



# FARNHAM TOWN COUNCIL

## Agenda Council

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**Time and date**

Thursday 26th January, 2023 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 26th January, 2023, at 7.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

**Iain Lynch**  
Town Clerk

**Members' Apologies**

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.

**Recording of Council Meetings**

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

**Questions by the Public**

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

**Members of the Public are welcome and have a right to attend this Meeting.** Please note that there is a maximum capacity of 30 in the public gallery.



# FARNHAM TOWN COUNCIL

## Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

*Please use the form below to state in which Agenda Items you have an interest.*

*If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)*

As required by the Localism Act 2011, I hereby declare, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: 26 January 2023

Name of Councillor .....

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

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 26th January, 2023 at 7.00 pm

### Place

Council Chamber - Farnham Town Hall, South Street, Farnham

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### Prayers

Prior to the meeting prayers will be said in the Council Chamber by Revd David Uffindell, Rector of St Andrew's 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, Cockburn, Dickson, Hesse, MacLeod, Martin, Merryweather, Mirylees, Neale, Ward and Wicks.*
- (ii) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Surrey County Council: Cllr MacLeod and Cllr Martin; and*
- (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 - 14)**

To sign as a correct record the minutes of the Farnham Town Council meeting held on 15 December 2022 at Appendix A.

### 4 Co-option of Councillor for the Bourne Ward

Following the death of Councillor Blishen, one candidate has completed an application to fill the vacant position to represent the Bourne.

Mr Tony Fairclough will be invited to make a three minute presentation which will be followed by questions from Council at the Mayor's discretion. There will then be a vote on the co-option with the candidate needing to receive an absolute majority of those present and voting.

## 5 Questions and Statements by the Public

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

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

## 6 Town Mayor's Announcements

To receive the Town Mayor's announcements.

## 7 Questions by Members

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

From Councillor John Neale:

Now that this council has abandoned its objective of delivering some form of pedestrianisation in Farnham town centre (Paragraph 9 *Farnham Project, Key Principles and Objectives, Adopted by Farnham Town Council 14-05-20*), how does it expect to achieve, or to influence the principal councils to achieve:

1. Improvements to air quality in the town centre, in accordance with the Local Air Quality Action Plan?
2. Encouragement of modal change in its citizens' travel choices, together with a determined plan for the introduction of attractive and viable bus transport options?
3. The provision of a safer and viable road system for cyclists to access and traverse the town centre?
4. Its declared Climate Change policies, in particular to encourage the local community to reduce its carbon footprint. (Council Minute C81/19: v of 19<sup>th</sup> September 2019)?
5. Reduction in modern traffic management paraphernalia, with a view to improving the heritage characteristics of the town centre conservation area?

The inference of all these statements is that a transformation of the town centre, which disallowed through traffic by, say, 2030, through a phased introduction of enabling measures, would have made a major contribution to these objectives. Contrarily, the current plans of the council are likely to exacerbate the problems. So, what is the council now expecting to do, instead, to address these issues in order to achieve health and wellbeing benefits for Farnham residents?

### Part I - Items for Decisions

## 8 Working Group Notes

(Pages 15 - 70)

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

- i) Tourism and Events held on 11<sup>th</sup> January 2023 **Appendix B**
- ii) Strategy and Finance held on 17<sup>th</sup> January 2023 **Appendix C**

To receive a briefing update from the informal Cemeteries and Appeals Working Group held on 12<sup>th</sup> January and an update on matters pertaining to the Community Enhancement Working Group as the meeting on 18<sup>th</sup> January was cancelled. **Appendix D**

## 9 Precept 2023-24

(Pages 71 - 74)

To consider the report at Appendix E from the Strategy & Finance Working Group and agree the level of precept for 2023-24.

**10 Planning and Licensing Applications (Pages 75 - 92)**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 9<sup>th</sup> and 23<sup>rd</sup> January 2023 at Appendices F, and G.

**Part 2 - Items to Note**

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

**12 Reports from Other Councils**

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

**13 Reports from Outside Bodies**

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

**14 Date of Next Meeting**

To agree the date of the next meeting as Thursday 16<sup>th</sup> March 2023 at 7pm.

**15 Exclusion of the Press and Public**

To pass a Resolution to exclude members of the public and press from the meeting at Part 3 of the agenda (if required) in view of any confidential items under discussion.

**Item 3 - Confidential Items**

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

Council Membership:

Alan Earwaker (Mayor), Michaela Wicks (Deputy Mayor), David Attfield, David Beaman, Carole Cockburn, Sally Dickson, Pat Evans, Paula Dunsmore, John "Scotty" Fraser, George Hesse, Andy MacLeod, George Murray, 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 15th December, 2022

### **Place**

Council Chamber - Farnham Town Hall

### **Councillors**

Councillor Alan Earwaker (Mayor)  
Councillor David Attfield  
Councillor David Beaman  
Councillor Carole Cockburn  
Councillor Sally Dickson  
Councillor Pat Evans  
Councillor John "Scotty" Fraser  
Councillor George Hesse  
Councillor Andy MacLeod  
Councillor Michaela Martin  
Councillor Mark Merryweather  
Councillor John Neale  
Councillor John Ward

### **Apologies for absence**

Paula Dunsmore and Kika Mirylees.

### **Officers Present**

Iain Lynch, Iain McCready, Lisa Tremeer and Jenny de Quervain.

There were 5 members of the public in attendance.

Prior to the meeting, prayers were led by Revd Jane Walker of St Mary's Frensham

### **C67/20 Apologies**

Apologies were received from Dunsmore and Mirylees.

**C68/20 Disclosures of Interest**

There were no disclosures of interest other than those of the double and triple-hatted councillors.

**C69/20 Minutes**

The minutes of the Farnham Town Council meeting held on 20<sup>th</sup> October 2022 at Appendix A were agreed.

**C70/20 Co-option of a Councillor for the vacant position in the Wrecchesham & Rowledge Ward**

The Town Clerk set out the process for co-option and advised, in the interests of fairness, that each candidate would be invited into the chamber when it was their turn to present. Each candidate would then be able to stay and listen to the other presentations if they chose to do so. The order of the presentations was decided by a random draw. After each presentation, the Mayor invited 2 questions from councillors for each candidate.

The order of the candidates was: Mrs Pat Frost, Christopher Storey, Stephen Bennet (unable to attend in person but his application was read out by the Mayor), Mark Westcott, and George Murray.

