



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 27th January, 2022 at 7.00 pm

### Place

Council Chamber - Farnham Town Hall.

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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 27th January, 2022, at 7.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

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

**Iain Lynch**  
Town Clerk

### **Members' Apologies**

**Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to [customer.services@farnham.gov.uk](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 via Zoom 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 which will be a hybrid meeting. Only Members present in person can vote.**

<https://us02web.zoom.us/j/86450769234?pwd=VXBicDRBLzk0eGdGWDRNU3FSb3l0Zz09>

Meeting ID: 864 5076 9234 Passcode: 376480



# 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: 27 January 2022

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



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 27th January, 2022 at 7.00 pm

### Place

Council Chamber - Farnham Town Hall, South Street, Farnham

<https://us02web.zoom.us/j/86450769234?pwd=VXBicDRBLzk0eGdGWDRNU3FSb3l0Zz09>

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### Prayers

Prior to the meeting prayers will be said by Pastor Michael Hall of the Wey Church. Councillors and members of the public are welcome to attend.

### 1 Apologies

To receive apologies for absence.

### 2 Disclosures of Interest

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

#### NOTES:

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

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

### 3 Minutes

**(Pages 7 - 16)**

To sign as a correct record the minutes of the Farnham Town Council meeting held on 16<sup>th</sup> December 2021 at Appendix A.

### 4 Questions and Statements by the Public

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

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

**5 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

**6 Questions by Members**

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

**Part I - Items for Decisions**

**7 Working Group Notes (Pages 17 - 66)**

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

- i) Tourism and Events held on 12<sup>th</sup> January 2022 **Appendix B**
- ii) Strategy and Finance held on 18<sup>th</sup> January 2022 **Appendix C**
- iii) Cemeteries and Appeals held on 20<sup>th</sup> January 2022 **Appendix D**

**8 Precept 2022-2023**

To consider the report at Appendix E from the Strategy & Finance Working Group and agree the level of precept for 2022-23.

**9 Planning and Licensing Applications (Pages 67 - 132)**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 10<sup>th</sup> and 24<sup>th</sup> January at Appendices F and G.

**Part 2 - Items to Note**

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

To receive details of any actions taken under the scheme of delegation not previously reported.

**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 agree the date of the next meeting as Thursday 17<sup>th</sup> March 2022 at 7pm.

**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 in accordance with legislation for commercial sensitivity or staffing reasons.

**Item 3 - Confidential Items**

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

Council Membership:

Alan Earwaker (Mayor), Michaela Wicks (Deputy Mayor), David Attfield, David Beaman, Roger Blishen, Carole Cockburn, Sally Dickson, Pat Evans, Paula Dunsmore, Brian Edmonds, John "Scotty" Fraser, 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

7.00 pm on Thursday 16th December, 2021

### Place

Council Chamber -Farnham Town Hall

### Councillors

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

In attendance remotely (non voting):  
Cllrs Cockburn, Edmonds, MacLeod, and Wicks.

### Apologies for absence

Cllr Ward.

### Officers Present:

Iain Lynch, Town Clerk.  
Iain McCready, Business and Facilities Manager attended remotely.

There was 1 member of the public and 1 member of the press in attendance. Prior to the meeting, prayers were led by Revd John Morris of St Thomas-on-the Bourne.

C79/20 **Apologies**  
Apologies were received from Cllr Ward.

C80/20 **Disclosures of Interest**  
Disclosures of interest were received from Cllr Mark Merryweather as portfolio holder for Finance and assets at Waverley Borough Council; Cllr Kika Mirylees as Portfolio holder for culture in relation to the discussion on the Farnham Museum.

C81/20 **Minutes**

Subject to a correction to say that Cllr Beaman was Acting Secretary and Treasurer of the the Hale Recreation Ground Committee rather than a Trustee, and the amendment of 'world' to 'would' on page 13 para 3 line 2, the Minutes were agreed for signing by the Mayor.

C82/20 **Questions and Statements by the Public**

Mrs Zofia Lovell, Chairman of the South Farnham Residents Association asked a question relating to the Surrey Hills review of the Surrey Hills Area of Outstanding Natural Beauty (AONB) and referencing the Farnham Neighbourhood Plan Policy FNP10 (to Protect and Enhance the Countryside) and Policy FNP13 (to Protect and Enhance Biodiversity).

She asked if Farnham Town Council would support the area identified in the HDA Landscape Assessment Area 13, entitled "Compton Wooded Slopes" being included in an extended AONB as the area directly abutted the existing AONB and had been identified in the report as of High Landscape Value and of High Sensitivity.

In response, Cllr Neale advised that this would be discussed later in the meeting but the response from FTC would support the inclusion of the areas set out in the Neighbourhood Plan.

C83/20 **Town Mayor's Announcements**

The Mayor said he was delighted to announce that the purchase of Tice's Meadow had now been completed by Surrey County Council with financial contributions from six local authorities including Farnham Town Council. This should safeguard public access to the site for future generations and ensure that work undertaken by volunteers from the Tice's Meadow Bird Group who created an award-winning conservation site would continue.

The Mayor recorded our thanks to the vaccinators and volunteers at Farnham Hospital who are now running vaccination clinics seven days a week until Christmas. We are truly grateful that the Farnham volunteers filled up all the available slots within hours of the additional clinics being created.

I should also like to say thank you to our volunteers and funding partners who are running the Farnham Support Fund including the Farnham Institute Charity, Farnham Lions, Rotary, the Dempster Trust and the CAB. This group continues to help those who are facing hardship and we have just received a boost with an initial extra £30,000 government grant via Waverley Borough Council to help those in greatest need in the next few months. Please signpost anyone in need to [help@farnham.gov.uk](mailto:help@farnham.gov.uk) or see the Farnham website for more details.

Finally, may I wish you and your families a safe and happy Christmas.

C84/20 **Questions by Members**

There were no Questions by Members.

C85/20 **Covid Update - Quorum, hybrid meetings, leave of absence.**

Council noted the current position with the provisions made for decision making as a result of Covid and that Resolution 166/19 was still in operation but used sparingly. It was still unclear, with the reintroduction of restrictions as a result of the latest Covid Omicron



variant, whether the Government would reintroduce the opportunity for hybrid meetings. As such, it was prudent to review the situation in case there were not enough councillors attending meetings in person given Farnham Town Council's higher than required quorum.

In addition, Council discussed the situation regarding Working Groups again where there had been a difference of view from NALC and other advisors over whether these meetings could be held at all let alone in a hybrid manner. No decisions were made at Working Group meetings (all are recommended to full Council) but under current FTC rules a quorum of councillors physically present (excluding ex-officio members) was required for the meeting to be able to continue even if members were present remotely.

It was noted that Cllr Edmonds had not been able to attend meetings in person for health reasons although he had been taking an active part in Planning and Licensing Consultative Group meetings which met remotely to advise the Town Clerk under the Scheme of Delegation. It was proposed that, for avoidance of doubt, an extended leave of absence be formally authorised.

On a proposal by Cllr Attfield, seconded by Cllr Fraser, **it was RESOLVED *nem con* that**

- 1) for the rest of the Municipal year the quorum for Full Council be a minimum of six members as set out in at the NALC Model Standing Orders.**
- 2) for the rest of the Municipal year, the quorum for Working Group meetings be made up of councillors in person or attending remotely via Zoom.**
- 3) An extended leave of absence be authorised for Cllr Edmonds as a result of him shielding because of the ongoing covid pandemic.**

C86/20 **Working Group Notes**

C87/20 **Strategy & Finance held on 7th December**

Cllr Neale introduced the notes of the Strategy & Finance Working Group meeting (at Appendix B to the agenda) held on 7<sup>th</sup> December.

**a) Contracts and Assets**

Council noted actions taken by the Town Clerk under the scheme of delegation. Four tenders were received for the West Street Cemetery Gates, with prices ranging from £41,323 to £118,874. After evaluation and references the contract was awarded to Lost Art of Wigan at a cost of £41,323. Additional costs would apply (to be contained within the agreed budget) relating to some resurfacing of the tarmac entrance to allow the refurbished gates to close

Council noted five tenders were received for the Central Car Park Toilet refurbishment with prices ranging from £143,085 to £221,477. After tender evaluation by the Council's advisors Drake & Kannemeyer with arithmetical errors adjusted and references taken, the tender was awarded to Endwell Contracts at a cost of £143,085.

Council received updates on the cleaning contract, the greenhouse, and the Youth Shelter.

C87/21a

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

- 1) **the actions taken by the Town Clerk in issuing the two contracts be endorsed.**
- 2) **that a sum of up to £5,000 be allocated to install the hoggin path by the youth shelter to be met from the maintenance budget.**

**b) Task Groups**

C87/21b

Council received updates from the Young People's Task Groups, and the Cultural Projects Task Group. The latter had considered the report of Bonnar Keenlyside on the potential for a new Cultural attraction for Farnham.

Council discussed the findings and future opportunities to underpin World Craft Town status and move it to the next level including

- The benefit of a new structure to drive forward the focus of Farnham as a World Craft City, with more representation of makers involved;
- The need to develop the online offer and raise awareness of what Farnham offers (similar points were identified as part of the assessors feedback of the World Craft Town application)
- The need for the evolving organisation to be underpinned by the Town Council but supported by those with an entrepreneurial stake but with a clear focus.
- Brightwells did not appear to offer a primary location at this stage based on feedback received, but other buildings could be repurposed. This required further engagement with and support of both the County Council and Borough Council.
- The opportunity to create a ten-year strategy and to seek some further Arts Council funding to underpin the development recognising the importance of demonstrating diversity.

**It was RESOLVED *nem con***

- 1) **That the report carried out by Bonnar Keenlyside be welcomed;**
- 2) **That the recommendations and actions contained within the report be progressed with a further report going back to Strategy & Finance via the Task Group;**
- 3) **The Craft Town Co-ordinator be employed for additional days throughout the year to extend awareness and programming for Craft Month throughout the year; and**
- 4) **An application be developed in conjunction with the Farnham Maltings for submission to the Arts Council to underpin the programmed development.**

C87/21c

**c) Farnham Infrastructure Programme**

Cllr Neale provided an update on the latest position of the Farnham Infrastructure Programme and detailed the consultation of the 20MPH zones. The Working Group welcomed the 20MPH scheme in general but had expressed concern about the consultation purporting to have the support of the Town Council when the Town Council had submitted several significant concerns about what was proposed for Castle Street with build outs and street furniture conflicting with listed buildings. The suggested detail of the Council's response was set out on pages 4 and 5 of the notes of the Strategy & Finance Working Group. Council added concern over speed humps particularly in the conservation area but also in other areas.

In terms of the consultation on the Wreclesham and Western Bypass, Council noted the challenges of delivering the scheme in the current climate and understood

the economic and environmental case made it difficult to progress, but there was a strong view that the scheme should be kept as part of the strategic objective even if it could not progress at this particular time. It was noted that the FIP could not progress without funding and the Western Bypass in particular was a difficult funding proposition. It was also noted that the circumstances of the Scott Wilson report previously were very different now, with significant development taking place in East Hampshire District Council just across the border. Farnham should be arguing for what Farnham needs with collaboration with Hampshire CC and lobbying of MPs. There was no doubt that the only thing that would relieve Wrecclesham was a relief road and the only matter for debate was which route should be followed. Cllr Mirylees advised that this view may not, however, be shared by younger members of the community who were very concerned about climate change impacts.

Cllr Fraser reiterated the need for a meeting of Farnham Councillors only with the FIP Programme team as had been promised, and other councillors expressed the view that Farnham Town Council, and the Leader as its representative on the Board, needed to be more vociferous in articulating priorities and the concerns raised.

It was noted that the Farnham Infrastructure Programme referred some matters to the Waverley Local Committee, but Town and Parish Councils were not represented on that committee so the FTC voice was not effectively represented.

Council was also concerned that the documents submitted to the Department for Transport relating to the A31 corridor had not been shared with partners or even the FIP Board members. Cllr Hesse commented that whilst there was a need to promote the interests of the Council as a whole, the centre of Farnham should shine as a beacon of quality and there was a need to push for the best that can be delivered for the town as a whole.

Cllr Beaman proposed, Cllr Neale seconded, an amendment to the proposal from Strategy & Finance which became the substantive motion, and **it was RESOLVED nem con:**

- 1) **the response to the 20MPH Zone consultation on pages 4 and 5 of the Strategy and Finance Notes be agreed; and**
- 2) **FTC notes the Atkins Technical Report but given the importance of connectivity between the A3 and M3, Farnham Town Council seeks agreement for Surrey County Council to have the Strategic Link Road kept as a priority on the Major Road Network programme and also seeks collaboration with Hampshire County Council to achieve this objective.**

C87/21d

**d) Finance report**

Cllr Neale introduced the Finance Report which included a series of recommendations on grants and the proposed budget and precept Strategy being addressed as a separate item on the agenda.

**It was RESOLVED nem con that:**

- 1) **£1,900 be awarded to the Aston Defibrillator Fund, from within the balance of 2021/22 grants.**
- 2) **the request by Frensham Ponds Sailability to reallocate the approved funding towards a replacement boat be agreed.**
- 3) **Farnham Town Council launch an appeal with Hoppa to fund a third electric bus to be match funded from the Government grants;**

- 4) **A sum of £20,000 be earmarked from the 2021/22 environmental initiatives budget to match fund community contributions;**
- 5) **FTC seek funding from Surrey County Council, Waverley Borough Council and other organisations to meet the balance of the costs.**

C87/21e

**e) FTC Strategy Workshop**

Cllr Neale introduced the notes of the Strategy Workshop held in November to assist with the development of the 2022/23 budget and Council programme. Overall, councillors did not wish to reduce any services or divert resources to other areas but wished to concentrate on current activity and continuously improve where possible.

The series of points raised at the workshop, reinforcing the Council Vision, as set out on page 8 of the Strategy & Finance Notes were accepted with specific items noted as: Engage further with UCA; Support community safety and well-being; Extend Young people focus; Extend World Craft Town focus; Improve communication and website; Continue to work with business community on development of a Business Improvement District; Focus on the Infrastructure Programme and other Infrastructure matters; Consideration of the wider public estate (properties held by other public bodies). It was suggested another workshop be held in the Spring of 2022.

Cllr Hesse asked that it be recorded that he did not support the idea of a café in Gostrey Meadow.

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

- 1) The outcomes of the Strategy Workshop be endorsed;**
- 2) A further Strategy workshop be held in the spring of 2022.**

Cllr Mirylees and Cllr Merryweather left the meeting for the next item with Cllr Merryweather commenting that some matters/omissions in the Leader's briefing paper on the Museum needed to be corrected.

C87/21f

**f) Farnham Museum**

Cllr Neale updated Council on the work of the Museum Task Group that had met with consultants Bowles Green who had been appointed by Waverley Borough Council to seek views on the future of the Museum. He also advised that a follow-up meeting of the Task Group with WBC and other partners was scheduled for January 2022. Cllr Neale was concerned that FTC was being treated as a consultee just like any other consultee and not as a partner council and this put the Town Council in a difficult position. There was no information on proposals coming from the Borough Council until the consultants had concluded their report on options. Cllr Edmonds was concerned that the annual maintenance costs were not clear, and Cllr Attfield observed that it appeared the current problems had occurred because maintenance costs had not been invested for many years.

C87/21g

**g) Consultations**

- i) Cllr Neale updated Council on the Waverley Community Governance Review noting that ward councillors had been invited to a meeting in January. Other councillors noted that the desk based review had not been an equal or fair process.

- ii) Council noted FTC had responded to the consultation advising it wished to be an active participant and drawing attention to matters highlighted in the Neighbourhood Plan.

C88/20 **Updates from other Working Groups**

**a) Tourism & Events**

Cllr Evans provided an update on activities being progressed by the Tourism and Events Working Group noting it had been a very busy period with the 20 years celebration of the Farmers' Market, the Food Festival and preparations for Christmas Lights and the Christmas Market. She passed on her thanks (with applause from councillors) to all staff and volunteers for their support, with particular thanks to Oliver Cluskey, the Events Manager for his efforts.

**b) Cemeteries and Appeals**

Cllr Cockburn advised that the coffee morning with undertakers was being deferred until the new year. She also advised that a memorial tree for tributes to loved ones had been erected in west Street cemetery with thanks to Castle Street Flowers. She also commented that the cemeteries were looking very good with all the recent maintenance work.

Cllr Evans left the meeting at 8.45pm.

**c) Community Enhancement**

Cllr Dickson introduced the informal notes of the discussion held on 25<sup>th</sup> November at Appendix C. Council noted the new mechanical bulb planting had taken place outside West Street Cemetery and that Welcome Back Funding was being used to clean and refurbish bus stops throughout town. Council noted the plans for the Riverside tree avenue as part of the Queen's Green Canopy and the financial support of the Ahmadiyya Muslim Association.

In terms of the allotments, officers had proposed regularising the allotment year and charges to the growing season with each year starting on 1<sup>st</sup> October to maximise the opportunity for new plotters to prepare their plots for the new growing year. It was also proposed that the administration fee for new plotters be increased to £50.

On a recommendation by Cllr Dickson, seconded by Cllr Dunsmore, **it was RESOLVED *nem con* that:**

- 1) **the invoicing year for allotments be 1<sup>st</sup> October to 30<sup>th</sup> September;**
- 2) **the administration fee for new allotment holders be £50 from April 2022.**

C89/20 **Budget 2022-23**

Cllr Neale introduced the budget report at Appendix D that followed detailed discussion at the Strategy & Finance Working Group.

The draft budget recommended by Strategy & Finance has been drawn up based on a review of expenditure in 2021/22 and on the 2020/21 outturn but in a context of continuing uncertainty over Coronavirus. The prudent approach over potential sponsorship and income from activities had continued but with a return of some elements to pre-covid levels. Investment income continued at a very low rate. The draft budget included fees and charges broadly based on 2021/22 levels, given the continuing uncertainty in the economic climate but with provision for some increases. It was noted that Farnham has a provisional Band D tax base of 17654.4 up from 17,363 based on a collection rate of 98%.

Council noted the costs being absorbed by Council with inflation running at an historic high in recent decades, an increase of 1.25% in employers' National Insurance costs. It was proposed that a new budget of £10,000 for initiatives to support Young People be agreed; that an increase in the time for the Craft Co-ordinator and the continuation of the Literary Festival co-ordinator be agreed along with an increase in the hourly rate for weekend working (although maintained within the existing budget). Cllr Neale advised that the budget was based on the discussions agreed at the Strategy Workshop, in maintaining the current level of services.

Council noted that Farnham Town Council's precept increases had consistently been below national averages for seven years in a row underlining the prudent approach taken by the council but that the amount of the Council Tax Support Grant was again reducing in the next year as a result of agreed phasing out.

Cllr Neale advised that the overall increase in the draft budget to £1,473,800, with increased budgeted income of £1,432,607 meant that a shortfall of £41,193 would need to be addressed as part of the discussions on the precept level.

Cllr Attfield Proposed, seconded by Cllr Beaman, and **agreed nem con** that the grant for the Blackwater Valley Countryside Management Partnership be increased by £1,000 as it had been held static for many years.

Cllr Edmonds asked about the impact of the shortfall on the precept. In response the Town Clerk advised he could not be certain on this since when Council considered the precept, it could agree to set higher income targets (eg from sponsorship) or use agree to use some reserves (as in 2021/22) to minimise any precept rise.

Cllr Attfield proposed, seconded by Cllr Beaman, and **it was RESOLVED nem con that a budget of £1,474,800 be agreed for 2022/23.**

## C90/20 **Planning and Licensing Applications**

Cllr Fraser reported that there had been four meetings since the last Council meeting which were attached at Appendices E,F, G and H. AT these meetings there had been 11 key large applications, 24 large and important applications and 105 routine or uncontroversial applications including 27 tree applications.

He advised Council that the hybrid meetings were not a particularly satisfactory way of working particularly when there were an excessive number of documents with small images that do not enlarge without a loss of quality. The History and Constraints documents were frequently omitted by the Local Planning Authority and this had to be resolved as this was an important element of the Group's considerations. The Planning Process leaves inadequate time for residents to makes comments.

Cllr Fraser further advised that there continued to be speculative planning applications outside the Built Up Area, many were of excessive size and allocated woefully inadequate parking (half a car per flat was not uncommon).

Cllr Fraser thanked councillors and officers and particularly Jenny de Quervain, for the huge amount of work that goes into reviewing all the applications.

One particular matter that had been considered was a proposal to take the Section 106 funding for a cycleway in North Farnham into the Farnham Infrastructure Programme. In

discussion, councillors strongly objected to this as the monies were to mitigate a specific development and should not be added to a wider plot.

Cllr Merryweather proposed, Cllr Attfield seconded and **it was Resolved *nem con* (with Cllr Beaman abstaining) that:**

- 1) **FTC strongly objects to any change in the Section 106 cycleway project agreed as part of Planning Application WA/2015/2283 in Badshot Lea; and**
- 2) **FTC agrees that the project should be implemented without delay.**

Cllr Cockburn advised Council that the Appeal at 9 Upper South View had been dismissed which was another terrific example of the Neighbourhood Plan success in protecting the Heritage Asset of Farnham Park.

#### **C91/20 Actions taken under the Scheme of Delegation**

There were no matters reported.

