead Expenditure	7,000	7,915	5,000	0	0	0	5,000	0
	Movement to/(from) Gen Reserve	<u>(7,000)</u>	<u>(7,915)</u>	<u>(5,000)</u>	<u>0</u>	<u>0</u>		<u>(5,000)</u>	
<b><u>210</u></b>	<b><u>Farnham In Bloom</u></b>								
	Total Income	24,000	22,450	24,000	25,287	0	0	23,000	0
	Overhead Expenditure	105,900	109,701	105,900	66,362	0	1,758	110,400	0
	Movement to/(from) Gen Reserve	<u>(81,900)</u>	<u>(87,251)</u>	<u>(81,900)</u>	<u>(41,075)</u>	<u>0</u>		<u>(87,400)</u>	
<b><u>220</u></b>	<b><u>Other Open Spaces</u></b>								
	Total Income	0	50	22,000	100	0	0	1,000	0
	Overhead Expenditure	2,000	9,833	17,000	0	0	0	27,000	0

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(2,000)</u>	<u>(9,783)</u>	<u>5,000</u>	<u>100</u>	<u>0</u>		<u>(26,000)</u>		
<b><u>225 Gostrey Meadow</u></b>									
Overhead Expenditure	0	0	0	0	0	0	15,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(15,000)</u>		
<b><u>240 Allotments</u></b>									
Total Income	16,500	15,881	17,000	17,402	0	0	17,200	0	0
Overhead Expenditure	18,150	17,964	18,100	11,510	0	0	18,450	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,650)</u>	<u>(2,082)</u>	<u>(1,100)</u>	<u>5,892</u>	<u>0</u>		<u>(1,250)</u>		
<b><u>250 Public Conveniences</u></b>									
Total Income	0	35	0	35	0	0	0	0	0
Overhead Expenditure	79,500	38,553	96,500	21,148	0	0	84,200	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(79,500)</u>	<u>(38,518)</u>	<u>(96,500)</u>	<u>(21,113)</u>	<u>0</u>		<u>(84,200)</u>		
<b><u>260 Town Centre &amp; Rural Dev</u></b>									
Total Income	6,000	7,461	6,000	2,720	0	0	7,000	0	0
Overhead Expenditure	18,500	9,894	18,500	4,163	0	0	19,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(12,500)</u>	<u>(2,433)</u>	<u>(12,500)</u>	<u>(1,443)</u>	<u>0</u>		<u>(12,500)</u>		
<b><u>904 Victoria Garden</u></b>									
Overhead Expenditure	0	0	0	5,333	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(5,333)</u>	<u>0</u>		<u>0</u>		

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Community Enhancement - Income</b>	46,500	59,939	69,000	55,704	0	0	48,200	0	0
<b>Expenditure</b>	293,900	259,916	342,200	164,837	0	11,546	398,800	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(247,400)</u>	<u>(199,977)</u>	<u>(273,200)</u>	<u>(109,134)</u>	<u>0</u>		<u>(350,600)</u>		

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		<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Tourism &amp; Events</u></b>										
<b><u>300</u></b>	<b><u>Tourism</u></b>									
	Total Income	0	8,165	0	3,130	0	0	5,000	0	0
	Overhead Expenditure	36,625	34,793	35,925	22,196	0	569	35,750	0	0
	Movement to/(from) Gen Reserve	<u>(36,625)</u>	<u>(26,628)</u>	<u>(35,925)</u>	<u>(19,066)</u>	<u>0</u>		<u>(30,750)</u>		
<b><u>301</u></b>	<b><u>Hidden Heritage Project</u></b>									
	Total Income	0	0	0	10,900	0	0	0	0	0
	Overhead Expenditure	0	0	0	9,076	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,824</u>	<u>0</u>		<u>0</u>		
<b><u>310</u></b>	<b><u>Events</u></b>									
	Total Income	0	2,346	0	2,967	0	0	1,000	0	0
	Overhead Expenditure	62,550	41,892	49,050	15,160	0	0	48,850	0	0
	Movement to/(from) Gen Reserve	<u>(62,550)</u>	<u>(39,546)</u>	<u>(49,050)</u>	<u>(12,194)</u>	<u>0</u>		<u>(47,850)</u>		
<b><u>311</u></b>	<b><u>Picnic in the Park</u></b>									
	Total Income	1,650	1,495	1,650	2,537	0	0	1,500	0	0
	Overhead Expenditure	4,650	5,564	6,190	5,549	0	1,125	7,650	0	0
	Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(4,069)</u>	<u>(4,540)</u>	<u>(3,012)</u>	<u>0</u>		<u>(6,150)</u>		
<b><u>312</u></b>	<b><u>Food Festival</u></b>									
	Total Income	14,500	23,497	17,500	23,908	0	0	20,000	0	0

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	19,650	20,211	23,500	16,988	0	300	24,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(5,150)</u>	<u>3,285</u>	<u>(6,000)</u>	<u>6,920</u>	<u>0</u>		<u>(4,500)</u>		
<b>313 <u>Music in the Meadow</u></b>									
<b>Total Income</b>	4,750	5,600	4,750	1,683	0	0	2,500	0	0
<b>Overhead Expenditure</b>	9,300	8,810	10,725	5,429	0	75	10,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(4,550)</u>	<u>(3,210)</u>	<u>(5,975)</u>	<u>(3,746)</u>	<u>0</u>		<u>(8,000)</u>		
<b>314 <u>Christmas Switch-on</u></b>									
<b>Total Income</b>	3,650	3,285	3,650	4,006	0	0	4,000	0	0
<b>Overhead Expenditure</b>	9,800	9,284	11,925	9,349	0	300	13,300	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(6,150)</u>	<u>(5,999)</u>	<u>(8,275)</u>	<u>(5,343)</u>	<u>0</u>		<u>(9,300)</u>		
<b>315 <u>Heritage Open Days</u></b>									
<b>Overhead Expenditure</b>	1,500	2,162	1,500	1,362	0	40	1,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,500)</u>	<u>(2,162)</u>	<u>(1,500)</u>	<u>(1,362)</u>	<u>0</u>		<u>(1,500)</u>		
<b>316 <u>Christmas Market</u></b>									
<b>Total Income</b>	16,950	30,020	21,150	23,832	0	0	21,750	0	0
<b>Overhead Expenditure</b>	10,000	16,005	15,350	6,636	0	300	15,350	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>6,950</u>	<u>14,015</u>	<u>5,800</u>	<u>17,195</u>	<u>0</u>		<u>6,400</u>		
<b><u>Spring Festival</u></b>									
<b>Total Income</b>	1,900	3,764	1,900	2,779	0	0	1,750	0	0

**Farnham Town Council**  
**Annual Budget - By Committee**  
**Note: Draft Budget 2020/21**

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	4,250	3,930	5,220	3,194	0	0	5,100	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,350)</u>	<u>(166)</u>	<u>(3,320)</u>	<u>(415)</u>	<u>0</u>		<u>(3,350)</u>		
<b>318 <u>Gin Festival</u></b>									
<b>Total Income</b>	7,500	21,499	16,000	23,988	0	0	19,500	0	0
<b>Overhead Expenditure</b>	10,250	17,837	14,040	6,860	0	4,010	17,150	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,750)</u>	<u>3,662</u>	<u>1,960</u>	<u>17,128</u>	<u>0</u>		<u>2,350</u>		
<b>319 <u>Walking Festival</u></b>									
<b>Total Income</b>	0	0	0	0	0	0	1,500	0	0
<b>Overhead Expenditure</b>	0	0	0	0	0	0	2,000	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(500)</u>		
<b>320 <u>Farmers' Market</u></b>									
<b>Total Income</b>	16,600	16,386	15,000	11,071	0	0	13,000	0	0
<b>Overhead Expenditure</b>	20,750	13,205	20,600	9,072	0	0	20,200	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(4,150)</u>	<u>3,182</u>	<u>(5,600)</u>	<u>1,999</u>	<u>0</u>		<u>(7,200)</u>		
<b>330 <u>Christmas Lights</u></b>									
<b>Total Income</b>	1,000	1,100	1,000	1,000	0	0	500	0	0
<b>Overhead Expenditure</b>	44,500	49,941	44,500	26,852	0	4,287	44,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(43,500)</u>	<u>(48,841)</u>	<u>(43,500)</u>	<u>(25,852)</u>	<u>0</u>		<u>(44,000)</u>		
<b>350 <u>Craft Town/Craft City</u></b>									

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**Farnham Town Council**  
**Annual Budget - By Committee**  
**Note: Draft Budget 2020/21**

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	0	0	0	1,610	0	0	1,500	0	0
Movement to/(from) Gen Reserve	0	0	0	(1,610)	0		(1,500)		
<b>906</b> <b><u>Craft Town 2019</u></b>									
Total Income	0	0	0	40,000	0	0	0	0	0
Overhead Expenditure	0	0	0	20,021	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	19,979	0		0		
Tourism & Events - Income	68,500	117,158	82,600	151,801	0	0	92,000	0	0
Expenditure	233,825	223,635	238,525	159,356	0	11,006	247,850	0	0
Movement to/(from) Gen Reserve	(165,325)	(106,477)	(155,925)	(7,554)	0		(155,850)		

**Farnham Town Council**  
**Annual Budget - By Committee**  
**Note: Draft Budget 2020/21**

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	<u>2018-19</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Cemeteries</u></b>									
<b>400 Cemeteries</b>									
<b>Total Income</b>	71,700	100,011	80,000	97,687	0	0	83,000	0	0
<b>Overhead Expenditure</b>	126,850	144,005	126,850	80,212	0	3,939	130,600	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(55,150)</u>	<u>(43,994)</u>	<u>(46,850)</u>	<u>17,475</u>	<u>0</u>		<u>(47,600)</u>		
<b>903 Hale Chapels</b>									
<b>Overhead Expenditure</b>	0	4,496	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(4,496)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>Cemeteries - Income</b>	71,700	100,011	80,000	97,687	0	0	83,000	0	0
<b>Expenditure</b>	126,850	148,501	126,850	80,212	0	3,939	130,600	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(55,150)</u>	<u>(48,491)</u>	<u>(46,850)</u>	<u>17,475</u>	<u>0</u>		<u>(47,600)</u>		
<b>Total Budget Income</b>	1,278,452	1,383,187	1,362,152	1,483,577	0	0	1,372,634	0	0
<b>Expenditure</b>	1,278,452	1,374,964	1,362,152	816,446	0	29,557	1,400,327	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>8,223</u>	<u>0</u>	<u>667,131</u>	<u>0</u>		<u>(27,693)</u>		