After each candidate had spoken voting took place by ballot with the candidate receiving the fewest votes eliminated until the successful candidate had a majority of those present and voting.

George Murray was duly elected as Councillor for Wrecchesham and Rowledge, signed his declaration of office, and took his seat for the rest of the meeting.

**C71/20 Questions and Statements by the Public**

There were no questions or statements from the public.

**C72/20 Town Mayor's Announcements**

The Mayor expressed his personal sadness of the passing of Cllr Blishen and described him as a well-respected, hard-working colleague and friend who was dedicated to his local community and sent the Council's condolences to his wife Ann and his family.

The Mayor announced there had been various events and activities in Farnham to celebrate Armistice Day, with poignant commemorations including the School's Remembrance event, and the Annual Parade and Service at the War Memorial organised in conjunction with the Farnham Branch of the Royal British Legion and Alder Valley Brass Band. He added how impressed he had been to see so many people and community organisations remembering those who died in the wars.

Farnham had the honour of receiving one of the trees from the Queen's Jubilee celebration outside Buckingham Palace earlier this year. The Lord Lieutenant helped plant it at Space2grow in recognition of the difference they were making for the Farnham community.



The Mayor went on to highlight the successful start of the Christmas Season which included the Christmas Lights Switch-on in Gostrey Meadow, the 10<sup>th</sup> Civic Christmas Carol Service with the outstanding Farnham Youth Choir, and the Farnham Christmas Market.

The Mayor concluded by thanking councillors for the work they did in their wards and the community organisations who always went the extra mile to support those in need and he wished everyone a happy Christmas.

**C73/20 Questions by Members**

There were no questions from Members.

**C74/20 Working Group and Panel Notes**

**i) Community Enhancement held on 16<sup>th</sup> November 2022.**

This meeting did not take place and there were no notes for consideration.

**ii) Strategy and Finance held on 8<sup>th</sup> and 13<sup>th</sup> December 2022.**

**a)** Cllr Evans introduced the report of the Strategy and Finance Working Group at Appendix B. The Working Group had considered the 2023-24 budget, which was set out in a detailed report at Appendix E to the Full Council agenda.

**b)** Cllr Cockburn commented that the Neighbourhood Plan had been discussed at Strategy and Finance and at the Strategy Day. In terms of the budget, she hoped that any review or work on the Neighbourhood Plan would be considered without expenses, as the plan was out of date.

The Town Clerk confirmed that he and Rachel Aves had a very positive meeting with place with officers from Waverley. It was confirmed that Waverley was taking legal advice on a review of the Plan engaging paragraph 14 of the NPPF. Local Plan Part 2 was expected to be adopted in March, but the Waverley Executive were considering whether to do a review of Local Plan Part 1. Cllr Cockburn advised that whilst it had to consider the review it did not have to change it, and if it did the Neighbourhood Plan would be out of date and Farnham would have to start again.

It was noted consultation on the Neighbourhood Plan review had already started with Statutory stakeholders and would continue once it was clear what the best direction to was to bring back the five-year protection. It was noted the NPPF proposed changes could be beneficial.

It was agreed that the Secretary of State be requested to 'recover' the recent Hawthorn's appeal given the haste with which the Inquiry took place and the anticipated NPPF changes.

**c)** It was noted that Landform Limited had been granted the contract for the renovation of the Hale Chapels at a cost of £164,473 further to Council delegating the decision to the Town Clerk in October. The Strategy & Finance Working Group had endorsed the decision who had considerable experience in award-winning heritage and landscaping projects. It was hoped the result would be an award-winning garden for which the community would be proud.

It was **AGREED *nem con*** that:

1. \The position regarding options to review and update the **Neighbourhood Plan** be noted;
2. **A formal request for the Secretary of State to recover the Hawthorns appeal in light of the anticipated changes to the NPPF** be made; and
3. **The Hale Chapels Community Garden Project work be completed and managed by Landform at a cost of £164,773.**

**d) Farnham Infrastructure Programme**

Cllr Beaman was thanked for his draft report summarising the papers for the Farnham Infrastructure Programme Board Meeting being held on 16<sup>th</sup> December. And for all the work he had been doing. Cllr Beaman confirmed that a list of recommendations set out at Appendix Bi to the Council Agenda and proposed amendments had been completed and put forward to Surrey County Council in draft for the Board meeting as a collective view of FTC.

Cllr Beaman advised that the Board papers included a further paper on the Hart Link Road that was again emphasising negative points in a contradictory way and recommending its removal from the programme.

The Working Group had proposed to Council “That the Farnham Infrastructure Programme maintains the provision of the link road, to provide access for the residents and visitors from North Farnham to the Hart and The University of Creative Arts as an essential part of successful town centre improvements and minimise traffic moving around the town centre. The potential opportunity to extend this link road to West Street at a future point should be retained.”

In discussion, councillors argued that Council should press more strongly for the Link Road. It was felt the cost for delivering and objective, which would have lasting benefits was relatively small in the cost of the overall improvements for the town centre, would reduce a large percentage of through traffic using the current gyratory system. The Link Road would provide access for residents and visitors from North Farnham to the Hart and The University for the Creative Arts as well as West Street, as an essential part of the successful town centre improvements and minimising traffic moving around the town centre. The potential opportunity to extend this link road to West Street as a future point (if not done immediately) should be incorporated within the Farnham Infrastructure Programme.

**It was RESOLVED by 10 votes to NIL with four abstentions that Farnham Town Council strongly supports the construction of a road between Castle Gate and West Street as way of ameliorating traffic through the Borough, before the Borough is narrowed.**

Cllr Neale made statement regarding the town centre proposals. While he applauded the efforts made in the proposed response, and agreed with certain elements, he wanted to record that he remained unsupportive of the broad position of the council. He did not feel it was possible to meet all the aspirations due to the limited road space and felt it was not possible to meet the needs of the pedestrians, cars, cycles and buses. He felt council should be focussed on the wider parameters for this project in terms of the type of town centre required for the future and how would that deliver for the community in terms of access, community space, health and wellbeing, climate change and pollution. The

highways authority should provide the road traffic management solutions; the planning authority should exercise its planning mandate to provide a better, safer community space with no air pollution.