#### **C92/20 Reports from Other Councils**

- i) Cllr MacLeod reported that there was unhappiness among the Residents and Independent Group on Surrey CC that only three projects had so far been allocated a share of the £100m Your Surrey Fund and at least one (that had been allocated over £500,000 to develop a shop and café in Normandy) did not seem appropriate. Cllr MacLeod had asked for a complete review of the programme as there should be £247k per division per year allocated.
- ii) Cllr MacLeod expressed concern that Children's services budgets were proposed for further cuts, especially in the context of recent national tragedies.

Cllr Dickson left the meeting at 9.30pm.

- iii) Cllr Cockburn reported that the Waverley Local Plan 2 was being submitted to the Independent Examiner, but she was concerned as it included a site in the middle of the AONB. The impact was that this weakened the argument for other sites with a lower landscape designation and noted that sites in Farnham at Hawthorns and Monkton Lane were being resubmitted.

#### **C93/20 Reports from Outside Bodies**

- i) Cllr Beaman advised he had circulated a report to councillors on the Blackwater Valley Countryside Partnership.
- ii) Cllr Cockburn reported that the Sports Council AGM had been very enjoyable with the editor of the Herald making a presentation. There had also been a discussion on how sports clubs could be more sustainable.

#### **C94/20 Date of Next Meeting**

The next meeting was agreed as January 27<sup>th</sup> at 7.00pm.

The Mayor closed the meeting at 9.40 pm

Date

Chairman

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# FARNHAM TOWN COUNCIL

# B

## Notes

### Tourism & Events Working Group

#### Time and date

9.30 am on Wednesday 12th January, 2022

#### Place

Held in the Chamber and remotely via Zoom

#### Attendees:

Members: Councillors Pat Evans (Lead Member), Roger Blishen, Michaela Martin, Mark Merryweather, Kika Mirylees and John Neale

Officers: Iain Lynch (Town Clerk) and Oliver Cluskey

#### 1. Apologies

POINTS	ACTION
None were made. Cllr Mirylees to arrive late.	

#### 2. Disclosures of Interests

POINTS	ACTION
None were made.	

#### 3. Notes of the last meeting

POINTS	ACTION
The notes of the last meeting held on 12 <sup>th</sup> October 2021 were agreed.	

#### 4. Recent events

POINTS	ACTION
<p>I. Christmas lights switch on</p> <p>Members spoke very positively about the event that was very well attended and received by the public. The searchlights that had initially been planned but unavailable were not missed. Members discussed the disappointment that all the lights did not switch on together after an exciting build up and agreed to look into the possibility of adding large 'moonflower lights' by the stage if budget allowed for the 2022 switch on. Government guidance was followed</p>	<p>Events Manager to get quotes for Moon flower lighting</p>

<p>extra COVID precautions were taken with free face masks given away and hired security to control possible overcrowding. Members discussed the new power in the meadow which worked well and agreed for the Town Clerk to progress the gate widening.</p> <p>2. Snow window trail Cllr Mirylees arrived. Members agreed that the trail was a huge success and as this was part-funded via Waverley's portion of the Welcome Back fund that would not be repeated, agreed to recommend funding it again in 2022 with £50 per shop noting this was something that could be part of the Business Improvement District activities in future.</p> <p>3. Christmas Market Members agreed that the event was another success and also well received. Some members of public had raised concerns that not many people were seen to be wearing facemasks although 2000 facemasks had been bought by FTC and were given away free across the event. Government guidance for events was followed throughout. Members were informed of 2 letters of complaints from residents of Castle Street regarding the live music. These had been responded to. All members agreed that the addition of the Conservative Club was positive.</p> <p>4. Late night shopping The evening which included walkabout entertainment and funded by the Welcome back fund (via Waverley and FTC) was well received on social media but many key stores did not stay open. This type of event would normally be something a BID would support and without any future Welcome back funding, members questioned whether FTC should organise again.</p> <p>5. The Witcher installation Members were informed that as one of the film sites of the new series of the Netflix show 'The Witcher', Farnham had been chosen to be included in a tour of the UK promotional launch. FTC had been approached to support the installation of a snow globe on Castle Street on 6<sup>th</sup> December. This date was postponed due to high winds and the installation was erected on 20<sup>th</sup> December for the day. The Mayors Charity would receive a £500 donation.</p>	
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## 5. Future events and projects

<b>POINTS</b>	<b>ACTION</b>
<p>1. Music in the Vineyard Due to uncertainty with COVID, January and February had been cancelled. Members agreed to look at March and April on a monthly basis.</p> <p>2. Literary Festival Members were informed by Cllr Mirylees that the Festival was shaping up well. The launch ceremony was scheduled to be at The Farnham Pottery on 1<sup>st</sup> march with the opening event at the Spire</p>	<p>Events Manager to liaise with Cllr Evans regarding Music in Vineyard.</p>

<p>Church on Saturday 5<sup>th</sup> March. There were talks scheduled at a number of Schools and UCA were now involved. The progress on the inaugural festival and the contribution of partners was welcomed.</p> <p>3. Sustainability Festival Farnham Community Farm had agreed to 22<sup>nd</sup> May date and a meeting was in the diary to progress.</p> <p>4. Music in the Meadow Members were informed that applications from bands were now being taken.</p> <p>5. Platinum Jubilee Members were informed that Farnham Symphonia had been booked in November but The Events Manager had then been informed in January that they would only be able to perform at 7pm due to another commitment in Bentley on that day. With concerns on staffing and being a Sunday with no Bank holiday Monday members agreed that the event would be between 1pm and 5pm and be part of the National 'big lunch'. Events Manager to book a variety of music throughout the day.</p> <p>6. Carnival Sunday A meeting with the Lions was scheduled but there was concern with repeating the Jubilee theme on the Sunday.</p> <p>7. Market on West Street Members agreed two Ethical vegan markets as part of the West Street events and discussed the frequency of the markets on West Street as SMT had asked for a monthly Market. Members agreed for SMT to be offered another test market but did not support a monthly market due to concerns with residents and FTC staffing. The programme of events already planned was noted.</p> <p>8. Farmers' Market A stall rate rise of £5 was to be discussed at Strategy and finance. This was the first rise in seven years and reflected increasing costs. Members noted that Waverley received £10 per stall for the use of the car park so the amount received by FTC was lower than the amount charged.</p> <p>9. Walking Festival The Events Manager had contacted walk leaders from 2020 to see if they would like to do those walks this year. There was no external co-ordinator planned for 2022.</p> <p>10. Town Crier update The Working group noted the launch of the recruitment process had taken place at the Christmas Market. There would be a formal application process with support from the National Guild and two people had shown an interest so far.</p>	<p>Events Manager to book variety of music for Platinum Jubilee.</p> <p>Events Manager to schedule two Vegan markets and one SMT Market</p>
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## 6. BID update

POINTS	ACTION
<p>Members were informed that a meeting with Mosaic partnership was scheduled with a view to them taking the BID to the vote stage. Waverley were also providing some addition Welcome Back Funding in addition to that earmarked by FTC. Steve Hamilton had been recruited to assist Eddie Pearce in leading the Business side. The BID, which had to be Business led, was now in a positive position.</p> <p>It was noted that MOSAIC (who had previously presented to the Town Council and local businesses) had led 131 BIDS to implementation stage and it was agreed to recommend to Council that they be appointed for Farnham.</p>	<p><b>Recommendation to Council.</b>  <b>It is recommended that:</b></p> <p>1) <b>MOSAIC</b> be appointed to lead the BID project to <b>VOTE stage at a cost of £20,000 with the Welcome Back Funding and the earmarked funds from Farnham Town Council;</b></p> <p>2) <b>Standing orders Contracts</b> be waived in order to appoint specialist consultants <b>MOSAIC</b> to work with the Chamber of Commerce and local businesses.</p>

## 7. Sponsorship

POINTS	ACTION
<p>Three different packages had been created for the Literary Festival but none had been sold for the inaugural festival whilst the focus was on getting the infrastructure in place. Members received an update on plans</p>	

## 8. Financial update

POINTS	ACTION
<p>The current position was healthy and there were no issues raised.</p>	

## 9. Date of next meeting

POINTS	ACTION
<p>The date of the next meeting was agreed as Wednesday 13<sup>th</sup> April at 9.30am</p>	

The meeting ended at 11.15 am

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



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# FARNHAM TOWN COUNCIL

## Notes

### Strategy & Finance Working Group

#### Time and date

9.30 am on Tuesday 18th January, 2022

#### Place

Council Chamber - Farnham Town Hall

#### Attendees:

Members: Councillors John Neale (Lead Member), David Attfield, Roger Blishen, Carole Cockburn, Sally Dickson (remote), Alan Earwaker (ex-Officio), Pat Evans (remote) and George Hesse (remote)

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager) and Jenny de Quervain (Planning & Civic Administrator - part)

#### 1. Apologies

POINTS	ACTION
Cllr Dickson apologised for late arrival.	

#### 2. Declarations of interest

POINTS	ACTION
Cllr Evans declared an interest as a Trustee of the Hale Community Centre and took no part in relevant discussions relating to 2022/23 grants.	

#### 3. Minutes of the last meeting

POINTS	ACTION
The Notes of the last meeting were agreed.	

#### 4. Finance report

POINTS	ACTION
1) The Working Group reviewed the detail of the finances at the nine month period to December 31 <sup>st</sup> with detailed papers on the Bank Reconciliation (Appendix B), the Income and Expenditure Report by both account code and committee (at Appendix C), the Statement of investments and reserves (at Appendix D), an update on outstanding payments (at appendix E) with BACS and cheque	<b>Recommendations to Council</b> 1) The fees and charges set out in the report at

<p>payments available for inspection.</p> <p>2) The Working Group noted the current position and that income was running at 117% of budget (partly because of £141,774 of CIL receipts, £32,798 of Section 106 funds received and grant income of £31,920 which were ringfenced for specific purposes.) Expenditure was at 62% of budget but with two significant projects about to start. Debtors were at a good position with none that were a cause for concern. Sarah Cross was commended for her consistent work in managing this.</p> <p>3) Fees and Charges for 2022/23 were discussed and agreed for adoption by Council attached at Annex 1. Specific changes proposed include increasing the fee for the Farmers' Market to £40 (with a continued discount for booking six markets at a time in view of the reduced administration), and decreasing the time included for genealogy searches from 1 hour for to 30 minutes for £10. The Invest in Farnham Brochure and Residents' Guide brochure rates were noted and it was agreed to recommend some flexibility for packages and to ensure officers could secure the best deals for the Council.</p> <p>4) The 2022/23 Investment Strategy (attached at Annex 2 to these minutes) was agreed for recommendation to Council.</p> <p>Cllr Dickson arrived at this point</p>	<p><b>Annex 1 be agreed;</b></p> <p><b>2) The Town Clerk be authorised to use discretion to negotiate the best arrangement for the Council in relation to Sponsorship and items where more complex arrangements are planned using the approved Fees and Charges as the basis for discussion.</b></p> <p><b>Recommendation to Council:</b></p> <p><b>The Investment Strategy at Annex 2 to the Notes of the Strategy &amp; Finance Working Group be adopted.</b></p>
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## 5. Internal Audit Interim Report

POINTS	ACTION
<p>The Working Group reviewed the first report of the new Internal Auditor Mike Platten and welcomed its findings. The issues raised were addressed in a response by the officers, and the points set out were endorsed for recommendation to Council.</p> <p>The Interim Report and officers' comments are attached at Annex 3 to the minutes.</p>	<p><b>Recommendations to Council.</b></p> <p><b>1) The Internal Auditor's report be welcomed</b></p> <p><b>2) The Officers' responses be agreed.</b></p>

## 6. Precept 2022/23

POINTS	ACTION
<p>The Working Group reviewed the draft report as background to determining a precept level to recommend to Council. Members noted the current national situation with inflation running in excess of 5% and forecast to be at high levels until the end of 2023.</p> <p>The Working Group considered whether to recommend using reserves but felt that a below inflation increase was prudent to help local residents but also to maintain reserves for important projects that were commencing. The two capital projects underway would cost over £200,000 with others in</p>	



<p>the pipeline and if FTC were to take on other services from Principal authorities, additional investment would inevitably be required.</p> <p>The Working Group noted the Farnham Town Council precept rises over many years had been lower than the national average and the Council's precept level was below the average for the sector as a whole.</p> <p>It was agreed to recommend a precept of £1,231,570, representing a Band D rate of £69.76 per annum or £1.34 per week.</p>	<p><b>Recommendations to Council:</b> The precept for 2022/23 be set at £1,231,570, being a Band D rate of £69.76 per annum or £1.34 per week.</p>
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## 7. Timetable of meetings for 2022/23

POINTS	ACTION
<p>The draft timetable of meetings for 2022/23 which had been circulated to all councillors was noted.</p> <p>The Working Group discussed whether there should be a review of all the Working Groups ahead of 2022/23 as previously discussed, but it was felt that it was not practical to make a recommendation to Council at this stage with everything else happening.</p>	

## 8. Risk Management Report

POINTS	ACTION
<p>The Risk Management Report at Appendix K to the agenda (and Annex 4 to the minutes) was discussed and the work of the individual Working Groups on potential risks and mitigation for their own areas of activity, considered during the autumn cycle of meetings, was noted. The work of the Internal Auditor (using Governance and Accountability - a Practitioner's guide as the basis for his work) was a key element of the financial and corporate risk management, whilst health and safety issues were independently assessed each year by the Council's contract with Worknest (formerly known as Ellis Whittam). Their normal inspection had been delayed as a result of staff changes, but was booked for January.</p> <p>The Council's usual operations were further supplemented and mitigated by national health and safety legislation and its relationship with its insurers. The Working Group noted the responsibility that all employees, councillors and volunteers had in maintaining a good and safe environment and that the responsibilities were set out in policy statements agreed by Council.</p>	<p><b>Recommendations to Council</b></p> <p>1) The 2021/22 Risk Management Report be welcomed and adopted;</p> <p>2) The work done by Working Groups in managing risk be noted.</p>

## 9. Contracts and assets update

POINTS	ACTION
<p>1) The Working Group considered the report at Appendix L to its agenda noting that the cemetery gates were to be collected by Lost Art on 20<sup>th</sup> January and were due to be refurbished by May. Whilst on site, the contractor would provide an additional cost for the railings project to be funded by allocated Section 106 funding.</p> <p>2) The Working Group noted a pre-construction meeting had been held</p>	<p><b>Recommendation to Council:</b></p>

<p>with Endwell for the Public Convenience refurbishment project in Central Car Park. The work was scheduled to commence in March and complete by the end of May. The Working Group considered the suggestions raised by Cllr Dunsmore for amending the plans for the ladies toilet washing facilities to avoid a hidden corner (by constructing a stud wall and relocating the washing unit to improve personal safety) and agreed to recommend to Council that the adaptations be incorporated. Of the options costed, it was agreed to progress option B at a cost of £10,099. It was also agreed to recommend that the refurbishment project be the first to receive a Community Infrastructure Levy (CIL) allocation and the amount proposed was £40,000.</p> <p>3) The Working Group noted that officers were reviewing a combined mobile phone and radio system to replace the current mobile phone contract and were trialling a scheme developed by Brentwood Communications who had worked for other councils. The scheme had personal safety features built in suitable for lone working and a further report would be submitted to the March meeting with details of hire or purchase options. It was noted that a two year hire was not significantly higher than the current contract and that the increased benefits seemed attractive.</p> <p>4) The Working Group received an update on the Insurance Claim following the fire in the nursery greenhouses. The loss adjuster and insurers had now accepted a settlement figure proposed covering the cost of a new greenhouse and the reinstatement of the electrical supply. As the lead time for the new greenhouse was approaching a year, in the short term, following a review of several options, Secretts of Milford had kindly made some space in their glasshouse available for the nurturing of the 2022 plants. Whilst visiting Secretts, an option to acquire a secondhand greenhouse in good structural condition was discussed. The greenhouse would be dismantled and rebuilt by specialist greenhouse movers. Members felt the reuse of an existing greenhouse was better environmentally if it met the Council's needs. Assuming the insurer was content, it was agreed to recommend to Council that this option should be investigated further and the greenhouse be adapted with appropriate heating and watering systems within the settlement sum.</p> <p>5) Other matters noted by the Working Group included progress on the quinquennial tree inspections and the outcome of the latest Zurich Lift Inspection which would be the subject of a further report at the next meeting. The Group also noted that the Business and Facilities manager had received a demonstration of a Nimos Mosquito II Brush Cutter machine which would be beneficial for clearing moss and weeds from pathways. Alternate prices were being sought with a view to purchasing one from the 2021/22 equipment budget at a cost in the region of £4,000.</p>	<p>1) <b>The proposed safety improvements in the ladies toilets be incorporated at a cost of £10,099;</b></p> <p>2) <b>A CIL allocation of £40,000 for the Public Toilets refurbishment in Central Car Park be agreed.</b></p> <p><b>Recommendation to Council:</b></p> <p>1) <b>The arrangements for the 2022 planting season be noted;</b></p> <p>2) <b>The concept of acquiring and adapting a secondhand greenhouse from Secretts be pursued in consultation with the Council's insurer.</b></p>
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#### 10. Community Grants 2022/23

POINTS	ACTION
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The Working Group considered the report at Appendix M to its agenda with suggested grant allocations for the Community Grants 2022/23. The report was in two parts setting out ongoing revenue funding contributions for organisations with a 'light touch' Service Level Agreement who helped deliver the Council's priorities and smaller grants for community organisations who received up to £2000. Applications amounting to £32,259.50 had been received for a budget of £17,500.

The funding proposed for 2022/23 is as follows:

Service level agreements:	£54,500
In year community grants:	£17,500
Grants funded from other budgets:	£6,000
Small Grants (in year allocation)	£2,000

- I The SLA Grant organisations had met with FTC members and officers to discuss their proposed activities for 2022/23. The amounts proposed were:

Budget Centre	Organisation	SLA
4801	Farnham Maltings	£13,000
4802	Citizens Advice Bureau	£17,500
4803	40 Degreez	£2,000
4806	Hale Community Centre	£2,000
4808	Hoppa Community Transport in Farnham	£10,000
4809	Brightwells Gostrey Centre	£10,000
	<b>Total</b>	<b>£54,500</b>

Members noted that The Hale Community Centre appeared not to receive support from Vivid Housing Association and it was agreed the Town Clerk should write to them and also enlist Waverley's support to the request to encourage funding for the work done by the Hale Community Centre for Vivid's tenants. The Working Group was willing to revisit support from Farnham Town Council once the situation had been clarified.

## 2 Organisations which are supported from specific service budgets

Organisation	Fund from	Allocations
VC Meudon Community Amateur Sports Club (Farnham Cycle Races)	Tourism and Events budget.	£2,000
Farnham Carnival	Tourism and Events. Shared costs with Picnic in the Park	£1,500
Blackwater Valley Countryside Partnership	Community Enhancement for environmental improvements/advice.	£2,500

**Recommendation to Council:**  
The grants listed for 2022/23 be agreed.

## 3 Proposed Community Grants.

The proposed Community Grants are attached at Annex 5 to the Minutes.	
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## 11. Reports from Task Groups

POINTS	ACTION
<p>1) Cllr Neale provided an update on the Infrastructure Planning Group and the Farnham Infrastructure Programme. He had reported on the Council's decisions at the December Council meeting to the Infrastructure Programme Board and there had been a meeting of the five councillor representatives with the Programme Team on future consultation. It was felt the Local Liaison Forum concept should be adapted for future consultations as the project was now at a new stage.</p> <p>The Working Group noted that the list of what are now termed Medium Term Interventions was awaited, but it was understood from an officer meeting that the list did not seem to accord with the Town Council's responses over many months and appeared to be broadly based on projects that already had section 106 or other designated funding. Members were concerned that Section 106 funding should be spent where it was needed and not be in a pooled pot.</p> <p>A meeting to progress the Wayfinding project had taken place to agree the content of the maps. Jenny de Quervain was providing details of what should be included from an FTC perspective and FTC had requested ward councillors input.</p> <p>2) The Riverside Sculpture Task Group had prepared a brief for the commission but the UCA representative had subsequently suggested the amount proposed for the commission (£19,500) should be increased. A further meeting of the Task Group would be held before advertising the commission.</p> <p>3) The Working Group reviewed the Terms of Reference (at Appendix O to its agenda) for the Conservation Areas Task Group and the date of the first meeting which would be held on 24<sup>th</sup> February.</p>	

## 12. Consultations

POINTS	ACTION
<p>1) The Working group noted the position on the AONB Consultation and the responses submitted by the Town Council to date as delegated by Council. Further detailed information and evidence in the format requested was set out at Appendix N to the agenda. The Working Group highlighted the need to include Tice's Meadow to link up to the wider area, and also the importance of extending the boundary outlined in the Neighbourhood Plan evidence prepared by HDA consultants, to link up with Dockenfield and Rowledge as well as Badshot Lea and avoid gaps in designation.</p>	

<p>Members were encouraged to make their own comments by 31<sup>st</sup> January using the interactive map on the AONB Consultation website.</p> <p>Any further comments from Council would be incorporated and a final response sent after consultation with the Leader, Cllr Fraser as Lead Member for Planning and Cllr Cockburn.</p> <p>2) The Working Group received an update from Cllr Cockburn on discussions with the Secretary of State, and planning officials on forthcoming changes to legislation that may strengthen the Neighbourhood Plan. The Leader and Town Clerk had also raised the matter with the National Association of Local Councils.</p> <p>It was agreed that it would be beneficial if the Leader could write a letter to NALC and the relevant Planning Officials confirming the Town Council's position and Cllr Cockburn's initiative.</p>	
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### 13. Review of Council Policies

<b>POINTS</b>	<b>ACTION</b>
The new Model Member Code of Conduct was deferred to the March meeting.	