## Annual Budget - By Combined Account Code

Note: Draft Budget 2020/21

		<u>2018-19</u>		<u>2019-20</u>						<u>2020-21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>Budget Income</u></b>												
1000	Hall & Room Lettings Income	5,500	6,505	0	0	5,500	0	5,500	5,318	5,500	0	0
1030	Commercial Lettings Income	4,200	6,600	0	0	7,000	0	7,000	0	9,000	0	0
1040	Open Spaces income	0	0	0	0	22,000	0	22,000	0	1,000	0	0
1060	Section 106 contributions	0	281	0	0	0	0	0	69,075	0	0	0
1065	Community Infrastructure Levy	0	0	0	0	0	0	0	2,117	0	0	0
1080	Allotment Rents Income	16,500	14,461	0	0	17,000	0	17,000	15,384	17,000	0	0
1081	Allotment admin fee	0	0	0	0	0	0	0	800	200	0	0
1100	Interment Fees Income	30,000	30,760	0	0	30,000	0	30,000	28,040	30,000	0	0
1105	MOJ Reclaim/Grant	0	0	0	0	0	0	0	1,100	0	0	0
1110	OLD CODE USE 1081	0	449	0	0	0	0	0	0	0	0	0
1120	Grave Purchases Income	35,000	56,744	0	0	40,000	0	40,000	36,469	40,000	0	0
1130	Memorials Income	2,500	5,160	0	0	3,000	0	3,000	4,635	4,000	0	0
1160	Cemeteries Other Income	0	172	0	0	0	0	0	300	0	0	0
1200	Grants Income	500	750	0	0	500	0	500	50,900	0	0	0
1201	Sponsorship Income (+VAT)	28,550	35,355	0	0	30,250	0	30,250	30,360	31,000	0	0
1202	Income - Contributions	8,850	8,028	0	0	8,850	0	8,850	8,280	8,000	0	0
1203	Donations - Income	500	10,890	0	0	500	0	500	4,994	0	0	0
1204	Bookings/Hire	48,100	66,888	0	0	52,500	0	52,500	66,128	55,000	0	0
1205	Ticket sales	6,000	17,479	0	0	14,000	0	14,000	16,763	16,000	0	0
1245	Advertising income	0	8,065	0	0	0	0	0	0	5,000	0	0
1300	Banners Income	6,000	7,241	0	0	6,000	0	6,000	2,720	7,000	0	0
1502	Surrey Highways Contract	0	5,793	0	0	0	0	0	10,160	0	0	0
1900	Precept	1,064,987	1,064,992	0	0	1,102,922	0	1,102,922	1,102,922	1,118,334	0	0

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## Annual Budget - By Combined Account Code

Note: Draft Budget 2020/21

		<u>2018-19</u>		<u>2019-20</u>						<u>2020-21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1905	Local Parish Council Tax Grant	14,265	14,265	0	0	12,130	0	12,130	12,130	9,100	0	0
1910	Interest Received	5,250	12,625	0	0	7,000	0	7,000	7,775	10,000	0	0
1911	Dividends received	1,750	4,475	0	0	3,000	0	3,000	5,244	6,500	0	0
1999	Miscellaneous Income	0	5,210	0	0	0	0	0	1,965	0	0	0
<b>Total Income</b>		<b>1,278,452</b>	<b>1,383,187</b>	<b>0</b>	<b>0</b>	<b>1,362,152</b>	<b>0</b>	<b>1,362,152</b>	<b>1,483,577</b>	<b>1,372,634</b>	<b>0</b>	<b>0</b>
<b><u>Direct Expenditure</u></b>												
4700	Localism Projects	0	0	0	0	0	0	0	2,000	0	0	0
<b>Direct Expenditure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Overhead Expenditure</u></b>												
4000	Salaries	517,600	423,564	0	0	532,600	0	532,600	299,600	575,900	0	0
4001	Agency/Contract Staffing	62,000	127,027	0	0	66,000	0	66,000	68,119	65,000	0	0
4002	Actuarial Contribution	8,000	0	0	0	0	0	0	0	0	0	0
4003	Contracted Services	46,000	65,382	0	0	46,000	0	46,000	45,040	47,000	0	0
4020	Additional Staffing & Events	11,000	12,248	0	0	11,200	0	11,200	4,902	11,200	0	0
4025	Farmers' Market Supervision	1,500	1,610	0	0	1,600	0	1,600	1,040	1,600	0	0
4030	Staff Training	5,800	2,009	0	0	5,000	0	5,000	1,682	5,000	0	0
4041	Staff Travel	2,000	415	0	0	2,000	0	2,000	62	2,000	0	0
4050	Staff Recruitment/Advertising	1,000	890	0	0	1,000	0	1,000	0	1,000	0	0
4070	Protective Clothing	1,000	2,034	0	0	1,000	0	1,000	1,522	2,000	0	0
4100	Rent	2,500	0	0	0	0	0	0	0	0	0	0
4101	Venue hire	1,500	3,250	0	0	1,500	0	1,500	0	6,000	0	0
4110	Rates, rent	38,000	30,694	0	0	38,400	0	38,400	23,926	38,000	0	0
4115	Water Charges	4,650	6,217	0	0	4,700	0	4,700	3,136	5,000	0	0

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## Annual Budget - By Combined Account Code

Note: Draft Budget 2020/21

		<u>2018-19</u>		<u>2019-20</u>						<u>2020-21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4120	Energy Costs	9,950	9,829	0	0	9,950	0	9,950	4,217	10,000	0	0
4130	Insurance	12,100	9,483	0	0	12,100	0	12,100	9,540	12,100	0	0
4140	Office Costs	2,250	4,516	0	0	2,250	0	2,250	2,801	4,000	0	0
4170	Property Maintenance/Refurbish	87,000	81,125	0	0	102,000	0	102,000	44,107	95,000	0	0
4175	Graffiti Removal	7,000	5,500	0	0	7,000	0	7,000	4,950	7,000	0	0
4176	Cleaning consumables	2,700	32	0	0	2,700	0	2,700	43	1,500	0	0
4181	Equipment Maintenance	3,500	810	0	0	3,500	0	3,500	3,314	3,500	0	0
4182	Equipment Purchase	5,500	23,202	0	0	10,000	0	10,000	10,891	15,000	0	0
4190	CCTV	7,500	9,301	0	0	20,000	0	20,000	3,810	20,000	0	0
4195	Alarms - Fire, Security	4,750	3,110	0	0	4,450	0	4,450	5,032	5,000	0	0
4196	Crime Prevention	500	0	0	0	500	0	500	0	500	0	0
4205	Waste Disposal	4,550	4,825	0	0	4,550	0	4,550	4,131	4,500	0	0
4220	Memorials & Plaques	1,500	825	0	0	1,500	0	1,500	326	1,000	0	0
4225	Cemetery Memorial Maintenance	5,000	2,061	0	0	5,000	0	5,000	-669	5,000	0	0
4300	Vehicle Costs - Fuel	5,000	4,861	0	0	5,000	0	5,000	4,591	5,000	0	0
4301	Vehicle Costs - LPG/CNG	2,500	373	0	0	2,500	0	2,500	254	2,000	0	0
4302	Vehicle Costs - Maintenance	3,000	1,795	0	0	3,000	0	3,000	3,395	5,000	0	0
4303	Vehicle Costs - Road Tax	750	937	0	0	750	0	750	525	750	0	0
4310	New Vehicles/Machinery	0	2,845	0	0	0	0	0	0	15,000	0	0
4400	Stationery	4,775	3,159	0	0	4,775	0	4,775	1,739	4,500	0	0
4410	Photocopying Charges	5,700	3,831	0	0	5,700	0	5,700	1,024	5,500	0	0
4425	Publications, books etc	3,000	789	0	0	3,000	0	3,000	476	1,500	0	0
4435	Printing & Design (External)	18,100	21,781	0	0	21,600	0	21,600	23,804	26,500	0	0
4435	Advertising	6,750	7,505	0	0	6,750	0	6,750	7,047	6,950	0	0

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## Annual Budget - By Combined Account Code

Note: Draft Budget 2020/21

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		<u>2018-19</u>		<u>2019-20</u>						<u>2020-21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4426	Publicity and newsletter	10,500	9,486	0	0	11,500	0	11,500	5,332	11,500	0	0
4440	Telephones	8,100	7,915	0	0	7,500	0	7,500	4,371	7,700	0	0
4455	Postages & Distribution	11,950	7,764	0	0	10,000	0	10,000	3,068	10,000	0	0
4460	Subscriptions & Memberships	6,900	4,570	0	0	6,000	0	6,000	4,535	5,650	0	0
4461	Licences	5,350	5,900	0	0	5,350	0	5,350	4,784	5,500	0	0
4480	IT Equipment	6,000	10,212	0	0	6,000	0	6,000	5,879	6,000	0	0
4481	Web Site	17,250	4,594	0	0	10,000	0	10,000	3,482	7,500	0	0
4482	IT Support	10,000	11,780	0	0	10,000	0	10,000	4,757	10,000	0	0
4501	Mayoral Allowance 2018-19	2,700	2,700	0	0	0	0	0	0	0	0	0
4502	Mayoral Allowance 2019-20	0	0	0	0	2,700	0	2,700	461	0	0	0
4503	Mayoral Allowance 2020-21	0	0	0	0	0	0	0	0	2,700	0	0
4520	Members' Travel	200	0	0	0	200	0	200	11	200	0	0
4525	Members' Training	1,000	195	0	0	3,000	0	3,000	554	2,000	0	0
4540	Civic & Community Functions	7,500	6,350	0	0	7,500	0	7,500	4,512	7,500	0	0
4541	Christmas Civic Carol Service	2,000	195	0	0	2,000	0	2,000	0	2,000	0	0
4545	Twining/Partnerships Expenses	1,000	464	0	0	1,000	0	1,000	181	1,000	0	0
4550	Bank Charges	2,600	2,033	0	0	2,600	0	2,600	1,173	2,600	0	0
4555	Legal & professional Fees	4,000	8,602	0	0	4,000	0	4,000	7,284	6,000	0	0
4560	Accountancy & Payroll Costs	5,000	5,854	0	0	5,500	0	5,500	3,275	6,000	0	0
4570	Audit Fees	4,500	3,775	0	0	4,500	0	4,500	2,000	4,500	0	0
4600	Tourism Developments & Events	13,000	11,051	0	0	12,500	0	12,500	2,000	12,500	0	0
4610	Horticultural Supplies	8,500	7,498	0	0	18,500	0	18,500	5,926	20,000	0	0
4611	Plants and Flowers	10,000	21,994	0	0	10,000	0	10,000	4,400	10,000	0	0
4613	Community Events/FIB Friends	0	172	0	0	0	0	0	751	1,000	0	0

