



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 22nd October, 2020 at 6.30 pm

### Place

By Zoom:

<https://us02web.zoom.us/j/89714940600?pwd=ZXFtRmIPMzBvVWQlY3ZVckZlXNTQwQT09>.

Meeting ID: 897 1494 0600. Passcode: 528581.

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To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 22nd October, 2020, at 6.30 pm. The meeting will be held by Zoom.** 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 5pm on the day before the meeting.**

### **Recording of Council Meetings**

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

### **Questions by the Public**

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

**Members of the Public are welcome and have a right to attend this Meeting.**



# 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: 22 October 2020

Name of Councillor .....

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

\* Delete as appropriate



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### Prayers

Prior to the meeting prayers will be said by Revd David Uffindell.

A presentation will also be given by Louise Williams of Surrey Community Action Housing Partnership will give a presentation on the Homes4Farnham Community Led Housing initiative. Councillors and members of the public are welcome to attend.

### 1 Apologies

To receive apologies for absence.

### 2 Minutes

(Pages 7 - 14)

To sign as a correct record the minutes of the Farnham Town Council meeting held on 17<sup>th</sup> September 2020 at (Appendix A).

### 3 Disclosures of Interest

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

#### NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Beaman, Blishen, Cockburn, Dickson, Edmonds, Gray, Hesse, Macleod, Martin, Merryweather, Mirylees, Neale, and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to him being a councillor of Surrey County Council: Cllr Macleod.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.*

*Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

#### **4 Questions and Statements by the Public**

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

#### **5 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

#### **6 Questions by Members**

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

### **Part 1 - Items for Decisions**

#### **7 Working Group Notes (Pages 15 - 28)**

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

- |   |                   |
|---|-------------------|
| i) Community Enhancement held on 23 <sup>rd</sup> September 2020                | <b>Appendix B</b> |
| ii) Cemeteries and Appeals held on 24 <sup>th</sup> September 2020              | <b>Appendix C</b> |
| iii) Tourism and Events held on 7 <sup>th</sup> & 14 <sup>th</sup> October 2020 | <b>Appendix D</b> |
| iv) Strategy and Finance held on 13 <sup>th</sup> October 2020                  | <b>Appendix E</b> |

#### **8 Planning and Licensing Applications (Pages 29 - 50)**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 21<sup>st</sup> September, 5<sup>th</sup> October and 19<sup>th</sup> October 2020 at Appendices F, G, and H.

#### **9 External Auditor's Report 2019-20 (Pages 51 - 56)**

To receive the External Auditor's unqualified audit for 2019-20 at Appendix I.

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

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

#### **11 Reports from Other Councils**

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

#### **12 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies where they represent Farnham Town Council.

#### **13 Date of Next Meeting**

To note the date of the next meeting of Full Council on Thursday 10<sup>th</sup> December 2020 at 6.30pm.

#### **14 Exclusion of the Press and Public**

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

### **Item 3 - Confidential Items**

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

Council Membership:

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

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# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### **Time and date**

6.30 pm on Thursday 17th September, 2020

### **Place**

Held remotely via Zoom

### **Councillors**

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

### **Apologies for absence**

Michaela Gray

### **Officers Presents:**

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

There were 3 members of the public and 1 member of the press in attendance.

Prior to the meeting, prayers were led by Revd Alan Crawley, Parish of Badshot Lea with Hale.

### **C67/20 Apologies**

Apologies were received from Councillor Michaela Gray.

**C68/20 Disclosures of Interest**

In addition to the standard declarations by dual or triple hatted Councillors, Cllr Merryweather for agenda item 7ii as the relevant Portfolio holder at Waverley Borough Council for property matters and the transfer of Gostrey Meadow.

**C69/20 Minutes**

The Minutes of the Farnham Town Council meeting held on 30<sup>th</sup> July 2020 at Appendix A were agreed to be signed by the Mayor as a correct record.

**C70/20 Questions and Statements by the Public**

Tim Stanley a resident of Farnham spoke about the congestion of traffic travelling from north to south through Farnham and expressed concern that there had been a prioritisation of the traffic flow travelling west to east over the traffic travelling north to south. Mr Stanley commented that this had led to the congestion of traffic and pollution in the town centre particularly on Castle Street and asked Councillors if there were plans in place to alleviate this problem.

The Mayor responded that although FTC was not the highways authority as Surrey County Council was responsible for the roads, FTC took a very keen interest in the road and traffic situation.

Cllr Neale added that the Farnham Infrastructure Programme (FIP) was responding to this issue and had with the newly updated CCTV traffic counting system started to gather more data on what traffic was going where. Cllr Neale confirmed that once the data had been reviewed then recommendations would be made for potential solutions to alleviate traffic issues in the town centre and surrounding areas. Cllr Neale encouraged Mr Stanley to be involved in the forthcoming public consultation through the FIP's Local Liaison Forum (LLF).

**C71/20 Town Mayor's Announcements**

The Mayor said that times were very unusual and that the Mayor's programme was nothing like normal. She had attended the VJ Day commemoration event at the Gostrey Meadow War Memorial supporting the Royal British Legion.

The Mayor reported that Dennis Pratt had sadly passed away. He was one of the first to receive the Services to Farnham Award for his contribution to the town and she had sent a card of condolence to the family on behalf of FTC.

The Mayor commented that the Coronavirus Coordination Group, was now renamed as Farnham Connects and would continue to meet fortnightly. All involved agreed meeting regularly had been valuable.

The Mayor congratulated FTC on the South and South East in Bloom Awards and thanked all the staff, volunteers, councillors and everyone involved in Farnham in Bloom for their huge effort and support.



C72/20 **Questions by Members**

None were received.

C73/20 **Tourism & Events Working Group**

Cllr Earwaker introduced the notes of the Tourism and Events Working Group held on 2<sup>nd</sup> September at Appendix B and updated Council on actions taken since the last meeting.

Cllr Earwaker commented that the World Craft Town film was available to view on the Craft Town website and YouTube and that a second 8 page Craft Month supplement would be in the Farnham Herald to support the event.

Cllr Earwaker reported that the Food Festival was cancelled due to COVID19 social distancing safeguards and that the Working Group would meet again on 7<sup>th</sup> October to discuss the plans for the Christmas Lights Switch-On and Christmas Market events. Planning was in progress for the Halloween trail which would include businesses and retailers in Farnham during October half term.

The notes were agreed.

C74/20 **Strategy & Finance Working Group**

Cllr Neale introduced the notes of the Strategy & Finance Working Group held on 8<sup>th</sup> September at Appendix C.

Cllr Neale advised Council that the budgets for the first half of the financial year would be reviewed at the next Strategy & Finance meeting in October noting that the financial situation was still very uncertain. It was noted that Waverley still intended to pass on some of the Government Grant received to Town and Parish Councils towards costs and losses incurred as a result of Coronavirus.

The Town Clerk confirmed the receipt of grant funding of some £16,000 from DEFRA administered by WBC for the Hardship Fund.

Cllr Neale reported to Council the Working Group recommendation to adopt the Local Government's Pay Agreement 2020-21 for council employees. The amount of 2.75% with one additional day's leave for those with less than five year's service was effective from 1<sup>st</sup> April.

**It was resolved *nem con* with one abstension that:  
FTC adopt the Local Government Services' Pay Agreement 2020-21.**

C75/20 **Financial Regulations Review**

Cllr Neale introduced the report on the Financial Regulations Review at Annex I to Appendix C outlining the proposed changes to the Financial Regulations which had been revised to follow the NALC National Model. He set out the adjustments made to the financial thresholds and the recommended changes proposed by Strategy & Finance including the retention of occasional cash funds (rather than always banking intact) to top up petty cash as needed.

**It was RESOLVED *unanimously* that:  
FTC adopt the Revised Financial Regulations.**

## C76/20 **Infrastructure Planning Group**

Cllr Neale introduced the notes from the Infrastructure Planning Group held on 28<sup>th</sup> August.

### I) Planning Consultation

Cllr Neale confirmed that the response to the consultation on the changes to the planning system would be submitted by the 1<sup>st</sup> October. In addition to the response a supplementary paper would be sent to the Secretary of State and to Jeremy Hunt MP to reinforce Farnham's response.

Cllr Cockburn commented that although there were two consultations, they were intricately combined with both having an impact on the number of new houses in Farnham.

### II) Farnham Infrastructure Programme

Cllr Neale confirmed that the Farnham Infrastructure Programme (FIP) would be meeting on Friday to agree the new version of the vision consultation document that was being produced for the community and advised that the Local Liaison Forum (LLF) would be holding a series of meetings to engage the local community.

Cllr Cockburn commented on the merits of using an online survey to encourage wider participation. The Town Clerk confirmed that there were plans for an online feedback survey on the FIP Vision document.

## C77/20 **Recovery Task Group**

Cllr Neale confirmed that following the meeting of the Recovery Task Group on 9<sup>th</sup> September with Surrey CC (SCC) officers and Councillors, the pavement widening scheme barriers had been removed. There was therefore no need for FTC to vote on the original recommendation from Strategy & Finance. Councillors confirmed the difference the removal of the barriers had made and it was **AGREED that FTC welcomes the improvements made.**

Cllr Neale updated Council on progress made to reduce HGVs travelling through the centre of Farnham. He noted that SCC had commissioned Atkins to carry out further analysis of traffic in Farnham using the newly installed updated CCTV cameras and Automatic Number Plate Recognition (ANPR) where possible.

## C78/20 **Community Infrastructure Projects Task Group**

Cllr Neale introduced the notes from the Community Infrastructure Projects Task Group held on 1<sup>st</sup> September 2020. It had been recommended to request that WBC held an additional Strategic CIL application process in early 2021, however it had since been confirmed that the current application process had been extended until January 2021.

## C79/20 **Reports from other Task Groups**

The notes from the HR Panel that met on 14<sup>th</sup> August, the Wellbeing Task Group that met on 2<sup>nd</sup> September and the Younger People Task Group that met on 4<sup>th</sup> September 2020 were agreed.

It was also noted that the Farnham Conservation Area Management Plan Group (FCAMP) had met on 27<sup>th</sup> August 2020 and that Cllr Cockburn had circulated an informative note on the background to FCAMP and its projects

**Contract and Assets Update**

Cllr Neale introduced the notes from the Contract and Assets update which included:

- I) Gostrey Meadow electrical works which had to be adjusted

Cllr Edmonds asked why the amount for the works had increased to £16,000 from the £8,000 discussed at Strategy & Finance Working Group. The Town Clerk advised that the Strategy & Finance figure was an estimate and the increase was due to the complexity of the work based on the location of the underground cables and the subsequent quotations received.

Cllr Hesse questioned spending money to improve drainage work if the toilets would be moved in the next couple of years. Cllr Neale confirmed that there was no intention to move the toilets.

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

**FTC agree to the installation of the brick built cupboard for the electrical supply to Gostrey Meadow and remedial works to the toilet waste pipe up to the cost of up to £16,000.**

- II) Gas supply to the Depot

Cllr Neale confirmed that the installation of a gas supply at the Depot would enable the CNG gas powered vehicles to be refuelled more speedily at the Depot than at the FTC offices.

- III) Council Chamber redecoration

Cllr Neale praised the work of the decorators and that the chamber redecoration was nearly complete.

The Town Clerk confirmed that the proposal to upgrade the Chamber audio equipment did not include the replacement of the table microphones.

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

**the obsolete audio equipment be replaced at a cost of £6,930 (with costs met from Council Chamber ear marked reserve) to support the best audio experience for members and visitors to the Chamber.**

- IV) CCTV

Cllr Neale commented that following the installation on the new CCTV cameras the main server would need to be updated to maintain the data connection with the analytic server and that the future Section 106 money earmarked from the Brightwells scheme would be used for this.

The Town Clerk confirmed that he had clarified with Waverley Borough Council that the money from the S106 agreement could be spent on the server upgrade ahead of receiving the money.

Cllr MacLeod commented that the CCTV system would also be effective in counting the footfall in the town.

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

**FTC replace and install a new server for the CCTV cameras with the costs to be met from the future Section 106 allocation.**

V) Additional items

It was confirmed that the Gostrey Meadow play area would be discussed at the next Contracts and Assets Task Group meeting.

It was confirmed that the Citroen Berlingo had outlived its use and, as it had already been replaced, should be disposed of with an estimated value of £650.

**It was RESOLVED *nem con* that:  
FTC dispose of the Citroen Berlingo.**

C81/20 **Consultations**

CLlr Neal introduced the notes to the discussion on the WBC Street Trading Review. It was agreed that the FTC response should request that Waverley Borough Council (WBC) waive the fee for Community or 'not for profit' events.

CLlr Cockburn commented that the response would need to be robust.

**It was RESOLVED *nem con with 1 abstention* that:  
FTC respond as set out in the Strategy and Finance notes.**

The Town Clerk informed Council that he had received formal notification that says that the WBC Locality Office would not be reopening to the public in the FTC offices and would continue with the remote delivery that had been in place since the start of COVID19. The booked appointments previously held at the FTC offices would be relocated to the Memorial Hall.

CLlr Cockburn commented that the Memorial Hall was not accessible to the people who would need to access it.

The Town Clerk confirmed that FTC was working towards re-opening the council offices to the public on 28<sup>th</sup> September.