### 14. Town Clerk update

<b>POINTS</b>	<b>ACTION</b>
<p>The Town Clerk updated the Working Group on a range of matters including:</p> <ul style="list-style-type: none"> <li>i) Telephone box adoption. Boundstone Road being used for a defibrillator; West Street for the gold painted Cultural Box to reflect the success of Sporting heroes; and the Rowledge Box as a Library organised by the local community;</li> <li>ii) Holocaust Memorial day and the Tree Planting at Rowledge School (one of 80 nationally in association with the Association of Jewish Refugees) organised by mark Westcott;</li> <li>iii) Hardship Fund – additional grant progress;</li> <li>iv) Children's Business Fair. Request for provision of equipment (gazebos/tables) for next fair and to make a small grant to cover the cost;</li> <li>v) Town Crier recruitment which had been launched at the Christmas Market;</li> <li>vi) Health Inequalities project for North Farnham led by Dr David Brown with research underway;</li> <li>vii) Rearranging of Services to Farnham Awards Ceremony to the end of March (provisionally 28<sup>th</sup>);</li> <li>viii) Progress on the Business Improvement District project and additional funds allocated from the Welcome Back Fund;</li> <li>ix) News about the Corporate Livewire Prestige Awards which the Mayor would announce at Council.</li> </ul>	

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**15. Date of next meeting**

<b>POINTS</b>	<b>ACTION</b>
The date of the next meeting was agreed as Tuesday 8 <sup>th</sup> March.	

The meeting ended at 1.25 pm

Notes written by [Town.Clerk@farnham.gov.uk](mailto:Town.Clerk@farnham.gov.uk)

# FARNHAM TOWN COUNCIL



## Annex I

### Minutes Strategy & Finance Working Group

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**Date: January 2022**

#### **Fees and Charges**

##### **Introduction**

Each year as part of the budget preparation process, the council considers its fees and charges for the coming year and whether they should be maintained or increased. In the last couple of years, Council determined to hold most of its fees with some having been held for longer such as the Farmers' Markets and cemeteries. In the budget meeting in December, new targets were set for income, and some small adjustments are proposed.

##### **1. Cemeteries**

Income in 2021/22 is running as broadly as expected with interments up on the position last year and grave purchase income at about 50% of budget. However, the activity is notoriously unpredictable and income usually higher in the last quarter. It is proposed to keep fees at the same level for the coming year, with a wider review of benchmark burial authorities undertaken during the year.

The current fees and charges schedule is attached at Annex i to this report.

##### **2. Farmers' Market**

Currently the Farmers' Market fees are at £35 with a discount of 10% for those booking and paying for six markets at one time as this reduces the overall administrative costs for the Council. A review has been undertaken on the current charges elsewhere and these were discussed at the Farmers' Market Producers' meeting in the autumn particularly with a view to making the first increase for 7 years. The fee includes £10 per stall charged by Waverley Borough Council for use of the car park, so the income to FTC for the administration and running of the markets is £25 per stall. Charity stalls (eg for the tea tent, or for Hedgehogs selling Calendars) are made available with no charge.

Wallington. Stall hire £36, Hampshire (including canopy)£48+ vat, Winchester £53+vat  
Guildford £15 per metre of frontage. Typically £45 +vat, South West Surrey FM (Milford, Godalming, Haslemere) £35, Ripley £35

Any producer who hires one of the Council's Gazebos is charged £15 plus VAT and currently around 4-5 are hired monthly. Access to the electricity infrastructure is charged at £20 (with electricity included at no extra cost).

*It was agreed to recommend to Council that:*

- 1. The fee charged per market be increased to £40.**
- 2. The fees for the hire of a gazebo and use of electricity remain at £15 and £20 plus VAT respectively.**

### 3. **Events**

The proposed charges for events for 2022 are attached at Annex ii.

### 4. **Allotments**

- Council has resolved that the allotments operate at a break-even point. The allotments were remeasured in 2020 and rates adjusted for those allotments that were more than 20% smaller or larger than the typical plot size of £120sqm. The rate charged for a typical allotment is £60.50 or just over £0.50 per sq metre per annum. The transfer of the allotments at Farnborough Road although agreed six years ago has still not been completed but once it has, additional income with some additional expenditure in terms of staff time maintaining the area will occur. The costs of the allotment society public liability insurance policy, which is in just under £2 per allotment holder is passed allotment tenants on top of the allotment fee.
- An administrative fee is charged for new allotment holders taking on an allotment to reflect the work involved. This fee is currently £25, but it is proposed to increase this to £50 from 1<sup>st</sup> February 2022.
- Allotment holders joining with less than six months of the allotment year receive a discount of 50% with the loss of income partly offset by the administration charge. In 2021, Council agreed to change the allotment year (and charging period) to 1<sup>st</sup> October to 30<sup>th</sup> September.

### 5. **Gostrey Meadow**

Concessions on non-event days (on application): Guide price £125 per day (peak) £75 (off peak)

Ice cream: £200 (peak)

Memorial Benches: £600

Hire of bandstand £ plus damage deposit:

Hire of Gostrey Meadow for charitable events: £150

Hire of Gostrey Meadow for commercial events £500 (by discussion)

Filming in Gostrey: Students at UCA. Free on application. Commercial (subject to discussion).

Fairs. (by discussion)

Fitness Sessions £50 (minimum charge but annual licences available from £80 1 to 1 once a week to £320 for multiple group sessions)

### 6. **Invest In Farnham Sponsorship brochure**

The Invest in Farnham booklet with Sponsorship and partnering opportunities has been further expanded to include new opportunities (Literary Festival, etc). and is a very useful tool for engaging businesses. The 2022 brochure can be found at

<https://www.farnham.gov.uk/wp-content/uploads/2021/06/Final-2020-Invest-in-Farnham-web-.pdf>

Sponsorship targets will be as set out in the agreed budget using the Invest in Farnham brochure as a guide. It should be noted that getting the balance of cost and benefit for sponsorship is something that has to be finessed and that relationships with sponsors may last for one event or for a series of events or for two or three years but may well change as sponsors seek new avenues for their advertising or marketing spend. There is no doubt that the economic climate is still challenging for the attracting the higher levels of sponsorship. Some sponsors like a package covering several activities (eg In bloom and events) and rates may be negotiated to secure the best deal.

### 7. **Residents' Guide**

The aim is to cover the cost of the Residents' Guide from advertising. The rates for the current version are: Back Cover £1,750, Inside Cover £1,400, Full page £1,200, Half page £750, Quarter Page £495.

### 8. **Farnham in Bloom**

Cost of planted containers for community groups and parish councils (planters supplied) £75

Cost of hire of planted hanging baskets £70 (summer) £50 (Winter)



## 9. Miscellaneous

This section is dedicated to these assets managed by the Town Council and other miscellaneous fees and charges associated with the Council Offices.

### A) Council Chamber and Byworth Room

When the Chamber or Byworth Room is hired out to external groups, the intention has been to recover the actual costs for caretaking and utilities within a hire fee (approximately £15.00 an hour), plus consumables if necessary. The cost for commercial groups and businesses is £25 per hour. Bookings for hire during the daytime for Farnham community groups is currently free of charge as there are no additional cost involved in caretaking. Contributions for tea and coffee are requested for the Mayor's charity.

### B) Banners:

The Town Council manage the operation of banners over The Borough and Downing Street on behalf of Surrey County Council. These are only available for community or charitable organisations.

The cost of installation and taking down of a banner is charged by an external contractor. The current cost of installation and removal, which is charged to the customer, is £70. At this time, no increase by the contractor is expected, however should there be any changes, it is recommended that the Council's charge be increased to reflect the cost for installation invoiced to the Council. The budget is cost neutral with an indicative sum of £5,000 applied to both income and expenditure.

- Rental per week £30
- Administration and installation (putting up and down) charge (£120).

### C) Photocopier use:

The photocopier is made available for ad-hoc copying to individuals via the reception desk. Costs are charged at 5p for a black and white copies and 10p for colour. The cost for the individual copies (without the paper cost or machine rental) is 0.3 and 3p respectively. It is recommended that these rates be maintained in 2022/23.

## 10. **Recommendation to Council**

**It is recommended that:**

- 1) The Fees and charges set out in Annex I and sub Annexes i and ii be approved;**
- 2) The Town Clerk be authorised to use discretion to negotiate the best arrangement for the Council in relation to Sponsorship and items where more complex arrangements are planned using the approved Fees and Charges as the basis for discussion.**



# Annex i

## Farnham Town Council

### FEES AND CHARGES FOR CEMETERIES 2022/2023

Effective 1<sup>st</sup> April 2022

Please note:

Non-residents are those not residing inside the Farnham Town Council boundary.

For graves purchased after 1<sup>st</sup> March 2008, the Exclusive Right of Burial (EROB) includes the right to erect the first memorial

#### Grave Spaces

Grave spaces can be pre-purchased (i.e. purchased prior to an interment).

SERVICE		Residents Fee (£)	Non-residents Fee (£)	VAT Group
<b>BURIALS AND INTERMENTS – All Cemeteries</b>				
<b>Breakdown of Fees</b>				
A	Purchase of a <b>Double Depth</b> Adult Grave <i>Exclusive Rights of Burial (EROB) ONLY</i>	1605	3210	E
B	Purchase of a <b>Single Depth</b> Adult Grave <i>Exclusive Rights of Burial ONLY</i>	1550	3100	E
C	Interment Fee (Adult) <i>Payable at the time of interment</i>	550	1100	E
<b>Calculating Burial Fees (Adults)</b>				
A + C	<b>Double Depth</b> Grave (Adult) <i>EROB and Interment</i>	2155	4310	E
B + C	<b>Single Depth</b> Grave (Adult) <i>EROB and Interment</i>	2100	4200	E
<b>Other Burial Fees</b>				
Children under 12 years (in a children's plot) <i>Interment and Exclusive Rights of Burial</i>		370	740	E
Interment of Cremated Remains in a Cremation Plot <i>First interment and Exclusive Rights of Burial</i>		890	1780	E
Cremation Plot <i>Exclusive Rights of Burial Only</i>		555	1110	E
Re-opening for interment of cremated remains		335	670	E
<b>GARDEN OF REFLECTION – West Street Cemetery</b>				
Scattering of Ashes in Garden of Reflection (West St)		26		E

Granite Memorial Book <b>Residents Package</b> <i>Granite plaque and inscription added to Memorial Book for 25 years (scattering cremated remains free of charge)</i>	265 <b>(318)</b>	550 <b>(660)</b>	S
<b>MEMORIALS – All Cemeteries</b>			
Additional Inscription for graves	115 <b>(138)</b>		S
Right to erect a memorial, for graves purchased prior to 01/03/08	165 <b>(198)</b>		S
Health and Safety - memorial fee	55 <b>(66)</b>		S
Fee for renewal of Memorial Permit after 12 months	10 <b>(12)</b>		S
<b>MEMORIALS Kerb sets – Badshot Lea Kerb Sets; Additional fee to the Right to erect a memorial</b>			
Right to erect a memorial with kerb sets, for graves purchased prior to 01/04/16	£150		S
Right to erect a memorial with kerb sets after 01/04/16	£300		S
<b>MISCELLANEOUS</b>			
Purchase of additional 5 years of Exclusive Rights of Burial	225	450	E
Transfer of Ownership	55 <b>(66)</b>		S
Local Agreement Fee (on application only)	50 <b>(60)</b>		S
Genealogy (per search) per half hour	10 <b>(12)</b>		S
Turfing of graves after 1 year	60		E
Levelling of Grave after 1 year	40		E
Adopt a Memorial Bench (adopt whole bench for 10 years)	520		E
Exhumation	Considered on an individual basis		E

#### Memorial sizes

Please see Town Council's Cemetery regulations for sizes and types of Memorials permitted in the Town Council's Cemeteries.

## Events Stallholder fees 2022/23

Please note all prices are net (VAT to be added)

<b>Christmas Market</b>	Early booking fee £	Within 3 months of event £
Castle Street / The Borough (3mx3m)	125	150
Castle St / The Borough half Mini Marquee (4.5mx3m including gazebo and table hire)	120	145
Castle St / The Borough Catering (3mx3m)	250	275
Ivy Club indoors (GU9, GU10, local makers)	25	35
Ivy Club indoors (standard)	50	60
Ivy Club courtyard (3mx3m space)	60	75
Corner Pitch	40	50
Gazebo hire	32	32
Power 16amp	65	65
Power 32amp	75	75
One table	10	10
<b>Christmas Lights</b>		
Standard pitch (3mx3m space)	75	85
Catering	150	175
Gazebo hire	32	32
Electricity 16 amp	50	50
Electricity 32amp	60	60
One table	7.5	7.5
<b>Food Festival</b>		
Castle Street / The Borough (3mx3m)	125	150
Castle Street Catering (3mx3m)	250	275
Corner Pitch	40	50
Gazebo hire	32	32
Power 16amp	65	65
Power 32amp	75	75
One table	10	10
<b>Sustainability Festival (Rates agreed with and retained by Farnham Community Farm)</b>		
Charity/ non profit pitch	15	
Non catering	50	
Gazebo hire (income to FTC)	32	32
Power 16amp (income to FTC)	50	50
Power 32amp (income to FTC)	65	65
One table (income to FTC)	7.5	7.5
<b>Picnic in the park</b>		
Standard pitch (3mx3m space)	75	85
Catering	150	175
Gazebo hire	32	32
Electricity 16 amp	50	50
Electricity 32amp	60	60
One table	7.5	7.5
<b>Farmers Market</b>		
Standard pitch (3mx3m space), inclusive of VAT	40	

## **Investment Strategy 2022/23**

Farnham Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

This Strategy complies with the revised requirements set out in the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1)(a) of the Local Government Act 2003 and follows guidance in the Practitioners' Guide (2016) and MHCLG's Guidance on Local Government Investments. (Revised 2018).

### **Investment objectives and practice**

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

- The Council's investment priorities are first the security of reserves, second the liquidity of its investments and thirdly the rate of return or yield.
- The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- All investments will be made in sterling
- Normally investments will be short term with a maturity of 12 months or less.

The Ministry of Housing Communities and Local Government maintains that borrowing of monies purely to invest or to lend and make a return, is unlawful and Farnham Town Council will not engage in such activity.

The Council will monitor the risk of loss on investments by reviewing credit ratings on institutions in which it is investing on a regular basis. The Council will only invest in institutions of high credit quality. Reference will be made in the assessment of credit worthiness to the general economic and political environment in which institutions operate. All significant sources of information will be considered including information from the main credit rating agencies including as appropriate, Fitch or Moody's.

It is recognised that the assessment of risk has changed as a result of the recent economic climate but that the Council should aim for ratings (eg Fitch or equivalent short term F1 – long term rating A- and viability rating A-).

Investments will be spread over different providers where appropriate to minimise risk although it is recognised that the Council is not eligible to receive protection offered by the Financial Services Compensation Scheme. Significant changes in credit ratings will be immediately reported to the Town Council and the Town Clerk/Responsible Financial Officer will take action within delegated powers to protect Town Council assets.

The investment position will be reviewed monthly by senior officers and quarterly by the Strategy and Finance Working Group.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

The Town Council will encourage specific staff training for treasury management appropriate to the Council's circumstances.

The Town Clerk/Responsible Financial Officer is the Council's designated person in investing on behalf of the Council and is authorised to deal with administrative matters and give instructions on behalf of the Council. Any investments created or returned must be linked directly to the Council's current account.

### **Specified investments**

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town or parish council) will automatically be Specified Investments. The Council will only invest in institutions with the good credit ratings from approved credit rating organisations.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The CCLA Public Sector Deposit Fund – a mutual fund investing in appropriately rated institutions
- Institutions permitted by specific legislation (eg the Local Authorities Property Fund managed by CCLA)

### **Non-specified investments**

These investments have greater potential risk – examples include investment in the money market, stock and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

### **Liquidity of investments**

The Town Clerk/Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

### **Long term investments**

Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long term investments and no long term investments are currently envisaged.

### **End of year investment report**

Investment forecasts for the coming financial year are accounted for when the budget is prepared. At the end of the financial year, the Town Clerk/Responsible Financial Officer will report on income from investment activity to the Strategy and Finance Working Group.

### **Review and amendment of regulations**

The strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the financial year will be prepared by the Town Clerk/Responsible Financial Officer and presented for review at Strategy and Finance Working Group and approval at full Town Council.

## **Publication**

The Investment Strategy will be published and available in hard copy and on the Town Council's website.

## **Farnham South Street Trust**

As Trustee of the Farnham South Street Trust, the Council considers the principles of prudent management of its finances, are of paramount importance. The Council will follow the same principles for the South Street Trust, and the Investment Strategy will be submitted to the South Street Trust for adoption.

The bank account of the South Street Trust is also with HSBC, and investments are with Blackrock.

## **2022/23 investment plan**

HSBC is the Town Council's banker. The majority of funds not required for immediate use are currently invested in HSBC Fixed Rate Interest Moneymarket accounts. Rates may vary from day to day and have generally been reasonably comparable with other providers of similar products. As the Bank of England Base rate has risen, interest rates are gradually increasing. As a result, the balance of funds currently kept in the Call account (instant access) and the Public Sector Deposit Fund will be monitored to see if there is advantage to transferring more to other institutions (in accordance with this strategy) with better rates. Amounts will be invested for up to one year with. During the forthcoming year, the Council will keep under review its banking arrangements and whether a move to another provider is advantageous.

It is considered prudent to plan to spread the financial risk by obtaining facilities at least one other major high street bank or building society with high credit ratings in the year ahead. Currently investments are held with The Cambridge and Counties Bank; HSBC, Nationwide Building Society and CCLA. In addition, the Council invests in the Local Authorities Property Fund, managed by CCLA. Although this is technically not a long term fund, it is envisaged that funds will be invested for a longer period of time in order to recoup the costs of investments. Dividends are repaid to the Council as received in accordance with guidance, any investment in treated as expenditure and recorded in the accounts as such. Any receipt will be treated as income in the year it is repaid.

The Town Council and senior officers will review the position on a regular basis as set out above and take action as appropriate to deal with any change in circumstances.

The Council has not yet agreed to borrow monies in advance of specific spending needs for 2022/23. However, some projects are proposed where this may be considered if the financial benefits are advantageous. If required, borrowing approval would be sought from the Public Works Loan Board (PWLB).

Given the level of funds to be invested and the low level of interest rates it is not anticipated that the use of private sector treasury management advisors would be utilised.

Officers responsible for Treasury Management will receive training from time to time as offered by the National Association of Local Councils and other appropriate bodies.

## **January 2022**

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# Annex 1



6 Uplands Road  
Farnham GU9 8BP

Iain Lynch

Farnham Town Council

6 December 2021

Dear Iain

## **Farnham Town Council**

### **Internal Audit 2021-22– Interim Audit Report**

Following the interim audit completed on 9 November and follow up work, I attach my report for consideration by the Council. This was the first of three audits I intend to carry out to support my opinion on the 2021-22 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 2020-21 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 6 months of financial year
- Testing of income – first 6 months of financial year
- Risk management and insurance
- Salaries and wages
- Budget monitoring reports
- Bank reconciliations.
- Trusts

I am pleased to report that overall Council has robust system of financial control. I have raised a number of recommendations; these are at Appendix A. I would consider none of these to be major, and the recommendations should be considered as a result of a fresh set of eyes reviewing the Council's financial systems.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement.

I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

I would like to thank you and the Council staff for their help with the audit.

## **A: Books of Account**

### **First Interim Audit**

The Council uses the RBS Omega accounting system to report and record the financial transactions of the Council. This is a well-established accounting system specifically designed to be used in the town and parish council sector. A review of the cashbook shows that all data fields are being entered and supporting documentation is easily located from references recorded on the general ledger. Accounting records and all reconciliations tested were up to date at the time of the audit. I checked access controls to the Council's accounting system. I was able to confirm that all access levels were appropriate for the officers concerned. I noted that 3 ex members of staff still had read access to RBS Omega. These profiles have now been closed off. I recommend that Omega is checked periodically to ensure all user profiles are set appropriately.

I have tested the brought forward balances in the accounting system against the audited prior year annual return. I can confirm these have been brought forward correctly. The opening balance sheet showed a value of £1,736,178. This agrees to box 7 of the audited 20-21 accounts.

At my first visit on 22<sup>nd</sup> September, I confirmed that the Council's VAT returns were up to date, with the most recent claim for the 3 months to 30 June 2020 submitted to HMRC in July 2021. I checked that balances in the return could be agreed to schedules produced by the accounting system. The quarter 2 return has subsequently been submitted to HMRC.

The Council is registered for VAT with HMRC, has no partial exemption and has elected to tax 3 buildings :

- West Street Chapel
- Wrecclesham Community Centre
- Hale Chapels

The Council received a clear audit certificate from the external auditors in 2020-21, so there is nothing to take forward to the current accounting year.

I am satisfied the Council meets the requirements of this control objective.