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## Annual Budget - By Combined Account Code

Note: Draft Budget 2020/21

		<u>2018-19</u>		<u>2019-20</u>						<u>2020-21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4625	Entertainment - Performers	10,250	10,294	0	0	12,500	0	12,500	10,804	12,750	0	0
4630	Events Costs	8,500	5,819	0	0	8,500	0	8,500	2,583	8,500	0	0
4641	Christmas Lights - Install	38,000	44,312	0	0	38,000	0	38,000	26,852	38,000	0	0
4642	Christmas Lights - Power	2,500	0	0	0	2,500	0	2,500	0	2,500	0	0
4643	Christmas Lights 2020	5,000	0	0	0	5,000	0	5,000	0	5,000	0	0
4650	Street Furniture	5,000	730	0	0	5,000	0	5,000	0	5,000	0	0
4655	Banners	6,000	7,915	0	0	6,000	0	6,000	3,655	7,000	0	0
4702	Equipment Hire	19,000	19,953	0	0	19,500	0	19,500	21,399	22,000	0	0
4800	Grants	17,500	17,650	0	0	17,500	0	17,500	18,400	17,500	0	0
4801	Grant - Farnham Maltings	13,000	13,000	0	0	13,000	0	13,000	13,000	13,000	0	0
4802	Grant - Citizens Advice Bureau	17,500	17,500	0	0	17,500	0	17,500	17,500	17,500	0	0
4803	Grant - 40 Degreez	2,000	2,000	0	0	2,000	0	2,000	2,000	2,000	0	0
4804	Small Grants	2,000	1,873	0	0	2,000	0	2,000	631	2,000	0	0
4805	Farnham Carnival	1,500	1,950	0	0	1,500	0	1,500	800	1,500	0	0
4806	Hale Community Centre/Sandy Hi	0	0	0	0	1,000	0	1,000	1,000	1,000	0	0
4807	Community/Environmental Initia	50,000	34,696	0	0	50,000	0	50,000	4,480	50,000	0	0
4808	Hoppa	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4809	Gostrey Centre	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4810	Externally funded grant	0	0	0	0	0	0	0	1,000	0	0	0
4820	OLD CODE use cost centre 142	0	0	0	0	0	0	0	6	0	0	0
4821	Elections	5,000	3,728	0	0	39,000	0	39,000	0	5,000	0	0
4822	Blackwater Valley CMS	1,500	1,500	0	0	1,500	0	1,500	0	1,500	0	0
4823	Loan Repayments	10,227	10,227	0	0	10,227	0	10,227	10,227	10,227	0	0
4824	Local Authority Property Fund	0	150,000	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Combined Account Code

Note: Draft Budget 2020/21

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		<u>2018-19</u>		<u>2019-20</u>						<u>2020-21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4999	Miscellaneous Expenses	0	759	0	0	0	0	0	7,000	0	0	0
6666	Bad Debt Write Offs	0	122	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	1,278,452	1,374,964	0	0	1,362,152	0	1,362,152	814,446	1,400,327	0	0
	<b>Total Budget Income</b>	1,278,452	1,383,187	0	0	1,362,152	0	1,362,152	1,483,577	1,372,634	0	0
	<b>Expenditure</b>	1,278,452	1,374,964	0	0	1,362,152	0	1,362,152	816,446	1,400,327	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	8,223			0		0	667,131	(27,693)		

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Agency/Contract Staffing	100	Professional Services & Admin	Agency Staff costs otherwise met under code 4000
4411	Publications, books etc	100	Professional Services & Admin	Reduction as budget not used much in last two years
4480	IT Equipment	100	Professional Services & Admin	rolling upgrade and replacement
4481	Web Site	100	Professional Services & Admin	Refresh of some elements. External costs
4482	IT Support	100	Professional Services & Admin	IT support contract plus additional works as required
4555	Legal & professional Fees	100	Professional Services & Admin	Assets' licences transfers, advice etc. Combined with professional fees 4585.
4560	Accountancy & Payroll Costs	100	Professional Services & Admin	Accountancy support for month end and year end
4570	Audit Fees	100	Professional Services & Admin	Covers internal and external audit fees.
4001	Agency/Contract Staffing	110	Governance & Democratic	Agency Staff costs generally covering vacancies and probation period for outside staff
4020	Additional Staffing & Events	110	Governance & Democratic	Costs allocated across each event as used
4100	Rent	110	Governance & Democratic	Merged with Rates 4110 120
4101	Venue hire	110	Governance & Democratic	Covers Annual Town Meeting, celebratory receptions as needed
4130	Insurance	110	Governance & Democratic	increase expected for playground responsibility (can be absorbed) and VE celebrations 2020
4170	Property Maintenance/Refurbish	110	Governance & Democratic	Office and depot
4400	Stationery	110	Governance & Democratic	Paper costs for agendas etc
4425	Advertising	110	Governance & Democratic	Annual meeting etc
4426	Publicity and newsletter	110	Governance & Democratic	Vantage Point, Residents Guide, newsletter formerly 4822
4455	Postages & Distribution	110	Governance & Democratic	Residents' Guide etc
4460	Subscriptions & Memberships	110	Governance & Democratic	Inlcudes NALC/SALC/SLCC/and potentially LGA associate
4525	Members' Training	110	Governance & Democratic	New Council. Additional training as required. Reduction with training covered at WBC too
4541	Christmas Civic Carol Service	110	Governance & Democratic	Aim to cover with sponsorship
4001	Agency/Contract Staffing	120	Office & Customer Services	Agency Staff costs otherwise met under code 4000
4110	Rates, rent	120	Office & Customer Services	Budget merged with with former 4100 100
4115	Water Charges	120	Office & Customer Services	Water charges for offices
4195	Alarms - Fire, Security	120	Office & Customer Services	Fire, intruder and keyholding service
4425	Advertising	120	Office & Customer Services	Covers Remembrance, mayoral, councillor
4804	Small Grants	130	Grants	Up to £250 during the year per request

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4821	Elections	141	Elections	18/19 reserve provision for election or by-election expenses (approx £40,000 full election).
1200	Grants Income	142	Neighbourhood Plan	benches etc
4001	Agency/Contract Staffing	142	Neighbourhood Plan	Reduction post Neighbourhood Plan. Covers advice for Local Plan issues and potential challenge.
4415	Printing & Design (External)	142	Neighbourhood Plan	Printing final Neighbourhood plan for consultation etc
1900	Precept	150	Other Operating Income/Costs	Council Tax base of 17341.2 (99% collection rate) at Oct 2019 (up from 17102.9 at £64.49)
1905	Local Parish Council Tax Grant	150	Other Operating Income/Costs	Waverley letter November 2018 phasing grant out by 2023/24
1910	Interest Received	150	Other Operating Income/Costs	interest on investments assumes increase
1911	Dividends received	150	Other Operating Income/Costs	Local authority property fund reflects additional units from April 2019
4002	Actuarial Contribution	150	Other Operating Income/Costs	Previous Triennial Actuarial Review impact - No contribution for 2018/19 or 19/20
4910	Loan Repayments	150	Other Operating Income/Costs	Public Works Loan Board repayment for council offices extension. Ends on 29/10/22.
1060	Section 106 contributions	160	Wrecclesham Community Centre	Section 106 not guaranteed so no budget provision. Would be offset by expenditure
4170	Property Maintenance/Refurbish	160	Wrecclesham Community Centre	Covers FTC landowner's responsibilities
4195	Alarms - Fire, Security	160	Wrecclesham Community Centre	Fire and intruder alarms and keyholding service
1202	Income - Contributions	170	Community Development	2015/16 includes SCC commuted sum for maintenance to go to reserves for future maintenance
4000	Salaries	170	Community Development	Will cover Local Plan Part 2 also
4440	Telephones	170	Community Development	Covers high bandwidth broadband for CCTV monitoring
4806	Hale Community Centre/Sandy Hi	170	Community Development	Contribution to the community trust to the costs of employing manager.
4120	Energy Costs	171	Community Safety & Well-being	CCTV cameras
4190	CCTV	171	Community Safety & Well-being	Camera repairs & maintenance & redcare line rental. New scheme planned funded from 106 & capital??
4196	Crime Prevention	171	Community Safety & Well-being	Grant for community group to cover printing etc
4807	Community/Environmental Initia	175	Localism - New Initiatives/Pro	New initiatives and top up of principal authority services
4001	Agency/Contract Staffing	199	Rechargeable Costs	Agency Staff costs met from vacancies under code 4000