Cllr Neale requested council to insist that Farnham follows the path of other successful towns and cities by building a pedestrian zone that would attract more people into the centre and enable the town to regenerate the conservation area.

**It was RESOLVED *nem con* that the response to the FIP Consultation report on the Town Centre at Annex I to Appendix Bi be agreed**

**e) Strategy Day Notes and new Council Structure**

Councillors considered the report at Appendix C on the Strategy Day held on 5<sup>th</sup> November 2022 with recommendations for the governance of the Council from May 2023 to reflect the anticipated reduction in councillors from 18 to 16. It was proposed that the revised Vision Statement be “Farnham Town Council strives to be the influential and effective voice for Farnham bringing together the views of all organisations working for the good of the town and enhancing the well-being of all the community.

Farnham Town Council aims to be an efficient and effective organisation providing high-quality, sustainable services and facilities for the residents and businesses of Farnham whilst addressing the climate challenge, with a strong and respected voice representing Farnham’s best interests”.

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

- 1. The revised Council Vision be adopted;**
- 2. The achievements of the administration from 2019-2023 be welcomed;**
- 3. The areas focus for the forthcoming period be progressed; and**
- 4. The new governance structure at Appendix I be implemented.**

**f) HR Panel**

The HR Panel report was attached at Appendix D to the agenda. The Panel had noted the NJC Pay Award had been issued for 2022-23, backdated to April 2022 which had been implemented as a contractual entitlement after consideration by the HR Panel. The Panel recommended that in future the application of the pay award be delegated to the Town Clerk once Members had been informed to avoid an unnecessary delay in payment to staff.

The Panel had considered a proposal to reward staff for a further exceptional year’s activities with the achievement of the National Gold Medal at Britain in Bloom given the unusually difficult weather conditions, and the considerable extra effort undertaken to a high standard by all staff which included the work around the death of the Monarch, the proclamation and the vigil.

The Panel agreed to recommend that a deputising payment be considered for the designated member of staff after 8 working days absence of the Town Clerk.

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

- i) Future National Pay Awards should be implemented under the Town Clerk’s scheme of delegation once members had been informed;**

- ii) **an additional day's leave be awarded to all staff involved in the 2023 achievements which could be taken between Christmas and the New Year; and**
- iii) **a deputising payment be agreed to come into effect after a minimum of eight working days absence of the Town Clerk.**

**g) Cemeteries and Appeals verbal update:**

Cllr Cockburn updated members on the presence of the memorial tree in West Street for community members to leave messages for their loved ones at Christmas time.

**h) Tourism and Events verbal update:**

Cllr Martin thanked everyone involved for all the hard work involved in producing the successful snow window trail and Christmas market.

**C75/20 Budget 2023-24**

Cllr Evans introduced the 2023/24 budget report at Appendix E. She advised Council that this had been a very thorough consideration lasting over two hours. It was noted that the priorities as discussed at the Strategy Day had been reflected in the budget.

Cllr Ward raised a query in relation to an increase in staffing and agency costs and it was agreed that the Town Clerk would clarify the detail and follow this up after the meeting.

Council noted the significant pressures on the budget with inflation running at a 40 year high (11.1% RPI in October and 14.2% CPI) and not expected to get back to the Bank of England target rate for two years. It was noted that this was a cautious budget and a number of areas such as energy costs were very uncertain, but it was clear price inflation was significant.

**It was RESOLVED *nem con* to set the 2023-24 budget at £1,643,750.**

**C76/20 Planning and Licensing Applications**

Cllr Fraser advised that the Planning and Licensing Consultative Group had met four times, on 31<sup>st</sup> October, 14<sup>th</sup> and 28<sup>th</sup> November, and 12<sup>th</sup> December. The minutes of the meetings were noted, and Cllr Fraser drew attention to a number of specific points highlighting there had been 115 applications in total, and that the 56 new homes proposed for Bindon House had been recommended for refusal as not in the Farnham Neighbourhood Plan. The decision by Waverley to demolish 17 Frensham Road, built without Planning Permission, was welcomed.

Cllr Cockburn advised that the appeal for Waverley Lane was coming up and said that it was important that the Secretary of State be asked to recover the Hawthorns appeal.

**C77/20 Actions taken under the Scheme of Delegation**

There were no actions to report other than those noted elsewhere in the minutes.

**C78/20 Reports from Other Councils**

Cllr MacLeod advised that Surrey County Council was reducing the Your Fund Surrey capital sum from £100m to £60m.

He also advised that there was a lot of work on Climate Change being progressed which was to be welcomed.

**C79/20 Reports from Outside Bodies**

- i) Cllr Cockburn gave an update from the Farnham Sports Council. She said that following the success of the Loneliness Project, Mental Health in Sport was being launched, to get people back into sports.
- ii) Cllr Dickson said that the Fringe Festival committee had been able to recruit enough team members and there would not be a festival in the coming year due to the current economic climate.
- iii) Cllr Ward gave an update on the vandalised Farnham in Bloom ceramic plaque in need of repair. He advised that he has contacted the Repair Shop but thought it was unlikely they would be able to assist and was pursuing other options.

**C80/20 Date of Next Meeting**

The date for next council meeting was agreed as Thursday 26<sup>th</sup> January 2023.

The Mayor closed the meeting at 9.36 pm

Chairman

Date

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# FARNHAM TOWN COUNCIL

# B

## Notes

### Tourism & Events Working Group

#### Time and date

2.00 pm on Wednesday 11th January, 2023

#### Place

Council Chamber - Farnham Town Hall

#### Attendees:

Members: Councillors Pat Evans, Michaela Martin, John Neale and Alan Earwaker (ex-Officio)

Officers: Iain Lynch (Town Clerk), Oliver Cluskey (Events Manager) and Millie Sobey (Events Apprentice)

#### 1. Apologies

| POINTS                                      | ACTION |
|---|--------|
| Apologies were received from Cllr Mirylees. |        |