## **B: Financial Regulations & Payments**

### **Interim Audit**

#### **Governance**

Financial Regulations were last reviewed and approved at the Full Council meeting in September 2020. These regulations are based on the template provided by NALC and are

thus compliant with sector best practice. Standing Orders were revised and adopted in March 2021, and the Members Code of Conduct updated in April 2019.

The Council has elected to adopt the General Power of Competence(GPC). I confirmed that this was reaffirmed after the May 2019 elections, and properly recorded in the minutes of the May 16th 2019 meeting of Full Council. The council meets the criteria for GPC.

I discussed the use of working groups at the Council with the Town Clerk, in the light of advice issued by NALC. The Council is confident that regulations are being followed in this area, as it is Full Council that makes decisions, not working groups. The Town Clerk confirmed that advice has been received from SALC.

I checked that acceptance of office and declaration of interest forms for a sample of councillors. All records were in good order.

### **Expenditure and payments to suppliers**

The Council has a clear procedure for making payments to third parties. A payment run is processed each Wednesday by the Council's Bookkeeper, who collates invoices due for payment. These invoices are matched to purchase orders that have been authorised by the relevant budget holder, and countersigned by the Town Clerk.

The invoice is then entered on to the purchase ledger by the Bookkeeper, and is marked as ready for payment. A BACS run is produced by the accounting system, this is checked and loaded into the Council's bank account, where payments sit ready for authorisation by the appointed councillors.

2 councillors are required to authorise each payment. The bookkeeper sends the following information to these councillors by email:

- List of purchase ledger payments from Omega accounting system
- Copy of BACS run from bank account

At each meeting of the Finance Working Group, details of all payments made are made available for inspection by councillors.

This is a robust system, compliant with Financial Regulations and with evidence separation of duties within the payment process.

I selected a sample of 10 expenditure transactions from the cashbook, and I was able to confirm for all transactions that:

- Transactions could be agreed back to a VAT invoice
- Purchase order was on file, authorised by the Town Clerk and budget holder
- VAT accounting correct
- Expenditure appropriate for the Council

I have two observations:

- BACS files produced by the accounting system were being stored in the K drive of the Council's document filing system, which can be accessed by all Council staff. BACS files can be easily amended and should not be stored in such an open location. I therefore recommend that BACS files are deleted or stored securely once the BACS run has been processed.
- At the time of my audit ( 3 November) the standing order transactions for August had not been signed off by councillors. This should ideally be completed with 2-3 weeks of each month end.

### **Transparency**

The Council publishes information relevant to the 2015 Transparency Code in the "Openness and Transparency " section of the website. Information on payments, and procurement was up to date at the time of my audit. Information on grant awards made by the Council should be added to this webpage, this cannot be easily located at present.

## **C: Risk Management & Insurance**

### **Interim Audit**

The Council has a risk management strategy in place and monitors and reviews risk on an ongoing basis. An annual risk assessment is completed by independent consultants, Ellis Whitton. This is due to be considered at Strategic Finance Committee in January and will then be reviewed at Full Council in either January or March. I will review the risk assessment at my next audit, but I am satisfied that arrangements are in place to provide proper approval of the risk assessment before financial year end.

I reviewed the Council's insurance policy with Zurich Municipal, and checked asset cover on the insurance policy. The Gostrey Meadow play area was not listed on the list of assets insured. I therefore recommend that this is discussed with the insurers and insurance amended if necessary.

## **D. Budget, Precept & Reserves**

### **Interim Audit**

The Council is in the process of preparing the budgets for 22-23. The Town Clerk has shared the budget setting timetable with me and there are clear arrangements in place to ensure that budget and precept are approved at Full Council on 27 January 2022. All precepting authority deadlines should therefore be met.

I have confirmed that regular budget monitoring reports are issued to the Strategy and Finance Working Group . The following reports are available for examination at this meeting, and are produced each quarter.

- Trial Balance
- Income and expenditure report
- Debtors outstanding
- Statement of investments

The September reports were reported to the October 12 meeting, so financial reporting is timely. I reviewed the budget monitoring report. At the end of period 6 expenditure amounted to around 44% of budget, the Council appeared to be on track to meet the 21-22 budget.

I will review the Council's reserve position at my final audit .

### **E. Income Interim Audit**

I selected a sample of income transactions from the cashbook. For all transactions sampled, I was able to confirm the following:

- Cashbook transaction agreed to schedule of deposits received
- Cashbook transaction checked to receipt at bank
- Highest value item agreed to invoice
- Invoice agreed to relevant schedule of fees and charges or other supporting documentation
- VAT accounted for correctly

The Council receives significant numbers of cheques particularly for payments for cemeteries and allotments. These are time consuming to process and access to banks to pay in cheques is becoming more difficult. I recommend that the Council should change terms and conditions to require customers to settle accounts by bank transfer or direct debit, apart from certain exceptional circumstances.

Fees for cemeteries and Invest in Farnham have not been reviewed since 20-21. It is a requirement of financial regulations that

“ The council will review all fees and charges at least annually, following a report of the Town Clerk during the budget setting cycle. “

Going forward, Council fees should be set as part of annual budget setting.

I have reviewed the Council's debtors ledger. At the time of the audit, debts outstanding stood at £11,513. The majority of this debt can be considered as current debt as is less than three months old, and relates to current projects. The debtors ledger is well managed.

### **F. Petty Cash**

#### **Interim Audit**

I reviewed the petty cash file at my first interim audit on September 23<sup>rd</sup>. The petty cash balance on the ledger had been reconciled to the petty cash balance each month, with evidence of regular petty cash counts. The cash balance is generally held at £300, which is not excessive for a Council of this size. I reviewed details of expenditure on file, all expenditure seemed appropriate, items such as milk for the office , batteries and other low value consumables.

I am satisfied that the Council meets the requirements of this control objective

## **G. Payroll**

### **First Interim Audit**

The Council's payroll is processed by Moorepay. Each month the Town Clerk inputs all monthly changes to payroll. Monthly amendments are input direct by the Clerk into Moorepay as follows

- Staffing changes - these are input into the payroll application in line with agreed start and finish dates
- Events – The Events Manager confirms all staff who have worked on events by email, and this information is input into payroll
- Non full-time staff and overtime - Timesheets are completed by staff and these are authorised by the relevant manager. Details of hours worked are recorded in the payroll system

Once all input has been complete, the Clerk reviews payroll. Payroll is then processed by Moorepay, who set up and pay staff by BACs from the Council's bank account.

I tested the June and September payroll, 3 staff payments selected from each month. I was able to agree

- Cashbook entry for payroll for each month back to Payroll report
- Pay for each officer selected back to individual payroll report on Moorepay
- Checked gross pay to appropriate pay scale point
- Overtime / events payment, checked to record of additional time worked
- Evidence of councillor review of payroll

For all transactions tested, I was able to confirm payroll has been processed accurately.

## **H. Assets and Investments**

Final Audit Test

### **I: Bank Reconciliations**

#### **First Interim Audit**

The Current Account is reviewed twice a week by the bookkeeper, and transactions are matched off against the cashbook as they are recorded in the Council's bank account. This is a strong control against fraud and error and ensures all income records are kept up to date. Formal reconciliation is performed promptly at each month end, by the Bookkeeper, prior to review by the Accountant. This system is compliant with the requirement of financial regulations. There is strong separation of duties, with the accounts maintained and reconciled by officers with no signatory powers, and reporting of balances to councillors.

At 31 October 2021, the Council held the following bank and investment balances. I have reperformed month end reconciliations for accounts highlighted in green . Accounts highlighted in yellow are maintained as balance sheet accounts and are not included in the monthly bank reconciliation process. The account highlighted in orange is a long term investment and is correctly included in the asset register. Bank statements are only issued annually for the majority of the investment accounts.

Account	Balance at 31 October 2021	Reconciliation review by Internal Audit
Current Account	£81,537	Reconciled to 30.10.21. Cashbook agreed to bank
Mayors Charity Account	£7,699	Reconciled to 30.10.21. Cashbook agreed to bank
Moneymaker Call Account	£530,678	Reconciled to 30.10.21. Cashbook agreed to bank
Petty cash	342	Reconciled to 30.10.21.
Money Maker investment 1	£200,000	Operated as balance sheet account
Money Maker investment 2	£300,000	Operated as balance sheet account
CCLA investment Account	£800,000	Operated as balance sheet account
Cambridge and Counties Deposit account	£237,498	Operated as balance sheet account
Money Maker investment 1	300,000	Operated as balance sheet account
Nationwide	£101,991	Operated as balance sheet account
CCLA Property Fund ( shown as investment asset, not on balance sheet)	£250,000	Long term investment, correctly accounted for on asset register
<b>TOTAL Cash and investment balance at 31.10.21</b>	<b>£2,809,745</b>	

I recommend that all investment accounts (highlighted in yellow) are reclassified as cashbook accounts on the Omega accounting system. These should be reconciled to the most recent bank statements whenever these become available. Omega bank reconciliation reporting can be used to present monthly reports on bank and investment account balances to councillors.

## J. Year-end accounts

Year end work

### **L: Exercise of Public Rights - Inspection of Accounts**

The inspection notice for 20-21 has been archived from the website. I recommend that this should put back on the website, the external auditors will check this as part of year end processes. I will check this has been completed correctly at my next audit.

### **N: Publication requirements 2020 AGAR**

The Council received a clear audit opinion from the external auditors for 2020-21. This was dated 15<sup>th</sup> September, and the Council has published the complete audited AGAR on the website, as required by regulations. The Conclusion of Audit notice was published on the Council website on 23 September, before the regulatory deadline of 30.9.21. The external audit certificate was reported to the October meetings of Strategy and Finance Committee and Full Council.

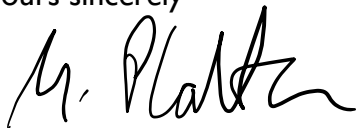
I am satisfied regulatory requirements have been met in this area.

### **0. Trusteeship**

The Council is trustee of the Farnham School of Science and Arts, also known as the Farnham South Street Trust, Charity Number 1146152. A separate company is operated on the Omega Accounting system, I can therefore confirm separate books of account are maintained for the Charity. The Trust holds separate meetings, these are minuted and minutes and agenda published on the Town Council website. The 20-21 annual return was submitted on 29 October 21. The Accounts have not yet been submitted, the Council should ensure these are submitted by 31 January 2022. The Accounts were submitted late for 2 previous years.

I attach my invoice for your consideration. I will be in touch in the new year to make arrangements for my next visit, which will be in March. I will complete my audit in April next year in line with the Council's year end closedown timetable.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Platten', written in a cursive style.

Mike Platten CPFA



**Points Forward – Action Plan - Interim Audit**

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Council Response</b>
I noted that 3 ex members of staff still had read access to RBS Omega. These profiles have now been closed off.	I recommend that Omega is checked periodically to ensure all user profiles are set appropriately.	
BACS files produced by the accounting system were being stored in the K drive of the Council’s document filing system, which can be accessed by all Council staff. BACS files can be easily amended and should not be stored in such an open location.	I recommend that BACS files are deleted or stored securely once the BACS run has been processed.	
At the time of my audit ( 3 November) the standing order transactions for August had not been signed off by councillors.	This should ideally be completed with 2-3 weeks of each month end.	
The Gostrey Meadow play area was not listed on the list of assets insured.	I recommend that this is discussed with the insurers and insurance amended if necessary.	
The Council receives significant numbers of cheques particularly for payments for cemeteries and allotments. These are time consuming to process and access to banks to pay in cheques is becoming more difficult.	I recommend that the Council should change terms and conditions to require customers to settle accounts bank transfer or direct debit, apart from certain exceptional circumstances.	

<p>Fees for cemeteries and Invest in Farnham have not been reviewed since 20-21. It is a requirement of financial regulations that</p> <p>“ The council will review all fees and charges at least annually, following a report of the Town Clerk during the budget setting cycle. “</p>	<p>Going forward, Council fees should be reviewed as part of annual budget setting</p>	
<p>Farnham South Street Trust, Charity Number 1146152</p>	<p>The Accounts have not yet been submitted, the Council should ensure these are submitted by 31 January 2022. The Accounts were submitted late for 2 previous years.</p>	
<p>The inspection notice for 20-21 has been archived from the website</p>	<p>I recommend that this should put back on the website, the external auditors will check this as part of year end processes.</p>	
<p>Bank reconciliations - investment accounts</p>	<p>I recommend that all investment accounts (highlighted in yellow) are reclassified as cashbook accounts on the Omega accounting system. These should be reconciled to the most recent bank statements whenever these become available. Omega bank reconciliation reporting can be used to present monthly reports on bank and</p>	

	investment account balances to councillors.	
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# FARNHAM TOWN COUNCIL

## Annex ii

### Report

**Date: 18 January 2022**

### **Interim Internal Audit – Officers’ Comments**

The Council’s new Internal Auditor, Mr Mike Platten has submitted his first Interim Internal Audit Report. The Internal Auditor is a key independent check for the council in testing and reporting on whether its specific system of internal control is adequate and working satisfactorily. It is an important part of the risk management for the council and an independent review of the proper practices being followed by the council.

As is to be expected with a new Internal Auditor, with fresh eyes and a different background, a number of issues have helpfully been identified where a change of process may bring some benefits. Overall the Internal Auditor has confirmed that the Council has a robust system of financial control with good separation of duties and a strong control against fraud and error.

This report summarises the matters arising in the Internal Auditor’s report, and the Officers’ responses.

1	Periodic check of Omega financial users profiles.	Will be checked and updated at least annually as part of end of year processes and as staff change
2	BACS files to be stored on limited access drive	BACS files to be stored on new drive with limited access to Accountant, Bookkeeper and Town Clerk/RFO and deleted after appropriate period`
3	Review of Standing Order transactions 2-3 weeks after month end	Agreed
4	Gostrey Meadow/new assets on insurance	Zurich confirmed these items were already covered and will be separately listed on policy in future.
5	Change terms and conditions for customers to pay by BACS rather than by cheque apart from certain exceptional circumstances	Agreed. This is more important now that HSBC are no longer accepting deposits in branch.
6	Fees and charges to be reviewed annually.	Agreed. Whilst this has happened as part of the budget setting process, Council has not always seen a full list of the fees and charges. List being reviewed for 2022/23.
7	South Street Trust Accounts	Accounts submitted (after Independent Examination) for 2020/21 on 23 <sup>rd</sup> December 2021. Previous issues were reported and approved by Council acting as Trustee of the South Street Trust. The first late submission (2017/18 accounts)

		was as a result of needing to resubmit full accounts as a dividend was not sent by BlackRock (reported Minute 12/18). The charities' Commission procedures did not allow an amendment after submission, so the new accounts were technically late. The second submission (2019/20) was as a result of late Independent Examination due to an oversight during covid.
8	Public Inspection Notice for 2020-21 accounts to be added back onto website	Agreed.
9	Investment accounts to be reclassified as cashbook account and reconciled to bank Statements	Agreed and actioned for Cambridge & Counties as interest is applied monthly. Nationwide and CCLA Public Sector Deposit Fund does not alter. Interest for Nationwide is paid annually and reinvested. Interest for the Public Sector Deposit Fund is paid into current account and reviewed monthly and visible on current account reconciliation whilst principal sum is reconciled on the balance sheet. The Money Markets (apart from the call account which is a separate cash book) are listed on the balance sheet and interest is paid at the end of the term.

**Recommendation:**

It is recommended that:

- 1) The Internal Auditor's report be welcomed;
- 2) The officers' responses be noted and endorsed.

Questions about this report to:

Iain Lynch

Town Clerk and Responsible Financial Officer

Name of Project	Project Cost	Amount Requested	FTC Proposal	Project Description	Officer Comments
Farnham Youth Scheme Summer 2022	£19,398.00	£2,000.00	£1,500.00	<p>Will operate from Monday to Friday from 10am-4pm in August 2022. Will include fun themed days like Messy Day, M15 Day, Beach Comes to Challengers and days out like Winchester Science Centre, Swimming or a trip to Haling Island. Young people also enjoy days out in community doing things like shopping or having a picnic, which helps them build confidence and independence as they head towards adulthood.</p> <p>A grant would help to cover salary costs of our highly trained Youth Workers. Our non-exclusion policy means that we do not exclude any child, regardless of severity of their impairment or complexity of their needs. This often means providing 1:1 or 2:1 care, which is provided at no extra cost to the family. Our fun and engaging team will support young people to take part in all the activities!</p>	<p>Will provide activities for disabled young people aged between 13-18. A secondary aim of the scheme is to provide short respite breaks for parent carers, In August 2021 15 young people from Farnham attended 52 sessions, which amounted to 306 hours of fun! Out of these 15 young people, 9 required 1:1 support from our highly trained Youth Workers to fully engage in the sessions. Will benefit 15 young, disabled people and their families. Have a net surplus of £89,433.</p>
New uniform and music	£1,500.00	£1,500.00	£750.00	Purchase of uniforms for new members and large format hymn books and to replace the band's carol books which are old and tatty and will include up-to-date carols in.	The Band have had two years with very little income because all engagements were cancelled due to the pandemic. Will benefit approx. 30,000 local residents, 95% from Farnham
A Proper Polytunnel	£2,739.60	£2,000.00	£1,500.00	To buy a new (third) polytunnel, as one of their existing ones has reached the end of its life. Hope to purchase and erect a new 18 x 60 ft tunnel by the end of March 2022 to maximise the growing season and cause as little disruption as possible.	Will benefit approx. 200 local residents, 70% from Farnham.
Enlargement of Kitchen in Community Area	£12,148.00	£2,000.00	Do not usually fund churches	Increase the community use of the building by enlarging the kitchen so large events can be catered for safely and efficiently. Existing kitchen is too small for a catering team to operate so at present part of the preparation and serving has to take place in the community space. Plan to move an internal partition wall and fit a wide serving hatch with a pull-down shutter. The enlarged kitchen will be fitted with additional surfaces and cupboards. .	Project to start in April. The grant will be spent on the material and labour costs of the project. Will benefit approx. 6,000 residents, 95% from Farnham
March 2022 Concert	£6,500.00	£1,000.00	£750.00	Setting up and recruiting musicians for the orchestra at a concert to be held in March 2022 at St Andrew's Church. Grant will be spent on venue hire, advertising, marketing and hire of video and recording equipment to record the concert for future promotional usage.	Will benefit 1000+ local residents, 90% living in Farnham
Purchase of new sheet music to enhance repertoire	£1,200.00	£1,000.00	£500.00	Grant will help cover costs of purchasing new musical scores. In recent years have spent over £1,000 annually buying music to improve their repertoire, retain membership and delight audiences at their two annual concerts often including the Mayor.	Will benefit 300 local residents, 40% living in Farnham
'Herstory' music education packs for Farnham primary schools	£4,128.00	£1,978.00	£1,500.00	Recently appointed renowned British choral composer Russell Hoplewhite as FYC's composer in residence for 2021-22, as part of which he is currently writing three new songs suitable for children in school years 3-4, 5-7 and 8-13. Russell has already published a series of songs called the History Express, and his proposal is that his three new songs will celebrate the contribution of important female figures in history: collectively the three will be called the Herstory Songs. The cost of the three new pieces (for both composer and librettist) is £2,150 in total, which will be covered by the legacy. Meanwhile, FYC has started to send its professional music team into local primary schools to teach singing in a 'workshop' format, as our initial trials showed that this is greatly welcomed by local head teachers and embeds our work in the community more securely than has traditionally been the case.	Background to their grant application is that FYC received a legacy that is ring-fenced for the commissioning of new music. It is also their intention to organise and host a 'Come and Sing' day at a venue in Farnham in the summer of 2022, inviting local schoolchildren to come together for singing sessions and to premiere the songs written by Russell which they will have learnt in school. Will benefit 1,000 local residents, 75% from Farnham
Potters Gate Outdoor Learning & Ecology Garden	£20,215.00	£2,000.00	£1,500.00	The full amount of the grant will be put towards the total cost of the garden including the outdoor learning structures and plants and ecological equipment. The garden will be designed to include a variety of plants and flowers which impact upon the senses with their colour, smell, texture and even sound. Also aim to incorporate a water feature, accessible paths to allow wheelchair access and raised planters for accessible use. There will be an outdoor seating area as well as a covered gazebo learning area. The children will be given creative control over the project, including the design of the garden and will be highly involved in its planting and maintenance.	Will benefit 800 local residents, 100% from Farnham. Have also applied for a South Street Trust grant of £2,039 for a separate project on large scale artworks.
Automatic Gates at Herons Wey	£5,868.00	£2,000.00	£0.00	The grant will contribute to one third of the cost of installing automatic gate facilities to improve accessibility for those with disabilities. Having an automatic gate opened using a keypad would make a massive difference and would improve security onsite as well as closing automatically thus protecting their young people.	Defer for further consideration as other organisations share the site and could contribute. 500 local residents would benefit, but only 7% of Farnham residents
Dyslexia Support in Farnham	£6,396.00	£2,000.00	£1,000.00	To continue the project providing free specialist dyslexia assessments and tuition for disadvantaged children and adults in Farnham and the surrounding villages from lower-income backgrounds, enabling them to build skills, confidence and self-esteem, unlocking their potential to succeed in life. The project would run throughout 2022. These multi-sensory sessions focus on strengths and learning preferences to support areas of need from spelling to organisation and form filling. The average amount of support provided per person last year was £533.	Project start date 1/01/22. Will benefit 12 local residents annually, 48% from Farnham. Received a grant of £1,000 in last financial year. This is a repeat request..