C82/20 **Planning and Licensing Applications**

CLlr Edmonds introduced the notes of the Planning and Licensing Consultative Group meetings held on: 10<sup>th</sup> August, 24<sup>th</sup> August and 7<sup>th</sup> September 2020, appendices D, E, F to the agenda.

CLlr Edmonds reported that FTC was always recommending that hours be restricted on developments for the amenity of neighbours.

C83/20 **Actions taken under the Scheme of Delegation**

The Town Clerk commented that all matters had been raised in earlier agenda items.

C84/20 **Reports from Other Councils**

- I) CLlr MacLeod commented on the progress of SCC's single unitary proposal. SCC had announced an extraordinary meeting of Council on 29<sup>th</sup> September but had changed this meeting to a briefing since it was mooted that the Government might delay the publication of the White Paper.
- II) CLlr Ward commented on three priorities WBC was focused on:

- Covid19 – WBC was pressing for increased testing availability for care homes and vulnerable residents.
- Planning – WBC was preparing its response to the Planning Consultations focussed on the increased number of housing and suggesting penalizing developers who did not develop land which had planning approval.
- Unitaries – WBC and the other Surrey districts were firmly against SCC's proposal for a single unitary authority and had jointly commissioned KPMG, to prepare a response to the Government's White Paper.

**C85/20 Reports from Outside Bodies**

- I) The Mayor had attended the Management meetings for both the Farnham Maltings and The Hale Community Centre.
- II) Cllr Cockburn had attended the Farnham Sports Council Zoom meeting and commented that although clubs had lost members the facilities were being kept afloat through being Covid secure. There was discussion about holding an awards evening in recognition of the hard work by members to keep the clubs and facilities active.
- III) Cllr MacLeod commented that 40 Degreez was struggling with no revenue and cancelled events. The Town Clerk confirmed that a special grant application could be taken to Strategy & Finance if required

**C86/20 Date of Next Meeting**

The date of the next meeting was agreed as Thursday 22<sup>nd</sup> October at 6.30pm.

The Mayor closed the meeting at 8.20 pm

Chairman

Date

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## FARNHAM TOWN COUNCIL

# B

## Notes

### Community Enhancement Working Group

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#### Time and date

9.30 am on Wednesday 23rd September, 2020

#### Place

Held remotely on Zoom

#### Attendees:

Members: Councillors Sally Dickson (Lead Member), Paula Dunsmore, Alan Earwaker and George Hesse

Officers: Iain McCready (Business and Facilities Manager) and Stacey Wills (Community Enhancement and Projects Officer)

#### 1. Election of chair for meeting

POINTS	ACTION
In the absence of the Lead Member Cllr Hesse was elected to chair the meeting.	

#### 2. Apologies For Absence

POINTS	ACTION
Apologies were received from the Town Clerk and Cllr Pat Evans. Cllr Dickson apologized that she would come late.	

#### 3. Disclosure of Interest

POINTS	ACTION
None were received.	

#### 4. Notes of the last meeting

POINTS	ACTION
The notes of the previous meeting were agreed.	

## 5. Farnham In Bloom

POINTS	ACTION
<p>1. Farnham Town Council officers reported to the group that several planned events had to be cancelled due to the current COVID -19 situation.</p>	<p>Officers to progress Community</p>
<p>2. The idea of Schools and individuals taking part in a competition to design a 2021 carpet bed in Gostrey Meadow was agreed under the theme of “Community”.</p>	
<p>3. Schools will also receive some spring bulbs to plant.</p>	
<p>4. Iain McCready outlined plans for the change over from summer bedding to winter. This will be done over several weeks and will include planting some perennial plants to add in height and texture to the planters.</p>	
<p>5. The Working Group welcomed the South and South East in Bloom results to the members, with 4 golds and a Silver Gilt for West Street Cemetery. A visit will be arranged to Gold winning Reigate Cemetery to see how West Street Cemetery can be improved for next year.</p>	<p>Enhancement Officer to arrange</p>
<p>6. Plans to improve the community gardens at 40 Degreez and Battings Garden were discussed. Cllr Earwaker said that he would be happy to help with Battings as this is in his ward.</p>	
<p>7. Members discussed the focus for Farnham in Bloom for 2021 considering the current restrictions on events. Cllr Dunsmore suggested that the focus should be on small community gardens possibly in each ward which the residents can get involved in.</p>	<p>Officers to prepare designs for the next meeting</p>
<p>8. Cllr Hesse suggested information signs like those in Bishop’s Meadow be put up in greenspaces. These signs could highlight wildlife and things to see. It was also noted that the signs in Gostrey Meadow need changing to reflect that FTC now own it. Cllr Hesse proposed that the bench at Gostrey Meadow needs to go back to the UCA.</p>	
<p>9. Cllr Dunsmore noted that a strategy was needed for FTC green spaces to allow a focus and direction on the work to be undertaken. The Business and Facilities Manager suggested that a Green Flag management plan (national standard for parks) be prepared. It was agreed to start on a plan for Gostrey Meadow and for members to review this first draft at the next meeting, then be used as a template for the other spaces.</p>	<p>Officers to feedback first draft of the Gostrey Meadow Green Flag Management plan.</p>

**Cllr Dickson arrives**



## 6. Finance

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The Business and Facilities Manager made the members aware of the reduction in sponsorship budget. This was due to many businesses either being closed for long periods of time or not committing to sponsorship due to result of the pandemic.</li> <li>2. Officers noted that there may be potential additional sponsorship opportunities for the planters. Cllr Hesse suggested that the estate agents could put signs on the planters instead of placing them on historic buildings.</li> <li>3. When discussing future budgets, Cllr Hesse said that he and Cllr Beaman had been talking to Waverley Borough Council about purchasing a Glutton machine to help with street cleaning. The Business and Facilities Manager informed the group that Farnham Town Council had in the past shown an interest in taking on the Barrow-man role within the Town Centre, but nothing had been decided. Members agreed this should be reviewed.</li> </ol>	<p>Councillors noted the current financial position.</p> <p>Officers to contact WBC to confirm current position</p>

## 7. Allotments

POINTS	ACTION
Members received an update on Farnham Allotments waiting list numbers and vacant plots. GPS mapping of the sites has taken place and, in the winter, improvements to water taps and some tree pruning will take place.	Members noted the progress of the Allotments work.

## 8. Famous Names

POINTS	ACTION
Members received an update on the two outstanding famous names which had not taken place due to restrictions and considered a further nomination. It was agreed that a tree and a plaque should be placed in West Street Cemetery for one of the nominations. It was also noted that a plaque for Russ Mantle the cyclist should be arranged for this year.	Community Enhancement Officer to arrange the plaque for Russ Mantle and tree planting for latest nomination.

## 9. Bush Hotel Bins

POINTS	ACTION
Members noted the progress and completion of the project.	

## 10. Street Furniture

POINTS	ACTION
<ol style="list-style-type: none"> <li>1. The Working Group were informed that new bins were required for new areas of open space and agreed the purchase of 4 x covered bins (1 for Halifax garden, 1 Batting's Garden and 2 x Gostrey Meadow).</li> <li>2. No outstanding graffiti issues after an increase during the summer.</li> <li>3. Members discussed the broken metal barriers around town and</li> </ol>	Officers to purchase and install 4 covered bins in line with current design.

officers noted that they had moved the banners from the temporary barriers to the permanent barriers.	
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## 11. Bourne Conservation Group Report

POINTS	ACTION
The Working Group welcomed the BCG annual report and noted the excellent progress.	

## 12. Date of the next meeting

POINTS	ACTION
It was noted that the next scheduled meeting date fell on Armistice Day. The Working Group have asked for the date to be changed if possible.	Alternative date to be sought.

The meeting ended at 11.30 am

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



# FARNHAM TOWN COUNCIL



## Notes Cemeteries and Appeals Working Group

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### Time and date

9.30 am on Thursday 24th September, 2020

### Place

Held remotely by Zoom

### Attendees:

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

Officers: Iain McCready, Iain Lynch, Adrienne Owen

### 1. Apologies for Absence

POINTS	ACTION
Apologies were received from Cllr Evans (ex officio).	

### 2. Declarations of Interest

POINTS	ACTION
None received.	

### 3. Notes of the previous meeting.

POINTS	ACTION
The notes of the meeting held on the 11 <sup>th</sup> June 2020 were agreed.	

### 4. Cemetery Regulations

POINTS	ACTION
The Working Group noted the progress the Officers have made implementing the current regulations	

## 5. Maintenance and Interments within the Cemeteries

POINTS	ACTION
<p>The Working Group were informed of the current grounds maintenance program and noted the hard work of the Outside Workforce in keeping the Cemeteries looking good throughout the year.</p> <p>Officers showed the Working Group two designs (wooden and metal) for the proposed perimeter fence situated between West Street Cemetery and the Allotment site. The Working group thought that the wooden fence would look better and agreed to progress.</p> <p>The Working Group noted that the interments for the year had been steady.</p> <p>Officers spoke to the Working Group about the fees for the memorial tablet in the Garden of Reflection. The Working Group asked for a review of Fees and Charges at the next Meeting.</p>	<p>Recommendation - Officers to progress the installation of a wooden fence at West Street Cemetery.</p> <p>Officers to prepare a financial report to be reviewed at the next scheduled meeting.</p>

## 6. Recent Appeals

POINTS	ACTION
<p>The Working Group discussed the appeal and were minded to refuse the application/appeal in view of the fact that the request had previously been made and turned down and that as circumstances had not changed there was no reason to change the Regulations or decision. However, the Working Group would offer the family the opportunity to make the appeal in person to the Working Group at the next meeting.</p>	<p>Cllr Cockburn to write to the family and explain the decision.</p>

## 7. Hale Chapels

POINTS	ACTION
<p>The Working Group discussed the future of the chapels after reviewing the report from Officers on the history of proposed works over the last few years. The Working Group noted the options considered :</p> <p>A series of options were pursued in conjunction with the Hale Chapels Trust (created by the Town Council with the Hale History Project and local community). These included:</p> <ol style="list-style-type: none"> <li>1) Conversion into residential. A scheme was prepared but the use was not permitted as within 400m of the Thames Basin Heath Special Protection Area.</li> <li>2) Conversion into a Hall that could be used by Hale School as extra classrooms. The School Governors decided this was not an option for them</li> <li>3) Conversion into workshops for the University for the Creative Arts. This would not work financially for them and the scheme did not proceed.</li> <li>4) Creation of a community hall. This scheme was progressed to the design and planning application stage and funding sought. The initial estimates (excluding the provision of services to the site) had been</li> </ol>	<p>Recommendation-</p>

<p>in the region of £300,000. However, when the detailed design was prepared the costs were in the region of £650,000 - £700,000. The costs are likely to have increased since then.</p> <p>A series of applications were made for funding to local trusts, landfill schemes and the Heritage Lottery but all were unsuccessful. The feedback on the two applications to the Heritage lottery was that the community and cost-benefit threshold was not met.</p> <p>The Working Group noted that huge efforts had been made to engage the local community over the past eight years and to find a solution to save the buildings but the original view of the Buildings Preservation Trust (in 2012) that the buildings are too far gone to save seems to be correct given the high costs needed.</p> <p>The Working Group discussed the final options noting that whilst the lower walls were sound the tops of the buildings were unsound which was why the unsightly fencing around the chapels had to be retained. There was a general view of the Working Group that the only solution was to demolish both buildings. Consideration was given to retaining part of the walls of the left chapel and creating a landscaped garden for the enjoyment of visitors.</p> <p>It was agreed to hold a discussion with John Ely, Geoff Wallis and other members of the Hale Chapels Trust on the way forward and invite designs for the area.</p>	
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## 8. Items for future meetings

POINTS	ACTION
Officers informed the Working Group that they had met with the Columbaria company and were waiting for drawings showing designs of Columbaria set adjacent to the Garden of Reflection in West Street Cemetery. Officers to present the quotation and drawings at the next meeting.	Officers to progress.

## 9. Date of the next meeting

POINTS	ACTION
The next scheduled meeting will be on the 19 <sup>th</sup> November 2020.	

The meeting ended at 11.30 am

Notes written by [Iain.McCready@farnham.gov.uk](mailto:Iain.McCready@farnham.gov.uk)

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# FARNHAM TOWN COUNCIL

# D

## Notes Tourism & Events Working Group

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### Time and date

9.30 am on Wednesday 7th October, 2020

### Place

Held remotely via Zoom

### Attendees:

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

Officers: Iain Lynch (Town Clerk) and Oliver Cluskey

### 1. Apologies

POINTS	ACTION
No apologies were received.	

### 2. Disclosures of Interests

POINTS	ACTION
None were made.	

### 3. Notes of the last meeting

POINTS	ACTION
The notes of the meeting held on 2 <sup>nd</sup> September 2020 were agreed.	

### 4. Waverley COVID checklist

POINTS	ACTION
Members discussed the COVID-19 check list for events in the Waverley area. Whilst cases were still low, there had been an increase in COVID-19 positive results spread over the Waverley area. Members understood the	

need for such a checklist but there were concerns that the local resilience forum's approach was more prescriptive than the national guidance. FTC had already shown it was able to run covid-secure events within the guidance. Members discussed the challenges of achieving all points laid out in the document especially regarding the activities in public streets and that these seemed to be in conflict with other activities happening in other council areas. However, it was agreed that every effort would be made to work within the guidelines.