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4130	Insurance	199	Rechargeable Costs	Should be against code 4130 110
4170	Property Maintenance/Refurbish	199	Rechargeable Costs	Costs allocated against some other budget codes - needs reallocating
4001	Agency/Contract Staffing	200	Grounds Services	Staffing costs otherwise met from 4000 200 for temporary cover
4070	Protective Clothing	200	Grounds Services	Health and Safety requirements etc
4182	Equipment Purchase	200	Grounds Services	More equipment req if new sites leased from WBC. Some costs from reserves if required.
4195	Alarms - Fire, Security	200	Grounds Services	Alarm system maintenance and monitoring, keyholding at Depot
4205	Waste Disposal	200	Grounds Services	Skips etc for collected flytipping etc
4300	Vehicle Costs - Fuel	200	Grounds Services	Costs maintained with move to CNG
4301	Vehicle Costs - LPG/CNG	200	Grounds Services	New vehicle runs on CNG. Usage not yet known.
4302	Vehicle Costs - Maintenance	200	Grounds Services	3 vehicles MOT and servicing reflects usage
4310	New Vehicles/Machinery	200	Grounds Services	Replacement programme
4440	Telephones	200	Grounds Services	Depot broadband (cctv) and mobiles
4460	Subscriptions & Memberships	200	Grounds Services	Surrey Wildlife Trust
4610	Horticultural Supplies	200	Grounds Services	Assuming responsibility for various open spaces from WBC inc Gostrey
1202	Income - Contributions	201	Highways	No agreement for future funding
1522	Surrey Highways Contract	201	Highways	No confirmation of basis for scheme since 2017/18
4175	Graffiti Removal	201	Highways	FTC meets cost of graffiti on highways property
1201	Sponsorship Income (+VAT)	210	Farnham In Bloom	Target income.
1202	Income - Contributions	210	Farnham In Bloom	Targetted contributions for baskets, troughs and planters
1203	Donations - Income	210	Farnham In Bloom	No budgetted income as donations not guaranteed
4003	Contracted Services	210	Farnham In Bloom	In Bloom Video production agreed by Community Enhancement
4020	Additional Staffing & Events	210	Farnham In Bloom	Costs allocated across each event as used
4170	Property Maintenance/Refurbish	210	Farnham In Bloom	Amalgamated with 4610
4415	Printing & Design (External)	210	Farnham In Bloom	leaflets, Briefing packs, etc
4425	Advertising	210	Farnham In Bloom	Children's workshops etc
4540	Civic & Community Functions	210	Farnham In Bloom	Covers launch, awards event, community events etc
4610	Horticultural Supplies	210	Farnham In Bloom	Expenditure covers non-plants related costs mostly in last quarter of year
4611	Plants and Flowers	210	Farnham In Bloom	Expenditure mostly in last quarter of year

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4613</b>	Community Events/FIB Friends	<b>210</b>	Farnham In Bloom	Covers sustenance for volunteers and miscellaneous expenses
<b>1040</b>	Open Spaces income	<b>220</b>	Other Open Spaces	Reduction as freehold not leasehold transfers from WBC.
<b>4000</b>	Salaries	<b>220</b>	Other Open Spaces	Salary costs relating to new sites from WBC f
<b>1202</b>	Income - Contributions	<b>230</b>	Library Gardens	Ceased maintenance 1/12/13 as Surrey would not cover costs (their costs then increased to c £10k!
<b>1080</b>	Allotment Rents Income	<b>240</b>	Allotments	No increase in rents in in 2020. Assumes rental increase from Jan 2021.
<b>1081</b>	Allotment admin fee	<b>240</b>	Allotments	£25 charged when new tenancy taken on.
<b>1999</b>	Miscellaneous Income	<b>240</b>	Allotments	Seed sales
<b>4130</b>	Insurance	<b>240</b>	Allotments	Public liability for allotment holders. Recharged
<b>4140</b>	Office Costs	<b>240</b>	Allotments	Annual lecture and meetings
<b>4415</b>	Printing & Design (External)	<b>240</b>	Allotments	Newsletter, show booklets etc
<b>4455</b>	Postages & Distribution	<b>240</b>	Allotments	Newsletter etc
<b>4000</b>	Salaries	<b>250</b>	Public Conveniences	Weekend allocation now under pilot contract.code 4003
<b>4001</b>	Agency/Contract Staffing	<b>250</b>	Public Conveniences	Costs deducted from WBC contract
<b>4003</b>	Contracted Services	<b>250</b>	Public Conveniences	Contract for offices and conveniences cleaning
<b>4120</b>	Energy Costs	<b>250</b>	Public Conveniences	Reflect energy costs
<b>4170</b>	Property Maintenance/Refurbish	<b>250</b>	Public Conveniences	Underspend expected 19/20 -awaiting Gostrey transfer. Will seek virement/move to reserves if so
<b>4176</b>	Cleaning consumables	<b>250</b>	Public Conveniences	Reflects consumption levels and community toilet scheme contributions
<b>1300</b>	Banners Income	<b>260</b>	Town Centre & Rural Dev	Income offsets costs - aims for breakeven
<b>4650</b>	Street Furniture	<b>260</b>	Town Centre & Rural Dev	Replace finger posts, bus stops etc
<b>4655</b>	Banners	<b>260</b>	Town Centre & Rural Dev	Installation costs met by income
<b>4000</b>	Salaries	<b>300</b>	Tourism	Split allocation with events 310
<b>4001</b>	Agency/Contract Staffing	<b>300</b>	Tourism	Related to Hidden heritage funded project
<b>4120</b>	Energy Costs	<b>300</b>	Tourism	Lower consumption costs overall
<b>4415</b>	Printing & Design (External)	<b>300</b>	Tourism	Visitor Guide and Residents' Guide, walks leaflets



## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4455</b>	Postages & Distribution	<b>300</b>	Tourism	Deliver leaflets to every household
<b>4460</b>	Subscriptions & Memberships	<b>300</b>	Tourism	visit surrey
<b>4805</b>	Farnham Carnival	<b>300</b>	Tourism	Shared weekend with Picnic in the Park
<b>1200</b>	Grants Income	<b>301</b>	Hidden Heritage Project	One-off project. Completed in 2019.
<b>1999</b>	Miscellaneous Income	<b>301</b>	Hidden Heritage Project	Income in 208/19 for specific project will be completed 2019/20
<b>4003</b>	Contracted Services	<b>301</b>	Hidden Heritage Project	Heritage Lottery funded project 2019
<b>4415</b>	Printing & Design (External)	<b>301</b>	Hidden Heritage Project	Funded by Heritage Lottery grant 2019
<b>4000</b>	Salaries	<b>310</b>	Events	Staff time for tourism/business support activity
<b>4020</b>	Additional Staffing & Events	<b>310</b>	Events	Costs allocated across each event as used
<b>4630</b>	Events Costs	<b>310</b>	Events	Emerging events
<b>1202</b>	Income - Contributions	<b>311</b>	Picnic in the Park	Stall income
<b>1203</b>	Donations - Income	<b>311</b>	Picnic in the Park	No budgetted income as donations not guaranteed
<b>1204</b>	Bookings/Hire	<b>311</b>	Picnic in the Park	Income allocated to specific activities
<b>4020</b>	Additional Staffing & Events	<b>311</b>	Picnic in the Park	Costs allocated across each event as used
<b>4702</b>	Equipment Hire	<b>311</b>	Picnic in the Park	Staging, toilets etc
<b>1204</b>	Bookings/Hire	<b>312</b>	Food Festival	Stall holder income increased based on experience
<b>4003</b>	Contracted Services	<b>312</b>	Food Festival	Road closure, First aid etc
<b>4020</b>	Additional Staffing & Events	<b>312</b>	Food Festival	Costs for temporary help for event (staff or external) paid from event code
<b>1202</b>	Income - Contributions	<b>313</b>	Music in the Meadow	Stall income
<b>4020</b>	Additional Staffing & Events	<b>313</b>	Music in the Meadow	Costs allocated across each event as used
<b>4625</b>	Entertainment - Performers	<b>313</b>	Music in the Meadow	Contributions for performers. incl Music in Vineyard
<b>1204</b>	Bookings/Hire	<b>314</b>	Christmas Switch-on	Increase based on 2019
<b>4020</b>	Additional Staffing & Events	<b>314</b>	Christmas Switch-on	Costs for temporary help for event (staff or external) paid from event code
<b>4702</b>	Equipment Hire	<b>314</b>	Christmas Switch-on	Staging toilets etc

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1204	Bookings/Hire	316	Christmas Market	Event popularity increased so higher income target.
4003	Contracted Services	316	Christmas Market	Road Closure, first aid
4020	Additional Staffing & Events	316	Christmas Market	Costs for temporary help for event (staff or external) paid from event code
4702	Equipment Hire	316	Christmas Market	Staging, toilets etc
1203	Donations - Income	317	Spring Festival	No budgetted income as donations not guaranteed
4020	Additional Staffing & Events	317	Spring Festival	Costs for temporary help for event (staff or external) paid from event code
1205	Ticket sales	318	Gin Festival	Higher income assuming event over two days
4020	Additional Staffing & Events	318	Gin Festival	Costs for temporary help for event (staff or external) paid from event code
4101	Venue hire	318	Gin Festival	2 days hire of Maltings
4182	Equipment Purchase	318	Gin Festival	Glasses
1205	Ticket sales	319	Walking Festival	New event of Shakespeare Sonnet walks.
4415	Printing & Design (External)	319	Walking Festival	Brochure
1204	Bookings/Hire	320	Farmers' Market	Reduction as attendance is running lower in common with other farmers' markets
4025	Farmers' Market Supervision	320	Farmers' Market	Set up, market management and dismount
4425	Advertising	320	Farmers' Market	Banners, adverts etc
4461	Licences	320	Farmers' Market	Waverley Borough Council charge of £10 per stall per market, plus other licences
4641	Christmas Lights - Install	330	Christmas Lights	sum included for scheme expansion offset by contributions if exceeded.
4643	Christmas Lights 2020	330	Christmas Lights	Annual provision for earmarked reserve to replace/upgrade Christmas lights
1030	Commercial Lettings Income	400	Cemeteries	increase following Rent Review
1060	Section 106 contributions	400	Cemeteries	Agreed 106 projects (Cemetery railings/environmental projects) to be offset by expenditure
1100	Interment Fees Income	400	Cemeteries	Income fluctuates.
1105	MOJ Reclaim/Grant	400	Cemeteries	New legislation allows reclaim for infant burials.
1120	Grave Purchases Income	400	Cemeteries	Income fluctuates.
1130	Memorials Income	400	Cemeteries	Income fluctuates. Small increase proposed based on last two years activity.
4001	Agency/Contract Staffing	400	Cemeteries	Additional maintenance bought in