#### 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 5th October 2022 were agreed. |        |

#### 4. Recent events

| POINTS   | ACTION |
|--|--------|
| 1. October Craft Month<br>Members were informed that there were over 100 events with half being free to attend. There had been high usage of the new website <a href="http://www.farnhamcrafttown.com">www.farnhamcrafttown.com</a> and it had been well received. The Events Manager had met with the Maltings Craft team after the month and discussed a possible financial contribution towards |        |

|   |  |
|---|--|
| <p>World Craft Town that would help enable the Craft Coordinator role to continue throughout the year. The 2022 Craft Coordinator was not yet sure whether she would continue in 2023.</p> <p>2. Christmas Lights switch on<br/>Members agreed that Anita Dobson’s appearance added some ‘showbiz sparkle’ to the event and general feedback was very positive. There was concern that the volume of the speakers was not sufficient for the size of crowd. The Town Clerk informed members that concerns over the number of people within the fairground area had been raised and would be reviewed for 2023.</p> <p>3. Snow Windows<br/>23 businesses joined in the scheme with 54 families completing the trail. The Events Manager suggested looking at finding a local illustrator / artist that could paint windows for 2023 rather than repeat the ‘snow windows’. Members agreed to support a new scheme for 2023 and suggested having a theme. Members noted this may be something the BID would manage.</p> <p>4. Christmas market<br/>Members agreed that the Christmas market went well with high footfall and turnover with the weather so cold.</p> | <p>Events Manager to get quotes for extra PA.</p> <p>Events Manager to discuss spacing and safety with Fairground operator.</p> <p>Events Manager to explore options</p> |
|---|--|

## 5. Future events and projects

| POINTS  | ACTION  |
|---|---|
| <p>1) Music in the Vineyard<br/>Music in the Vineyard was due to return to the Vineyard Church after a 2 year absence due to COVID.<br/>Bands scheduled to play:<br/>29th January – Vic Cracknell’s Swing band<br/>26th February – TR5’s<br/>26th March – Shuffle Tunes</p> <p>2) Literary Festival<br/>Bookmarks were distributed to members and were informed that 35 events were currently scheduled. The programme was very diverse but the Events Manager felt that they still required a ‘headliner’. Members were informed that Christopher Biggins was booked to compere the first event and that responses were due from Ray Mears and other authors. Cllr Evans suggested an author who lived in Chichester.</p> <p>3) Coronation<br/>Members were informed that the first Coronation Task Group had met on 9<sup>th</sup> January. An event on 6<sup>th</sup> May in Gostrey Meadow had been confirmed with a budget of £10,000 proposed. A Big screen had been booked as well as a satellite link to ensure a good signal.</p> <p>4) Walking Festival<br/>Members agreed to proceed with the same format as 2022 whereby FTC coordinated the programme by inviting walking groups and</p> | <p>Events Manager to progress.</p> <p>Events Manager/Literary Co-ordinator to progress.</p> <p>Events Manager to progress.<br/>Town Clerk to raise budget at Strategy &amp; Finance.</p> <p>Events Manager to</p> |



|  |   |
|--|---|
| <p>individuals to submit walks. FTC would produce a printed programme.</p> <p>5) Music in the Meadow<br/>The Events Manager informed Members that 27 band applications had already been received and that a broad variety of musical genres would be chosen.</p> <p>6) Sustainability Festival<br/>The Events Manager was due to meet Farnham Community Farm and raised concerns that FCF would not put in effort expected for a partnership event.</p> <p>7) Chillout Picnic<br/>Members agreed to allow use of Gostrey meadow for 3 'chillout' Dj events. Dates confirmed:<br/>17<sup>th</sup> June, 15<sup>th</sup> July and 19<sup>th</sup> August<br/>Events Manager to check license requirements.</p> <p>8) Proms and Pop in the Park<br/>The Event would be similar to last year. No further update given.</p> <p>9) Gin and Fizz Festival<br/>Members were informed that a second meeting was held with the Lions regarding the clash of dates with Cider and Sausage event. Members agreed to have both events on the same day. Members agreed to book a tribute act to make the event more appealing. Members agreed to give complimentary afternoon tickets to sponsors. Members were warned that the previously expected surplus for the event may be difficult to achieve.</p> <p>10) Markets<br/>Members were informed that there may be an issue with the West Street Market scheduled for 2<sup>nd</sup> April due to West Street road closure by South East Water.</p> | <p>progress.</p> <p>Events Manager to progress.</p> <p>Events Manager to check license requirement.</p> <p>Events Manager to inform Lions</p> |
|--|---|

## 6. Sponsorship

| POINTS   | ACTION  |
|--|---|
| <p>Members were informed that sponsorship figure achieved was £15,400. Events Manager warned of reliance on a small number of main sponsors. Members discussed potential sponsors further afield at Farnborough Airport as an example.</p> <p>Members were informed that the new Invest in Farnham Brochure was being printed.</p> | <p>Events Manager to contact other potential sponsors for 2023.</p> |

## 7. BID

| POINTS   | ACTION |
|--|--------|
| <p>Members were given a copy of the printed newsletter that was being delivered to all the businesses in the current defined BID area. Members</p> |        |

|   |   |
|---|---|
| <p>were informed that Helen Lewis who coordinated the Craft Month had been employed as the BID Coordinator. The role would continue to the ballot in June/July.</p> <p>The new expected timetable was:<br/> Business Consultation &amp; Engagement - January-March 2023<br/> Business Plan – April 2023<br/> Campaign – May - June 2023<br/> Ballot – June/July 2023</p> <p>There were workshops on 6<sup>th</sup> March planned whereby businesses can discuss issues that may form part of the business plan that would be voted on. Concern had been raised that the relaunch of the Chamber may muddle the launch of the BID.</p> | <p>Events Manager/BID Co-ordinator to progress.</p> |
|---|---|

**8. Budget**

| <b>POINTS</b>  | <b>ACTION</b> |
|--|---------------|
| <p>Members reviewed budget and were pleased with the position. The income target was on schedule with lower outgoings than budgeted which was a great achievement.</p> |               |

**9. Date of next meeting**

| <b>POINTS</b>   | <b>ACTION</b> |
|---|---------------|
| <p>The date of the next meeting was agreed Wednesday 12<sup>th</sup> April at 2pm</p> |               |

The meeting ended at 3.30 pm

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



# FARNHAM TOWN COUNCIL

## Notes

### Strategy & Finance Working Group

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#### **Time and date**

9.30 am on Tuesday 17th January, 2023

#### **Place**

Council Chamber - Farnham Town Hall

#### **Attendees:**

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

Officers: Iain Lynch, Iain McCreedy, Lisa Tremeer, Rachel Aves (part)

#### **1. Apologies**

Apologies were received from Cllrs Mirylees and Merryweather. Cllr Evans advised that she would be arriving part way through the meeting.