## 5. Craft Month

POINTS	ACTION
<p>Members discussed the Craft Town Video which had a very positive response. Vignettes of the makers had been sent to members prior to the meeting. The Working Group agreed to support further film work in the future to create a video directory/youtube channel full of local makers.</p> <p>It was reported that the Mayor launched Craft month by sculpting one of the 'Making Matters' bricks in the Lion and Lamb Yard. A large number of bricks were to be sculpted by the public over October and would then form a sculpture wall in Farnham. A number of possible locations had been put forward.</p> <p>Members discussed the future development of World Craft Town and agreed to recommend a £10,000 annual budget.</p> <p>Members recorded thanks to Rebecca Skeels for her significant role in in Craft Town and the World Craft City application and that she should be commended for what she had achieved in shaping the programme.</p> <p>The Events manager informed members that Craft Town flags had initially been printed by the supplier in the wrong pantone colour but were being replaced by them.</p>	<p>Town Clerk to recommend £10,000 annual craft budget to Strategy and Finance.</p> <p>Events Manager to ask Maltings about a flag in the future.</p>

## 6. Business update

POINTS	ACTION
<p>The Events Manager informed members that a good rapport with many businesses had been re-established over recent months and that a new database for all retail outlets had been created. The final committee for the Business Improvement District proposal was still not finalised because of the pandemic and may take time to get the right representation.</p> <p>The removal of the crowd barriers in the Town centre were welcomed by the retailers and Cllr Martin reported a 'bustling' Saturday. The Town Clerk informed members that the date for the cone replacement with 'orcas' was still unknown.</p> <p>Members were informed that FTC had secured £39,000 from the European Regional Development Fund via the Government's 'Reopening High Streets Safely Fund' which was £6,000 more than originally proposed as other communities chose not to apply for the full allocation.</p>	



## 7. West Street Market

POINTS	ACTION
Members discussed the challenges faced with the local COVID-19 checklist in an open market situation and were informed that not all conditions could be met. However, all measures that could be implemented would be and the event would be in line with the Government checklist. The market operator, ACVR Events had informed the Events Manager that it was fully booked and a space for the Farnham Art and Design Education Group was being sought.	

## 8. Halloween Trail

POINTS	ACTION
Members were shown a promotional video and poster for the 'monster villain safari' trail which was to be held over October. The Events Manager also informed members that a Christmas trail had been booked at the same time for a discounted rate of £810 for both trails. Members noted sponsorship opportunities for such future events.	Events Manager to seek sponsorship for Christmas trail

## 9. Christmas events programme

POINTS	ACTION
<p>1) Christmas lights Members were informed that a laser show from the Castle (subject to CAA approval) would cost a minimum of £2,000 and after discussion it was agreed to go ahead with a maximum expenditure of £3,000. The Events manager was asked to find out the cost of purchasing with a view to using for late night shopping every Thursday.</p> <p><b>Notes from additional meeting held on 14<sup>th</sup> October 2020:</b> Councillors present: Cllrs Earwaker, Beaman, Neale, Evans, Mirylees. Town Clerk and Events Manager present. Apologies from Cllrs Martin and Blishen (joined after 10 minutes). After further investigation and discussion with laser hirers and Farnham Castle the Events Manager advised that the lasers may not have the impact desired and was too focused on one area. Members then discussed the alternative 'beacons of light' searchlight proposal and agreed to progress 7 searchlights spread across Farnham with a budget of £2000.</p>	Events Manager to confirm searchlights for 14th November 2020. Events Manager to find out cost of laser purchase.
<p>2) Christmas Market Concerns over running a covid-secure event based on the normal market with a high attendance was discussed. The importance of effective crowd management was agreed. It was agreed to organise a 'U-shaped' gift only market with an entrance at bottom of Castle Street, and a queuing system on the Borough. It was felt that there would be limited queue management possible if only Castle Street was closed. Members asked for a more detailed plan and set a new meeting on Wednesday 14<sup>th</sup> October 2020 to make a final decision.</p>	Events Manager to organise 'COVID' secure Christmas market

<p><b>Notes from additional meeting held on 14<sup>th</sup> October 2020:</b>  Members discussed the 'COVID secure' Christmas market plan which showed a maximum of 58 stalls in an enclosed market (bordered by barriers but with a retained two metre footway in Castle street on each side of the market to access shops and restaurants) with the entrance and exit at the bottom of Castle Street. Members were informed that a basic market with no entertainment, food or sponsorship could possibly break-even but would more likely leave a £3,000 subsidy with discounts for GU9/GU10 businesses as usual. Members discussed the Local Resilience forums discouragement of events and were warned that the road closure was still to be approved. Members to go ahead with the Christmas Market.</p> <p>3) Members welcomed the proposal for 24 small events/activities throughout Farnham in December and the proposal to create a Christmas brochure focussed on retail to promote shopping locally. It was noted there would be the opportunity for businesses to advertise in the brochure which may help offset the costs of the smaller events.</p> <p>Cllrs Neale and Mirylees left meeting.</p>	<p>Events Manager to organise 24 days of Christmas</p>
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## 10. 2021 events programme

POINTS	ACTION
<p>Music in the Vineyard:  Members were informed that the Events Manager had discussed holding the event at the Maltings with an 80 capacity. The Maltings would only charge for duty manager to be on site. It was noted that priority for the free tickets would be given to those isolated/most in need. Members agreed to proceed.</p> <p>Music in the Meadow:  Members agreed to proceed with booking Music in the Meadow.</p> <p>Walking Festival  Members were informed of the challenges of the last two years and discussed the merits of the event being independent of the Council or a key part of the events programme. Members agreed for the Events Manager and Town Clerk to meet with the original proposer of the Walking Festival Chris Shepherd before a decision would be made on the scale of the Council's future involvement.</p> <p>Young people's event  It was noted that the plans of other organisations to organise a summer event had not progressed because of the Covid-19 restrictions. Members agreed that with safeguarding requirements it would be preferable to support a community-led organiser with funding rather than the Town Council organising and managing future young people's event.</p>	<p>Events Manager to book 'Music in the Maltings' and 'Music in the Meadow'</p> <p>Events Manager to organise meeting with Chris Shepherd</p>

## 11. Date of next meeting

POINTS	ACTION
An additional meeting was planned for 9.30am on Wednesday 14 <sup>th</sup> October to discuss Christmas events.	
The date of the next scheduled meeting is Wednesday 4 <sup>th</sup> November 2020	

The meeting ended at 11.45 am

Notes written by [Oliver.Cluskey@farnham.gov.uk](mailto:Oliver.Cluskey@farnham.gov.uk)

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# FARNHAM TOWN COUNCIL

# E

## Notes Strategy & Finance Working Group

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### Time and date

9.30 am on Tuesday 13th October, 2020

### Place

Zoom Remote Meeting

### Attendees:

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

Officers: Iain McCready (Business and Facilities Manager), Iain Lynch (Town Clerk) and Clare Kennett (Governance & Community Engagement)

### 1. Apologies

POINTS	ACTION
No apologies were received.	

### 2. Declarations of interest

POINTS	ACTION
Cllr Merryweather declared an interest in agenda item 7.2 as a member of Waverley Borough Council with responsibility for agreeing CIL grants.  Cllr Attfield declared an interest in agenda item 9 as the owner of a neighbouring property to Tice's Meadow.	

### 3. Minutes of the last meeting

POINTS	ACTION
The notes from the meetings held on 8 <sup>th</sup> September were agreed.	

#### 4. Collective responsibility of Council and powers - NALC Legal Topic Note I

POINTS	ACTION
<p>Councillors noted NALC Legal Topic Note I, which outlines councils' powers to discharge their functions, with reference to point 4 and how a council cannot delegate the performance of its statutory and legal responsibilities to an individual councillor. The Town Clerk reminded councillors that Council can only make decisions collectively whether on policy, contractual or staffing matters. The Town Clerk reminded councillors that matters of a confidential nature must not be discussed in a public forum, including when meetings were held virtually and councillors were in attendance from home.</p>	

#### 5. Finance report

POINTS	ACTION
<p>The following financial reports as presented with the agenda were reviewed with attention drawn to the following matters:</p> <ul style="list-style-type: none"> <li>i) Bank reconciliation at 30<sup>th</sup> September 2020 – the bank reconciliation was reviewed and noted.</li> <li>ii) Income and expenditure report at 30<sup>th</sup> September 2020. The report showed budget impacts to income and expenditure as a result of Coronavirus during the financial year. Income was slightly down because of the loss of income generated at events and sponsorship. Expenditure was also down on a pro-rata level due to reduced expenditure on events. The Town Clerk went through the detail of the budget codes drawing attention to variations and responding to questions from councillors. Councillors agreed to changes that would lead to a revised budget. Key budget impacts were reported in the financial report prepared by the Town Clerk in Appendix F.</li> </ul> <p>The Town Clerk informed councillors that it was too early to understand what would happen to Council Tax collection rates for next year and the impact on FTC's budget. Waverley had seen a small reduction in monies collected but the real economic impacts had not yet happened. The potential Band D numbers that would apply next year were not yet available and Waverley had not had the opportunity to consider whether they would reduce the collection rate percentage multiple (currently 99%). The impact for FTC if the multiple was reduced was approximately 67p per Band D property for a 1% reduction. The income generated by a 1% increase in the precept would be £11,460.</p> <ul style="list-style-type: none"> <li>iii) Statement of investments at 30<sup>th</sup> September 2020. Members reviewed the statement of investments. The Town Clerk explained that investments are running at 0.01 to 0.03% and are budgeted income from interest was likely to reduce further over the next few years. Members noted that the CCLA Property Fund was holding up well with a yield of 87% on dividends. Members discussed the impact of potential negative interest rates and the Town Clerk commented that Council, in this scenario, could possibly look to bring projects forward in order to spend reserves. It was noted that other investment opportunities should</li> </ul>	

<p>be researched.</p> <p>iv) Outstanding aged debtors. Members reviewed the debtors list at 30<sup>th</sup> September 2020 and the Town Clerk provided explanations against the debtors over three months old and said none were of cause for concern currently. Some of the debtors relate to bookings for future events and FTC is in the process of cancelling invoices and issuing refunds. Two of the debtors related to sponsorship were being contacted to request payment and due process was being followed.</p> <p>v) Internal Auditor. The Working Group agreed to recommend to Full Council the re-appointment of Mr Paul Hartley as Internal Auditor for 2020/21. The tender process to appoint a new internal auditor for the next financial year would take place.</p> <p>vi) Grants update. Members noted the situation of Brightwells Gostrey Centre and agreed the release of the second phase grant payment. The Town Clerk reported that the meals on wheels service had continued, working with Waverley, and the centre was preparing for a new start following redundancies.</p> <p>vii) To review latest BACS and cheque payments. The Town Clerk thanked councillors for their support with processing payments remotely and reminded councillors that financial documents were available for inspection.</p> <p>viii) Any other financial matters to report: The Business and Facilities Manager informed councillors that FTC had won the contract to supply winter and spring bedding at the Lion and Lamb yard.</p>	<p><b>Recommendation to Council</b>  <b>It is recommended that Mr Paul Hartley be reappointed as Internal Auditor for 2020/21.</b></p>
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## 6. Conclusion of External Audit 2019/20

POINTS	ACTION
<p>Councillors welcomed the conclusion of the 2019/20 External Audit (Appendix G) which was unqualified.</p>	<p><b>It is recommended that Council welcomes the conclusion of the unqualified 2019/20 External Audit.</b></p>

## 7. Reports from Task Groups

POINTS	ACTION
<p>i) Infrastructure Planning Group</p> <p>a. The meetings held in September were noted.</p> <p>b. Planning consultations. Cllr Neale reported that a response to the government's Changes to the Current Planning System consultation had been submitted. Cllr Neale informed councillors that Cllr Cockburn was taking the lead on drafting a response to the Planning for the Future and Transparency and Competition consultations.</p>	<p>To circulate the list of invitees for LLF meetings and to receive nominations from councillors.</p>

c. Farnham Infrastructure Programme. Cllr Neale reported that a Farnham Infrastructure Programme leaflet, to promote the Local Liaison Forum (LLF) and resident survey, had been printed and would be distributed to GU9 and GU10 postcodes. A series of eight LLF meetings would take place until mid-January to inform key stakeholder groups, with the first meeting taking place on 21 October for residents' associations and The Farnham Society. Councillors agreed to provide the Governance and Community Engagement Manager with the details of groups who could be invited to the meeting. The current list would also be shared with councillors. Cllr Neale said that the programme of meetings would be circulated to councillors to inform them of the key programme dates. The LLF meeting information would be available on the website and promoted through other channels, including the media.

d. Dyas Yard. Cllr Neale informed councillors that a discussion regarding improvements to the yard had taken place with the manager of the store. This was in relation to wider discussions taking place with the Farnham Infrastructure Programme as outlined in Appendix J. The Working Group noted this proposal and drawing had not been discussed at any Council meeting and that individual councillors were not authorised to represent matters that Council had not decided collectively. The Mayor, speaking as the Chairman of Council, said that processes set out in Standing Orders must always be followed and that individual councillors should not work in isolation or give the impression they were representing the Town Council when they were not.