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4115	Water Charges	400	Cemeteries	Reflecting cemetery water costs
4170	Property Maintenance/Refurbish	400	Cemeteries	Ongoing programme to improve paths, railings etc
4205	Waste Disposal	400	Cemeteries	Special waste
4225	Cemetery Memorial Maintenance	400	Cemeteries	Ongoing memorial fixing programme
4482	IT Support	400	Cemeteries	Epitaph software
4555	Legal & professional Fees	400	Cemeteries	Chapels project
1920	Sale Of Assets	901	Green Lane Chapel	Sale of Green Lane Chapel - moved to ringfenced reserve
4170	Property Maintenance/Refurbish	904	Victoria Garden	Contribution from trustees to assist with costs in donations.
1060	Section 106 contributions	905	Conservation Area Capital Proj	Section 106 funding for Maltings Railings project. Final elements to be completed.
4003	Contracted Services	905	Conservation Area Capital Proj	Project funding (Section 106)
1200	Grants Income	906	Craft Town 2019	One-off project funding application for 2019.
4001	Agency/Contract Staffing	906	Craft Town 2019	Funded by Arts council grant 2019/20
4003	Contracted Services	906	Craft Town 2019	Arts Council funded 2019
4182	Equipment Purchase	906	Craft Town 2019	Met from Arts Council grant
4415	Printing & Design (External)	906	Craft Town 2019	Funded 2019 by Arts Council
4810	Externally funded grant	906	Craft Town 2019	Grants paid out of grant income received
1200	Grants Income	910	Wrecclesham Community Centre R	Retained grants for refurbishment project
1202	Income - Contributions	910	Wrecclesham Community Centre R	Refurbishment project contributions
1065	Community Infrastructure Levy	950	Community Infrastructure Levy	Initial payments. More will be received in 2020/21 but not will be offset by expenditure
4000	Salaries	950	Community Infrastructure Levy	Estimated cost of administration of Task Group and projects run by FTC

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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 11th November, 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 Michaela Martin  
Councillor John Neale

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies received from Councillors Beaman and Hesse.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications for larger developments

##### **Farnham Moor Park**

##### **WA/2019/0063 Farnham Moor Park**

Erection of 9 dwellings including amended access, garages, landscaping, amenity space and play area together with the erection of a Commercial building Use Class A1 with associated office, service yard, parking and associated works, following demolition of the existing commercial buildings.

ANIMAL SNACK AND TACK, GUILDFORD ROAD, RUNFOLD

**Farnham Town Council maintains its objections to the erection of 9 dwellings at Animal Snack and Tack, Guildford Road, Runfold. The location is outside the**

**Farnham Neighbourhood Plan Built Up Area Boundary, not an approved development site within the Farnham Neighbourhood Plan, contrary to Policy FNPI and would have a negative impact on the adjacent Biodiversity Opportunity Area (BOA) Policy FNPI3. The sustainability of development is questionable given the isolated location with very limited public transportation. There will be a significant increase in vehicle movement with 9 dwellings and a commercial business. The access on Guildford Road is not sufficient for residents, staff and customer parking and deliveries.**

#### **4. Applications Considered**

##### **Farnham Bourne**

###### **WA/2019/1676 Farnham Bourne**

Officer: Carl Housden

Erection of a car port together with conversion of the existing car port to provide an ancillary residential outbuilding.

25A VICARAGE HILL, FARNHAM GU10 3QS

**Farnham Town Council has no objections subject to the conversion being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, no negative impact on the neighbours' amenity and it being Conditioned ancillary to 25A Vicarage Hill.**

###### **WA/2019/1706 Farnham Bourne**

Officer: Mr Chris Turner

Erection of dwelling with associated drive and parking (revision of WA/2018/1932).

SPRINGFIELD, 30 FRENHAM VALE, LOWER BOURNE GU10 3HT

**Farnham Town Council maintains its objection to the erection of a dwelling known as Plot 3, this is not an approved development site. The application is not compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI, outside the built up area boundary and the entrance to the site is in flood zone 3.**

###### **WA/2019/1639 Farnham Bourne**

Officer: Philippa Staddon

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

61 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

**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/2019/1649 Farnham Bourne**

Officer: Philippa Staddon

Erection of extensions and alterations including roof lights and 4 dormer windows (revision of WA/2019/0518).

SELWORTHY, 1 SWINGATE ROAD, FARNHAM GU9 8JJ

**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.**

Granted 06/11/19

###### **NMA/2019/0161 Farnham Bourne**

Officer: Amy Willson

Amendment to WA/2019/0408 for change of roof.

JACARANDA, LATCHWOOD LANE, FARNHAM GU10 3HA

**No comments required.**

**TM/2019/0175 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 07/09  
25 GONG HILL DRIVE FARNHAM GU10 3HQ

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

**TM/2019/0178 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR107  
5A AVELEY LANE, FARNHAM GU9 8PN

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

**TM/2019/0182 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR 17  
22 VICARAGE HILL FARNHAM GU9 8HJ

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

**TM/2019/0183 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/18  
62A, MIDDLE BOURNE LANE, FARNHAM GU10 3NJ

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

**CA/2019/0162 Farnham Bourne**

Officer: Mr A Clout

OLD CHURCH LANE CONSERVATION AREA  
REMOVAL OF TREE

LAKE COTTAGE, 7 VICARAGE LANE FARNHAM GU9 8HN

**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.**

**Farnham Castle**

Comments provided 11/11/19

**WA/2018/2160 Farnham Castle**

Officer: Philippa Staddon

Erection of extensions and alterations following part demolition of existing extensions together with alterations to parking layout and associated works.

Amended plans, an amended Heritage Statement and amended Design and Access Statement have been received. The amended plans look to alter the design of the proposed scheme.

FARNHAM UNITED REFORM CHURCH, SOUTH STREET, FARNHAM

**Farnham Town Council welcomes the amendments to the application and the retention of the stonework to the south entrance. Farnham Town Council objects to the loss of the heritage assets to the north entrance of the church and the design not being in keeping with the Town Centre Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2 and the Farnham Design Statement.**

**WA/2019/1659 Farnham Castle**

Officer: Philippa Staddon

Erection of a new dwelling following demolition of existing outbuilding.

LAND TO THE REAR, 1 FOX YARD, FARNHAM GU9 7EX

**Farnham Town Council objects to the overdevelopment of a restrictive site not being compliant with the Farnham Design Statement, Farnham Conservation Area Management Plan SPD, Farnham Neighbourhood Plan Policies FNPI and FNP2. The new dwelling would have a negative impact of the neighbour's amenity with overlooking. The access is off an unmade narrow roadway with informal parking for cottages to the east side of Fox Yard, the parking provision in this application for the host dwelling and proposed dwelling, is insufficient.**

#### **WA/2019/1665 Farnham Castle**

Officer: Olivia Gorham

Listed Building consent for internal alterations.

ORTHODONTIC PRACTICE, 69 WEST STREET, FARNHAM GU9 7EH

**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 materials be in keeping with existing**

#### **WA/2019/1689 Farnham Castle**

Officer: John Bennett

Application under Section 73 to vary Condition 1 of WA/2019/0607 (approved plan numbers) to allow alterations to design and elevations.

CORNMONGERS, RUNWICK LANE, RUNWICK GU10 5EE

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

#### **WA/2019/1704 Farnham Castle**

Officer: Ruth Dovey

Erection of extensions and alterations to elevations.

28 CRONDALL LANE, FARNHAM GU9 7BQ

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

#### **Farnham Firgrove**

#### **WA/2019/1645 Farnham Firgrove**

Officer: Louise Fuller

Erection of extensions following demolition of existing extension.

10 BRIDGEFIELD, FARNHAM GU9 8AN

**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/2019/1710 Farnham Firgrove**

Officer: Carl Housden

Erection of outbuilding.

11 LANGHAM COURT, FARNHAM GU9 8FL

**Farnham Town Council has no objections.**

Councillor Earwaker left the meeting 10.30.



## **Farnham Hale and Heath End**

### **WA/2019/1668 Farnham Hale and Heath End**

Officer: Louise Fuller

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

61 FARNBOROUGH ROAD, FARNHAM GU9 9AJ

**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 neighbour's amenity.**

## **Farnham Moor Park**

Comments provided 15/11/19

### **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 Town Council objects to the proposed erection of a new dwelling and the extensive excavation at the site. The application has gone beyond the previous permission and this application is not compliant with Farnham Neighbourhood Plan Policy FNPI in size and scale, not respecting the contours of the site and having a negative impact on the public realm (highways, bridleways and footpath). Farnham Town Council would like to see the results of enforcement action prior to any decisions being made on this application.**

### **WA/2019/1685 Farnham Moor Park**

Officer: Daniel Holmes

Change of use of part of existing building from retail (A1) to residential (C3) and alterations.

39 - 43 BOURNE MILL, GUILDFORD ROAD, FARNHAM GU9 9PY

**Farnham Town Council has no objections subject to the change of use to residential being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and approval of the Waverley Borough Council Heritage Officer. The residential element must be restricted to 39 Guildford and not impact the retail business in 40-43 Guildford Road.**

### **WA/2019/1686 Farnham Moor Park**

Officer: Daniel Holmes

Listed building consent for internal and external alterations.

39 - 43 BOURNE MILL, GUILDFORD ROAD, FARNHAM GU9 9PY

**Farnham Town Council has no objections subject to the change of use to residential being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and approval of the Waverley Borough Council Heritage Officer. The residential element must be restricted to 39 Guildford and not impact the retail business in 40-43 Guildford Road.**

### **WA/2019/1694 Farnham Moor Park**

Officer: Carl Housden

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

17 HIGH PARK ROAD, FARNHAM GU9 7JJ

**Farnham Town Council has no objections subject to the extension being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and sufficient parking being retained within the boundary of the property. On-street parking must not be impacted by the loss of the garage.**

### **WA/2019/1698 Farnham Moor Park**

Officer: Ruth Dovey

Change of use from car showroom (Sui Generis) to alternative uses of retail (Use Class A1) or financial and professional services (Use Class A2) or business (B1) or non-residential institution (D1).

74 – 84 EAST STREET, FARNHAM

**Farnham Town Council has no objections to the change of use subject to it being restricted to 75 East Street, as indicated on the block plan.**

### **Farnham Shortheath and Boundstone**

#### **WA/2019/1693 Farnham Shortheath and Boundstone**

Officer: Mr Chris Turner

Application under Section 73 to vary Condition 1 of WA/2019/0032 (approved plan numbers) to allow changes to design and materials.