Farnham Family Support Group	£2,838.00	£2,000.00	£1,000.00	The group is a place to play and talk, once a week for up to 2 hours. It offers free expert support including areas such as parental conflict, financial planning, mental health support, practical and emotional support. the group is supported by trained volunteers. The money will be spent on salary, expenses and rent with a small fund to provide activities.	Will take place at Brambleton Hall, Wrecclesham, starting from Jan 2022. Costs £2,838 per term. Will benefit 36 local residents annually, 33% from Farnham
#FriendlyFarnham	£8,400.00	£2,000.00	£500.00	Curation and design of the signposting resource eBook, compiling all resources i.e., those available through Farnham Town Council, in one document as well as the skills and techniques taught to employees throughout the community to improve their wellbeing and thus the wellbeing of their business and those they interact with. The grant will then be used to print stickers to be displayed around the town with a QR code for all to access the eBook. All remaining money will go into material and staff expenses of delivering the initial boosting workshops.	With this funding Kind To Mind will be able to submit the final RCN Application securing a charity number. Until then they have a trustee approved constitution. Will benefit approx. 500-1000 local residents, 100% from Farnham.
Learn Sewing and Machine Embroidery with Linda Miller	£3,295.00	£1,647.50	£1,000.00	While we all need to recycle and reuse more for environmental and economic reasons, sewing is becoming a useful and trendy skill to have again. We would like to propose three workshops for Farnham residents lead by Linda Miller	Will benefit approx. 120 local residents, 75% from Farnham. Also applied for a South Street Trust grant for £2,160 for a separate project.
Second Hand Mower	£4,194.00	£2,000.00	£1,000.00	The purchase of a second hand mower will allow them to cut their outfield to a higher standard. Currently the outfield is cut by the the council but unfortunately this does not cut to the standards required by Southern Premier League. which is the league that our current cricket teams play in. Cutting with a second hand mower that can also cut striped or square will automatically improve our markings. This will also improve the quality of the recreation ground for other sports and community activities.  The purpose of the project is therefore to improve their outfield for increased sport to the local community. The purchase of the mower is long term investment for the upkeep of Rowledge Recreation Ground	For the past three seasons they have been marked down on the standard of their markings by the umpires and opposition captains and have been given two seasons to improve their outfield before relegation. Will benefit approx. 1,500 local residents, 80% from Farnham.
Clubhouse Kitchen Installation 2022	£3,360.00	£2,000.00	£1,000.00	The Grant will go towards installing new kitchen units, worktops, sink, taps, fridge and hot water to the kitchen. Some of the grant will be for the physical items and the rest will go towards the labour (building/carpentry, plumbing etc).	Will benefit approx. 300 local residents, 100% from Farnham.
Wild Flower Meadow	£2,026.00	£534.00	£534.00	The grant will be used to enhance the front aspect of the almshouses and break up the large expanse of lawn improving the visual aspect of the almshouses frontage. It will also benefit our residents who enjoy their gardens and open space but have been asking for an area of wildflowers rather than the, current, formal frontage .	Will benefit approx. 18 local residents, (although arguably more than those living there will benefit) 100% from Farnham.
Seen Music Project	£3,500.00	£1,500.00	£0	A Release Project and a music event for young people. Grant will be spent on paying musicians who play on the day and promotion of the music. The music project will bring people together, inspire them and encourage development and the songs in the project will speak on current issues.	Not enough information to support and not enough evidence supplied. Could be subject to a future grant. Project start date of November 2021 and event in February 2022 Will benefit approx. 50 local residents, 75% from Farnham.
Farnham Town Centre Cycle Races 2022	£12,750.00	£2,000.00	Fund from T&E budget as per last year	We are seeking funding to help cover the costs of staging the 2022 Town Centre Cycle Races and in particular the three children's races within our programme of six races. We seek to maintain the wide reach of the event to include races for children (U8s, U10s & U12s; and U14s &U16s), senior men, women and an Elite race. This will enable more local riders of different ages and abilities to participate and increases the spectacle for Farnham residents. The majority of the expenditure is on mandated traffic management and spectator safety barriers (see attached breakdown). We will link a funder or sponsor's name to each of the races, e.g., 'The Children's Town Centre Cycle Races sponsored by Farnham Town Council' will apply to the three children's races.	Will benefit approx. 1,150 local residents, 90% from Farnham.
Apiary and Re-wilding project	£2,084.00	£1,100.00	£1,000	The grant will fund one hive and the equipment required to keep the hive working. Suits, gloves and basic bee keeping equipment.	Will benefit approx. 2000 local residents, 100% from Farnham.
		<b>£32,259.50</b>	<b>£15,034.00</b>		





# FARNHAM TOWN COUNCIL

## Annex 4

### Report Council

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11th January 2022

## Risk Management Review 2021-22

### Introduction

- 1 As part of the Accounts & Audit Regulations and Health & Safety At Work Legislation, the Town Council is required to maintain an effective programme of risk management and ensure that all policies and procedures in place are subject to regular review
- 2 Each year, the Council reviews a range of risks affecting the organisation in each of the service areas and as a corporate body. It is assisted in its task by a number of advisors including the Internal and External Auditor and by WorkNest (formerly Ellis Whittam) the Council's HR and Health and Safety advisors. This report deals with the whole range of risks and builds on work already undertaken by the individual Working Groups in the autumn cycle.

### Background

- 3 Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 4 Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. The Council generally and members individually are responsible for risk management alongside the Town Clerk and staff.
- 5 Risk management is an ongoing activity that comprises four elements:
  - identifying risks;
  - assessing risks;
  - addressing risks; and
  - reviewing and reporting.

### Identifying risks

- 6 In order to manage risk, an authority needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process.
- 7 The specific risks which individual authorities and service areas face varies in accordance with the range, nature, complexity and scale of the organisation. For this reason, each Working Group reviews its own risks in the autumn cycle of meetings to identify any key risks to achieving successfully priorities and service objectives.
- 8 There are some overall categories of risks which are covered by Strategy & Finance and Council as a whole.
  - financial – loss of money;

- security – fraud, theft, embezzlement;
- property – damage to property;
- legal – breaking the law or being sued;
- IT – failure of IT systems or misuse; and
- reputational – actions taken could harm the authority's public reputation.

### Addressing risks

- 9 Risk is unavoidable, and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk within the organisation, is called internal control and may involve one or more of the following standard responses:
- **Tolerate** the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
  - **Treat** the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
  - **Transfer** the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
  - **Terminate** the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.
- 10 During 2021, Farnham Town Council undertook a number of activities to minimise risk. These include planning the refurbishment of the West Street Cemetery Gates and Central Car park toilets which will be finished at the mid point of 2022; regular inspections of cemeteries, allotments and Gostrey Play area; continuing to invest in pathway repairs and the removal of dangerous trees ( the quinquennial tree survey is underway and will be finished by March 2022) , investment in training and personal protective equipment for staff and steps to minimise reputational risk with the advent of online meetings.
- Farnham Town Council has undertaken significant work in the reduction of risk of infection in relation to the Covid-19 by following Government guidelines throughout to ensure that the workforce inside and outside are protected, visitors to Farnham Town Council owned buildings are also protected and all Farnham Town Council events are risk assessed and adapted.

### Assessing risks

- 11 Through the Working Groups the potential consequences of a risk occurring (the impact) and the likelihood are reviewed in a matrix with a Scoring range 1-3 (Low, medium, high). The two factors are multiplied to create a combined risk value and specific attention is given to any risk scoring six or above. There are no matters of concern to bring to Council but further details are available upon request.

### Managing risk

- 12 Some risks are managed through the Council's Insurance policies:
- The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).
  - The risk of damage to third party property or individuals as a consequence of the authority providing services or amenities to the public (public liability).
  - The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).
  - Loss of cash through theft or dishonesty (fidelity guarantee).
  - Legal liability as a consequence of asset ownership (public liability).
- 13 Areas where risk is managed by working with third parties include the following:
- Security for vulnerable buildings, amenities or equipment (eg Shield Security).

- Maintenance of buildings, amenities or equipment.
- The provision of services being carried out under agency/partnership agreements with principal authorities.
- Banking and investment arrangements.
- Ad hoc provision of amenities/ facilities for events to local community groups.
- Equipment lease or hire where needed.
- Professional services (planning, surveying, arboricultural, accountancy, legal etc.).
- Health and safety (Contract with Worknest (Ellis Whittam) for an annual inspection and advice, external training for first aid, evac chair etc;

### Workplace Health and Safety

- 14 Health & Safety risk assessments are an examination of anything in the workplace that could cause people to suffer injury or ill health whilst they are at work. Staff and councillors have individual responsibility to avoid risk and report matters or unsafe practices that may give cause to a risk.

All employers have a legal obligation to carry out risk assessments under *The Management of Health & Safety at Work Regulations 1999*. As well as complying with the legal requirement and having the potential to save money, risk assessments are useful in determining:

1. training programmes
2. the adequacy of information available
3. personal protective equipment needs
4. health surveillance levels

- 15 Farnham Town Council has an annual General Risk Assessment Report commissioned from Worknest (Ellis Whittam). The current Inspection is due imminently having been deferred twice by Worknest and a report based on the day-long examination of the systems in place at the Council will be presented once received. The key findings of the report after the most recent visit by Jonathan Ely, on 27<sup>th</sup> August 2019 are set out below. They include a SWOT analysis and a Safety Action Plan with suggested completion dates and a named member of staff responsible for completing the item.

The number of 'Actions required' as a result of the eight surveys since 2011/12 is as follows:

	No. of Action Points	No. requiring immediate or short term action.
2011/12	72	5
2012/13	39	2
2013/14	13	0
2014/15	7	1
2015/16	18	1
2016/17	29	5
2017/18	3	0
2018/19	3	2
2020/21	1	1
2021/22	Audit 19/01/2022	

- 16 External contractors undertake the following on behalf of the Council:
1. **Electrical Installations** – All buildings are tested every five years for the condition of its fixed electrical wiring. The Council Offices and the Depot are due to be tested in early 2022, Wrecclesham Community Centre, West Street Chapel, Victoria Gardens, Gostrey Meadow toilet block, the Hart toilet block and the Central Car Park toilet block were tested in 2021 and are due again in 2026 Electrical Appliance Testing is undertaken annually for those items that require testing and periodically in accordance with the type of item as required.

2. **Gas Installations** – the boilers at the Council Offices and Wrecclesham Community Centre are safety-checked every year.
3. **The Lift** at the Council offices is inspected quarterly in accordance with insurance requirements. Action is being taken on matters raised at the most recent inspection
4. **Fire** – A fire risk assessment was undertaken by an external consultant in December 2011 and subsequently in house. There are no changes that have taken place that cause concern.
5. **Legionella** Testing takes place annually
6. **Asbestos.** As required. Relevant items are marked to identify any asbestos risk.
7. **Risk.** The Council reviews risks regularly with its insurers (Zurich) when new areas/activities are introduced (eg supporting vaccination testing and the new playground inherited from WBC).

### **Financial risks and related Issues**

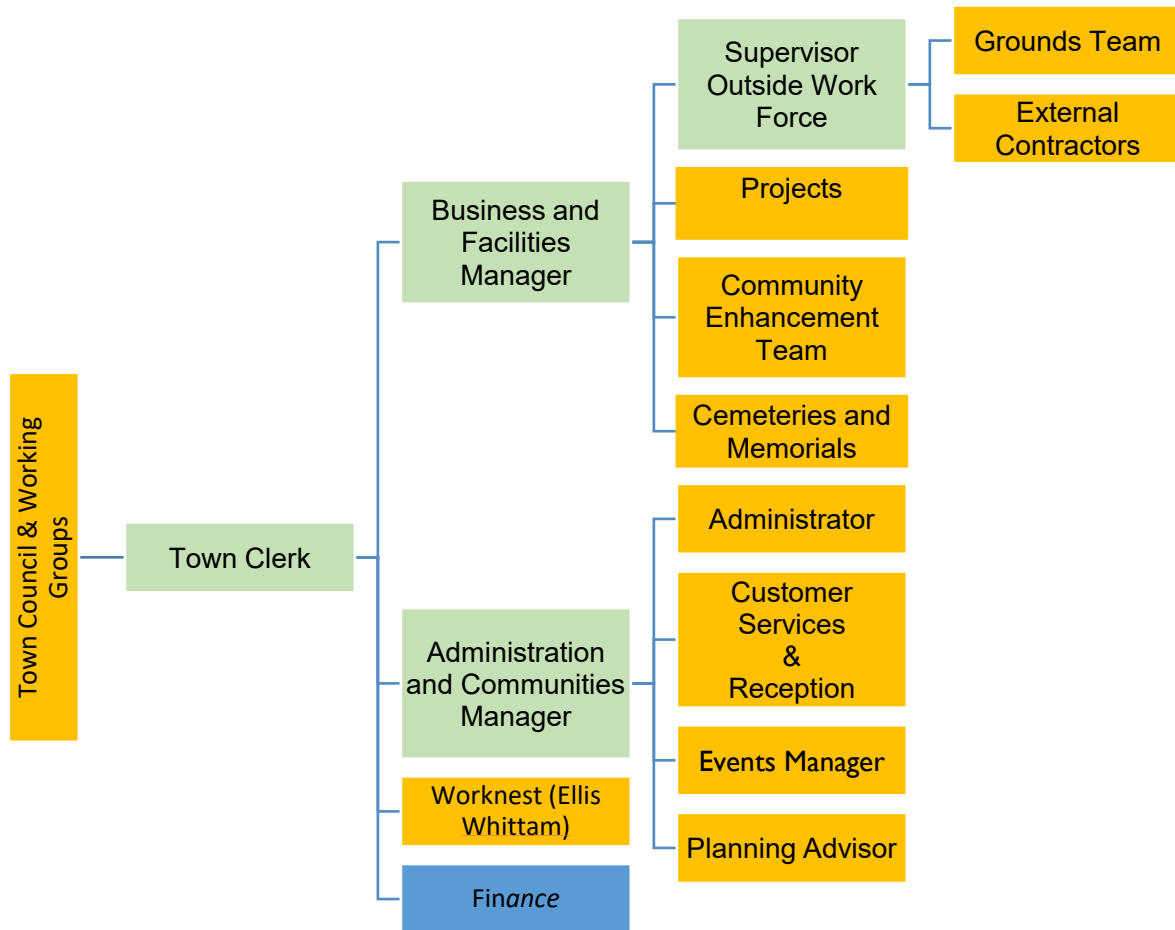
- 17 The new General Data Protection Regulation has brought in new duties on protecting personal data and reporting where lapses occur. Any such breach is reported to Council.
- 18 The financial risks of the organisation are considered as part of the independent Internal Auditor's work. The most recent visit was in November 2021 with the Internal Auditor's Interim report reported to Council in January 2022. The Internal Auditor uses as a basis for his work the latest edition of *Governance and Accountability – a Practitioners' Guide to proper practices*, and the related checklists therein. Potential loss of income is managed by having adequate reserves in accordance with audit guidelines and effective fidelity insurance cover. There is effective separation of duties to ensure that more than one person is involved in financial transactions to minimise the potential risk for fraud. Risks of absence of key personnel for an extended period are covered by the creation of process manuals on main areas of activity and work shadowing so other staff are aware of work requirements wherever possible and some key personnel insurance cover. In the event of an extended absence of the Town Clerk, locum support is available through the Surrey Association of Local Councils and elsewhere.
- 19 The Financial Regulations were last reviewed in 2020 and Standing Orders in March 2021.
- 20 In underpinning the Council's approach, Farnham Town Council readopted in 2021 its:
  - Health and Safety Policy Statement
  - Fire Safety Management Policy Statement
  - Environmental Policy Statement
 These will next be reviewed in 2023.

### **Recommendations to Council**

- i) **The Risk Management report be welcomed and adopted;**
- ii) **The work done by the Working Groups in managing risk be noted.**

# Farnham Town Council Organisation Chart for the Management of Health and Safety 2022

(Health and Safety Management Leads highlighted)



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# FARNHAM TOWN COUNCIL

# D

## Notes Cemeteries and Appeals Working Group

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### Time and date

9.30 am on Thursday 20th January, 2022

### Place

Council Chamber - Farnham Town Hall

### Attendees:

Members: Councillors Carole Cockburn (Lead Member), David Attfield, Alan Earwaker (ex-Officio), Pat Evans and Mark Merryweather

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager) and Adrienne Owen (Cemeteries and Memorials Administrator)

### 1. Apologies for Absence

POINTS	ACTION
Apologies were received from Cllr Mirylees	

### 2. Declarations of Interest

POINTS	ACTION
There were no declarations of Interest	

### 3. Minutes of the previous meeting

POINTS	ACTION
The notes of the previous meeting held on the 21st October were accepted	

### 4. Finance and Expenditure

POINTS	ACTION
The Working Group welcomed a report on the burial numbers for the previous year. A further report on burial figures aligned to the financial year and a fees and charges comparison report would be reviewed at the next meeting.	1) Further report on fees and charges comparisons to be brought to next meeting.

<p>The Working Group also discussed a report sent by Richard Hunt (Farnham Society) proposing the creation of a new organisation to address a number of buildings at risk.</p> <p>The Working Group felt that the report didn't bring new ideas or resources at this stage on how to restore the Hale Chapels and would add a significant delay for the restoration of the area. The Working Group felt that the Council decision to part demolish the building to form a landscaped area should be reaffirmed and an Architect or Landscape Architect should be commissioned to come up with a proposal.</p>	<p><b>Recommendation to Council</b></p> <p>i) To reaffirm the Councils decision to part demolish the Hale Chapels to create a landscape garden.</p> <p>ii) To seek external experts to develop designs for a new garden.</p>
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## 5. Maintenance of the Cemeteries

POINTS	ACTION
<p>The Working Group welcomed the report on the current management of the green spaces in the Cemeteries. The Working Group were informed of the intended dead wooding and lifting of the Conifer Trees in West Street Cemetery and a further view on the trees will be sought by the Working Group when the work has been undertaken.</p>	<p>The Business and Facilities Manager to action.</p>
<p>The Working Group agreed that West Street and Badshot Lea Cemetery should be included into this year's In Bloom competition and that Green Lane Cemetery will be included the following Year.</p>	<p>The Business and Facilities Manager to action.</p>
<p>Officers updated the Working Group on the upcoming refurbishment work on the pathways with work to be carried out on the entrance way to West Street Cemetery and on a number of other pathways in west Street Cemetery.</p>	
<p>The Working Group were informed on the current management of the Rules and Regulations of the Cemetery and would like to hold a review at the next meeting.</p>	<p>Report to next meeting.</p>
<p>Officers reported that the railings at Green Lane Cemetery had been replaced and that the new gates to Greenfield Road would be installed soon.</p>	<p>The Business and Facilities Manager to action.</p>
<p>Officers also informed the Working Group that the railings at Badshot Lea Cemetery and been hit by a car ( Police had been notified but nothing had been reported to them) and that they would need to be straightened and Cllr Attfield offered his help.</p>	<p>The Business and Facilities Manager to action.</p>

## 6. Recent Appeals

POINTS	ACTION
<p>There had been no new appeals.</p>	



## 7. Items for future meetings

<b>POINTS</b>	<b>ACTION</b>
The Members of the Working Group welcomed a report on possible items to be discussed in future meeting and agreed that a marketing pack to promote the Cemeteries be created and reviewed at the next meeting.	Officers to action with a report to next meeting.

## 8. Date of the next meeting

<b>POINTS</b>	<b>ACTION</b>
The next scheduled meeting will be held on the 6 <sup>th</sup> April 2022 at 9:30am	

The meeting ended at 10.35 am

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

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## FARNHAM TOWN COUNCIL

# F

### Notes

#### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 10th January, 2022

#### Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN and via Zoom

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

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

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Councillor Fraser arrived after 9.30am. Councillor Blishen was nominated as alternative Chair by Councillor Martin, seconded by Councillor Neale. Councillor Fraser was content with the arrangements as still recovering from the effects of COVID-19. Councillor Hesse joined at 9.40am. Apologies were received from Councillor Michaela Wicks.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications Considered for Key/Larger Developments

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

##### **WA/2021/03018 Farnham Moor Park**

Officer: Ruth Dovey

HAWTHORNS, HALE ROAD, FARNHAM GU9 9RL

Outline application with all matters reserved except for access; erection of 65 dwellings(including 40% affordable housing); public open space, car park, landscaping , infrastructure and new vehicular access following demolition of existing dwelling and outbuildings.

**Farnham Town Council strongly objects to the proposed development of Hawthorns, Hale Road. Local Plan Part I (LLPI) policy TDI Townscape and Design**

states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

This is not an approved development site in the Farnham Neighbourhood Plan 2020, is outside the Built-up Area Boundary and not compliant with FNPI New Development and Conservation and FNPI4 Housing Site Allocations.

The proposed development would be detrimental to the landscape character, having an urbanising effect on the location, in conflict with FNPI0 Protect and Enhance the Countryside.

The proposal is in conflict with FNP30 Transport Impact of Development. The local road network cannot support the increased vehicle movement generated by 65 dwellings in this location.

The Secretary of State disagreed with the appeal decision on WA/2017/2352 for 65 dwellings, dismissing the planning appeal and refusing planning permission in May 2020.