2. Community Infrastructure Projects Task Group. The notes of the meeting held on 6 October (Appendix K) were received. An extension until 31 January 2021 had been granted by Waverley. The Town Clerk said that the Task Group had recommended that an application should be progressed for funding for Gostrey Meadow, as projects previously discussed were on land owned by Waverley and timescales did not allow for detailed consultation. Councillors agreed to endorse the change of emphasis for CIL funding for Gostrey Meadow for recommendation to Full Council.

3. Assets Task Group. The notes of the meeting held on 16 September 2020 were received. No further update was required.

4. Wellbeing Task Group. No further update.

5. Younger People Task Group. Councillors agreed to defer the report from Surrey Clubs for Young People for discussion at the next meeting of the Younger People's Task Group.

6. HR Panel. The Town Clerk reported that the substantive post had been readvertised and the process was being managed by Trevor Leggo, SSALC.

**Recommendation to Council**  
**It is recommended that the CIL funding application be submitted for Gostrey Meadow.**



## 8. Strategy meeting

POINTS	ACTION
<p>The Town Clerk informed councillors that the next meeting would be held on 15 October 2020 and councillors would have the opportunity to debate the future direction of FTC for 2021/22. Cllr Neale advised that an additional agenda paper would be circulated.</p> <p>Cllr Merryweather left at 11.30</p>	

## 9. Assets of Community Value - Tice's Meadow

POINTS	ACTION
<p>The Working Group noted that the Tice's Meadow Bird Group has applied to Waverley for the Farnham Quarry nature conservation site to become an Asset of Community Value.</p> <p>Councillors welcomed the application and congratulated the Bird Group for their excellent conservation work but were concerned that Waverley Borough Council considered it was unnecessary to consult with Town and Parish Councils on such matters.</p> <p>Councillors noted the site had again been put up for sale by Hanson and agreed to encourage the landowner to work with the Bird Group.</p> <p>The Working Group reaffirmed Council policy to support the work of the group to maintain the site for full public enjoyment.</p>	<p><b>Recommendation to Council</b>  <b>Farnham Town Council:</b></p> <p><b>1) Welcomes the Asset of Community Value Designation for Tice's Meadow;</b>  <b>2) Congratulates the Tice's Meadow Bird Group for their excellent conservation work;</b>  <b>3) Encourages Hanson PLC to sustain the site of nature conservation and the work of the Tice's Meadow Bird Group; and</b>  <b>4) Supports the Tice's Meadow Bird Group in progressing any application to retain the site for public enjoyment.</b></p>

## 10. Contracts and assets update

POINTS	ACTION
<p>1) The Town Clerk updated councillors that the CCTV server would be in operation by next week and the new audio system in the Council Chamber would be completed that day. The old audio system may be able to be used in FTC's Byworth Suite meeting room to improve facilities.</p> <p>The Business and Facilities Manager updated councillors on work at the cemeteries, gas works at the depot and confirmed the requirement to build a brick structure to house the electricity</p>	<p><b>Recommendation to</b></p>

<p>cables next to the toilet block.</p> <p>2) The Business and Facilities Manager said that urgent and remedial repairs to the play equipment at Gostrey Meadow would cost £8,300 to bring them into good working order. Councillors agreed, with one abstention, to recommend to Full Council that this sum be spent on improving facilities which are much enjoyed by the local community.</p>	<p><b>Council</b>  <b>It is recommended that the sum of £8,300 be spent on urgent and remedial repairs to the playground at Gostrey Meadow.</b></p>
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## 11. Consultations

POINTS	ACTION
<p>Cllr Cockburn reported that she had been working on the response for the Government's planning consultations.</p> <p>Cllr Dickson left at 12.00</p>	

## 12. Town Clerk update

POINTS	ACTION
<p>The Town Clerk updated councillors on plans for Remembrance Day on Sunday 8<sup>th</sup> November 2020. A small Covid-secure event was being planned for around 30 to 60 invited guests, including Jeremy Hunt MP and Brigadier Hood DL, at the War Memorial in Gostrey Meadow. The road would be closed during the short service which would include extra readings and the Alder Valley Brass band. The Town Clerk said that the event would only go ahead if guidance and the current Covid-19 situation allowed it.</p>	

## 13. Date of next meeting

POINTS	ACTION
<p>The date of the next meeting was scheduled for Tuesday 1<sup>st</sup> December at 9.30 am.</p>	

The meeting ended at 12.20 pm

Notes written by [clare.kennett@farnham.gov.uk](mailto:clare.kennett@farnham.gov.uk)



# FARNHAM TOWN COUNCIL

# F

## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 21st September, 2020

#### Place

Via Zoom video conferencing

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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 George Hesse  
Councillor John Neale

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Councillors Gray and Martin.

#### 2. Disclosure of Interests

Councillor Hesse has spoken with the neighbour of PIP/2020/0001.

#### 3. Applications considered for Permissions in Principle (PIP) planning applications and key/larger developments for 5 or more dwellings

##### **Farnham Castle**

##### **PIP/2020/0001 Farnham Castle**

Officer: Carl Housden

Application for Permission in Principle for the erection of 1 dwelling situated in the garden plot of no. 6 Mead Lane.

THE OAST HOUSE, 6 MEAD LANE, FARNHAM

**Farnham Town Council requests clarification on the use of Permission in Principle planning applications in a location where mitigation of the Special Protection Area is required. Government guidance on 'previously developed land' excludes land in built-up areas such as residential gardens, if this is the case, this application is**

invalid. Farnham Town Council objects to this 'garden grabbing' application being contrary to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and having a negative impact on its setting in the garden of a Grade II Listed property, adjacent to several Buildings of Local Merit and in the Town Centre Conservation Area covered by policy FNP2. Though a TDC would follow, the proposed size and scale suggested in this application shows overdevelopment of the site and it being inaccessible for any future occupants with restricted mobility.

### **Farnham Firgrove**

#### Amendments received

**Additional sections added to indicative plans; Alterations to ridge line and position of proposed buildings as shown on the indicative plans; Parking spaces increased from 39 to 41; Additional highway safety information, including visibility splay diagram and swept path analysis.**

#### **WA/2020/0558 Farnham Firgrove**

Officer: Rachel Kellas

Outline application with all matters reserved for erection of 24 apartments with underground parking following demolition of existing bungalow The Old Mission Hall (revision of WA/2018/1879) (as amplified by Transport Assessment, Travel Plan, updated ecology report, and amendment to proposed housing to include 7 of the 24 dwellings as affordable units).

THE OLD MISSION HALL, HOOKSTILE LANE, FARNHAM GU9 8LG

**Farnham Town Council acknowledges that further changes have be made to the proposal and highways information provided, this information still does not make this application acceptable. Surrey Highways has previously stated that the development will lead to an intensification of use of the existing access and be contrary to policy ST1 of LPP1 and Section 9 of the NPPF. Farnham Town Council maintains its objection to the entrance being inadequate for the potential number of vehicle movements on a single lane track for 24 dwellings, now with 41 parking spaces being proposed. The site is maybe better suited to its current use of light industry and should be classified as an employment site.**

#### **WA/2020/1307 Farnham Firgrove**

Officer: Gemma Paterson

Erection of a block of 6 apartments with associated parking and landscaping following demolition of existing dwelling.

19 THE FAIRFIELD, FARNHAM GU9 8AJ

**Farnham Town Council strongly objects to the inappropriate proposal for an apartment block of 6 dwellings on the site of a family house, not being complaint with the Farnham Design Statement or Farnham Neighbourhood Plan policy FNPI. From 19a and beyond the pattern of development is detached dwellings on good-sized plots. This development does not respect the character, spacing or density of the street scene, the size and scale is out of proportion being too dominant at the point where The Fairfield meets Bridgefield. This location is not suitable for the increased vehicle movements of 7 vehicles from one site and visibility is restricted by bends in both directions. Having 6 dwellings on the site of one family house will have a negative impact on the amenity of the surrounding neighbours.**

## **4. Applications considered**

### **Farnham Bourne**

#### Amendments received

**Amendment of plans to reduce the proposal to a single-storey rear extension.**

**WA/2020/0592 Farnham Bourne**

Officer: Jess Sullivan

Erection of extension. 39 FORD LANE, WRECCLESHAM GU10 4SF

**Farnham Town Council welcomes the reduction to a single storey extension and maintains previous comments. Provided that the extension is acceptable to the Heritage Buildings Officer and compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP8 South Farnham Arcadian Areas and FNPI6 Extensions, Residential Extensions SPD and LPPI policy CCI and CC2 and materials in keeping with existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed, and WBC construction hours adhered to.**

Amendments received

**WA/2020/1039 Farnham Bourne**

Officer: Jess Sullivan

Erection of extensions with alterations to elevations and fenestration.

SUN ACRE, 4 LONGDOWN ROAD, LOWER BOURNE GU10 3JS

**Farnham Town Council has no objections to the open sided car port reducing the width of extension provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPPI policy CCI and CC2, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1302 Farnham Bourne**

Officer: Olivia Gorham

Application under Section 93B for additional environmental approval relating to conditions 3, 9, 10, 11, 13, 14, 17, 18, 19 and 20 approved under WA/2016/2277 for erection of a dwelling and detached garage; erection of detached garage to serve 8 Kiln Lane

LAND AT 8 KILN LANE, LOWER BOURNE GU10 3LR

**Farnham Town Council insists that the additional environmental information included in this application be confirmed complete and that it respond fully to conditions 3, 9, 10, 11, 13, 14, 17, 18, 19 and 20. Concern over the access to the development is still being raised with Winston Walk being unsuitable for construction vehicles.**

**WA/2020/1303 Farnham Bourne**

Officer: Daniel Holmes

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

WOODBURY, 19 VICARAGE LANE, THE BOURNE GU9 8HN

**Provided that the outbuilding is conditioned ancillary to the dwelling and is compliant with LPPI polices CCI and CC2, Residential Extensions SPD, the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and FNPI6, has no negative impact on FNP7 being adjacent to the Old Church Lane Conservation Area, there is no loss of trees or green boundary being within FNP8 South Farnham Arcadian Area, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1314 Farnham Bourne**

Officer: Ruth Dovey

Erection of extension.

OLD OAKS, 2 MANOR GARDENS, LOWER BOURNE GU10 3QB

**Provided that the extension strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD**

and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbour's amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

#### **WA/2020/1315 Farnham Bourne**

Officer: Mr Chris Turner

Erection of an outbuilding/structure to provide overnight camping accommodation for disabled users.

WOODLARCS CAMPSITE, TILFORD ROAD, FARNHAM GU10 3RN

**Provided that the materials and design are in keeping with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and FNP8, Farnham Town Council supports the provision of additional accessible facilities.**

#### **WA/2020/1317 Farnham Bourne**

Officer: Mr Chris Turner

Application under Section 73 to vary Condition 1 of WA/2019/1438 (approved plan numbers) to allow increase in size and alterations to fenestration.

REEVE HOUSE, FRENHAM ROAD, LOWER BOURNE GU10 3HJ

**Farnham Town Council objects to the number of proposed changes to increase the dwelling and garage, changing of windows and window positions, additions of a balcony and flue, all resulting in a changed appearance of the approved dwelling under WA/2019/1438. The changes should be subject to a new planning application to enable a full review and consideration of the proposed dwelling with a design already causing excessive light pollution in its elevated position where trees have been cleared.**

#### **WA/2020/1320 Farnham Bourne**

Officer: James Sackley

Certificate of Lawfulness under Section 192 for a detached gym/office outbuilding.

WENDYS WOOD, TILFORD ROAD, LOWER BOURNE GU10 3RW

**Provided that the outbuilding is conditioned ancillary to the dwelling and is compliant with LPP1 polices CCI and CC2, Residential Extensions SPD, the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI and FNPI6, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

#### **WA/2020/1345 Farnham Bourne**

Officer: Carl Housden

Alterations to existing garage to create a two storey annexe with dormer windows.

26 VICARAGE HILL, FARNHAM GU9 8HJ

**Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

### **Farnham Castle**

#### **WA/2020/1273 Farnham Castle**

Officer: Jess Sullivan

Construction of a dormer window.