#### **2. Declarations of interest**

Cllr Evans advised (in relation to item 4 (viii)) that she was a Trustee of Hale Community Centre.

#### **3. Minutes of the last meeting**

Minutes of the meeting held on Thursday December 8<sup>th</sup> 2022 were agreed.

#### **4. Finance report**

- 1) The Working Group reviewed the detail of the finances at December 31<sup>st</sup> with detailed papers on the Trial Balance (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), the list of debtors (at appendix E) with BACS and cheque payments available for inspection.
- 2) The Working Group noted the current position and that income was running at 117% of budget (partly because of £218,812 of CIL receipts, which was ringfenced.) Expenditure was at 83.5% of budget but with two significant projects about to start. Debtors were at a good position with none that were a cause for concern at this stage. The Statement of Investments was reviewed and the impact of the movement in interest rates was noted.
- 3) The Fees and Charges for 2023/24, attached at Appendix F to the agenda, were discussed. A number of changes were agreed for recommendation to Council including a standard £15 charge per stall for the organised West Street Markets', a £20 fee per socket for use of the electrical

infrastructure in Gostrey Meadow, fees for the use of Gostrey Meadow in Winter and summer, and a basis for costing troughs, hanging baskets and ad hoc planting on a quasi-contract basis to third parties, and a small increase for the use of the Council Chamber.

A proposal for streamlining charges for allotments with a minimum charge equivalent to half a plot (62.25sqm) was recommended, effective 1<sup>st</sup> February, with an increase of allotments rents to 50p per square metre from October 2023.

Following a review of neighbouring cemeteries, the fees for Cemeteries would be adjusted to £4,890 for non residents for the purchase of a double depth grave with a 50% reduction for residents. It was proposed that the cost for inclusion in the Garden of Reflection Book of Remembrance be reduced to £300 for non-residents and £200 for residents to encourage more take up of this facility.

In terms of other fees and charges the Working Group agreed to recommend a cost of £40 per week for banners (in addition to installation costs), an hourly rate of £40 for commercial and statutory use of the Council Chamber, and various charges for the use of Gostrey Meadow, and noted the ratecard for the Residents' Guide.

#### **Recommendation to Council**

- 1) The fees and charges set out in the report at Annex I be agreed;**
- 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.**

Cllr Evans arrived at this point

- 4) The 2023/24 Investment Strategy (attached at Annex 2 to these minutes) was agreed for recommendation to Council. Council noted the requirement to minimise risk and the short-term nature of investments (less than 1 year).

#### **Recommendation to Council.**

**The Investment Strategy at Annex 2 to the Notes of the Strategy & Finance Working Group be adopted.**

#### **5) Community Grants**

Members considered the Community Grant report at Appendix H with suggested grant allocations for the Community Grants for 2023/24 at Annex 1 (attached at Annex 3 to these minutes).

The funding proposed in the budget for 2023/24 is as follows:

|                                   |         |
|-----------------------------------|---------|
| Service level agreements:         | £60,000 |
| In-year community grants:         | £18,000 |
| Grants funded from other budgets: | £4,500  |
| Small Grants (in year allocation) | £2,000  |

The Working Group noted the detailed presentations made by organisations in receipt of regular grants towards running costs (the Service Level Agreement organisations, noting that the presentations had been very good and there were difficult decisions to make. In the end, it was agreed to recommend an increase for the CAB, 40 Degreez and the Hale Community Centre given their increasing demand, and reduce the sums for the Brightwells Gostrey Centre and the Farnham Maltings. The increase for 40 Degreez would be for outreach work funded by the Young People's budget.

1. The proposed SLA Grant funding for 2023/24 is as follows:

| <b>Budget Centre</b> | <b>Organisation</b>                  | <b>SLA (Provisional allocations) 23/24</b> | <b>2022/2023 allocations</b> |
|----------------------|--------------------------------------|--|------------------------------|
| 4801                 | Farnham Maltings                     | £10,000                                    | £13,000                      |
| 4802                 | Citizens Advice Bureau               | £20,000                                    | £17,500                      |
| 4803                 | 40 Degreez                           | £2,000 + £6,000 for outreach               | £2,000                       |
| 4806                 | Hale Community Centre                | £7,000                                     | £2,000                       |
| 4808                 | Hoppa Community Transport in Farnham | £10,000                                    | £10,000                      |
| 4809                 | Brightwells Gostrey Centre           | £5,000                                     | £10,000                      |
|                      | <b>Total:</b>                        | <b>£60,000</b>                             | <b>£54,500</b>               |

2. Organisations supported from specific service budgets:

| <b>Organisation</b>                                      | <b>Fund from</b>  | <b>Allocations</b>          |
|--|---|-----------------------------|
| Farnham Carnival   | Tourism and Events. Shared costs with Picnic in the Park                        | £2,000 (23/24 funding)      |
| Blackwater Valley Countryside Partnership                | Community Enhancement for environmental improvements and advice to local groups | £2,500 (23/24 funding)      |
| Farnham Round Table – Santa’s eSleigh                    | Community Initiative Fund   | £2,000 (from 22/23 funding) |
| The Farnham Museum – Herald Archive Digitisation Project | Community Initiative Fund   | £2,000 (from 22/23 funding) |
|  | <b>Total:</b>   | <b>£4,500</b>               |

3. Proposed Community Grants.

Members agreed to recommend the Community Grants at Annex 3 for approval by Council.

**Recommendation:**

**It is recommended that:**

- 1) **The SLA Grants set out be agreed;**
- 2) **The Service budget grants be agreed;**
- 3) **The Community Grants listed for 2023/24 at Annex 3 be agreed.**

6) Members noted the timetable for the closing of the 2022/23 accounts. The Town Clerk advised of the time constraints due to the Easter holidays and informed members of the Internal Auditor’s visits due in March and April 2023.

7) Members noted the latest BACS and cheque payments were available for review.

**5. Interim Internal Auditor's report**

The Working Group reviewed the report of the Internal Auditor Mike Platten and welcomed

the findings. The issues raised were addressed in a response by the Town Clerk, and the points set out were endorsed for recommendation to Council.

The Interim Report and Town Clerk's comments are attached at Annex 4 to the minutes.