*'The Secretary of State notes that the appeal site is outside the BUAB and is not allocated through FNPI4, and that the proposal does not meet any of the types of development permitted outside the BUAB through FNPI6, FNP 17 and FNP20. For these reasons the Secretary of State agrees with the inspector (IR141) that the appeal site is not an appropriate location for housing, and would conflict with WLPPI policy RE1, and rFNP policies FNPI0 and FNPI4.'*

***'Effect on the landscape***

*Having carefully considered the inspector's assessment at IR142-157, the Secretary of State agrees (IR158) that the proposal would have a harmful urbanising impact on the landscape character of the appeal site, albeit one that is contained and would have limited effect on the wider landscape. Nevertheless, he agrees with the Inspector that this would still conflict with rFNP policies FNPI and FNPI0, and WLPPI policies RE1 and RE3. For these reasons, the Secretary of State agrees with the Inspector (IR189) that this carries moderate weight against the proposal.'*

*'For the reasons given above, the Secretary of State considers that the appeal scheme is not in accordance with WLPPI policies RE1 and RE3, and rFNP policies FNPI, FNPI0 and FNPI4, and so is not in accordance with the development plan overall.'*

This application for a proposed development of 65 dwelling is not acceptable, contrary to the Farnham Neighbourhood and must be refused.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03160 Farnham Moor Park**

Officer: Tracy Farthing

PGI VOLVO, 13 GUILDFORD ROAD, FARNHAM GU9 9PU

Erection of 8 dwellings following demolition of existing building.

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

Farnham Town Council acknowledges this is an approved development site in Farnham Neighbourhood Plan 2020 policy FNPI4d). Development guidance states an approximate capacity of 10 dwellings, the application must adhere to plan policies, the Farnham Design Statement and LPP1 policy TDI Townscape and Design. It is imperative that new developments adhere to, and go beyond, LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design.

Farnham Town Council requests all residential dwellings have their own vehicle charging point, currently the proposal only includes one charger for the three flats, these dwelling must have their own dedicated charging points. Planting is to be encouraged to the front of the development, as shown on the plans.

Due to the density of residential dwellings in the vicinity of the site, a condition must be included for all construction vehicles to use 'squawker' reverse warnings instead of 'beepers' to minimise noise disturbance.

**COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03155 Farnham Moor Park Ward**

Officer: James Kidger

ANIMAL SNACK AND TACK, GUILDFORD ROAD, FARNHAM GU10 1PN

Application under Section 73 to vary Condition 1 of WA/2019/0063 (approved plan numbers) to allow additional phasing plans.

**Farnham Town Council acknowledges this further application to phase the development at Animal Snack and Tack but no timetable is given for the phased works, numbered phase 2 to 6.**

**Please can the applicant confirm when phase 1 (demolition) is due to commence and provide a timetable for phases 2 to 6?**

**The Construction Traffic Management Plan detailed in WA/2019/0063 must be revised to include the phased works. The Plan includes standard WBC approved hours and that construction materials and vehicles be accommodated onsite, these**

should be conditioned. A condition should also be added for the use of 'squawker' reverse warnings instead of 'beepers' on construction vehicles to minimise noise disturbance.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### 4. Applications Considered

##### **Farnham Bourne**

###### **WA/2021/03056 Farnham Bourne**

Officer: Sam Wallis

GALLEON, 14 SCHOOL LANE, LOWER BOURNE, FARNHAM GU10 3PF

Erection of extensions and alterations to elevations.

**Farnham Town Council objects to the size and scale of the proposed extensions and alterations, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, having a negative impact on the neighbours' amenity at no. 12 and no. 14a.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

###### **WA/2021/03131 Farnham Bourne**

Officer: Brett Beswetherick

86A TILFORD ROAD, FARNHAM GU9 8DS

Erection of outbuilding following demolition of existing garage (revision of WA/2020/1373).

**Farnham Town Council raises objection to this application unless the outbuilding is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and is conditioned ancillary to the dwelling.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and**

village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03138 Farnham Bourne**

Officer: Sam Wallis

WOODBURY, 9 ANNANDALE DRIVE, LOWER BOURNE, FARNHAM GU10 3JD

Erection of extensions and alterations.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03197 Farnham Bourne**

Officer: Lara Davison

WOODLARKS CAMP SITE TRUST, WOODLARKS CAMPSITE, TILFORD ROAD, FARNHAM GU10 3RN

Alterations to roof to remove existing glass panels and replace with zinc sheeting and install solar panels.

**The safety of the users of the facilities at Woodlarks Campsite is paramount and hazardous glazing must be removed. Farnham Town Council welcomes initiatives supporting LPP1 policy CCI Climate Change with the installation of solar panel where practicable.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **WA/2021/03223 Farnham Bourne**

Officer: Daniel Holmes

CLIFFE, 14 GREAT AUSTINS, FARNHAM GU9 8JG

Erection of two storey extension, single storey extensions, new outbuilding and widening the driveway by 1m following the demolition of existing garage.

**Farnham Town Council raises objection to this application unless the extensions and outbuilding are approved by the WBC Heritage Officer and confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP5 Great Austins Conservation Area and its setting, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and the outbuilding is conditioned ancillary to the dwelling.**

**Works to widen the vehicle access must be done with the approval of Surrey Highways Authority, the WBC Heritage Officer and strictly adhere to the Great Austins Conservation Area Appraisal and Management Plan to maintain heritage features such as the cobbled gullies at the road edge and stone kerb edges.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **Farnham Castle**

##### **CA/2021/03118 Farnham Castle**

Officer: Jack Adams

39 DOWNING STREET, FARNHAM GU9 7PH

FARNHAM CONSERVATION AREA WORKS TO TREE



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

**CA/2021/03246 Farnham Castle**

Officer: Jack Adams

4 CASTLE STREET, FARNHAM GU9 7HR  
FARNHAM CONSERVATION AREA WORKS TO TREES

**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 Climate Change and NE2 Green and Blue Infrastructure.**

**WA/2021/03049 Farnham Castle**

Officer: Susie Blackwood

1 PARK ROW, FARNHAM GU9 7JH

Alterations to elevations.

**Farnham Town Council raises objection to this application unless the alterations are approved by the Heritage Officer and confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Town Centre Conservation Area and its setting, FNPI 6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design.**

**This location does not have facilities for on-site for construction vehicles and materials, therefore alternative arrangements will need to be arranged – materials and vehicle must not obstruct the narrow highway or footway. COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03050 Farnham Castle**

Officer: Susie Blackwood

1 PARK ROW, FARNHAM GU9 7JH

Listed Building consent for internal and external alterations.

**Farnham Town Council raises objection to this application unless the alterations are approved by the Heritage Officer and confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Town Centre Conservation Area and its setting, FNPI 6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design.**

**This location does not have facilities for on-site for construction vehicles and materials, therefore alternative arrangements will need to be arranged – materials**

and vehicle must not obstruct the narrow highway or footway. **COVID-19 Site Operating Procedures** must be followed and **WBC approved construction hours** be a standard condition: **Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03078 Farnham Castle**

Officer: Lara Davison

NATIONWIDE BUILDING SOCIETY, NATIONWIDE, TOWN HALL BUILDINGS, FARNHAM GU9 7NT

Alterations to elevations.

**Farnham Town Council welcomes improved accessibility to the building with a lift platform through new matching doors. Alterations must be approved by the Heritage Officer and confirmed compliant with the Farnham Design Statement, Farnham Conservation Area Management Plan (FCAMP), Shopfront Design Guide SPD and Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03080 Farnham Castle**

Officer: Lara Davison

NATIONWIDE BUILDING SOCIETY, NATIONWIDE, TOWN HALL BUILDINGS, FARNHAM GU9 7NT

Listed building consent for Internal and external alterations including installation of low rise platform lift.

**Farnham Town Council welcomes improved accessibility to the building with a lift platform through new matching doors. Alterations must be approved by the Heritage Officer and confirmed compliant with the Farnham Design Statement, Farnham Conservation Area Management Plan (FCAMP), Shopfront Design Guide SPD and Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03178 Farnham Castle**

Officer: Brett Beswetherick  
43 CRONDALL LANE, FARNHAM GU9 7BG  
Alterations to elevations.

**Farnham Town Council raises objection to this application unless the alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Throughout the extensive development of no. 43, construction vehicles have been parking on the pavement to the front of the driveway. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03191 Farnham Castle**

Officer: Daniel Holmes  
HICKLEYS COURT, ABBEY HOUSE, SOUTH STREET, FARNHAM  
GU9 7QQ

Consent to display 1 illuminated fascia sign and 2 illuminated digital signs.

**Farnham Town Council notes that the example of proposed signage is using images of Farnham Town Council's logo and branding. This application is not connected with Farnham Town Council and no permission has been given to the agent, Michael Conoley Associates, for use of Farnham Town Council's logo and branding.**

**Farnham Town Council strongly objects to the proposed illuminated fascia and digital signage, this type of signage is inappropriate in this location, close to a major A-road and busy junction, contrary to Farnham Neighbourhood Plan policy FNP4 Advertisement Control and a potential hazard to drivers. This type of signage is actively discouraged in the town being harmful to the character of Farnham.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03230 Farnham Castle**

Officer: Sam Wallis  
9 CRONDALL LANE, FARNHAM GU9 7BG

Erection of detached garage/store.

**The History and Constraints document is missing from this application.**

**Farnham Town Council raises objection to this application unless the garage is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design and is conditioned ancillary to the dwelling.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **Farnham Firgrove**

##### **NMA/2021/03192 Farnham Firgrove**

Officer: Daniel Holmes

57 BRIDGEFIELD, FARNHAM GU9 8AW

Reduced overall size of side extension at front and back.

**Farnham Town Council has no objection to the reductions of the side extension at 57 Bridgefield.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

##### **WA/2021/03012 Farnham Firgrove**

Officer: Sam Wallis

23 LONGLEY ROAD, FARNHAM GU9 8LZ

Erection of extensions and alterations; alterations to roofspace to form habitable accommodation including installation of rooflights.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbours' amenity at no. 21 and no. 25 due to the vicinity of the extensions to the boundaries.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03046 Farnham Firgrove**

Officer: Daniel Holmes

9 BRAMBLETON AVENUE, FARNHAM GU9 8QU

Erection of detached two storey garage with home office/gym above.

**The removal of the existing garages was approved in September 2021 (WA/2021/01589) as a variation to WA/2020/2011.**

**Farnham Town Council raises objection to this application unless the two storey garage with home office/gym above, is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and is conditioned ancillary to the dwellinghouse.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account**

any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

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

##### **WA/2021/03023 Farnham Hale and Heath End**

Officer: Lauren Kitson

5 EAST AVENUE, FARNHAM GU9 0RA

Erection of extensions, including hip to gable and dormer roof extensions to provide additional habitable accommodation, alterations to elevations and detached garage to provide home office and store.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and the converted garage is conditioned ancillary to the dwelling.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

##### **WA/2021/03133 Farnham Hale and Heath End**

Officer: Lauren Kitson

64 UPPER WEYBOURNE LANE, FARNHAM GU9 9DE

Erection of extensions and alterations including dormer window.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 66 with overlooking or being overbearing.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance**

and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03202 Farnham Hale and Heath End**

Officer: Lauren Kitson

28 BROOKLANDS ROAD, FARNHAM GU9 9BP

Erection of extensions and alterations following demolition of existing extensions.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03214 Farnham Hale and Heath End**

Officer: Sam Wallis

15 OAST HOUSE CRESCENT, FARNHAM GU9 0NP

Erection of extensions and alterations following demolition of existing conservatory.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 13 with the vicinity of the two storey extension to the boundary.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03215 Farnham Hale and Heath End**

Officer: Sam Wallis

20 OAST HOUSE CRESCENT, FARNHAM GU9 0NR

Erection of an extension over existing garage and a front porch.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LLPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 22 with the first floor extension on top of the link attached garage.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account**



any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **Farnham Moor Park**

##### **WA/2021/03051 Farnham Moor Park**

Officer: Lauren Kitson

12A MONKSHANGER, FARNHAM GU9 8BU

Erection of detached garage.

**Farnham Town Council objects to the garage to the front of the building line not being compliant with Residential Extensions SPD.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

##### **WA/2021/03062 Farnham Moor Park**

Officer: James Kidger

ST PAULS HOUSE, EAST STREET, FARNHAM

Erection of an additional storey to provide 4 flats to existing two storey building together with associated works.

**Farnham Town Council objects to the overdevelopment to include an additional storey for a further 4 flats at St Pauls House, East Street, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and FNPI6 Extensions and LPP1 TDI Townscape and Design, with its bulk and mass being obtrusive and having a negative impact on the street scene.**

The change of use from office to residential for 8 dwellings was granted under PRA/2021/01269, neither application has provision for parking. Parking provision must be reallocated from business use to residential use. If no parking is available with town centre residential development, a condition must be included to restrict any resident from obtaining a parking permit within Farnham's town centre Controlled Parking Zone as laid down by the Planning Inspectorate for WA/2020/0105 The Woolmead.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

##### **WA/2021/03067 Farnham Moor Park**

Officer: Wanda Jarnecki

19 ABBOTS RIDE, FARNHAM GU9 8HY

Erection of extensions and alterations following demolition of conservatory, porch and part of garage.

**Farnham Town Council objects to the extensions and alterations not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential**

**Extensions SPD and LPP1 policy TDI Townscape and Design and its negative impact on the neighbour's amenity at no. 21 from overlooking and being overbearing.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03074 Farnham Moor Park**

Officer: Daniel Holmes

LAND AT RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM

Consultation on a County Matter; retention of three container units for use as an office and storage space used in connection with the restoration of Runfold South Quarry for a temporary period (Retrospective).

**Farnham Town Council wishes to see continued progress on the restoration of the site in a timely manner, ahead of the revised date of 31 December 2025. If these facilities are required to meet this deadline, Farnham Town Council has no objection to their retention on the site.**

**WA/2021/03145 Farnham Moor Park**

Officer: Sam Wallis

12A MENIN WAY, FARNHAM GU9 8DY

Erection of single storey extension

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03156 Farnham Moor Park**

Officer: Carl Housden

LAND ADJACENT TO 44 CROOKSBURY ROAD, FARNHAM GU10 1QB

Erection of a dwelling.

**Previously refused planning application WA/2017/0111 was appealed and allowed in October 2019.**

**Farnham Town Council raises objection to this application unless the new dwelling is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**This location is covered by Farnham Neighbourhood Plan policy FNP8 Farnham Arcadian Areas, trees must be retained and tree roots protected. Access to the North Downs Way must not be obstructed and the use of the bridleway must come with a condition for it to be appropriately maintained, especially materials suitable for the semi-rural setting.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03207 Farnham Moor Park**

Officer: Brett Beswetherick

9 ADAMS PARK ROAD, FARNHAM GU9 9QG

Erection of extension and alterations.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take**

place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03216 Farnham Moor Park**

Officer: Lauren Kitson

9 BEAUFORT ROAD, FARNHAM GU9 7JS

Certificate of Lawfulness under S192 for alterations to roof, including dormer extensions and rooflights to provide additional habitable accommodation.

**Farnham Town Council raises objection unless the extension and alterations are confirmed lawful.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03217 Farnham Moor Park**

Officer: Lauren Kitson

9 BEAUFORT ROAD, FARNHAM GU9 7JS

Erection of extension and alterations following demolition of existing extension.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by

**parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03225 Farnham Moor Park**

Officer: Sam Wallis

COMPTON ACRE, 10 COMPTON WAY, FARNHAM GU10 1QZ

Application under Section 73a to vary Condition 1 of WA/2019/0369 (approved plan numbers) to allow for alterations to design.

**Farnham Town Council raises objection unless the alterations to the design are confirmed compliant with LPP1 policies CCI Climate Change and CC2 Sustainable Construction.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03235 Farnham Moor Park**

Officer: Brett Beswetherick

4 FARNHAM PARK, UPPER SOUTH VIEW, FARNHAM GU9 7GJ

Alterations to elevation and integral garage to provide habitable accommodation.

**Farnham Town Council raises objection to the loss of the garage in this relatively new development, not being compliant with WBC Parking Guidelines SPD. This location has no on-street parking available. The on-street parking on the adjacent roads is for properties with no parking facilities. A condition must be included to restrict any resident from obtaining a parking permit within Farnham's town centre Controlled Parking Zone, as laid down by the Planning Inspectorate for WA/2020/0105 The Woolmead.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03241 Farnham Moor Park**

Officer: Brett Beswetherick

10 LYNCH ROAD, FARNHAM GU9 8BZ

Erection of a conservatory.

**Farnham Town Council raises objection to this application for the erection of a conservatory unless it is confirmed compliant with LPP1 policies CCI Climate Change and CC2 Sustainable Construction.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account**

any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03247 Farnham Moor Park**

Officer: Lauren Kitson

10 ADAMS PARK ROAD, FARNHAM GU9 9QG

Erection of a single storey extension.

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

Councillors Martin and Neale left the meeting at 11.35am.

**Farnham Shortheath and Boundstone**

**WA/2021/03072 Farnham Shortheath and Boundstone**

Officer: Lauren Kitson

106 SHORTHEATH ROAD, FARNHAM GU9 8SE

Erection of a two storey extension and alterations.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 104.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **WA/2021/03113 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

4 LYNTON CLOSE, FARNHAM GU9 8US

Erection of extension following demolition of existing conservatory.

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LLPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 5.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **Farnham Upper Hale**

#### **PRA/2021/03136 Farnham Upper Hale**

Officer: Daniel Holmes

19 SPRING LANE, FARNHAM GU9 0JD

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.50m, for which the height would be 3.48m, and for which the height of the eaves would be 3m.

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity, no. 10 Trinity Hill has objected to the impact on their property.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **WA/2021/03044 Farnham Upper Hale**

Officer: Sam Wallis

1 BARRIE ROAD, FARNHAM GU9 0DU

Certificate of Lawfulness under S192 for erection of extensions and alterations to elevations.

**Farnham Town Council raises objection unless the extension and alterations are confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

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

#### **WA/2021/03115 Farnham Weybourne and Badshot Lea**

Officer: Lauren Kitson

18 WOODLANDS AVENUE, FARNHAM GU9 9EY

Certificate of lawfulness under Section 192 for hip to gable loft alterations including a rear dormer and front roof windows.

**Farnham Town Council raises objection unless the alterations are confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **WA/2021/03166 Farnham Weybourne and Badshot Lea**

Officer: Lara Davison

OLD BARN, CROWN LANE, BADSHOT LEA, FARNHAM GU9 9JP



Change of use of existing vacant barns to storage (Class B8) and office (Class Eg) and associated works.

**A large proportion of the building is a Building of Local Merit and must be sensitively altered to retain its character, dating back to the 1700's, WBCs Heritage Officer must be consulted.**

**Farnham Town Council raises objection to this application for change of use from vacant barn to storage facility and new office space and its potential to increase vehicle movement on the very narrow roadway of Crown Lane. Although the majority of space is shown as 'store', it is unclear as to what/who will be using these storage facilities and how frequently access will be required.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **WA/2021/03195 Farnham Weybourne and Badshot Lea**

Officer: Carl Housden

29 HURLANDS CLOSE, FARNHAM GU9 9JF

Erection of 4 dwellings following demolition of existing dwelling and associated gardens and parking including vehicular access relocated.

**Farnham Town Council raises objection to the overdevelopment of the garden of 29 Hurlands Close and the negative impact on the amenity of the neighbour at no. 31 with the net addition of three dwellings. Development must be compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP1 New Development and Conservation, LPP1 policy TDI Townscape and Design and CC1 Climate Change and CC2 Sustainable Construction and meet Technical Housing Standards guidance.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

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

#### **PRA/2021/03211 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

35 ROSEMARY LANE, ROWLEDGE, FARNHAM GU10 4DD

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5m, for which the height would be 3.3m, and for which the height of the eaves would be 2.45m.

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 33.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **WA/2021/03036 Farnham Wrecclesham and Rowledge**

Officer: Lara Davison

60 BELDHAM ROAD, FARNHAM GU9 8TP

Alterations to existing dwelling to create 2 dwellings and associated works.

**Farnham Town Council objects to the gross overdevelopment of 60 Beldham Road from an individual dwelling into two, two bedroom maisonettes, not being compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation and LPP1 policy TDI Townscape and Design. Although the proposal allocates private outside space for each dwelling, the convoluted division of accommodation across three floors cannot meet Technical Housing Standards guidance or suitable accommodation for two, two bedroom maisonettes. The proposal will also have a negative impact on the amenity of the neighbour at no. 62 with the additional noise and movement of residents from a second adjoining dwelling.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **WA/2021/03042 Farnham Wrecclesham and Rowledge**

Officer: Daniel Holmes

ELLERSLIE LODGE, THE LONG ROAD, ROWLEDGE, FARNHAM GU10 4DH

Erection of extension and alterations (revision of WA/2021/0028).

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6**

**Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03053 Farnham Wrecclesham and Rowledge**

Officer: Lauren Kitson

19 SCHOOL HILL, FARNHAM GU10 4QD

Certificate of Lawfulness under Section 192 for proposed use of land to station a mobile home for use incidental to the main dwelling.