5 APPLELANDS CLOSE, WRECCLESHAM GU10 4TL

**Farnham Town Council has no objections subject to the changes 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/2019/1667 Farnham Shortheath and Boundstone**

Officer: Philippa Staddon

Erection of an extension.

3 GLYNSWOOD, WRECCLESHAM GU10 4TN

**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.**

#### **TM/2019/0176 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER WA300

79 BARDSLEY DRIVE, FARNHAM GU9 8UQ

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

#### **TM/2019/0172 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 09/99  
11 APPLELANDS CLOSE, FARNHAM GU10 4TL

**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/2019/1658 Farnham Upper Hale**

Officer: Louise Fuller

Erection of a fence (revision of WA/2018/2229).

POTTINGER HOUSE, ODIHAM ROAD, FARNHAM GU10 5AD

**Farnham Town Council welcomes the reduction in the height, from 2.5m to 1.83m, and length, from 73m to 34m, of the proposed fencing and the addition of hedging to softening the built form and attract wildlife. Further consideration must be made for access for wildlife under the fencing panels for example, no kickboard or bedding the panels into the ground.**

**WA/2019/1648 Farnham Upper Hale**

Officer: Louise Fuller

Erection of an extension and alterations following demolition of existing extension.  
15 FOLLY HILL, FARNHAM GU9 0AZ

**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.**

**TM/2019/0180 Farnham Upper Hale**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 16/99  
FOXGREYDEN, 10 PARKSIDE, FARNHAM GU9 0JP

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

**Farnham Wrecclesham and Rowledge**

Information being clarified with WBC officer

**WA/2019/1644 Farnham Wrecclesham and Rowledge**

Officer: Mr Chris Turner

Application under Section 73A to vary Conditions 1 and 4 of WA/2019/0307 (approved plan numbers and restriction on additional windows) to allow 2 additional roof lights.  
WORKSHOP, 38 THE STREET, WRECCLESHAM GU10 4PR

**WA/2019/1655 Farnham Wrecclesham and Rowledge**

Officer: Louise Fuller

Erection of a dormer window and alterations to elevations.  
TALLAND, FERNBRAE CLOSE, ROWLEDGE GU10 4ED

**Farnham Town Council objects to the flat roof dormer being contrary to Waverley Borough Council's Residential Extensions Supplementary Planning Document and not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.**

**WA/2019/1682 Farnham Wrecclesham and Rowledge**

Officer: Olivia Gorham

Erection of a retaining wall to form a parking bay together with associated landscaping.  
51 THE STREET, WRECCLESHAM GU10 4QS

**Farnham Town Council objects to the proposed retaining walling and parking bay. The parking provision does not have sufficient access on and off the A road and will cause a danger to road users and pedestrians.**

**TM/2019/0177 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA339  
BAYFORD END, CHAPEL ROAD, FARNHAM GU10 4AN

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

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

**Farnham Moor Park**

**WA/2019/1681 Farnham Moor Park**

Officer: Daniel Holmes

Consultation on a County Matter; The continued use of the temporary haul road to access Area C without compliance with Condition 3 of planning permission ref. WA/2012/1651 dated 17 December 2012, to allow the use of the haul road for a further period until  
LAND AT RUNFOLD SOUTH QUARRY (AREA C), GUILDFORD ROAD, RUNFOLD  
SUEZ

**Farnham Town Council defers to the Runfold Quarry Community Liaison Group.**

**WA/2019/1678 Farnham Moor Park**

Officer: Daniel Holmes

Consultation on a County Matter; The continued restoration of the land to agriculture by infilling with non-hazardous waste materials and temporary diversion of public footpath 121, without compliance with Condition 3 of planning permission ref: WA/2018/2

LAND AT RUNFOLD SOUTH QUARRY (AREA C), GUILDFORD ROAD, RUNFOLD  
SUEZ

**Farnham Town Council defers to the Runfold Quarry Community Liaison Group.**

**Farnham Weybourne and Badshot Lea**

Representations to Traffic Regulation Orders Team, Surrey County Council, Hazel House, Merrow Lane, Guildford GU4 7BQ.

**See attached response.**

**6. Date of next meeting**

25<sup>th</sup> November 2019.

The meeting ended at 10.58 am

Notes written by Jenny de Quervain



# FARNHAM TOWN COUNCIL

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## Notes

### Planning & Licensing Consultative Working Group

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#### **Time and date**

9.30 am on Monday 25th November, 2019

#### **Place**

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

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#### **Pre-application Presentation**

A pre-application presentation was given on Old Mission Hall, Firgrove Hill ahead of the Planning & Licensing Consultative Group meeting.

Councillors in attendance: Councillor David Beaman, Councillor Roger Blishen, Councillor Carole Cockburn, Councillor Alan Earwaker, Councillor John "Scotty" Fraser, Councillor Michaela Gray, Councillor George Hesse, Councillor Michaela Martin, Councillor John Neale (Chair)

Officers in attendance: Jenny de Quervain

Mr Jon Boyes, owner of the Old Mission Hall, with an option on the surrounding land, presented alternative proposals at the site. A previous planning application WA/2018/1879 for 39 flats was refused 1 February 2019.

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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 George Hesse  
Councillor Michaela Martin  
Councillor John Neale

Officers: Jenny de Quervain

#### **I. Apologies for Absence**

- None were received.
2. **Disclosure of Interests**

None were received.

3. **Applications for larger developments**

**Farnham Castle**

**WA/2019/1802 Farnham Castle**

Officer: Philippa Staddon

Erection of a block of 9 flats with associated garages and bin stores following demolition of existing dwelling and garage.

KINGSDOWN, CASTLE HILL, FARNHAM GU9 0AD

**Farnham Town Council objects to the size and scale of the proposed development of 9 flats following the demolition of 1 dwelling, not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policies FNPI and FNP2 Town Centre Conservation Area. The development would have a significant effect on the scheduled monument of Farnham Castle and its numerous Grade I elements close to the site. The access is dangerous with no visibility in either direction for entering the carriageway, no pedestrian access from the highway and no safe crossing points.**

4. **Applications Considered**

**Farnham Bourne**

**WA/2019/1787 Farnham Bourne**

Officer: Ruth Dovey

Erection of an extension.

BIRCHWOOD, 7 VALE CLOSE, LOWER BOURNE GU10 3HR

**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 neighbour's amenity.**

**WA/2019/1786 Farnham Bourne**

Officer: Louise Fuller

Erection of extensions and alterations; erection of garage and demolition of existing garage.

HEATHFIELD HOUSE, LONGDOWN ROAD, LOWER BOURNE GU10 3JS

**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/2019/1812 Farnham Bourne**

Officer: Miss C Woodhatch

Erection of detached garage together with provision of new access and closure of existing access.

11 FRENHAM VALE, LOWER BOURNE GU10 3HN

**Farnham Town Council objects to the erection of a detached garage to the front of the property on being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI. The height of the proposed garage will have a negative impact on the street scene and green boundary.**

**NMA/2019/0171 Farnham Bourne**

Officer: Amy Willson

Amendment to WA/2019/1386 for addition of door and alterations to elevations.

56 BURNT HILL ROAD, FARNHAM GU10 3LY

**Farnham Town Council has no objections subject to the amendments being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and materials be in keeping with existing.**

**CA/2019/0176 Farnham Bourne**

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES

**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, replacement required.**

**CA/2019/0175 Farnham Bourne**

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO 3x CEDAR TREES

ST THOMAS ON THE BOURNE, FRENHAM ROAD FARNHAM GU9 8HA

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

**CA/2019/0170 Farnham Bourne**

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREES

TIMBERS, GREENHILL ROAD FARNHAM GU9 8JN

**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, replacement required.**

**TM/2019/0190 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 06/11

THE YARNE, 38 FORD LANE FARNHAM GU10 4SF

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

**Farnham Castle**

**WA/2019/1490 Farnham Castle** Officer: Ruth Dovey

Application under Regulation 3, change of use from community space (D1) to office/ welfare area for carpark staff (B1a) together with replacement of windows and doors.

COMMUNAL ROOM, CHANTRY'S COURT, THE CHANTRY'S FARNHAM

**Farnham Town Council objects to the inappropriate use of the community space and parking for commercial vehicles within the residential area. The location has limited parking provision and priority should be given to residents.**

**WA/2019/1778 Farnham Castle**

Officer: Philippa Staddon

Erection of garage following demolition of existing garage, erection of wall following partial demolition of existing wall, erection of extension following demolition of existing conservatory, internal alterations.

OLD PARK HOUSE, ALTON ROAD, FARNHAM GU10 5ER

**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 with existing and no obstruction or discharge of rainwater on to footpath 11 (Farnham).**

**WA/2019/1756 Farnham Castle**

Officer: Philippa Staddon

Erection of extensions and alterations following demolition of existing extension.

11 OLD PARK LANE FARNHAM GU9 0AJ

**Farnham Town Council has no objections subject to the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and no negative impact on the neighbour's amenity.**

Defer to meeting on 9 December 2109, Cllr Hesse following up with Officer

**NMA/2019/0165 Farnham Castle**

Officer: Amy Willson

New entrance door for flats 7-12 to replace the existing window pane at front, in addition to a change of Bin collection strategy with bins collected/dropped in/from a new location during collection time by managing company.

2 – 3 THE BOROUGH, FARNHAM GU9 7NA

**Farnham Town Council has no objections subject to the new entrance door being compliant, especially materials and colour, with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNP2, FCAMP and Shopfront Design Guide supplementary planning guides.**

**CA/2019/0169 Farnham Castle**

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO TREES

38, RED LION LANE FARNHAM GU9 7QN

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

**CA/2019/0165 Farnham Castle**

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO TREES

FARNHAM CASTLE, CASTLE HILL FARNHAM GU9 0AG

Note. Removal of branches and dead branches overhanging the Mote.

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

**WA/2019/1729 Farnham Castle**

Officer: Mr Chris Turner

Listed Building consent to display non illuminated fascia and projecting signs.

HALIFAX PLC, 8 WEST STREET, FARNHAM GU9 7DN

**Farnham Town Council has no objections subject to the fascia being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNP2, FCAMP and Shopfront Design Guide supplementary planning guides.**



**WA/2019/1728 Farnham Castle**

Officer: Mr Chris Turner

Display of non illuminated fascia and projecting signs.