2 LARKFIELD ROAD FARNHAM GU9 7DB

**With the dormer being on the side of the property there is a potential for overlooking. Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials be in keeping with existing and there is no negative impact on the neighbour's amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

#### **WA/2020/1283 Farnham Castle**

Officer: Carl Housden

Application under Section 73A to vary Condition 2 of WA/2011/1949 (approved plan numbers) to allow alterations to windows, repair to brickwork, and altered design of gate and zinc seams.  
THE FORGE, 5 UPPER CHURCH LANE, FARNHAM GU9 7PW

**Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2 and materials be in keeping with existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

#### **WA/2020/1284 Farnham Castle**

Officer: Carl Housden

Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary Condition 2 of WA/2012/1152 (approved plan numbers) to allow alterations to windows, repair to brickwork, and altered design of gate and zinc seams.  
THE FORGE, 5 UPPER CHURCH LANE, FARNHAM GU9 7PW

**Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2 and materials be in keeping with existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

#### **WA/2020/1323 Farnham Castle**

Officer: James Sackley

Erection of stables and store buildings and regrading of land.  
KNOWLE FARM, 19 OLD PARK LANE, FARNHAM GU9 0AN

**Farnham Town Council objects to the erosion of the landscape with the proposed excessive built form encroaching further into the countryside, in an area of High Landscape Value and Sensitivity and Historic Value with being in the Historic Old Park, outside the built-up area boundary of the Farnham Neighbourhood Plan covered by policy FNPI10 and policy RE1 of LPP1.**

#### **WA/2020/1326 Farnham Castle**

Officer: Ruth Dovey

Erection of a dwelling following demolition of existing barn.  
LAND AT 13 OLD PARK LANE, FARNHAM

**The application form and other documentation state an incorrect application number, the previously approved change of use was under WA/2019/1335 not WA/2020/1335.**

**The replacement dwelling shows a reduction in built form and being rotated 90 degrees to front the roadway to follow the existing pattern of the neighbouring properties. Located in an area of Great Landscape Value, outside the built-up area boundary of the Farnham Neighbourhood Plan, in an area of High Landscape Value and Sensitivity and Historic Value and with being in the Historic Old Park, the**

proposed new dwelling must strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP1 and FNP10 and LPP1 policy RE3, CC1 and CC2. Space must be available on-site for construction vehicles and materials, the Construction Management Plan must give consideration to limiting HGVs movements on bridleway 185, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

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

#### Amendments received

#### **WA/2019/1199 Farnham Hale and Heath End**

Officer: Mr Chris Turner

Erection of a dwelling with associated works and amendments to existing dwelling (amended description).

6 FARNBOROUGH ROAD, FARNHAM GU9 9AE

**Farnham Town maintains its objection to the overdevelopment of the garden of 6 Farnborough Road and its hazardous vehicle accesses. Safe access and egress on to the busy A325 cannot not been achieved from the proposed parking spaces for either the host dwelling or proposed dwelling. The layout would require reversing in or out of the proposed parking being a danger to motorists and pedestrians.**

#### **WA/2020/1334 Farnham Hale and Heath End**

Officer: Daniel Holmes

Erection of extensions and alterations to elevations.

THE ROCKERY, ROWHILLS, FARNHAM GU9 9AT

**Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2, materials match existing and no negative impact on the neighbour's amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

#### **TM/2020/0183 Farnham Hale and Heath End**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 33/99  
10 WHITE COTTAGE CLOSE, FARNHAM GU9 0NL

**Farnham Town Council leave to the Arboricultural Officer. In line with LPP1 policy CC1 and NE2 and in response to a climate emergency, it is vital a replacement tree is planted.**

#### **TM/2020/0189 Farnham Hale and Heath End**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 24/07  
LITTLE ROUGH, ALMA LANE, FARNHAM GU9 0JY

**Farnham Town Council leave to the Arboricultural Officer. In line with LPP1 policy CC1 and NE2 and in response to a climate emergency, it is vital a replacement tree is planted.**

### **Farnham Firgrove**

#### Amendments received

#### **WA/2020/1087 Farnham Firgrove**

Officer: Philippa Staddon

Erection of extensions and alterations to elevations.

11 RIDGWAY ROAD, FARNHAM GU9 8NN



Farnham Town Council welcomes the reduction in the width of the proposed extension and maintains previous comments. Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2, materials match existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

### **Farnham Moor Park**

Amendments received

#### **WA/2020/0772 Farnham Moor Park**

Officer: Daniel Holmes

Erection of 3 dwellings with access and associated works. REAR OF 9 UPPER SOUTH VIEW, FARNHAM GU9 7JW

**Farnham Town Council maintains its strong objections to the proposed erection of 3 dwellings in the garden of 9 Upper South View being contrary to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI in density, orientation, overlooking and having a negative impact on the neighbours' amenity on Upper South View and High Park Road.**

The proposed site access with HGV vehicles reversing the entire length of this section of Upper South View is unacceptable and hazardous to motorists on Upper South View, High Park Road and Beaufort Road. This would be incredibly dangerous for pedestrians exiting the park, especially with young children and dogs. The excavation and materials required to build 3 dwellings would require countless vehicle movements on Upper South View, a very narrow and congested road with limited parking. The proposed access into the rear of 9 Upper South View is through the small area of demolished single garage, encroaching on the emergency access gate and public footpath to the historic Farnham Park. The proposal for the adoption of the private land of the old garage area as public highway to make access improvements is unacceptable and will impact further on the limited access and on-street parking for Upper South View residents and other users of the Zone A parking bays.

The site borders the historic Farnham Park, AHLV and AGLV, all related polices (HA1, HE9, HE12, NE1, RE1 and RE3) should be considered as the visual aspect from the park will be impacted. The recently erected closeboard fencing with concrete gravel boards and posts is inappropriate in its setting and has a negative impact on movement of wildlife running the entire length of the garden. This raises further concerns of the encroachment on to the boundary of the park and the erosion of the northern bank with the large amount of vegetation removed from the site. The example that the northern part of Sumner Road reflects the proposed layout cannot be compared it is an old quarry site several metres below the sightline to and from Farnham Park.

It is unlikely these proposed dwellings would be affordable for those aspiring to have their children live locally or for those downsizing to be close to the town centre.

#### **WA/2020/1286 Farnham Moor Park**

Officer: James Sackley

Alterations to garage including raising roof and erection of an extension to form self-contained annexe.

SPRING HILL, 12 COMPTON WAY, FARNHAM GU10 1QZ

**Provided that the extension and alterations strictly adhere to the Farnham Design**

**Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbour's amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1296 Farnham Moor Park**

Officer: James Sackley

Alterations to elevations including dormer windows.

23 MENIN WAY, FARNHAM GU9 8DY

**Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**Farnham Shortheath and Boundstone**

**WA/2020/1290 Farnham Shortheath and Boundstone**

Officer: James Sackley

Erection of extension.

32 LITTLE GREEN LANE, FARNHAM GU9 8TB

**Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2 and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**Farnham Weybourne and Badshot Lea**

**WA/2020/1305 Farnham Weybourne and Badshot Lea**

Officer: Carl Housden

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

62 LOWER WEYBOURNE LANE, FARNHAM GU9 9HP

**Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**TM/2020/0188 Farnham Weybourne and Badshot Lea**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 01/02

11 NUTBOURNE, FARNHAM GU9 9EH

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**Farnham Wrecclesham and Rowledge**

**WA/2020/1308 Farnham Wrecclesham and Rowledge**

Officer: Mr Chris Turner

Erection of extension to existing bungalow to provide a two storey dwelling.

FANTAILS, 32 WRECCLESHAM HILL, WRECCLESHAM GU10 4JW

**Farnham Town Council regrets the loss of another single storey dwelling. Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1329 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

Erection of a dwelling with associated access, parking and landscaping.

LAND AT COORDINATES 482247 142856, LICKFOLDS ROAD, ROWLEDGE

**Permission for the previously approved dwelling at this site under WA/2017/1175 is due to expire in October 2020. Located outside the built up area boundary of the Farnham Neighbourhood Plan, the proposed new dwelling must strictly adhere to the Farnham Design Statement and policy FNPI and FNPI0 and LPP1 policy RE1 and RE3, CCI and CC2. The CHA must approve the proposed access and trees on the site be protected from the proposed development. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**NMA/2020/0123 Farnham Wrecclesham and Rowledge**

Officer: Joanna Patrick

Amendment to WA/2018/0135 for addition of rooflights; removal of windows and first floor windows to be obscurely glazed.

9 HOLLIS WOOD DRIVE, WRECCLESHAM GU10 4JT

**Farnham Town Council objects to this application as a Non Material Amendment, the number of changes proposed go beyond Waverley Borough Council's NMA criteria and need to be fully assessed with a new planning application.**

**CA/2020/0149 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

WRECCLESHAM CONSERVATION AREA

REMOVAL OF TREE

76 THE STREET, FARNHAM GU10 4QR

**Farnham Town Council objects to the removal of trees, especially with no reason stated and in a conservation area covered by Farnham Neighbourhood Plan policy FNP6. Tree Officer to clarify if removal is necessary. If removal is necessary, it is vital a replacement tree is planted in response to a climate emergency and in line with LPP1 policy CCI and NE2.**

**5. Appeals**

For information only

Appeal decision PINS Ref: 3243387

**WA/2018/2255 Moor Park**

Land to the rear of Robins Wood, Land off Old Compton Lane, Farnham GU9 8EL

Erection of two new 5 bedroom dwellings.

Appeal dismissed 11<sup>th</sup> September 2020.

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

STREET NAMING APPLICATION SNN3022A – Peckham Close, Farnham.  
SCHEME OF DELEGATION – CONSULTATION WITH WARD MEMBERS.

**Farnham Town Council objects to Peckham Close and uses the precedence of the recently named ‘Lloyd George Gardens’ in suggesting the use of two names.**

**Peckham Williams, being of Badshot Place, should be acknowledged with ‘Peckham Williams Place’.**

**Farnham Town Council asks that you support this exception to policy, especially as the policy states ‘The Council encourages and gives preference to names, which reflect the historical significance of the site’.**

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

**WBC Western Planning Committee, Tuesday 29<sup>th</sup> September 2020**

**WA/2019/1915 Farnham Hale and Heath End**

Officer: Ruth Dovey

Outline application for the erection of detached dwelling with all matters reserved.  
LAND AT 9 WELLINGTON LANE, FARNHAM GU9 9BA

There is no opportunity to speak on this application.

**WA/2020/1095 Farnham Bourne**

Officer: Olivia Gorham

Erection of a dwelling following demolition of existing bungalow.  
DACKLEWOOD, OLD FRENHAM ROAD, LOWER BOURNE GU10 3PU

Councillor Blishen has been put forward to speak following FTCs objection:

**Farnham Town Council strongly objects to proposed demolition of the semi-detached bungalow to make way for the erection of a detached two-storey property, being contrary to LPPI policy TDI and Farnham Neighbourhood Plan policy FNPI, in scale and layout, not safeguarding the amenity of the neighbour. The preserving of a mix of housing types should be considered with the proposed loss of another single storey dwellings.**

**8. Date of next meeting**

5<sup>th</sup> October 2020.

The meeting ended at 11.00 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 5th October, 2020

#### **Place**

Via Zoom video conferencing

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

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

Officers: Jenny de Quervain

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

Councillor Edmonds.

Councillor Martin was chair for this meeting, nominated by Councillor Blishen and seconded by Councillor Earwaker.

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

Councillor Edmonds declared a pecuniary interest to the Shell Waitrose Licensing Variation though not present at the meeting.

Councillor Martin declared a non-pecuniary interest to WA/2020/1412 as knows the applicant.

Officer declared a non-pecuniary interest to WA/2020/1352 due to vicinity to a family connection.

#### **3. Applications considered for key/larger developments**

Key/Larger developments for 5 or more dwellings

## **Farnham Bourne**

### **WA/2020/1410 Farnham Bourne**

Officer: Philippa Staddon

Outline Application for the erection of 5 detached houses including new access onto Gardener's Hill Road. Access and layout to be determined and all other matters to be reserved.

PENDRAGON HALL, 13 GARDENERS HILL ROAD, WRECCLESHAM GU10 4RL

**Farnham Town Council strongly objects to the further fragmentation, overdevelopment and urbanising of Gardener's Hill Road, outside the built-up area boundary and contrary to Farnham Neighbourhood Plan policy FNPI and FNPI0.**

**In the Inspectors commentary on the appeal allowed on WA/2015/2223, on the adjoining land for 3 large dwellings, he noted 'A much larger area of garden would be retained for Pendragon Hall to the north.' 'The proposal would be a low density development, bounded by woodland on two sides, a tree lined road to the west, and an open grassed area between the site and Pendragon Hall.' 'The underlying policy objective is not to preclude new housing, but to ensure that a semi-rural, rather than rural, character is preserved.'**

**This proposal is overdevelopment of a semi-rural location and will result in the loss of this character, the loss of the open grassed area, the loss of the retained larger area of garden for Pendragon Hall (now with permission to be converted to 6 dwellings), the loss of yet more verge and hedges to create an access and the loss of habitat and biodiversity – according to the Biodiversity Checklist the site is void of living things or anything to live in! How can that be in this location?**

**The National Planning Policy Framework (Revised July 2018) (NPPF) (paragraph 170),**

**requires the planning system to aim to conserve and enhance the natural and local environment by minimising impacts on biodiversity. Paragraph 174 of the revised NPPF also states that opportunities for securing measurable net gains for biodiversity should be identified and pursued.**

**The Natural Environment and Rural Communities (NERC) Act (2006) (Section 40) states, "Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity". Section 40(3) also states that, "conserving biodiversity includes, in relation to a living organism, or type of habitat, restoring or enhancing a population or habitat".**

**The County Highways Authority need to thoroughly review the access with limited sightlines on the hill, the volume of traffic on this narrow road and speed on this section of Gardener's Hill Road. Why is there a proposed connecting footway and where is it connecting to? There are no other pavements in this 'idyllic semi-rural' setting.**

## **Farnham Moor Park**

Amendments received 24/09/20 – part of The Woolmead development  
**Slight repositioning of telephone box**

### **WA/2020/0564 Farnham Castle**

Officer: Ruth Dovey

Provision of a public payphone kiosk.