**Farnham Town Council objects to this application for incidental accommodation. A mobile home includes kitchen and bathroom facilities therefore is ancillary accommodation. The intention is as a permanent 'granny annex'.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03100 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

7 ROSEVILLE COTTAGES, SUMMERFIELD LANE, FRENHAM, FARNHAM GU10 3AN

Erection of extension and alterations.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 8.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development**

briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03110 Farnham Wrecclesham and Rowledge**

Officer: Lauren Kitson

7 HOLLIS WOOD DRIVE, WRECCLESHAM, FARNHAM GU10 4JT

Erection of extensions including alterations to roofspace to provide habitable accommodation together with 2 dormer windows.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03119 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

4 COKENOR WOOD, WRECCLESHAM, FARNHAM GU10 4QN

Erection of single storey extensions and porch extension.

**Farnham Town Council raises objection to this application unless the extensions are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LLPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 3.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03127 Farnham Wrecclesham and Rowledge**

Officer: Brett Beswetherick

BARN COTTAGE, 25 ECHO BARN LANE, WRECCLESHAM, FARNHAM GU10 4NQ

Erection of extensions and alterations

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LLPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03198 Farnham Wrecclesham and Rowledge**

Officer: Philippa Smyth

THE GRANARY, WRECCLESHAM HILL, WRECCLESHAM FARNHAM GU10 4JS

Erection of a new dwelling.

**Another application has been submitted for the erection of a new two storey residential dwelling under WA/2021/02992 at this location, why do we have two applications for the same proposal?**

**Previous application WA/2018/1777 for a similar scheme was withdrawn and another application WA/2019/1163 was refused in May 2020.**

**WA/2019/0439 for a Certificate of Lawfulness under Section 192 for erection of a domestic outbuilding was granted lawful in April 2019 and is being used as a veiled threat for granting permission for a dwelling in the same location as a 'fallback' option.**

**Farnham Town Council strongly objects to the proposed two storey dwelling outside of the Built-up Area Boundary, not being compliant with Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation and FNPI0 Protect and Enhance the Countryside and having a negative impact of the setting of the Ancient and Semi Natural Woodland (ASNW) and a detrimental effect on biodiversity and character of the site. It is likely the development will lead to the loss or deterioration of the ancient woodland within the redline with 'garden creep', as termed by the Forestry Commission.**

**The Forestry Commission has commented on WA/2021/02992 and is now seeking clarification of whether this is the same or a duplication application. They have raised several concerns about the false statements made within documentation, these inaccuracies must be addressed. Building within the ancient woodland buffer and felling trees within a woodland Tree Preservation Order is unacceptable.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03226 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

102 BOUNDSTONE ROAD, ROWLEDGE, FARNHAM GU10 4AU

Erection of single storey extensions.

**The History and Constraints document is missing from this application.**

**Farnham Town Council raises objection to this application unless the extensions are confirmed compliant with the Farnham Design Statement, Farnham**

**Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03236 Farnham Wrecclesham and Rowledge**

**Officer: Brett Beswetherick**

**5 GREYSTEAD PARK, WRECCLESHAM, FARNHAM GU10 4NB**

**Erection of single storey extension and alterations to elevations.**

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account**

**any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

Applications Considered – responses submitted as agreed by 4<sup>th</sup> January 2022

### **Farnham Bourne**

#### **WA/2021/02963 Farnham Bourne**

Officer: Lara Davison

LAND ADJACENT TO OAKRIDGE, LONGDOWN ROAD, LOWER BOURNE, FARNHAM GU10 3JT

Erection of a new dwelling and associated works (revision of WA/2020/2097).

**Farnham Town Council acknowledges a new dwelling was allowed at appeal on 13<sup>th</sup> December 2017 and this application is a revision of WA/2020/2097 granted permission on 14<sup>th</sup> July 2021.**

**The new dwelling must strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation and FNP8 South Farnham Arcadian Areas and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction. Conditions must be put in place to protect trees and tree roots during construction. Improvements to the vehicle access, as Conditioned for WA/2020/2097, must be Conditioned and implemented for this application.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Conditions must be put in place to ensure space is available on-site for construction vehicles and materials. No parking must be allowed on the Longdown Road.**

**COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **TM/2021/02950 Farnham Bourne**

Officer: Jack Adams

78 BURNT HILL ROAD, LOWER BOURNE, FARNHAM GU10 3LN

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 08/00

**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 Climate Change and NE2 Green and Blue Infrastructure.

### **Farnham Castle**

#### **WA/2021/02967 Farnham Castle**

Officer: Sam Wallis

3 PIONEER ROAD, FARNHAM GU9 7GT

Certificate of Lawfulness under S192 for alterations to roof to provide additional habitable accommodation.

**Farnham Town Council raises objection unless the alterations are confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **CA/2021/03116 Farnham Castle**

Officer: Jack Adams

SUB STATION ADJACENT TO VERNON COURT, WEST STREET, FARNHAM GU9 7DZ

FARNHAM CONSERVATION AREA REMOVAL OF TREE

SCOTTISH AND SOUTHERN ELECTRICITY

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP2. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure, trees must be replaced. Given the condition of the tree and the nature of the site, the SSE survey concludes the tree must be removed. Farnham Town Council has a tree planting programme and requests a contribution from SSE for a replacement tree in an alternative location. Farnham Town Council will contact SSE directly.**

#### **CA/2021/03118 Farnham Castle**

Officer: Jack Adams

39 DOWNING STREET, FARNHAM GU9 7PH

FARNHAM CONSERVATION AREA WORKS TO TREE

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

### **Farnham Firgrove**

#### **WA/2021/02943 Farnham Firgrove**

Officer: Sam Wallis

5 HILLARY ROAD, FARNHAM GU9 8QY

Erection of extensions and alterations following demolition of swimming pool building.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/03006 Farnham Firgrove**

Officer: Brett Beswetherick

20 GROVE END ROAD, FARNHAM GU9 8RD

Erection of extensions and alterations to elevations with associated landscaping following demolition of existing detached garage (revision of WA/2021/01693).

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LLPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

## **Farnham Hale and Heath End**

### **TM/2021/02948 Farnham Hale and Heath End**

Officer: Jack Adams

5 ACORN KEEP, ROWHILLS, FARNHAM GU9 9BL

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER WA243

**Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure, trees must be replaced.**

### **WA/2021/02966 Farnham Hale and Heath End**

Officer: Lauren Kitson

WOODLANDS, 5 ROWHILLS, FARNHAM GU9 9AT

Erection of extension and associated works.

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

### **WA/2021/02972 Farnham Hale and Heath End**

Officer: Brett Beswetherick

32 EAST AVENUE, FARNHAM GU9 0RA

Erection of extension and alterations following demolition of existing extension.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/02991 Farnham Hale and Heath End**

Officer: Lauren Kitson

35 UPPER HALE ROAD, FARNHAM GU9 0NX

Erection of extensions and alterations

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD and LLPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 33.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

## **Farnham Moor Park**

Submitted directly to Surrey CC ref. SCC 2021/0197

### **WA/2021/02955 Farnham Moor Park**

Officer: Daniel Holmes

LAND AT RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM

Consultation on a County Matter for the retention and temporary installation of a portable contractors office and mess cabin, two portable office units, two toilet units, and four storage containers without compliance with conditions 1 and 2 of planning permission ref:

WA/2020/1463 dated 18 December 2020 to change the plans and to extend the time period of the development.

**Farnham Town Council wishes to see continued progress on the restoration of the site in a timely manner, ahead of the revised date of 31 December 2025. If these facilities are required to meet this deadline, Farnham Town Council has no objection to their retention on the site.**

### **WA/2021/02995 Farnham Moor Park**

Officer: Carl Housden

LAND CENTRED COORDINATES 484402 146874, SOUTH STREET, FARNHAM

Application under Regulation 3 for Certificate of Lawfulness under Section 192 for erection of a youth shelter.

**Farnham Town Council has a non-pecuniary interest in this application.**

### **WA/2021/03002 Farnham Moor Park**

Officer: Philippa Smyth

LAND ADJOINING WEST FARM, TONGHAM ROAD, RUNFOLD, FARNHAM

Erection of 2 three bedroom detached dwellings and 2 detached single garages

**A similar scheme (WA/2018/1863) was refused at appeal in December 2019.**

**Although this application has reduced the size of the plots, Farnham Town Council strongly objects to the proposed development of two detached dwellings with two detached garages, eroding the rural setting and having an urbanising effect on this location outside of the Built-up Area Boundary, not being compliant with Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation and FNPI10 Protect and Enhance the Countryside, in place to ensure that development responds to the character of the area and enhances the landscape value of the countryside.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

### **WA/2021/03004 Farnham Moor Park**

Officer: Lauren Kitson  
45 LYNCH ROAD, FARNHAM GU9 8BT

Erection of extensions, alterations to elevations and fenestrations and alterations to garage to provide additional habitable accommodation and associated works following demolition of existing conservatory.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

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

##### **TM/2021/02952 Farnham Shortheath and Boundstone**

Officer: Jack Adams

45 SHORTHEATH ROAD, FARNHAM GU9 8SH

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/17

**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 Climate Change and NE2 Green and Blue Infrastructure.**

##### **WA/2021/02934 Farnham Shortheath and Boundstone**

Officer: Brett Beswetherick

34 GREENHILL WAY, FARNHAM GU9 8SZ

Erection of extension, alterations to elevations and fenestration, alterations to roof, including rear dormer, to provide additional habitable accommodation, and associated landscaping

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the adjoining neighbour's amenity at no. 32.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2021/02980 Farnham Shortheath and Boundstone**

Officer: Brett Beswetherick

59 SHORTHEATH ROAD, FARNHAM GU9 8SH

Erection of extensions, alterations to elevations and associated works.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LLPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the adjoining neighbour's amenity at no. 63 with overlooking from the first floor extension to the south elevation.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account**

**any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

### **Farnham Upper Hale**

#### **PRA/2021/02977 Farnham Upper Hale**

Officer: Daniel Holmes

FOXHAVEN, OLD PARK LANE, FARNHAM GU10 5AA

General Permitted Development Order 2015, Schedule 2, Part 1, Class AA - Prior Notification  
Application for enlargement of a dwellinghouse by construction of additional storey.

**Farnham Town Council notes the number of applications for permitted development at Foxhaven with an 8m rear extensions, side extension, porch extension to the front and now the construction of a first floor.**

**Farnham Town Council raises objection unless the additional storey is confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **WA/2021/03005 Farnham Upper Hale**

Officer: Brett Beswetherick

12 SHADY NOOK, FARNHAM GU9 0DT

Erection of extension and alterations following demolition of existing detached garage.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbours' amenity at no. 11 and 13 with the extension's vicinity to both boundaries. Sufficient parking must be available within the boundary of the property with the loss of the garage.**

**Local Plan Part 1 (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning**



**(Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

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

Consultation date extended due to documents not being available on the portal

#### **WA/2021/02838 Farnham Weybourne and Badshot Lea**

Officer: Carl Housden

LAND AT SUMMERFIELD COTTAGE, RUNFOLD ST GEORGE, BADSHOT LEA FARNHAM GU10 IPP

Certificate of Lawfulness under S191 for use of land for purposes incidental to the use of a dwelling house (residential curtilage) and has been used as such for more than 10 years.

**Farnham Town Council strongly objects to this application. The lawful residential use of the adjoining land of Summerfield Cottage cannot be considered incidental to the enjoyment of the dwellinghouse. Areas within the boundary of the red line are managed very differently and have been fenced off and developed for other uses, including business uses, without planning permission. The images provided contradict statements within the application and do not show the extent of the land to which the application relates therefore cannot be considered 'evidence'.**

**Although an Outline application for 3 dwellings was allowed at appeal (WA/2016/0406) within the red line, to the northwest bounding Runfold St George's, the Inspector notes that the proposal would continue the linear form of development fronting this short section of dead end road. A larger development, including dwellings behind the frontage dwellings and away from the road frontage would result in a negative effect on the character and appearance of the rural area - this includes current built-form and development without permission or future potential development.**

**The subsequent Reserved Matters application (WA/2021/01405) was granted permission and the area confirmed as 'outside the residential curtilage' by WBC Planning Officer Carl Housden.**

**This application must be refused. It is contradictory to the 'evidence' and does not detail all land uses and operations within the red line.**

**For information, the adjacent land to the east is Tice's Meadow Nature Reserve, consisting of almost 140 acres of grasslands and wetland areas, supporting many species, a growing breeding bird population and contributing to local biodiversity.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **TM/2021/02951 Farnham Weybourne and Badshot Lea**

Officer: Jack Adams

1 OAKLAND AVENUE, FARNHAM GU9 9DX

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 24/01

Farnham Town Council acknowledges that a replacement oak tree will be planted. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

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

##### **WA/2021/02992 Farnham Wrecclesham and Rowledge**

Officer: Philippa Smyth

THE GRANARY, WRECCLESHAM HILL, WRECCLESHAM, FARNHAM GU10 4JS

Erection of a new two-storey residential dwelling.

**Another application WA/2021/03198 has been validated on 21/12/2021 for the same site/location?**

Previous application **WA/2018/1777** for a similar scheme was withdrawn and another application **WA/2019/1163** was refused in May 2020.

**WA/2019/0439 – THE GRANARY, WRECCLESHAM HILL, WRECCLESHAM GU10 4JS** Certificate of Lawfulness under Section 192 for erection of a domestic outbuilding was granted lawful, though the proposed outbuilding was larger than the footprint of the dwelling house and it is abutting the Ancient and Semi Natural Woodland (ASNW) to the rear.

Farnham Town Council strongly objects to the proposed two storey dwelling outside of the Built-up Area Boundary, not being compliant with Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation and FNPI10 Protect and Enhance the Countryside and having a negative impact of the setting of the Ancient and Semi Natural Woodland (ASNW).

Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

##### **WA/2021/02930 Farnham Wrecclesham and Rowledge**

Officer: Lauren Kitson

LARKSGILL, 22 WRECCLESHAM HILL, WRECCLESHAM, FARNHAM GU10 4JW

Erection of front porch and raised decking area at rear.

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development

briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2021/03011 Farnham Wrecclisham and Rowledge**

Officer: Sam Wallis

53 ST PETERS GARDENS, WRECCLESHAM, FARNHAM GU10 4QY

Erection of single storey extension follow demolition of existing store.

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**5. Appeals Considered**

For information only.

WA/2021/0772 9 Upper South View – Appeal Dismissed, 14<sup>th</sup> December 2021.

**6. Licensing Applications Considered**

There were none for this meeting.

**7. Public speaking at Waverley's Western Planning Committee**

There were none for this meeting.

**8. Date of next meeting**

24<sup>th</sup> January 2022.

The meeting ended at 11.45 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 24th January, 2022

#### Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN and via Zoom

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

Councillor John "Scotty" Fraser (Lead Member)  
Councillor Brian Edmonds  
Councillor Roger Blishen  
Councillor George Hesse  
Councillor John Neale

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillors Martin and Wicks.

#### 2. Disclosure of Interests

WA/2022/00003 Bishops Square - The Officer declared a non-pecuniary interest due to vicinity to the application. The Councillors formulated the response.

#### 3. Applications Considered for Key/Larger Developments

##### **Farnham Bourne**

##### **WA/2022/03259 Farnham Bourne**

Officer: Philippa Smyth

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

Change of use and alterations to existing dwelling (including construction of a lower ground floor) and to garage/staff accommodation outbuilding, to provide 6 dwellings, the erection of a bin and cycle store, new parking and turning area and associated works.

**Previous application WA/2019/0953 to was granted permission 21<sup>st</sup> October 2019 for change of use to provide 6 dwellings.**

**Farnham Town Council raises objection unless the application is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan**

policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.

Sufficient parking must be incorporated into the scheme to include visitors parking and access to the highway improved.

Space must be available on-site for construction vehicles and materials. WBC approved construction hours must be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **Farnham Moor Park**

##### **WA/2022/00047 Farnham Moor Park**

Officer: Ruth Dovey

BUILDING D20, LAND CENTRED COORDINATES 484270 146934, EAST STREET, FARNHAM Construction of shop front

Although WBCs Shopfront Design Guide SPD specifically mentions Listed building and the Town Centre Conservation Area (running along the west side of South Side and as far as 13 East Street), internally illuminated signage is actively discouraged across the town. The number of illuminated signs and levels of illumination must be kept to a minimum.

This application, and applications for further signage within development, especially expected larger signage such as on the cinema and on the Listed Brightwell House, must consider local policies for Farnham town centre including the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, FNP4 Advertisement Control, FNP21 East Street, South Street and Doglud Way and Shopfront Design Guide SPD.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

##### **WA/2022/00083 Farnham Moor Park**

Officer: Ruth Dovey

BUILDING D20, LAND CENTRED COORDINATES 484270 146934, EAST STREET, FARNHAM

Display of five signs comprising two illuminated light boxes (internally illuminated), two signs of individual 3D letters (internally illuminated), and one stove enamelled sign (non-illuminated).

Although WBCs Shopfront Design Guide SPD specifically mentions Listed building and the Town Centre Conservation Area (running along the west side of South Side

and as far as 13 East Street), internally illuminated signage is actively discouraged across the town. The number of illuminated signs and levels of illumination must be kept to a minimum.

This application, and applications for further signage within development, especially expected larger signage such as on the cinema and on the Listed Brightwell House, must consider local policies for Farnham town centre including the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, FNP4 Advertisement Control, FNP21 East Street, South Street and Doglud Way and Shopfront Design Guide SPD.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **NMA/2022/00059 Farnham Moor Park**

Officer: Carl Housden

74 LIONSGATE EAST STREET, FARNHAM

Amendment to WA/2019/1304 to change wording on several conditions under the permission.

**Farnham Town Council questions if this application is acceptable as an NMA.**

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

#### **WA/2022/00033 Farnham Wrecclesham and Rowledge**

Officer: Philippa Smyth

BAKER OATES STABLES GARDENERS HILL ROAD FARNHAM

Request to modify a section 106 agreement relating to WA/2014/2028, variations to 3.1.1 to 3.1.4 (inclusive) regarding method of valuation.

**Farnham Town Council does not wish to see residents and tenants disadvantaged through the valuation process.**

The application states 'the inclusion of the industry standard MEC will not change the existing and current use of the properties whilst they are in the ownership of our client or any other RP. It is only required in the event that our client should ever default on their loan and the lender takes possession or appoints a receiver, which is extremely unlikely and has never happened in the history of the social housing sector. The sector is seen as very safe for lenders to lend money, who are very risk adverse.'

The properties within this application must remain as social/affordable housing in perpetuity and conditions must be in place to ensure this is not changed for future occupants.

#### **WA/2022/00061 Farnham Wrecclesham and Rowledge**

Officer: Philippa Smyth

LAND TO THE SOUTH OF WRECCLESHAM HILL, WRECCLESHAM GUI0 4JX

Application under section 73 to vary condition number 1 (Approved Plans) following planning permission WA/2017/2223 to allow for changes in the dimensions of the battery storage containers, removal of condition number 6 (Access) as the access is no longer being widened, varying the wording of conditions 3 (Fencing and Gates), 7 (Public Footpath), and 9 (Construction Management) to ensure the consent is in accordance with details previously submitted and approved.

In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 22: (4) The information to be provided to the consultee for the purposes of the consultation, pursuant to section 54(5)(b) of the 2004 Act, is such information as will enable that person to provide a substantive response.

The History and Constraints document is missing from this application. It is vital to include this information to understand the planning history on the site, due to house hazardous and highly flammable batteries as an energy storage facility, close to new residential development.

Farnham Town Council objects to this application which includes two application forms with differing information, seeking to remove all conditions in place to protect pedestrians on the public footpath and pavement and motorists on the A325 close to the site access.

#### 4. Applications Considered

##### **Farnham Bourne**

###### **CA/2022/00162 Farnham Bourne**

Officer: Jack Adams

1 SWINGATE ROAD, FARNHAM GU9 8JJ

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

**Farnham Town Council objects to the removal of trees, especially in a Conservation Area covered by Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area and its setting.**

**Farnham Town Council requests that the Arboricultural Officer reviews this application and seeks clarification as the notification states 'G2: Holly, Yew and Sycamore saplings - Remove for fence line'. The property has permission for new gates and brick piers through WA/2020/1746 but no alterations were planned for the fence and existing mature hedging boundary. The hedging must be retained to protect the character of the Great Austins Conservation Area.**

###### **CA/2022/00168 Farnham Bourne**

Officer: Jack Adams

3 GREENHILL ROAD, FARNHAM GU9 8JN

GREAT AUSTINS CONSERVATIONS AREA WORKS TO TREES

**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 Climate Change and NE2 Green and Blue Infrastructure.**

###### **TM/2022/00024 Farnham Bourne**

Officer: Jack Adams

BRAMBLES, 3 CRAVEN CLOSE, LOWER BOURNE, FARNHAM GU10 3LW

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 07/00

**Farnham Town Council objects to the removal of trees, subject to Arboricultural Officer's comments. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure, trees must be replaced.**

###### **WA/2022/00018 Farnham Bourne**

Officer: Sam Wallis



104 BURNT HILL ROAD, LOWER BOURNE, FARNHAM GU10 3LJ

Erection of extensions and alterations to existing detached garage to provide additional habitable accommodation.