HALIFAX PLC, 8 WEST STREET, FARNHAM GU9 7DN

**Farnham Town Council has no objections subject to the fascia being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNP2, FCAMP and Shopfront Design Guide supplementary planning guides.**

**CA/2019/0167 Farnham Castle**

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO TREES

RUSTLINGS, CASTLE HILL FARNHAM GU9 7JG

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

**WA/2019/1791 Farnham Castle**

Officer: Louise Fuller

Display of illuminated signs to replace existing signs.

NATIONWIDE, TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT

**Farnham Town Council objects to internally illuminated signage in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2, the Farnham Conservation Area Management Plan and the Shopfront Design Guide SPD.**

**WA/2019/1792 Farnham Castle**

Officer: Louise Fuller

Listed Building consent to display illuminated signs and alterations to shopfront.

NATIONWIDE, TOWN HALL BUILDINGS, THE BOROUGH, FARNHAM GU9 7NT

**Farnham Town Council objects to internally illuminated signage in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2, the Farnham Conservation Area Management Plan and the Shopfront Design Guide SPD.**

**WA/2019/1781 Farnham Castle**

Officer: Mr Chris Turner

Listed Building consent for internal and external alterations.

THE BUSH HOTEL, THE BOROUGH FARNHAM GU9 7NN

**Farnham Town Council has no objections subject to the internal and external alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, materials be in keeping with existing and approved by the Heritage Officer. We would expect to see a standard planning application in conjunction with a Listed Building consent application.**

**NMA/2019/0164 Farnham Castle**

Officer: Amy Willson

Amendment to WA/2017/0137 for rearrangement to the car ports associated with units 7, 8 and 9 so that they are slightly closer to the dwellings they serve.

KNOWLE FARM, 19 OLD PARK LANE, FARNHAM GU9 0AN

**Farnham Town Council has no objections to the rearrangement of the carports to units 7,8 and 9 to be positioned closed to the dwelling they serve.**

Councillor Beaman left the meeting at 10.30am.

## **Farnham Hale and Heath End**

### **WA/2019/1726 Farnham Hale and Heath End**

Officer: Philippa Staddon

Erection of extensions and alterations.

30 WEST AVENUE, FARNHAM GU9 0RB

**Concern is raised with the potential overlooking from enlarged windows and roof lights. Farnham Town Council has no objections subject to the issue of overlooking being addressed and the extensions and alterations being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6.**

### **WA/2019/1810 Farnham Hale and Heath End**

Officer: Carl Housden

Erection of extension and alterations.

33 ALMA LANE, FARNHAM GU9 0LW

**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/2019/1782 Farnham Hale and Heath End**

Officer: Philippa Staddon

Certificate of Lawfulness under Section 192 for alterations to roof space to form habitable accommodation including two side dormers.

BURLAWN, HEATH LANE, FARNHAM, GU9 0PR

**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.**

### **TM/2019/0188 Farnham Hale and Heath End**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT TO TREE PRESERVATION ORDER 33/99

6 FAIRVIEW GARDENS FARNHAM GU9 0NG

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

## **Farnham Firgrove**

### **WA/2019/1775 Farnham Firgrove**

Officer: Mr Chris Turner

Erection of extensions and alterations following demolition of existing conservatory.

3 LONGLEY ROAD, FARNHAM GU9 8LZ

**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/2019/1796 Farnham Firgrove**

Officer: Carl Housden

Erection of extension and alterations together with alterations to existing garage to form habitable accommodation.

3 YORK ROAD, FARNHAM GU9 8JX

**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/2019/1740 Farnham Firgrove**

Officer: Louise Fuller

Erection of extensions and alterations including provision of habitable accommodation at first floor.

4 UPPER WAY, FARNHAM GU9 8RQ

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

**Farnham Moor Park**

**DW/2019/0023 Farnham Moor Park**

Officer: Louise Fuller

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.386m, for which the height would be 3.671m, and for which the height of the eaves would be 2.849m.

5 WINTON ROAD, FARNHAM GU9 9QW

**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 neighbour's amenity.**

**Farnham Shortheath and Boundstone**

**WA/2019/1817 Farnham Shortheath and Boundstone**

Officer: Louise Fuller

Certificate of Lawfulness under Section 192 erection of extension and alterations.

50 BALDREYS, FARNHAM GU9 8RH

**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 materials be in keeping with existing.**

**WA/2019/1776 Farnham Shortheath and Boundstone**

Officer: Louise Fuller

Erection of extension and alterations following demolition of existing conservatory.

21 GORSE LANE, WRECCLESHAM GU10 4SD

**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 neighbour's amenity.**

**WA/2019/1748 Farnham Shortheath and Boundstone**

Officer: Louise Fuller

Erection of extension and alterations.

25 SHORTHEATH ROAD, FARNHAM GU9 8SN

**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 neighbour's amenity.**

## **Farnham Upper Hale**

### **WA/2019/1749 Farnham Upper Hale**

Officer: Philippa Staddon

Alterations to roof space including dormer to provide additional habitable accommodation.  
4 WINGS ROAD, FARNHAM GU9 0HW

**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 neighbour's amenity.**

## **Farnham Wrecclesham and Rowledge**

### **WA/2019/1811 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

Erection of extension and alterations including demolition of existing detached garage.  
6 COLESON HILL ROAD, WRECCLESHAM GU10 4QQ

**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, no negative impact on the neighbours' amenity and sufficient parking being available within the boundary of the property. The area is congested with insufficient parking and vehicles causing obstruction on pavements.**

### **TM/2019/0191 Farnham Wrecclesham and Rowledge**

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 12/99  
LAND ADJACENT TO 22 CLARE MEAD, FARNHAM GU10 4BJ

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

### **TM/2019/0184 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 19/99  
5 PEAR TREE LANE FARNHAM GU10 4DW

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

## **5. Appeals**

PROPOSAL: Erection of a dwelling with access from Burnt Hill Way.

SITE ADDRESS: Land To Rear Of Talbot Lodge 24, Burnt Hill Road, Wrecclesham

WAVERLEY REFERENCE: WA/2019/2161

PLANNING INSPECTORATE REFERENCE: APP/R3650/W/19/3239117

PLANNING INSPECTORATE APPEAL START DATE: 12<sup>th</sup> November 2019

APPLICANT: Mr and Mrs Paul and Shirley Cripps

**Farnham Town Council strongly objects to the erection of a dwelling at land to the rear of Talbot Lodge, 24 Burnt Hill Road. The access from Burnt Hill Way is unsuitable being a single track bridleway and is not in line with the Farnham Design Statement or Farnham Neighbourhood Plan FNPI and FNP8, is out of keeping in pattern and density for the semi-rural location and would have a negative impact on the neighbours' amenity.**

**6. Date of next meeting**

9<sup>th</sup> December 2019.

The meeting ended at 11.30 am

Notes written by Jenny de Quervain

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# FARNHAM TOWN COUNCIL

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## Notes

### Planning & Licensing Consultative Working Group

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#### **Time and date**

9.30 am on Monday 9th December, 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 Michaela Martin  
Councillor John Neale

Officers: Jenny de Quervain

#### **1. Apologies for Absence**

Apologies were received from Councillor Hesse.

#### **2. Disclosure of Interests**

Councillor Martin declared a non pecuniary interest in knowing the owner of the property in application WA/2019/1849.

#### **3. Applications for larger developments**

Defer to 23/12/19

##### **WA/2019/1905 Farnham Weybourne and Badshot Lea**

Officer: Rachel Kellas

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

LAND AT LOWER WEYBOURNE LANE FARNHAM

#### 4. Applications Considered

##### **Farnham Bourne**

###### **WA/2019/1215 Farnham Bourne**

Officer: Carl Housden

Erection of a dwelling and detached garage (as amended by plans received 22/11/2019).  
(Amended description)

LAND AT 8 KILN LANE, LOWER BOURNE

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

###### **WA/2019/1832 Farnham Bourne**

Officer: Carl Housden

Erection of extension and alterations following demolition of existing conservatory.

2 VICARAGE CLOSE, FARNHAM GU9 8EU

**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.**

###### **WA/2019/1834 Farnham Bourne**

Officer: Mr Chris Turner

Erection of extensions and alterations.

55 FRENHAM ROAD, LOWER BOURNE GU10 3QE

**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.**

###### **CA/2019/0179 Farnham Bourne**

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES

8 GREENHILL ROAD, FARNHAM GU9 8JW

**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, replacement required.**

###### **CA/2019/0183 Farnham Bourne**

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREE

1 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity especially in the Great Austins Conservation Area covered by Farnham Neighbourhood Plan Policy FNP5. The method of tree maintenance was questioned, is pollarding appropriate for a Sweet Chestnut?**

###### **TM/2019/0203 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 04/12



LATIMER HOUSE, FORD LANE FARNHAM GU10 4SF

**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, replacement required.**

### **Farnham Castle**

Deferred from 25/11/19

#### **NMA/2019/0165 Farnham Castle**

Officer: Amy Willson

New entrance door for flats 7-12 to replace the existing window pane at front, in addition to a change of Bin collection strategy with bins collected/dropped in/from a new location during collection time by managing company.

2 – 3 THE BOROUGH, FARNHAM GU9 7NA

**Farnham Town Council questions the changes to the original bins storage and waste collection. Rubbish bins, recycling bins and food waste bins would require a large amount of storage space to service 12 residential flats. At no point must the bins obstruct the pavement. Farnham Town Council has no objections subject to the new entrance door to the front of the building being confirmed compliant, especially the materials and colour, with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNP2, FCAMP and Shopfront Design Guide supplementary planning guides.**

#### **CA/2019/0177 Farnham Castle**

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES

THE RECTORY, UPPER CHURCH LANE FARNHAM GU9 7PW

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan Policy FNP2. As removal is necessary, replacement with Lime trees is acceptable.**

#### **WA/2019/1878 Farnham Castle**

Officer: Liz Amott

Erection of extensions and alterations.

187 THE CHANTRY, FARNHAM GU9 7AH

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

#### **WA/2019/1857 Farnham Castle**

Officer: Louise Fuller

Use of public highway to place external tables and chairs and A boards in association with adjacent public house.