**Recommendation to Council:**

**It is recommended that:**

- 1) The Internal Auditor's report be welcomed**
- 2) The Town Clerk's responses be agreed.**

**6. Precept Report 2023/24**

The Working Group reviewed the Precept Report at Appendix J which is subject to a separate report to Full Council.

It was noted that FTC were not aiming to be below national average, but to provide services to best meet the needs of the local community. The Working group noted that for the last ten years, Farnham had showed a prudent yet effective approach which met the needs of the Council and delivery of services and was mindful of the needs of local taxpayers. The Town Council had consistently increased its share of the Council tax below the level of the average for the Town and Parish Sector and also below the average level of the principal authorities which had been subject to capping. At the same time it had taken on additional land from the Borough Council and topped up services that were being reduced by both the Borough and County Councils.

The Town Clerk explained that the budget for the year ahead had been a difficult one and members considered a range of options for minimising the budget shortfall's impact on the local community. It was agreed to recommend increasing the potential income from the Cemetery Services based on current performance, setting a savings target from the staffing and agency staffing budget, and using £19,000 of reserves.

It was agreed to recommend to Council a precept of £1,315,900 which would represent a small increase of 7p per week (£3.45 per annum) for a band D property, resulting in a contribution towards the cost of Farnham Town Council's services of £73.21 per Band D property.

**7. Reports from Task Groups**

**A) Coronation Task Group report**

The Working Group discussed the report of the Coronation Task Group at Appendix K to the agenda and considered a range of options set out. It was noted that the national programme was not yet published but it was understood the King wanted a lower key Coronation, reflecting the current economic circumstances. Proposals to dress the town with bunting, ribbons and flags were supported and the idea of underwriting the insurance for local street parties again (where there was a lead volunteer who would act on behalf of the town council for health and safety matters) would be recommended. It was agreed that a big event in Farnham Park would be too complex and costly and it was agreed to recommend an event in Gostrey with a big screen (already booked) was the best option to enable the community to watch the Coronation and enjoy an afternoon of music.

The Working Group agreed to recommend a budget of £20,000 (from Community Initiatives budget) for the Coronation celebrations, although some of the costs may be offset by contributions. There had not been any confirmation of whether there would be a beacon lighting ceremony. Members discussed that gift of by The Farnham Society of a beacon/brazier and that they had had initial discussions for the beacon to be erected in

Farnham Park. It was noted there could be difficulties with the site indicated by the Farnham Society given its proximity to the scheduled monument (Farnham Castle) and the potential need for archaeological investigation. Cllr Hesse agreed to follow up with Waverley Borough Council.

#### **Recommendation**

**It is recommended that:**

- 1) A budget of £20,000 from the Community Initiatives budget be set for the Coronation Celebrations;**
- 2) The Council underwrite the costs of insurance of Street parties that met the relevant criteria;**
- 3) The position with the gift of the Farnham Society Beacon be noted.**

#### **B) Assets Task Group report**

##### **1) Hale Chapels**

The Business and Facilities Manager updated the Working Group on the Hale Chapels project and confirmed that officers and Landform (the contractor), would commence work on 23<sup>rd</sup>. Information boards about the project would be placed at the cemetery and the Herald and other interested groups would be advised to inform the community.

##### **2) Gostrey Meadow**

Members discussed the potential enhancement project recommended by the Assets Task Group for Gostrey Meadow to replace the Toilets, create an accessible Play Area and build a Community Café. The Café would aim to be in conjunction with Ridgeway to give employability skills for pupils of Ridgeway school and others. It was agreed that options for the design of the scheme should be invited once the response from the planning authority to the outline scheme was received.

Further discussion took place on the need to move the Falkner Fountain as an alternative to widening the gate or creating a new access, both of which were costly. Consideration was given to moving it a few metres to allow for easier access into Gostrey Meadow or to be a centrepiece of a new formal garden on the site of the old Bowling Green alongside the Borelli Shelter. It was suggested that the iron stone where the Cobbett Statue used to be sited be removed for safekeeping to the depot.

#### **Recommendation**

**It is recommended that:**

- 1) FTC commits to deliver new toilets, an accessible play area, and a Community Space/Café and training facility within Gostrey Meadow;**
- 2) Plan A Architects be commissioned to apply to WBC Planning for Pre Application advice on the proposal;**
- 3) Officers meet with the Ridgeway School to clarify their aspirations on the development and usage of the Centre;**
- 4) Officers to seek possible funding streams;**
- 5) Farnham Town Council commits £200,000 of Neighbourhood CIL to deliver the three elements of this project;**
- 6) Officers apply for funding for a Changing Places toilet if one can be accommodated within the scheme;**
- 7) The Borelli Shelter be moved to the site of the old Bowling Pavilion/Green as part of the creation of a more formal garden area;**
- 8) Town Clerk be authorised to investigate the potential for Public Works Loan Board funding for the project; and**
- 9) To agree, in principle, to move the Falkner Fountain 2 to 3 metres or to another location for ease of access into Gostrey Meadow for vehicles.**

### 3) The Bandstand

The Working Group noted the bandstand was showing signs of its age and in need of refurbishment and should be redecorated ahead of the summer events programme. It was agreed that the colour should be a slightly darker green reflecting the Council's crest. An initial costing had been received.

#### **Recommendation**

**It is recommended that:**

**The Town Clerk be delegated authority to redecorate and refurbish the Bandstand in Gostrey Meadow with a budget cost of £6,500.**

### 4) Croquet Club

The Working Group considered a request for use of the old bowling green for croquet and the request had included a request for a long-term lease and the construction of a pavilion. Members supported the development of a new club but considered the location was not ideal with the plans for Gostrey Meadow. Some alternate suggestions of location in Badshot Lea and Wrecclesham were proposed for passing on to the new club.

### 5) Farnham Town Hall

The Working Group discussed a list of itemised obsolete IT equipment for disposal and removal from the assets register; the need to fix the intermittent fault with the lift and the replacement of fluorescent lighting with more energy-efficient units. The Working Group noted that some redecoration was required for some of the recent replacements, and that new LED clam lights should be replaced at a later date when redecoration was being undertaken.