PUBLIC FOOTWAY, LAND OUTSIDE 16 SOUTH STREET, FARNHAM

**Farnham Town Council maintains its strong objection to the proposed payphone kiosk on South Street being unnecessary clutter and having a negative impact on the street scene on the edge of the Town Centre Conservation Area, contrary to Farnham Neighbourhood Plan policy FNP2, FNP4 and FCAMP. The amended block plan submitted shows fully the payphone kiosk's inconvenient location and obstruction to pedestrians and those using the bus services at this busy stop, and more so with the additional social distancing required.**

**Farnham Town Council has recently taken part in a consultation to remove payphones and agreed to the removal of 3 from across the town. The retention of the railway station payphone was requested as the only one used with 7 calls since the previous consultation.**

**If BT require Berkeley Homes to replace the lost payphones from their site they should host it.**

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

##### **HR/2020/0002 Farnham Weybourne and Badshot Lea**

Hedgerow removal notification

LAND AT GREEN LANE FARM GREEN LANE, BADSHOT LEA, FARNHAM, GU9 9JL

**Farnham Town Council notes a section of hedging has previously been removed on the site boundary with Green Lane. No detail has been included as to the type of hedging to be included in the 20m section when replanted. Farnham Town Council requests using native hedging species such as hawthorn, hazel, hornbeam and blackthorn. Dog roses, briar, hops and alder is also prolific along this lane. Conditions to maintain this section should be applied to ensure the replanted hedgerow can flourish and fill the gap providing sufficient screening to and from the development.**

#### **Farnham Wrecclesham and Rowledge**

**Farnham Town Council objects to extensive use of 1.8m high close boarded fencing in this location. The erection of a close boarded fence limits the biodiversity value of this site. Close boarded fencing can also impede the movement of species across an area preventing them reaching sources of food and reacting to changes in local conditions. Adding 'planting in front to soften the appearance of the fence' will just lead to poor maintenance of the fence.**

**We would therefore request that boundary hedging, especially this specific area opening into the site, using native hedging species such as hawthorn, beech, hornbeam, holly (included in your list) would add biodiversity value to the site. An extensive amount of close boarded fencing is already included in the scheme, it should be advised that this is not dug into the ground and small gaps are inserted at ground level for the passage of reptiles/amphibians and small mammals such as the hedgehog.**

**The National Planning Policy Framework (Revised July 2018) (NPPF) (paragraph 170), requires the planning system to aim to conserve and enhance the natural and local environment by minimising impacts on biodiversity. Paragraph 174 of the revised NPPF also states that opportunities for securing measurable net gains for biodiversity should be identified and pursued.**

**The Natural Environment and Rural Communities (NERC) Act (2006) (Section 40) states, "Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of**

conserving biodiversity”. Section 40(3) also states that, “conserving biodiversity includes, in relation to a living organism, or type of habitat, restoring or enhancing a population or habitat”.

#### 4. Applications considered

Application Considered

##### **Farnham Bourne**

##### **WA/2020/1359 Farnham Bourne**

Officer: James Sackley

Certificate of Lawfulness under Section 192 for erection of detached outbuilding to provide home office and gym.

5 BROOMWOOD WAY, LOWER BOURNE GU10 3LP

**An outbuilding must be conditioned ancillary to the dwelling and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2. Farnham Town Council objects to the positioning of the home office against the boundary fence and its negative impact on the neighbour’s amenity in this location. The rainware is shown with the gutter on the boundary with a potential for overspill into the neighbouring garden and no access for maintenance to the rear of the 27.8m2 outbuilding or the timber fencing behind. Residential Extensions SPD states that ‘they [outbuildings] should be of a modest size and not result in a substantial loss of garden space’.**

##### **WA/2020/1373 Farnham Bourne**

Officer: James Sackley

Erection of detached two storey outbuilding/annexe.

86A TILFORD ROAD, FARNHAM GU9 8DS

**An outbuilding/annex must be conditioned ancillary to the dwelling and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2. Farnham Town Council objects to the proposed outbuilding/annex not being compliant with Residential Extensions SPD. The proposed outbuilding/annex is remote to the dwelling, though the application form states the ‘existing garage to be demolition to make way for the new outbuilding’. The proposed outbuilding/annex will therefore be positioned to the front of the dwelling close to the boundary of the Grade II listed 88 Tilford Road.**

Councillor Martin declared a non-pecuniary interest as she knows the applicant

##### **WA/2020/1412 Farnham Bourne**

Officer: James Sackley

Erection of detached two storey dwelling together with detached carport, store and associated works following demolition of existing bungalow and detached garage.

RICHMOND, LONGDOWN ROAD, LOWER BOURNE GU10 3JS

**Farnham Town Council is concerned over the loss of yet another single storey property, a mix of housing stock is required for people needing single storey living. Farnham Town Council strongly objects to the proposed new dwelling and its negative impact on the environment and the neighbours with light pollution from the excessive glazing being contrary to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI.**

##### **CA/2020/0154 Farnham Bourne**

Officer: Steve Tester



GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREE

6 GREENHILL ROAD, FARNHAM GU9 8JN

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in a conservation area covered by policy FNP5. If the Fir needs to be removed, a replacement tree must be planted in a suitable location. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**CA/2020/0155 Farnham Bourne**

Officer: Steve Tester

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREE

4 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

**Farnham Town Council welcomes the planting of hedging in a conservation area covered by policy FNP5. The hedge must be planted within the boundary line of the property and maintained on the public realm side. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**CA/2020/0158 Farnham Bourne**

Officer: Steve Tester

OLD CHURCH LANE CONSERVATION AREA

REMOVAL OF TREES

THE OLD BOURNE GRAVEYARD VICARAGE HILL FARNHAM GU9 8HG

**Farnham Town Council requests that T17 Yew be retained with its historical significance to churchyards and often used as boundary markers and welcomes the replacement Rowan trees following the removal of T15 and T16. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2 and replacement trees must be planted.**

**TM/2020/0191 Farnham Bourne**

Officer: Steve Tester

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

8 KILN LANE, FARNHAM GU10 3LR

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. If the Sycamore needs to be removed, a replacement tree must be planted in a suitable location. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**TM/2020/0197 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE

PRESERVATION ORDER FAR 105

VALE HOUSE 40 FRENHAM VALE, FARNHAM GU10 3HT

**Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**TM/2020/0202 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER

FAR17

22 VICARAGE HILL, FARNHAM GU9 8HJ

**Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2 and especially in an area covered by Farnham Neighbourhood Plan policy FNP8 South Farnham Arcadian Area.**

### **Farnham Castle**

Officer declared a non-pecuniary interest due to vicinity of a family connection

#### **WA/2020/1352 Farnham Castle**

Officer: Daniel Holmes

Erection of dwelling with amenity space and parking following demolition of existing bungalow (revision of WA/2019/1058)

9 LONG GARDEN WALK WEST, FARNHAM GU9 7HX

**Farnham Town Council objects to the size and scale of the proposed replacement two-storey dwelling following the demolition of the existing bungalow being overdevelopment and not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI.**

**The reduction of 600mm from the depth of the proposed dwelling, compared to the previously refused application WA/2019/1058, will not lessen the negative impact on 11 Long Garden Walk West of overshadowing and being overbearing and having an over-dominant appearance detracting from the character of the street scene adjacent the town centre conservation area.**

**The narrow roadway is not suitable for HGVs and the site has insufficient space available for construction to be contained to the site, having a negative impact on the neighbours, public realm and further reducing access to limited on-street parking for residents. The parking arrangements are inadequate for 2 vehicles to be reversed in blocking access to the front door, another demonstration of this being overdevelopment of the site.**

**Farnham Town Council is concerned over the loss of yet another single storey property, a mix of housing stock is required for people needing single storey living, especially in the town centre.**

#### **WA/2020/1369 Farnham Castle**

Officer: James Sackley

Change of use from retail (Use Class A1) to storage and distribution (Use Class B8) with relevant demolition of internal partitions in an unlisted building in a Conservation Area.

FARNHAM DELIVERY OFFICE, 107 WEST STREET, FARNHAM GU9 7LQ

**Farnham Town Council has no objections to the change of use to the front section of the building from A1 to B8. The customer service point accessed from West Street is pedestrian only, conditions must be included to prevent people collecting items in a vehicle to stop congestion, illegal parking and obstruction to pavement users.**

### **Farnham Firgrove**

Amendments received

**Following advice from the Council's Conservation Officer, the signage on the South East Elevation is to be combined into one sign and reduced by approx. 30%; Removal of all illumination from the application.**

**WA/2020/0462 Farnham Firgrove**

Officer: Daniel Holmes

Display of illuminated signs.

WAVERLEY ARMS PUBLIC HOUSE, WAVERLEY LANE, FARNHAM GU9 8BQ

**Farnham Town Council welcomes the reduction in size and number of signs and removing of all illumination from this application.**

**Farnham Town Council's previous comments objected to "the proposed signage not being compliant with Farnham Neighbourhood Plan policy FNP4 Advertisement Control. The signage is prolific, obtrusive and dominate in the street scene and will cause visual clutter in its design. The signage at the car park entrance is inappropriate for the residential setting and the elevated illuminated signage on the southeast will have a negative impact on the neighbour's amenity with the high position on the rear wall."**

**WA/2020/1348 Farnham Firgrove**

Officer: Daniel Holmes

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

15 HILLARY ROAD, FARNHAM GU9 8QX

**A previous application WA/2020/0387 for erection of extensions to create a two-storey dwelling was granted on 10 August 2020, the resulting dwelling in the drawings being identical in the proposed extensions application and in this application for a proposed new build. Perhaps the previous application was unrealistic to achieve a two-storey dwelling without the demolition of the existing. Space must be available on-site for construction vehicles and materials. Farnham Town Council maintains its objection to the light pollution from the extensive glazing to the NE and NW elevations – though the glazing is on the ground floor the proposed new dwelling sits considerable higher than the neighbouring property down the hill and, though around the corner, the gardens share a boundary.**

**Farnham Town Council is concerned over the loss of yet another single storey property, a mix of housing stock is required for people needing single storey living.**

**WA/2020/1380 Farnham Firgrove**

Officer: Daniel Holmes

Erection of extensions and alterations to elevations including dormer window.

1 BROOMLEAF CORNER, FARNHAM GU9 8BG

**Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2 and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**NMA/2020/0129 Farnham Firgrove**

Officer: Joanna Patrick

Amendment to WA/2019/1597 for: Revision of French windows and Juliet balcony to opening window arrangement.

44 WEYDON HILL ROAD FARNHAM GU9 8NY

**Farnham Town Council has no objections subject to the changes being confirmed compliant with WBCs criteria for Non-Material Amendments and no negative impact on the neighbours' amenity with overlooking.**

## **Farnham Hale and Heath End**

### **WA/2020/1355 Farnham Hale and Heath End**

Officer: Lara Davison

Erection of extensions.

140 FARNBOROUGH ROAD, FARNHAM GU9 9AZ

**Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

### **WA/2020/1401 Farnham Hale and Heath End**

Officer: Philippa Staddon

Alterations to subdivide one flat to form 2 studio flats.

114 FARNBOROUGH ROAD, FARNHAM GU9 9BD

**Farnham Town Council strongly objects to retrospective planning applications where works have taken place without due consideration to relevant policies, health & safety and building regulations and to ensure a minimum substandard of accommodation of 37m<sup>2</sup> is being provided. The parking available onsite is not sufficient for the additional dwelling with only 2-3 spaces available for what is 6 flats. The Fairway cannot sustain more vehicles with its limited on-street parking, further reduced by permission being granted to WA/2019/1055 for the conversion of the outbuilding to the rear of 114 Farnborough Road.**

**Farnham Town Council cannot find details of Council Tax for 6 individual flats at 114 Farnborough Road.**

### **WA/2020/1411 Farnham Hale and Heath End**

Officer: Carl Housden

Erection of a dwelling with provision for a new vehicular access and associated works.

2 SOUTH AVENUE, FARNHAM GU9 0QY

**The proposed dwelling appears cramped on the plot with no access to the rear of the property except over the hosts boundary line. Farnham Town Council objects to the application being overdevelopment and not being compliant with Farnham Neighbourhood Plan FNPI with its cramped appearance and negative impact on the amenity of the neighbours and on both host and proposed dwellings with no rear access provision.**

### **TM/2020/0200 Farnham Hale and Heath End**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 21/10

1 POPLAR WALK, FARNHAM GU9 0QL

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

## **Farnham Moor Park**

### **WA/2020/0548 Farnham Moor Park**

Officer: Olivia Gorham

Erection of extensions.

34 PARK ROAD, FARNHAM GU9 9QN

**Farnham Town Council maintains its objections to the size and scale of the proposed extension having a negative impact on the neighbours' amenity with loss of light and privacy and being overbearing due to its proximity to the boundary, not being compliant with Residential Extensions SPD and Farnham Neighbourhood Plan policy FNPI6.**

#### **WA/2020/1360 Farnham Moor Park**

Officer: Carl Housden

Alterations to elevations including increase in height of dormer windows.