THE WHEATSHEAF, 19 WEST STREET, FARNHAM GU9 7DR

**Farnham Town Council requests the use of the public highway be allocated through a pavement licence from Surrey County Council and not through the planning process. A minimum of 1.2m needs to be available beyond the obstruction to the kerb. To reduce public nuisance, use of outdoor furniture should be time limited in the evening and drinks should be supplied in non-breakable vessels to prevent**

breakages on the pavement.

**WA/2019/1903 Farnham Castle**

Officer: Philippa Staddon

Erection of structure adjacent to mobile home at Potts Farm.

MOBILE HOME, POTTS FARM, RUNWICK LANE, RUNWICK

**Farnham Town Council objects to retrospective planning applications. A permanent structure is inappropriate development in this location.**

**Farnham Firgrove**

**WA/2019/1867 Farnham Firgrove**

Officer: Olivia Gorham

Erection of two storey extension and alterations.

36 EDWARD ROAD, FARNHAM GU9 8NP

**Farnham Town Council objects to the erection of the two storey extension not being compliant with the Residential Extensions SPD, the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 in bulk and size and scale and having a negative impact on the neighbours' amenity.**

**WA/2019/1898 Farnham Firgrove**

Officer: Mr Chris Turner

Erection of extensions and alterations and creation of new vehicular access.

37 SHEEPHOUSE, FARNHAM, GU9 8LR

**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 neighbour's amenity.**

**WA/2019/1869 Farnham Firgrove**

Officer: Louise Fuller

Erection of extension and alterations following demolition of existing extension (revision of WA/2019/0679).

7 ST GEORGES ROAD, FARNHAM GU9 8NA

**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.**

**Farnham Hale and Heath End**

**WA/2019/1831 Farnham Hale and Heath End**

Officer: Philippa Staddon

Erection of extension and alterations.

THE FOUR SEASONS, ROWHILLS, FARNHAM GU9 9AU

**Farnham Town Council objects to retrospective planning applications. The cumulative effect of the extensions could be viewed as overdevelopment.**

**WA/2019/1881 Farnham Hale and Heath End**

Officer: Liz Amott

Erection of extension and alterations.

1 ELM CRESCENT FARNHAM GU9 0QW

**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 no negative impact on the neighbour's amenity.**

**WA/2019/1868 Farnham Hale and Heath End**

Officer: Louise Fuller

Certificate of Lawfulness under Section 192 for alterations to existing hardstanding.

35 FARNBOROUGH ROAD, FARNHAM GU9 9AQ

**Farnham Town Council has no objections subject to sufficient parking being available within the boundary of the property, no part of the verge or pavement is obstructed by vehicles and vehicles access the A-road in forward gear only.**

**WA/2019/1897 Farnham Hale and Heath End**

Officer: Liz Amott

Erection of an extension.

8D BROOKLANDS CLOSE, FARNHAM GU9 9BT

**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.**

**Farnham Moor Park**

**WA/2019/1849 Farnham Moor Park**

Officer: Ruth Dovey

Application under Regulation 3 of the Town and Country Planning General Regulations 1992 for Change of Use of land from D2 to D1 to convert community space into nursery and erection of bin stores and associated works.

COMMUNITY CENTRE, HADRIANS, FARNHAM

**Farnham Town Council objects to the community space having insufficient parking to serve staff and families of the proposed nursery. The parking indicated on the plan is residential parking for the adjacent housing and cannot be reallocated without having a negative impact on the residents' amenity and add to inappropriate on street parking.**

Cllr Martin declared a non-pecuniary interest in knowing the applicant and did not participate.

**WA/2019/1854 Farnham Moor Park**

Officer: Carl Housden

Change of use from office (Use Class B1) to 2 flats (Use Class C3) with alterations to elevations.

74 - 84 EAST STREET, FARNHAM

**Farnham Town Council has no objections subject to the change of use to residential being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and sufficient parking provision within the curtilage.**

**Farnham Shortheath and Boundstone**

**WA/2019/1880 Farnham Shortheath and Boundstone**

Officer: Louise Fuller

Erection of a garage and store with hobby room above and associated works.

LYNBANK, SUNNYDELL LANE, WRECCLESHAM GU10 4RB

**Farnham Town Council has no objections subject to the garage and store being confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, no negative impact on the neighbour's amenity and being conditioned ancillary to the dwelling.**

**TM/2019/0195 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREES SUBJECT TO TREE PRESERVATION ORDER 02/17  
PEAR TREE COTTAGE, 45 SHORTHEATH ROAD FARNHAM GU9 8SH

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If removal is necessary, replacements required.**

**TM/2019/0198 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 04/99  
5 LONGHOPE DRIVE, FARNHAM GU10 4SN

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

**TM/2019/0196 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE  
PRESERVATION ORDER 14/00

2 SANDROCK HILL ROAD, FARNHAM GU10 4NS

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

**WA/2019/1874 Farnham Shortheath and Boundstone**

Officer: Philippa Staddon

Erection of extension and alterations following demolition of existing conservatory.

RAMSFORD HOUSE, 54 SHORTHEATH ROAD FARNHAM GU9 8SQ

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

**WA/2019/1882 Farnham Shortheath and Boundstone**

Officer: Liz Amott

Erection of extension and alterations.

108 GREENFIELD ROAD, FARNHAM GU9 8TQ

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

**Farnham Upper Hale**

**WA/2019/1866 Farnham Upper Hale**

Officer: Louise Fuller

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

14 FOLLY LANE NORTH, FARNHAM GU9 0HX

**Farnham Town Council objects to the extensions and alterations to the bungalow to form a two storey dwelling and its negative impact on the neighbours' amenity, the light pollution from the extensive glazing and not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.**

### **Farnham Weybourne and Badshot Lea**

#### **WA/2019/1826 Farnham Weybourne and Badshot Lea**

Officer: Philippa Staddon

Certificate of Lawfulness under Section 191 for use of building and adjoining land for ancillary residential purposes incidental to Pondarosa.

PONDAROSA, 63A BADSHOT LEA ROAD, BADSHOT LEA GU9 9LP

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

### **Farnham Weybourne and Badshot Lea**

Deferred to 23/12/19

#### **WA/2019/1865 Farnham Weybourne and Badshot Lea**

Officer: Mr Chris Turner

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

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

#### **WA/2019/1883 Farnham Weybourne and Badshot Lea**

Officer: Philippa Staddon

Erection of extensions and alterations following demolition of existing garage.

11 ST DAVIDS CLOSE, FARNHAM GU9 9DR

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

### **Farnham Wrecclesham and Rowledge**

#### **WA/2019/1818 Farnham Wrecclesham and Rowledge**

Officer: Daniel Holmes

Application under Section 73A to vary Condition 2 of WA/2018/0185 (restricts use to a holiday let) to allow letting for up to 2 years at a time.

ANNEXE, HILLSIDE FARMHOUSE, SUMMERFIELD LANE, FRENHAM

**Farnham Town Council objects to the varying of Condition 2, the condition was to limit the use of the annexe to short term lets promoting tourism in the area under Farnham Neighbourhood Plan policy FNP20.**

#### **WA/2019/1836 Farnham Wrecclesham and Rowledge**

Officer: Philippa Staddon

Erection of extension.

3 GARDENIA DRIVE, WRECCLESHAM GU10 4BL

**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.**

#### **PC/2019/0030 Farnham Wrecclesham and Rowledge**

Officer: Philippa Staddon

Consultation from a neighbouring authority for single storey extension to front and side.

THE OAST HOUSE, HOLT POUND LANE, FARNHAM GU10 4JY

**Farnham Town Council has no objections.**

**TM/2019/0197 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE 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**

**WA/2018/1912 Plot 1, Springfield, 30 Frensham Vale, Lower Bourne**

Erection of dwelling with associated parking (as amplified by information received 30/05/2019)

PINS Reference: APP/R3650/W/19/3240797

Applicant: Mr And Mrs C Abraham

**Farnham Town Council maintains its strong objections to the erection of a dwelling known as Plot 1 not being compliant with the Farnham Design Statement and Neighbourhood Plan Policy FNPI a), d), e), f), g), FNPI0 and being outside the Built Up Area Boundary. The subdivision of larger plots is unacceptable as it has a detrimental impact on the characteristics of the semi-rural area. The front of the site is in flood zone 3.**

**WA/2019/0371 Land To The Rear Of 44 & 46 Little Green Lane, Farnham**

Erection of a dwelling with new access off Greenhill Close (revision of WA/2018/0238).

PINS Reference: APP/R3650/W/19/3240748

Applicant: Mr Stuart Coles

**Farnham Town Council maintains its objections to the erection of a new dwelling with access off Greenhill Close not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI a), d), e), g), the orientation is not in keeping with the street scene and is inappropriate garden development.**

**6. Licensing Applications**

Variation

The Slug and Lettuce, Stonegate Pub Co Ltd, 9-11 East Street, Farnham, GU9 7RX

**Farnham Town Council objects to the variation of the premise licence under objectives b), c), d). Extending the licensing hours will increase anti-social behaviour in area which is having a large amount of residential accommodation in the Brightwells and Woolmead developments to the north and east of the premise. The stated hours must be subject to a late-night levy to cover the cost of additional policing to mitigate crime and disorder and public nuisance and assist with public safety.**

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

**Farnham Moor Park**

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

Officer: Daniel Holmes

Consultation on a County Matter; Details of Five Year Aftercare Strategy pursuant to Condition 32 of planning permission ref: WA/2018/0016 dated 6 November 2018.

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD FARNHAM

**Farnham Town Council supports the restoration of Runfold South Quarry.**

**8. Footpaths and Rights of Way**

For information only.

Footpath 300 (Farnham) became operational on 19<sup>th</sup> November 2019.

**9. Waverley Borough Council Street Naming Applications**

SNN2058A: Land to south of Huxley House, 96 Lodge Hill Road, Lower Bourne GU10 3RJ  
Elsmore Ltd has proposed the name Ravenswood Grove.

**Farnham Town Council would suggest the name be reduced to Ravenswood. A large number of trees were felled to make way for the 3 dwelling thus removing the 'grove' nature of the site.**

**10. Date of next meeting**

23<sup>rd</sup> December 2019.

The meeting ended at 11.18 am

Notes written by Jenny de Quervain

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