#### **Recommendation:**

**It is recommended that the Town Clerk be authorised to:**

- 1) Dispose of the redundant IT equipment be approved, and the asset register be updated.**
- 2) Progress quotes and undertake the necessary redecoration of parts of the Council Offices from within the existing budgets.**
- 3) Change the remaining baton fluorescent lighting unit to LED lighting but defer replacing clam lighting units until decoration is done.**
- 4) Progress quotations to repair the lift with use of up to £35,000 of the Town Hall earmarked reserve if required.**

### 6) Depot assets

The Working Group discussed the disposal of a number of items of obsolete machinery including ride on mowers (2 SCAGs and one Kubota G21) and small items which were no longer needed or were too expensive to repair. It was agreed that subject to an inspection of the assets, the items be listed and disposed of (by sale if possible) and the asset register be updated.

The Working Group noted the Mitsubishi pick up needed some cosmetic work due to bumps and scrapes and that a vinyl wrap similar to the ones on the Iveco vehicles would be a good solution. The ongoing issue with the CNG equipment and the involvement of the manufacturer in Italy was discussed.

The Working Group noted the removal of collected flytipped material needed to be disposed of, and the considered the potential for an additional container to store the Town's Christmas Lights and reduce the contract costs (payback was 18 months).



**Recommendation:**

**It is recommended that:**

- 1) **Assets that were obsolete or too expensive to repair be listed following an inspection by the Town Clerk and Lead Member of the Assets Task Group, and disposed of;**
- 2) **The Mitsubishi pick-up be repaired and vinyl wrapped;**
- 3) **The issues with the CNG filling system be noted and progressed;**
- 4) **The removal of all flytipped items from the depot be noted.**
- 5) **The purchase of a container (up to a price of £6,500 to house the Christmas Lights) be deferred.**

**7) Wrecclisham Community Centre**

It was noted that the current lease was due to be renewed and that the Town Clerk was in discussion with the Trustees of the centre about this.

**Recommendation:**

**It is recommended that:**

**The Town Clerk progress, with the Trustees of Wrecclisham Community Centre, the rent review for the next period.**

**8) Christmas Lights**

The Working Group reviewed the proposal to retender the Christmas Lights installation, takedown and testing with options to replace part and lease, lease or purchase

**Recommendation:**

**It is recommended:**

- 1) **A tender for the installation, takedown, call out and testing of the Farnham Town Council's owned Christmas lights be progressed;**
- 2) **New designs and costs (on a lease or purchase basis) for a new scheme of Christmas lights be sought.**

**C) Community Infrastructure Task Group Report**

Members discussed the Report at Appendix M and the latest position on Neighbourhood CIL, noting that £60,000 of the receipts received to date had been allocated to the Central Car Parks Refurbishment. In the current financial year £206K had been received on top of some £40k in previous years. The Working Group agreed that a guidance note for communities and an application form should be prepared for future use.

In discussion the following 3 priorities were agreed:

- 1) **A new playground on Gostrey Meadow – phase 1 of CIL and using Section 106 committed from the Brightwells Scheme.**
- 2) **New toilets on Gostrey Meadow – Phase 2.**
- 3) **Community space – café on Gostrey Meadow in conjunction with the Ridgeway School which would be used as a potential training opportunity for young people.**

It was noted that applications were unlikely to be requested until 2024, if Council agreed with the recommendation of the Working Group to make an initial commitment of £200,000 of CIL towards the Gostrey Meadow projects.

**Recommendation:**

**It is recommended that:**

- 1) **The priority of investing in Gostrey Meadow be agreed;**
- 2) **An initial £200,000 of Neighbourhood CIL funding for the Gostrey Meadow playground toilets and community café projects be agreed.**

## **8. Farnham Infrastructure Programme**

The Working Group received an update on the Farnham Infrastructure Programme and a report prepared by Cllr Beaman with an updated position paper for adoption by Council at Appendix N.

Following discussion at the December Council meeting, Cllr Beaman confirmed that the FIP Board meeting held on 16<sup>th</sup> December 2022 confirmed that the construction of a Hart Link Road should “remain on the table” for further discussion rather than taken out of the programme as initially proposed.

This position paper represented FTC’s contribution in a balanced way to this further discussion on the basis that FTC has consistently argued that construction of a Hart Link Road is an essential part of the Farnham Infrastructure Programme (FIP) if it is to meet its objective of reducing traffic passing through Farnham Town Centre and improving air quality.

It was agreed that subject to Council endorsing the paper, Cllrs Beaman and Hesse along with the Town Clerk arrange a meeting with the Chairman of the FIP Board to discuss this further.

### **Recommendation:**

**It is recommended that:**

**The report on the Link Road at Annex 5 to the Strategy and Finance minutes be adopted.**

## **9. Risk Management Report**

Members discussed the detailed Risk Management Report at Appendix O and noted that in 2022, Farnham Town Council undertook a number of activities to minimise risk. These included the refurbishment of the West Street Cemetery Gates and Central Car park toilets with new nonslip flooring. Regular inspections of cemeteries, allotments and Gostrey Play Area were undertaken, and FTC’s insurer Zurich conducts its own survey annually on the play area and the Town Hall lift.

FTC are continuing to invest in pathway repairs and the removal of dangerous trees. The quinquennial tree survey was conducted in 2022 and a number of trees (24) were identified that required felling. The most dangerous of these were felled immediately with the other identified trees being felled in early 2023. Continual investment in training and personal protective equipment for staff.

The Working Groups had all conducted their Risk Assessments during the year.

### **Recommendations to Council**

**It is recommended that:**

1. The Risk Management report at Annex 6 be welcomed and recommended for adoption;
2. The work done by the Working Groups in managing risk be noted

## **10. Review of Council Policies**

There were no new or revised policies to consider.

## **11. Consultations**

- i) Members considered consultations on the approach to the National Planning Policy Framework changes at Appendix P circulated to all councillors. It was noted that Rachel Aves would prepare a draft response with any comments submitted by Councillors. Comments had been requested by 30<sup>th</sup> January. Cllr Cockburn noted that

many of the changes/benefits were dependant on an up-to-date Local Plan. If Farnham can update its Neighbourhood Plan, the protection it affords would continue until 2028. She was concerned about a wider review of Waverley's Local Plan Part I would have a detrimental effect.

**Recommendation:**

**It is recommended that:**

- 1) Councillors submit their comments to Rachel Aves by 30<sup>th</sup> January;**
  - 2) The Town Clerk submit the Council's response in conjunction with members of the Infrastructure Planning Group by 3<sup>rd</sup> March.**
- ii) Members considered the approach to the WBC Local Plan Part 2 Main Modifications Consultation at Appendix Q which had been circulated to all councillors. It was noted that there had been a WBC briefing for its own councillors, but no further feedback had been provided yet for Farnham.