50 ABBOTS RIDE, FARNHAM GU9 8HZ

**Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2 and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

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

##### **TM/2020/0203 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT TO TREE PRESERVATION ORDER 22/10  
LANSON, 43 SANDROCK HILL ROAD, FARNHAM GU10 4SU

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

##### **WA/2020/1357 Farnham Shortheath and Boundstone**

Officer: Daniel Holmes

Erection of extension.

18 LONGHOPE DRIVE, WRECCLESHAM GU10 4SN

**Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2 and no negative impact on the neighbours' amenity with light pollution, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

##### **WA/2020/1365 Farnham Shortheath and Boundstone**

Officer: Jess Sullivan

Erection of extension.

8 CHESTNUT AVENUE, FARNHAM GU9 8UL

**Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity with light pollution, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

#### **Farnham Upper Hale**

##### **WA/2020/1366 Farnham Upper Hale**

Officer: Lara Davison

Erection of extensions.

8 FARNHAM PARK CLOSE, FARNHAM GU9 0HT

**Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

#### **WA/2020/1384 Farnham Upper Hale**

Officer: Mr Chris Turner

Construction of boundary wall and associated landscaping.

LAWDAY HOUSE FARM, ODIHAM ROAD, FARNHAM GU10 5AB

**Farnham Town Council objects to the proposed boundary wall materials not being in keeping with the existing boundary wall of the Grade II listed property, not compliant with the Farnham Design Statement and will have a negative impact on the street scene. The vernacular of the area, and existing, is flint and brick. Any additions to the boundary should be in keeping with existing to enhance the Grade II listed property and approved by the Heritage Officer. Planting proposed for inside the boundary wall should be increased to replace the amount proposed for removal.**

Councillor Neale left the meeting at 11.00

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

##### **WA/2020/1399 Farnham Weybourne and Badshot Lea**

Officer: James Sackley

Erection of a clubhouse following demolition of existing clubhouse; installation of LED lighting system.

BADSHOT LEA TENNIS CLUB, THE GREEN, BADSHOT LEA GU9 9LB

**Farnham Town Council supports the improvement of sports provision at Badshot Lea Tennis Club with an accessible clubhouse and the ability to extend play with high-level lighting. Concern is raised of the impact of the lighting on the residents bounding the courts and if sufficient mitigation is in place with the design, position and height.**

#### **Farnham Wrecclesham and Rowledge**

##### **WA/2020/1363 Farnham Wrecclesham and Rowledge**

Officer: Jess Sullivan

Erection of extension following demolition of existing.

1 COKENOR WOOD, WRECCLESHAM GU10 4QN

**Provided that the replacement double garage strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials be in keeping with existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

##### **WA/2020/1364 Farnham Wrecclesham and Rowledge**

Officer: Lara Davison

Erection of detached double garage.

HILLSIDE FARMHOUSE, SUMMERFIELD LANE, FRENHAM GU10 3AN

**Farnham Town Council objects to the height of the proposed garage not being compliant with Residentials Extensions SPD being overly prominent in the street scene in this semi-rural location.**

**WA/2020/1405 Farnham Wrecclesham and Rowledge**

Officer: James Sackley

Alterations to garage to form habitable annexe.

52 RIVERDALE, WRECCLESHAM GU10 4PJ

**Farnham Town Council strongly objects to retrospective applications, the former garage has already been converted into habitable accommodation. The conversion needs to be confirmed compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPPI policy CCI and CC2.**

**5. Licensing Applications**

**Virtual Hearing Attendance**

Farnham Castle

Virtual Hearing via Zoom on Thursday 15<sup>th</sup> October 2020 at 10.00am

Councillors Hesse to attend on behalf of FTC.

Farnham Town Council asks that Live Music and Recorded Music outside, be limited to the hours described of 23.00 hours, twelve times a year, and be restricted to indoors only after 23.00 hours, to prevent nuisance.

Farnham Town Council has received complaints regarding the use of fireworks at Farnham Castle. It is requested that permission is not granted for 6-minute, low-impact fireworks displays, eighteen times a year, for the safety of the Grade I and Grade II Listed Buildings and the Ancient Scheduled Monument - these are irreplaceable buildings and it would take just once stray firework to cause a fire - and to prevent nuisance to local residents from the noise of the fireworks, reportedly lasting longer than 6 minutes!

Concern has also been raised about the safety of Castle guests sitting on the outer curtain wall, the nuisance of items being dropped from it and the overlooking of the dwellings below. Farnham Town Council does not think it would be acceptable to Historic England or to Waverley's Heritage Officer's to attach a safety rail to the Grade I Listed outer curtain wall. Railings should be erected within the garden area to restrict access to the wall for safety and to prevent nuisance.

**Licensing Application**

Minor Variation

Shell Waitrose, Odiham Road, Farnham GU10 5AB

This application is for the internal relocation of alcohol promotional chillers only. No other changes are requested to the licensable activities.

Farnham Town Council has no objections to the internal changes.

**For information**

Minor Variation

The Royal Arms, 172 Farnborough Road, Farnham, GU9 9AX

Refused and the conditions are to be maintained.

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

**SNN3022A: Land of Green Lane, Farnham, GU9 9JL**

43 dwellings

Peckham Williams Place agreed.

**SNN3029A: LAND ON WEST SIDE OF GREEN LANE, BADSHOT LEA**

Erection of up to 105 dwellings

The locals suggested:

1. Welmore Close
2. Blackhurst Croft
3. Frenches
4. Bartletts Road

WBC are putting forward Welmore and Barletts to the developer.

Bartletts Road and would suggest Welmore Street or Avenue – Close is not suitable for the roads.

Frenches and Blackhurst were rejected as there are roads that are too similar in Waverley - French Lane and Blackheath Lane.

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

There were none for this meeting.

**8. Date of next meeting**

19<sup>th</sup> October 2020.

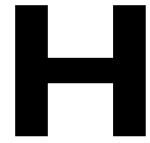
The meeting ended at 11.47 am

Notes written by Jenny de Quervain





# FARNHAM TOWN COUNCIL



## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 19th October, 2020

#### Place

Via Zoom video conferencing

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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 George Hesse  
Councillor John Neale

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillor Martin.

#### 2. Disclosure of Interests

Officer declared a non pecuniary interest to applications WA/2020/1459 and WA/2020/1460 as applicant known to them.

#### 3. Applications considered for key/larger developments

##### **Farnham Bourne**

##### **SO/2020/0005 Farnham Bourne**

Officer: Gemma Paterson

Request for Screening Opinion for change of use from forestry to mixed forestry and filming.

LAND AT BOURNE WOOD, TILFORD ROAD, FARNHAM

Forestry England c/o Agent, Mott MacDonald

**Farnham Town Council relies on Waverley Borough Council's engagement of Dr Jessica Salder to review the submitted Screening Opinion to determine whether the**

proposal is in fact EIA development. In the event of an Environmental Statement being required, Farnham Town Council wishes to be consulted further.

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

##### **WA/2020/1471 Farnham Weybourne and Badshot Lea**

Officer: Daniel Holmes

Provision of street lighting.

LITTLE ACRES NURSERY, ST GEORGES ROAD, BADSHOT LEA

**Farnham Town Council acknowledges the detailed application submitted for the lighting scheme, to some extent in operation already. Concerns were raised over the impact on wildlife and the darker environment on the edge of the village.**

**Farnham Town Council asks that the number of lights be limited at night-time, whilst still providing low level lighting for safety and security, to support LPP1 climate change policy CC2 and to minimise energy use.**

#### **Farnham Wrecclesham and Rowledge**

##### **TM/2020/0216 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 05/18

BAKER OATES STABLES, GARDENERS HILL ROAD, FARNHAM GU10 4DT

CALA HOMES (THAMES)

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

#### **4. Applications considered**

##### **Farnham Bourne**

##### **WA/2020/1434 Farnham Bourne**

Officer: Carl Housden

Erection of extensions and alterations to elevations; erection of garage following demolition of outbuilding (revision of WA/2020/0115).

4 LODGE HILL CLOSE, LOWER BOURNE GU10 3PJ

**Farnham Town Council objects to the size and scale of the extensions and alterations with two storeys being built against the boundary line, not compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and Residential Extensions SPD.**

##### **WA/2020/1443 Farnham Bourne**

Officer: James Sackley

Erection of extensions; alterations to elevations and fenestration; photovoltaic panels; demolition of outbuildings.

15 FOREST HOUSE, OLD FRENHAM ROAD, LOWER BOURNE GU10 3HD

**Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2 and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1445 Farnham Bourne**

Officer: Jess Sullivan

Certificate of Lawfulness under Section 192 for a timber framed gazebo with cedar shingle roof.  
THE YARNE, 38 FORD LANE, WRECCLESHAM GU10 4SF

**Provided that the gazebo has no negative impact on the neighbour's amenity with its location near the boundary, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1452 Farnham Bourne**

Officer: Mr Chris Turner

Construction of one padel tennis court with floodlighting.  
THE BOURNE CLUB, 12 FRENHAM ROAD FARNHAM GU9 8HB

**Farnham Town Council welcomes additional sports provision provided that the floodlighting has no negative impact from overspill.**

**WA/2020/1464 Farnham Bourne**

Officer: James Sackley

Erection of extensions and alterations.  
15 STREAM VALLEY ROAD, LOWER BOURNE GU10 3LT

**Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbour's amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1511 Farnham Bourne**

Officer: Jess Sullivan

Certificate of Lawfulness under Section 192 for erection of outbuilding within the curtilage of the dwelling house.

WALDEN, LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

**Though the position in this application is more acceptable to the street scene of the Great Austin Conservation Area covered by Farnham Neighbourhood Plan policy FNP5 than withdrawn application WA/2020/1061, the outbuilding will have a negative impact on the properties adjoining the boundary on the southern corner with disturbance from noise, light and smoke, if a fireplace is installed.**

**CA/2020/0171 Farnham Bourne**

Officer: Steve Tester

OLD CHURCH LANE CONSERVATION AREA  
REMOVAL OF TREE  
THE WHITE HOUSE, 2A VICARAGE HILL, FARNHAM GU9 8HG

**Farnham Town Council objects to the removal of trees, especially in an area covered by Farnham Neighbourhood Plan policy FNP7 Old Church Lane Conversation Area and FNP8 South Farnham Arcadian Area. If removal is necessary, a replacement must be replanted. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**CA/2020/0173 Farnham Bourne**

Officer: Steve Tester

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF TREE

2 GREENHILL ROAD FARNHAM GU9 8JN

**Farnham Town Council objects to the removal of trees and requests a replacement in a more suitable location, especially in an area covered by Farnham Neighbourhood Plan policy FNP5 Great Austins Conversation Area. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**TM/2020/0205 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 26/05

2 VALE WOOD DRIVE FARNHAM GU10 3HW

**Farnham Town Council leaves to the Arboricultural Officer. If the removal is necessary, replacement trees must be planted in a suitable location. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**TM/2020/0206 Farnham Bourne**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER FAR62

14 and 14A AVELEY LANE FARNHAM GU9 8PW

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**Farnham Castle**

Combined application

**WA/2020/1459 Farnham Castle**

Officer: Philippa Staddon

Change of Use from office (Use Class B1) to residential (Use Class C3) with internal alterations.

3 HART HOUSE, THE HART, FARNHAM GU9 7HJ

**Provided that the change of use is approved by the Heritage Officer and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and FNP2, FCAMP and LPP1 policy CCI and CC2, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1460 Farnham Castle**

Officer: Philippa Staddon

Listed Building consent for internal alterations.

3 HART HOUSE, THE HART, FARNHAM GU9 7HJ

**Provided that the change of use is approved by the Heritage Officer and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and FNP2, FCAMP and LPP1 policy CCI and CC2, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1465 Farnham Castle**

Officer: Philippa Staddon

Change of use of ground floor from a mixed use as a café/shop (Use Class A1/A3) to part of existing dwelling.

THE BARN, OLD KILN COURTYARD, THE BOROUGH FARNHAM GU9 7NA

**The business use on the ground floor has not been in operation for more than 6 years. Utilising the accommodation entirely for residential would be acceptable given the sustainable location in the town centre. Alternative business space is available within the town and, given current restrictions and social distancing measures, a café of this size would not be viable. Provide that the change of use is compliant with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP2, FNPI6 and Residential Extensions SPD and FCAMP, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

Combined application

**WA/2020/1478 Farnham Castle**

Officer: Lara Davison

Construction of a dormer extension.

34 WEST STREET, FARNHAM GU9 7DR

**Provided that the extension is approved by the Heritage Officer and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1479 Farnham Castle**

Officer: Lara Davison

Listed Building consent for construction of a dormer extension.

34 WEST STREET, FARNHAM GU9 7DR

**Provided that the extension is approved by the Heritage Officer and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**Farnham Firgrove**

**WA/2020/1428 Farnham Firgrove**

Officer: Daniel Holmes

Erection of extensions following demolition of existing.

46 BRIDGEFIELD, FARNHAM GU9 8AW

**Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

## **Farnham Hale and Heath End**

### **NMA/2020/0134 Farnham Hale and Heath End**

Officer: Joanna Patrick

Amendment of WA/2020/0053 for 2 new openings in the northern elevation.