**Annex accommodation must be conditioned ancillary to avoid the use as a separate dwelling and the subdivision of garden land.**

**Farnham Town Council objects to the inappropriate development to create a two-storey annex with garages below. Although the proposed development is set back from the road, the design is out of character for the area. The photos of a development built in the wrong location and larger than its permission allowed, 17 Frensham Road, is not a good example of appropriate development. The proposed extensions and alterations are not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**WA/2022/00038 Farnham Bourne**

Officer: Daniel Holmes

LAND AT 8, KILN LANE, LOWER BOURNE, FARNHAM

Alterations to outbuilding to provide garage following partial demolition; erection of decking area.

**Farnham Town Council strongly objects to retrospective planning applications. New decking and retrospective permission for splitting of existing outbuilding to form garage, work started without consent 08/04/2021.**

**Farnham Town Council objects to the proposed decked area and its negative impact on the trees and wildlife and the neighbour's below from overlooking.**

**Clarification must be sought as to where the existing outbuilding, to be partially demolished and converted into a garage, is situated as only the approved garage location is marked on the Block Plan.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00058 Farnham Bourne**

Officer: Lauren Kitson

DACKELWOOD, OLD FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3PU

Erection of extensions and alterations to bungalow to form a chalet bungalow.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and**

**Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at Birdhurst from overlooking.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00080 Farnham Bourne**

Officer: Sam Wallis

12 LONGDOWN ROAD, LOWER BOURNE, FARNHAM GU10 3JS

Erection of a car port.

**Farnham Town Council objects to the proposed car port and additional built form to the front of 12 Longdown Road being out of character with the dwelling. The property already benefits from a triple garage of almost 50m<sup>2</sup> and ample driveway parking.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00082 Farnham Bourne**

Officer: Daniel Holmes

27 FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HS

Erection of extension and alterations to form annexe.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LLPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and the annex is conditioned ancillary to the dwellinghouse.**

**Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbour from noise disturbance: Construction works, including works of site clearance and**

ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2022/00107 Farnham Bourne**

Officer: Sam Wallis

OAKDALE, SCHOOL LANE, LOWER BOURNE, FARNHAM GU10 3PF

Erection of extensions and alterations, including installation of chimney flue and solar panels to roof following demolition of existing garage.

**Farnham Town Council raises objection to the dominance of the proposed extension in the streetscene with its prominent position on the corner of School Lane. Questions is raised as to whether the property has any restrictions for extending. Conditions placed on the Allowed appealed application WA/2006/1096 cannot be reviewed on the planning portal as an incorrect planning decision is attached.**

If the property still benefits from development rights, the extensions and alterations must be confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.

The access must be reviewed by Surrey Highways to ensure that vehicles can egress in forward gear.

Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2022/00140 Farnham Bourne**

Officer: Carl Housden

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

Erection of extensions and alterations to outbuilding to form a new dwelling.

**Farnham Town Council strongly objects to this application being wholly inappropriate development and contrary to Condition 4 of permission granted for WA/2017/1034.**

**The subdivision of yet another garden is not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and LPP1 policy TDI Townscape and Design, having a negative impact on the character of the area with the small plot close to the neighbouring dwelling, no. 47 Lodge Hill Road, and adjoining its outbuilding.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00147 Farnham Bourne**

Officer: Sam Wallis

VALE HOUSE, 40 FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HT

Erection of outbuilding and construction of swimming pool following demolition of existing detached garage.

**Farnham Town Council raises objection to this application unless the outbuilding and swimming pool are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CC1 Climate Change and CC2 Sustainable Construction.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00157 Farnham Bourne**

Officer: Sam Wallis

VALE HOUSE, 40 FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HT

Certificate of lawfulness under Section 192 for erection of an outbuilding for incidental leisure use.

**Farnham Town Council raises objection unless the outbuilding is confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's**

report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **WA/2022/00192 Farnham Bourne**

Officer: Sam Wallis

ST BERNARDS, TILFORD ROAD, FARNHAM, GU9 8HX

Application under Section 73 to remove Condition 4 of WA/2003/2171 to allow the use of the garage as habitable space.

**Farnham Town Council objects to this application as insufficient information has been provided and no plans have been included to show the layout of the habitable accommodation in place of the garage.**

In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 22: (4) The information to be provided to the consultee for the purposes of the consultation, pursuant to section 54(5)(b) of the 2004 Act, is such information as will enable that person to provide a substantive response.

#### **WA/2022/00199 Farnham Bourne**

Officer: Sam Wallis

TANGLEFOOT, 14 VICARAGE LANE, THE BOURNE, FARNHAM GU9 8HN

Erection of extensions and alterations.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP8 South Farnham Arcadian Areas, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbour from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **Farnham Castle**

Officer declared a non-pecuniary interest due to location and Councillors formulated the response.

#### **WA/2022/00003 Farnham Castle**

Officer: Carl Housden

BISHOPS SQUARE, OLD PARK LANE, FARNHAM GU9 0AH

Removal of existing hard surfaced tennis court and outbuildings and the erection of a new dwelling.

**Farnham Town Council objects to this application and the proposed new dwelling's impact on the Ancient Scheduled Monument, Farnham Castle, and Listed properties. The character of the property is out of keeping with the lane, with excessive glazing having a negative impact from light pollution, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation and FNPI0 Protect and Enhance the Countryside, LPPI policy TDI and retained policies DI and D4, situated in the ASVI.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00019 Farnham Castle**

Officer: Sam Wallis

11 FERNS MEAD, FARNHAM GU9 7XP

Erection of a single storey extension.

**Farnham Town Council objects to the proposed rear extension to the mid-terrace property being in flood zone 2 and having a negative impact on the neighbours' amenity at no. 10 and no. 12, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00053 Farnham Castle**

Officer: Brett Beswetherick

68A CASTLE STREET, FARNHAM GU9 7LN

Listed building consent for proposed painting of entrance of building and doors and window frames and installation of 4 illuminated replacement signs.

**Farnham Town Council raises objection to this application unless the proposed works and signage is approved by the Heritage Officer and compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, FNP4 Advertisement Control, Farnham Conservation Area Management Plan (FCAMP) and Shopfront Design Guide SPD.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **WA/2022/00054 Farnham Castle**

Officer: Brett Beswetherick

68A CASTLE STREET, FARNHAM GU9 7LN

Application for advertisement consent to display 4 replacement illuminated signs.

**Farnham Town Council raises objection to this application unless the proposed works and signage is approved by the Heritage Officer and compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, FNP4 Advertisement Control, Farnham Conservation Area Management Plan (FCAMP) and Shopfront Design Guide SPD.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

#### **WA/2022/00062 Farnham Castle**

Officer: Lara Davison

LAND AT REAR, 37-38 DOWNING STREET, FARNHAM Listed Building consent for erection of new two storey dwelling with relocation of existing vehicular access

**No comments required; this application has been withdrawn.**

Councillor Edmonds left the meeting at 12.00.

#### **WA/2022/00086 Farnham Castle**

Officer: Philippa Smyth

RED MIST LEISURE LTD, 5 CASTLE STREET, FARNHAM GU9 7HR

Ground floor internal and external alterations to provide improved internal dining area and external seating area.

**Farnham Town Council raises objection to this application unless the alterations and additions are approved by the Heritage Officer and compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, Farnham Conservation Area Management Plan (FCAMP) and has no negative impact on the neighbour's amenity from noise disturbance. The use of the outside space must be in line with the Premises Licence.**

**WA/2022/00105 Farnham Castle**

Officer: Philippa Smyth

RED MIST LEISURE LTD, 5 CASTLE STREET, FARNHAM GU9 7HR

Listed building consent for ground floor internal and external alterations to provide improved internal dining area and external seating area.

**Farnham Town Council raises objection to this application unless the alterations and additions are approved by the Heritage Officer and compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, Farnham Conservation Area Management Plan (FCAMP) and has no negative impact on the neighbour's amenity from noise disturbance. The use of the outside space must be in line with the Premises Licence.**

**WA/2022/00087 Farnham Castle**

Officer: Carl Housden

FARNHAM CRICKET CLUB, FOLLY HILL, FARNHAM GU9 0AU

Proposed refurbishment of existing building including new external timber cladding, enlargement of existing dormer window, new windows and doors, small extension to north.

**Clarification is being sort as to the difference between application WA/2022/00087 and WA/2022/00100 as they appear to contain the same proposals. The application form states Grade II Listed, is this referring to the location being in the Grade II Listed Farnham Park as the clubhouse is not Listed?**

**Farnham Town Council acknowledges the long-awaited proposed improvements to the facilities at Farnham Cricket Club and the benefits to the club, nursery school and wider community. If planning permission is granted, a condition must be included for the removal of the temporary storage unit (shipping container) from the site.**

**WA/2022/00100 Farnham Castle**

Officer: Carl Housden

FARNHAM CRICKET CLUB, FOLLY HILL, FARNHAM GU9 0AU

Erection of extension, new groundsman store, refurbishment of existing building including new external timber cladding, enlargement of existing dormer window and new fenestration, following demolition of existing groundsman store.

**Clarification is being sort as to the difference between application WA/2022/00087 and WA/2022/00100 as they appear to contain the same proposals. The application form states Grade II Listed, is this referring to the location being in the Grade II Listed Farnham Park as the clubhouse is not Listed?**

**Farnham Town Council acknowledges the long-awaited proposed improvements to the facilities at Farnham Cricket Club and the benefits to the club, nursery school and wider community. If planning permission is granted, a condition must be included for the removal of the temporary storage unit (shipping container) from the site.**

**WA/2022/00101 Farnham Castle**

Officer: Lara Davison

ARGOS, 121 WEST STREET, FARNHAM GU9 7HH

Listed Building Consent for installation of acoustic and fire rated ceiling.

**Farnham Town Council has no objection to the installation of acoustic and fire rated ceiling materials.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning**



**(Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00114 Farnham Castle**

Officer: Sam Wallis

21 LARKFIELD ROAD, FARNHAM GU9 7DB

Erection of extensions to provide a two storey dwelling.

**Farnham Town Council raises objection to this application unless the extensions to create a two-storey dwelling are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and the size and scale has no negative impact on the neighbour's amenity at no. 19 or no. 27 with its vicinity to the boundaries.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00116 Farnham Castle**

Officer: Sam Wallis

29 LARKFIELD ROAD, FARNHAM GU9 7DB

Alterations to garage and installation of balcony.

**Farnham Town Council raises objection to this application unless the alterations to the garage are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and the new balcony has no negative impact on the neighbour's amenity at no. 31.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

### **Farnham Firgrove**

#### **WA/2022/00132 Farnham Firgrove**

Officer: Sam Wallis

64 TILFORD ROAD, FARNHAM GU9 8DW

Erection of extension and alterations.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 66.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

### **Farnham Moor Park**

#### **WA/2022/00016 Farnham Moor Park**

Officer: Sam Wallis

THE LAURELS, OLD COMPTON LANE, FARNHAM GU9 8EG

Erection of extensions including new porch following demolition of existing extensions.

**Farnham Town Council objects to design and materials in this application not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and FNPI6 Extensions, and raising objection to the potential for overlooking from the proposed first floor windows, having a negative impact on the neighbour's amenity at Regar, Old Compton Lane.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00039 Farnham Moor Park**

Officer: Carl Housden

10 RIVERSIDE COURT, MIKE HAWTHORN DRIVE, FARNHAM GU9 7UE

Application under Regulation 3 for erection of extension and alterations to existing flat to provide 2 flats.

**Farnham Town Council acknowledges the need for additional accommodation. The reconfiguration of a compact three-bedroom flat and other facilities to create two one-bedroom flats, makes good use of the internal space and both include useable outside amenity space.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00066 Farnham Moor Park**

Officer: Sam Wallis

17 WYKEHAM ROAD, FARNHAM GU9 7JR

Certificate of Lawfulness under S192 for alterations to roof, including dormer extension and rooflights, to provide additional habitable accommodation.

**Farnham Town Council raises objection unless the extension and alterations are confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**Farnham Shortheath and Boundstone**

**WA/2022/00006 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

TIMOTHY COTTAGE, 3 VINE LANE, WRECCLESHAM, FARNHAM GU10 4TD

Certificate of Lawfulness under S192 for erection of single storey extension.

**Farnham Town Council raises objection unless the extension is confirmed lawful.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2022/00081 Farnham Shortheath and Boundstone**

Officer: Brett Beswetherick

TOUCHWOOD, LITTLE GREEN LANE, FARNHAM GU9 8TF

Erection of extensions and alterations.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at Chatsfield.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2022/00158 Farnham Shortheath and Boundstone**

Officer: Brett Beswetherick

ITHACA, 31 SANDROCK HILL ROAD, WRECCLESHAM, FARNHAM GU10 4SU

Certificate of lawfulness under S.192 for proposed development of two storey rear extension to dwelling.

**Farnham Town Council raises objection unless the extension is confirmed lawful and has no negative impact on the neighbour's amenity at no. 31 with overlooking.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account

**any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

### **Farnham Upper Hale**

#### **PRA/2022/00089 Farnham Upper Hale**

Officer: Daniel Holmes

21 SPRING LANE, FARNHAM GU9 0JD

General Permitted Development Order 2015, Schedule 2, Part 1, Class AA - Prior Notification Application for enlargement of a dwellinghouse by construction of additional storey.

**Farnham Town Council objects to the size and scale of the enlargement of the dwellinghouse to effectively a three-storey dwelling. The bulk and mass is more dominant in the streetscene than refused application WA/2019/1513.**

**The property has previously been enlarged to create a chalet bungalow with the addition of dormers. This larger development must be considered through a full planning application.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **WA/2022/00050 Farnham Upper Hale**

Officer: Brett Beswetherick

161 UPPER HALE ROAD, FARNHAM GU9 0JE

Alterations to existing vehicular access serving 161 & 163 Upper Hale Road.

**Farnham Town Council has no objections to alterations to improve the access serving 161 and 163 Upper Hale Road subject to the approval of Surrey Highways.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

#### **WA/2022/00057 Farnham Upper Hale**

Officer: James Kidger

102 UPPER HALE ROAD, FARNHAM GU9 0PB

Certificate of lawfulness under section 191 for use of 4 self contained flats on first floor of 102 Upper Hale Road for a period in excess of more than 10 years.

**Farnham Town Council raises objection unless the use of 4 self-contained flats on the first floor are confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00129 Farnham Upper Hale**

Officer: Sam Wallis

19 SPRING LANE, FARNHAM GU9 0JD

Alterations to roof.

**Farnham Town Council raises objection to this application as the planned loft conversion in WA/2022/00130 is proposed on the existing roofline.**

**The alterations must be confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 17**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00130 Farnham Upper Hale**

Officer: Sam Wallis

19 SPRING LANE, FARNHAM GU9 0JD

Certificate of Lawfulness under S192 for alterations to elevations and alterations to roof, including dormer extension and rooflights to provide additional habitable accommodation.

**Farnham Town Council raises objection as this application as it needs to align with other proposed alterations to the roofline.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00170 Farnham Upper Hale**

Officer: Daniel Holmes

FOXHAVEN, OLD PARK LANE, FARNHAM GU10 5AA

Certificate of lawfulness under Section 192 for erection of outbuilding and swimming pool.

Farnham Town Council notes yet another application at Foxhaven. Farnham Town Council raises objection unless the erection of outbuilding and swimming pool is confirmed lawful.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

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

##### **WA/2022/00113 Farnham Weybourne and Badshot Lea**

Officer: Brett Beswetherick

BYGONES, 6 UPPER WEYBOURNE LANE, FARNHAM GU9 9DG

Erection of a two storey extension and garage/outbuilding following demolition of existing conservatory and existing garage/outbuilding.

**Farnham Town Council objects to the two-storey extension. Although the applicant has stepped back the first-floor extension by 1.5m, by virtue of the vicinity to the boundaries of the neighbouring properties, the extension will still be overbearing as with WA/2021/0361: The proposed first floor rear development to the dwelling situated at 6 Bygones, Upper Weybourne Lane is of a scale and mass that would result in overbearing development. It would form a prominent and intrusive extension of the building that would have a detrimental impact upon the residential amenity of neighbouring properties. The proposal is therefore contrary to Policy TDI of the Local Plan (Part I), Policies D1 and D4 of the Local Plan 2002, the Residential Extensions SPD and Policies FNPI and FNP 16 of the Farnham Neighbourhood Plan.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

##### **WA/2022/00141 Farnham Weybourne and Badshot Lea**

Officer: Carl Housden

36 FIELD END, FARNHAM GU9 9HZ

Outline application with all matters reserved except layout for erection of detached dwelling.

**Farnham Town Council strongly objects to this outline application to 'shoehorn' an additional dwelling into an already densely populated and congested area, reducing the amenity space of the host and providing inadequate amenity space or parking for the proposed dwelling, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and LPP1 policy TDI Townscape and Design. The access is likely to be on Penfold Croft, negatively impacting the streetscene and residents' of Penfold Croft.**

Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within

subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2022/00163 Farnham Weybourne and Badshot Lea**

Officer: Brett Beswetherick

109 BADSHOT PARK, BADSHOT LEA, FARNHAM GU9 9NF

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

**Farnham Town Council raises objection unless the extension is confirmed lawful.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**WA/2022/00166 Farnham Weybourne and Badshot Lea**

Officer: Sam Wallis

2 PARKLAND GROVE, FARNHAM GU9 9HA

Certificate of Lawfulness under S192 for alterations to roof, including hip to gable and dormer extensions and rooflights to provide additional habitable accommodation.

**Farnham Town Council raises objection unless the extensions and alterations are confirmed lawful.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**Farnham Wrecclesham and Rowledge**

**TM/2022/00064 Farnham Wrecclesham and Rowledge**

Officer: Jack Adams

12 LICKFOLDS ROAD, ROWLEDGE, FARNHAM GU10 4AF

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER WA169

The neighbours have raised objections to the felling of the Oak. Farnham Town Council requests that the Arboricultural Officer conduct a site visit to confirm the condition of the trees and whether felling is the only option. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

**TM/2022/00172 Farnham Wrecclesham and Rowledge**

Officer: Jack Adams



10A THE AVENUE, FARNHAM GU10 4AL  
APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA339  
**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 Climate Change and NE2 Green and Blue Infrastructure.**

**WA/2022/00010 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

2 MEADOW WAY, ROWLEDGE, FARNHAM GU10 4DY

Erection of extensions and alterations.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00015 Farnham Wrecclesham and Rowledge**

Officer: Tracy Farthing

HOP BARN, HOLT POUND FARM, WRECCLESHAM HILL, FARNHAM

Application under Section 73 to vary condition 1 (drawings) of WA/2020/1429 to allow addition of second gable end and alterations to windows and doors.

**Farnham Town Council raises objection to this application unless the alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account**

**any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00036 Farnham Wrecclesham and Rowledge**

Officer: Philippa Smyth

CHERRYFIELDS, FULLERS ROAD, ROWLEDGE, FARNHAM GU10 4DF

Certificate of Lawfulness under S191 for use of land as mixed use B2 and B8, manufacturing workshops, storage and distribution for a period of 10 years or more.

**Farnham Town Council raises objection unless the use of the land is confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00120 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

KIRIN, 23 SCHOOL HILL, WRECCLESHAM GU10 4QD

Application under Section 73 to vary Condition 1 of WA/2020/1441 to allow substitute drawings for a reduced scheme.

**Farnham Town Council raises objection to this application unless the reduced scheme is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00128 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

11 CLARE MEAD, ROWLEDGE, FARNHAM GU10 4BJ

Certificate of Lawfulness under S192 for single storey extension.

**Farnham Town Council raises objection unless the extension is confirmed lawful.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

**WA/2022/00131 Farnham Wrecclesham and Rowledge**

Officer: Brett Beswetherick

22 POTTERY LANE, WRECCLESHAM, FARNHAM GU10 4QJ

Erection of extension and alterations with associated works and relocating and widening of existing vehicle crossover following demolition of existing detached garage.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (LLPI) policy TDI Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition to safeguard the neighbours from noise disturbance: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday, 08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

**To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.**

## **5. Appeals Considered**

Notification of an appeal for the application below arrived after the agenda was distributed.

This is being deferred to the meeting being held on 7<sup>th</sup> February 2022, with submissions to PINS by 17<sup>th</sup> February 2022.

**Planning Inspectorate ref: 3278702**

**WA/2020/0651 Farnham Weybourne and Badshot Lea**

Officer: Philippa Staddon

Outline application with all matters reserved for the erection of 5 dwellings with detached garages, associated works including vehicle access.

LAND COORDINATES 486010 148400, CROWN LANE, BADSHOT LEA

## **6. Licensing Applications Considered**

**Street Trading Application - Stable and Ground**

The proposed location, days and times of trading are as follows (a location map is also included): **Nutshell Lane/Parkside junction, Upper Hale, Farnham (primarily trading from the side of this junction closest to the Farnham Park entrance)**

- **Monday- Sunday 9am-4pm.**
- **Operating 6 days out of 7**
- **Extended hours of trading on a maximum of 6 community events a year held in Farnham Park, such as fireworks display in November**

This is an existing trader who is applying to continue to trade at this location in line with Waverley Borough Council's updated street trading policy (dated April 2021).

**Farnham Town Council has no objections to raise and will not be submitting any comments to Waverley Borough Council.**

**7. Public speaking at Waverley's Western Planning Committee**

There were none for this meeting.

**8. Date of next meeting**

7<sup>th</sup> February 2022.

The meeting ended at 12.40 pm

Notes written by Jenny de Quervain