2 CHARLOTTE CLOSE FARNHAM GU9 0LF

**Farnham Town Council has no objections subject to the changes being confirmed compliant with WBCs criteria for Non-Material Amendments and no negative impact on the neighbours' amenity with overlooking.**

### **NMA/2020/0136 Farnham Hale and Heath End**

Officer: Joanna Patrick

Amendment to WA/2020/1005 for alterations to elevations; incorporation of roof lights into proposed extension.

29 ALMA WAY, HEATH END GU9 0QN

**Farnham Town Council has no objections subject to the changes being confirmed compliant with WBCs criteria for Non-Material Amendments and no negative impact on the neighbours' amenity with overlooking.**

### **WA/2020/1442 Farnham Hale and Heath End**

Officer: Lara Davison

Erection of detached carport and alterations to elevations including dormer window.

LITTLE BROOK, BROOKSIDE, FARNHAM GU9 0NY

**Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2, materials match existing and no negative impact on the neighbours' amenity with overlooking and the position of the garage has no negative impact of the neighbours with its position against 3 boundaries, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

### **WA/2020/1470 Farnham Hale and Heath End**

Officer: James Sackley

Erection of extension and alterations.

5 HALE REEDS, FARNHAM GU9 9BN

**Provided that the extension and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2, materials match existing and no negative impact on the neighbours' amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

### **WA/2020/1480 Farnham Hale and Heath End**

Officer: Carl Housden

Alterations to elevations.

18 WILLOW WAY, FARNHAM GU9 0NU

**Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2, materials match existing and sufficient parking being available within the boundary of the property, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials,**

**COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1481 Farnham Hale and Heath End**

Officer: Olivia Gorham

Erection of a two storey attached dwelling, following demolition of detached garage; closing up of a door and window to the side elevation and alteration from a window to a door at the rear elevation of the existing house known as Longmynd.

LONG MYND, HALE REEDS, FARNHAM GU9 9BN

**The proposed new dwelling is even more unacceptable than withdrawn application WA/2020/0569 for a large two-storey extension due to additional number occupants, vehicles and noise generated by a new dwelling compared to an extension.**

**Hale Reeds is a narrow and congested road, turned into single lane access due the extensive on-street parking and exacerbated by being the main entrance road to Heath End School. The neighbouring property has a garage on the boundary giving space between the proposed dwelling but that does not mean the garden should be in-filled with only 1m spacing. The south side of Hale Reeds has defined space between dwellings and not inappropriate terracing. Terracing is to the north side, typical of the period built. The host and proposed dwelling will have little amenity space for future occupants and no rear access to the 'middle' property. The loss of the green boundary has a negative impact on the street scene to make way for additional parking required for the existing dwelling with the loss of the garage and parking spaces on the site.**

**WA/2020/1509 Farnham Hale and Heath End**

Officer: Carl Housden

Erection of extensions.

11 WEST AVENUE, FARNHAM GU9 0RH

**Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPPI policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**Farnham Moor Park**

**WA/2020/1458 Farnham Moor Park**

Officer: Olivia Gorham

Certificate of Lawfulness under Section 191 for work that has commenced on a single storey extension that is 4.9m in length and 3.4m in overall height.

21 ST JAMES TERRACE, FARNHAM GU9 7JT

**Farnham Town Council strongly objects to this retrospective planning application and asks why the applicant felt it was acceptable to build a large extension without planning permission. The impact of the development cannot be fully assessed with this limited application as the size goes beyond permitted development. The previously withdrawn application WA/2019/2110 states use from 11/11/19 whereas this application states use from 02/03/20, further clarification must be sought.**

**WA/2020/1507 Farnham Moor Park**

Officer: James Sackley

Erection of entrance gates with brick piers and wall.

WINDING WOOD, COMPTON WAY, FARNHAM GU10 1QY

**Any loss in hedging must be kept to a minimum, in response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**TM/2020/0208 Farnham Moor Park**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 10/15

WEYHANGER, 50 COMPTON WAY, FARNHAM GU10 1QU

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**Farnham Shortheath and Boundstone**

**WA/2020/1425 Farnham Shortheath and Boundstone**

Officer: James Sackley

Erection of extension.

PADMORE COTTAGE, 15 BURNT HILL ROAD, WRECCLESHAM GU10 4RU

**Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1466 Farnham Shortheath and Boundstone**

Officer: Daniel Holmes

Erection of detached outbuilding.

KEEPERS COTTAGE, 1A WICKET HILL, WRECCLESHAM GU10 4RD

**Provided that the outbuilding is conditioned ancillary to the dwelling and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2 and has no negative impact on the neighbours' amenity with light pollution, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**TM/2020/0211 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 04/99

OAKVIEW, 3 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. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**



**TM/2020/0212 Farnham Shortheath and Boundstone**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA266  
OAKLEY LODGE 10 BURNT HILL ROAD, FARNHAM GU10 4RZ

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI and NE2.**

**Farnham Upper Hale**

**WA/2020/1423 Farnham Upper Hale**

Officer: Lara Davison

Erection of extensions and alterations to elevations including Juliette balcony.  
MANDALAY, LAWDAY PLACE LANE, FARNHAM GU9 0BT

**Farnham Town Council objects to the size and scale of the proposed extension to include a Juliette balcony to the rear and its negative impact on the neighbours' amenity with overlooking and light pollution from the extensive glazing, not being compliant with Farnham Neighbourhood Plan policy FNPI6 and Residential Extensions SPD.**

**WA/2020/1438 Farnham Upper Hale**

Officer: Olivia Gorham

Erection of a dwelling and detached garage following demolition of existing dwelling (revision of WA/2020/0168)

POTTINGER HOUSE, ODIHAM ROAD, FARNHAM GU10 5AD

**Provided that the new dwelling strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and LPPI policy CCI and CC2 and has no negative impact on the environment with light pollution, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**TM/2020/0210 Farnham Upper Hale**

Officer: Steve Tester

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 16/99

THE SPINNEY 9, PARKSIDE, FARNHAM GU9 0JP

**Farnham Town Council leaves to the Arboricultural Officer. If removal is necessary, replacements must be planted. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI and NE2.**

**WA/2020/1512 Farnham Upper Hale**

Officer: Lara Davison

Erection of extension.

23 WINGS ROAD, FARNHAM GU9 0HN

**Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPPI policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity with light pollution, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

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

#### **WA/2020/1467 Farnham Weybourne and Badshot Lea**

Officer: Jess Sullivan

Construction of vehicular access with dropped kerb.  
27 UPPER WEYBOURNE LANE, FARNHAM GU9 9DG

**Provided that the CHA approves of the access, Farnham Town Council has no objections.**

#### **WA/2020/1482 Farnham Weybourne and Badshot Lea**

Officer: Daniel Holmes

Erection of a detached outbuilding.  
55 CARPENTERS WAY, BADSHOT LEA GU9 9FT

**Farnham Town Council strongly objects to this retrospective planning application. This outbuilding is inappropriate development and will cause overlooking into neighbouring gardens.**

#### **WA/2020/1508 Farnham Weybourne and Badshot Lea**

Officer: Daniel Holmes

Erection of extension and alterations to elevations.  
43 GLORNEY MEAD, BADSHOT LEA GU9 9NL

**Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI 6 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2, materials match existing and no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

### **Farnham Wrecclisham and Rowledge**

#### **WA/2020/1429 Farnham Wrecclisham and Rowledge**

Officer: Philippa Staddon

Erection of extension and alterations to elevations.  
HOP BARN, HOLT POUND FARM, WRECCLESHAM HILL, WRECCLESHAM

**Provided that the extensions and alterations to provide two dwellings strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and LPP1 policy CC1 and CC2, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

#### **WA/2020/1430 Farnham Wrecclisham and Rowledge**

Officer: Carl Housden

Erection of detached car port.  
HOLT POUND FARM, WRECCLESHAM HILL, WRECCLESHAM GU10 4JU

**Provided that the car port is conditioned ancillary to the dwelling and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI 6 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1431 Farnham Wrecclesham and Rowledge**

Officer: Jess Sullivan

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

ROWLEDGE CATTERY, TREMARGA COTTAGE, BROWNS WALK ROWLEDGE GU10 4BE

**Provided that the outbuilding is conditioned ancillary to the dwelling and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, Farnham Town Council has no objections.**

**WA/2020/1432 Farnham Wrecclesham and Rowledge**

Officer: Jess Sullivan

Erection of extension and alterations to elevations and fenestrations.

MAIN BARN, HOLT POUND FARM, WRECCLESHAM HILL, WRECCLESHAM GU10 4JU

**Provided that the extension and alterations to provide a dwelling strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and LPP1 policy CCI and CC2, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1441 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

Erection of extensions and alterations to elevations including dormer windows.

KIRIN, 23 SCHOOL HILL, WRECCLESHAM GU10 4QD

**Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**WA/2020/1447 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

Erection of extension.

10 WRECCLESHAM ROAD, WRECCLESHAM GU9 8TZ

**Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, materials match existing and no negative impact on the neighbours' amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.**

**CA/2020/0163 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

WRECCLESHAM CONSERVATION AREA

WORKS TO TREE

THE OLD VICARAGE, THE STREET, FARNHAM GU10 4PS

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity especially in an area covered by Farnham Neighbourhood Plan policy FNP6 Wrecclesham Conservation Area. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI and NE2.**

**TM/2020/0213 Farnham Wrecclesham and Rowledge**

Officer: Steve Tester

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 21/05  
6 HOLLIS WOOD DRIVE, FARNHAM GU10 4JT

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI and NE2.**

Councillor Neale left the meeting at 10.30am.

**5. Appeals**

For information only

**WA/2020/0536 Farnham Castle**

Officer: Daniel Holmes

Erection of extension.

15 MOUNT PLEASANT, FARNHAM GU9 7AA

Farnham Town Council had no objection to the extensions.

Appeal started 5<sup>th</sup> October 2020, there is no opportunity to submit further comments.

**WA/2019/0333 Farnham Firgrove**

Erection of 2 dwellings with vehicular access from Hillary Road, together with associated works.  
LAND AT REAR OF 9 BRAMBLETON AVENUE, FARNHAM

Appeal dismissed 5<sup>th</sup> October 2020.

**6. Licensing Applications Considered**

New premises licence considered:

Maverick Brewing Company

3 Farnham Business Centre, Dogflud Way, Farnham, GU9 7UP

Mr M J Hoddinott

**Farnham Town Council has reviewed how the applicant aims to uphold the four licensing objectives and makes the following comments:**

**Prevention of crime and disorder – it is requested that CCTV images be retained for 31 days.**

**Public safety – a First Aider be onsite during operational hours and public opening hours.**

**Public nuisance – a trading estate is not a suitable for having outdoor use, public use should be restricted to indoors. Safety would also be an issue with patrons using the car park space whilst other people are accessing surrounding businesses by car.**

**Protection of children – children should not be permitted in the indoor tap room/bar area and only allowed in the building when accompanied by a responsible adult purchasing off-sales. It is not clear from the plan where the off-sales**

**purchasing counter/shop is – the only labelled area is ‘bar’ – clarification to be sought.**

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

There were none for this meeting.

**8. Date of next meeting**

2<sup>nd</sup> November 2020.

The meeting ended at 11.10 am

Notes written by Jenny de Quervain

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Mr Iain Lynch  
Farnham Town Council  
Council Offices  
South Street  
FARNHAM  
Surrey  
GU9 7RN

Our ref SU0036  
SAAA ref SB03192

Email sba@pkf-littlejohn.com

05 October 2020

Dear Mr Lynch

**Farnham Town Council**

**Completion of the limited assurance review for the year ended 31 March 2020**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Farnham Town Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority’s website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the “Notice” must be published. There is no requirement for the “Notice” to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Tel: +44 (0)20 7516 2200 • www.pkf-littlejohn.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

## Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference SU0036 or Farnham Town Council as a reference when paying by BACS.

## Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

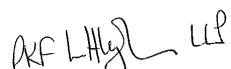
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
  - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

## Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: [https://www.pkf-littlejohn.com/sites/default/files/24\\_satisfaction\\_survey\\_2019-20.docx](https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx)

Yours sincerely



PKF Littlejohn LLP



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### FARNHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

14/05/2020

and recorded as minute reference:

MINUTE REFERENCE  
C16/20

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

Chairman

*P.A. Waters*

Clerk

*M. O. [Signature]*

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

Authority web address

www.farnham.gov.uk

## Section 2 – Accounting Statements 2019/20 for

### FARNHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,434,067	1,442,290	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,064,992	1,102,922	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	318,195	475,535	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	440,735	468,386	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	10,227	40,925	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	924,002	959,571	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,442,290	1,551,865	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,557,221	1,627,893	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,061,113	2,213,916	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	34,339	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



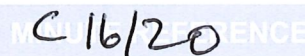
Date

14/05/2020

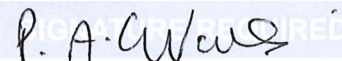
I confirm that these Accounting Statements were approved by this authority on this date:

14/05/2020

as recorded in minute reference:



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



### Section 3 – External Auditor Report and Certificate 2019/20

In respect of **FARNHAM TOWN COUNCIL – SU0036**

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

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

#### 2 External auditor report 2019/20

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

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

None

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

01/10/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

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