**Recommendation**

**It is recommended that:**

**Farnham Town Council respond to Waverley Borough Council's Local Plan Part 2 Main Modifications consultation via the portal to stress the importance of the adoption of LPP2 as soon as possible. The adoption must be followed by a minimal review of LPPI to give the Borough an up-to-date Local Plan and protect against speculative development.**

## **12. Draft Calendar of meetings for 2023-24**

Members reviewed the draft calendar of meetings for 2023-24 and agreed to have quarterly meetings for the main Working Groups and ad hoc meetings as required. No additional meetings were required. The Town Clerk would revise the calendar and circulate to all councillors.

## **13. Town Clerk update**

There was no update from the Town Clerk on any relevant matters.

## **14. Date of next meeting**

The date of the next meeting was agreed for Tuesday March 7<sup>th</sup> 2023 at 9:30am.

The meeting ended at 12.29 pm

Notes written by Lisa Tremeer/Town.Clerk

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## Fees and Charges

### 1. Cemeteries

The proposed fees and charges schedule is attached at Annex Ia to this report.

### 2. Farmers' Markets

#### Recommendations

*It is recommended that:*

1. The fees for the hire of a gazebo remain at £18 plus VAT.
2. The electricity charge be £20, charged per socket, not per stall.
3. The stall hire fee remain at £40, with the multiple booking discount continuing.

### 3. West Street Market

1. All externally organised West Street markets pay £15 per stall to FTC with the cost per Gazebo hire being £25.

### 4. Events

The current charges for events for 2023 are attached at Annex Ib.

The current charges for commercial equipment hire are as follows:

| Item   | Daily Unit NET |
|--|----------------|
| 3m x 3m gazebo                                     | £30            |
| Go Pak tables                                      | £5             |
| Folding chairs                                     | £2             |
| Delivery, erection, collection and removal service | £75            |

#### 4.1 Gostrey Meadow

##### 4.1.1 Large Events

**There is a negotiable/discretionary pricing guide currently in place:**

£60.00 administration fee per event in addition to the hire fee. Events are charged based on the size, number of people attending, and activities planned. Community, non-commercial or charity events may receive a reduction from the commercial event charges. The chart below shows typical charges.

| Event Type                  | Unit of Charge | Charge   |
|-----------------------------|----------------|----------|
| Community Events.           | Day            | £ 150.00 |
| Commercial Events           | Day            | £ 500.00 |
| Community Commercial events | Day            | £ 300.00 |

##### 4.1.2 Fitness Sessions

Minimum hire charge is £50.00. Charges are per year. The year starts on 1 April and ends on 31 March.

| Frequency | Number of people per | Annual charge |
|-----------|----------------------|---------------|
|           |                      |               |

|                             | session       |                     |
|-----------------------------|---------------|---------------------|
| Once a week                 | 1-2-1 tuition | £ 80                |
| Multiple sessions each week | 1-2-1 tuition | £160                |
| Once a week                 | Group tuition | £160                |
| Multiple sessions each week | Group tuition | £320                |
| One off Session             |               | One off price – £20 |

#### 4.1.3 Filming & Photographic Events

There is a minimum administration fee of £100 in addition to any hire charge which is dependent on the size, nature and number of crew and actors on site. UCA Students usually free.

#### 4.1.4 Access Keys

£100.00 charge for replacement of access key for Gostrey Meadow.

| Vendor Type     | Summer Rate | Winter Rate |
|-----------------|-------------|-------------|
| Ice cream       | £75 per day | £50 per day |
| Coffee/catering | £50 per day | £25 per day |

#### Recommendations

*It is recommended that:*

1. The fees for the concessions remain the same as there was an increase in 2022.
2. For non- event days, each vendor should be charged for electricity use in Gostrey Meadow (£20) for all events as needed – per socket, not per stall.
3. For large events, the pricing is included in Annex 2.
4. Small informal group training sessions in Gostrey Meadow – less than (6) people are difficult to charge as a one-off. Any regular activities would be required to book.
5. The fee should be discretionary for filming and photographic events, especially if it is requested by UCA students or schools.
6. Cost for ad hoc vendors is subject to negotiation but based on a minimum fee of £50 per day (summer and £25 winter) depending on product.

#### 5. Leases

##### i) Wrecclesham Community Centre

Annual lease (subject to review in 2023) of £8,000 plus VAT per annum.

##### ii) West Street Chapel

Annual lease of £ 9,000 plus VAT per annum.

#### 6. 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 125sqm. The rate charged for a typical allotment is currently £60.50 or £0.48 per sq metre per annum. 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. Allotment holders joining with less than six months of the allotment year receive a discount of 50%.

#### Recommendation:

**It is proposed that a new standard price be used:**

1. A half plot price - this would be a minimum charge for all small allotments under 62.5sqm effective 1<sup>st</sup> February 2023.

2. The cost per square metre be raised to .50p making a standard plot £62.50 and half a plot and smaller £31.25 from 1<sup>st</sup> October 2023.
3. The administrative fee for new allotment holders remain at £50.

## 7. Official Resident's Guide

The advertising costs for 2023 are as follows:

| Outside back cover | Inside front Cover | One Page | Half Page | Quarter Page |
|--------------------|--------------------|----------|-----------|--------------|
| £2,200             | £1,800             | £1,500   | £850      | £550         |

## 8. Miscellaneous

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

- 1) Council Chamber and Byworth Room  
Community Groups outside Working hours: £20 per hour, plus consumables if necessary. Commercial groups and businesses £30 per hour from 2023. 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.
- 2) 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.
  - Rental per week proposed increase to £40.
  - Administration fee of £50. (For a second banner in the same week, or a 2-week booking, there is only one admin fee payable.)
- 3) 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. It is recommended that these rates be maintained in 2023/24.

### It is recommended that

1. Rental of Council Chamber be increased for commercial and statutory organisations to £30 per hour
2. The rental cost for banner hire be increased to £40
3. Other fees remain the same as in 2022/23

## 9. Farnham in Bloom

|                    | Charged | Proposed |
|--------------------|---------|----------|
| Hanging Baskets    | £80     | £80      |
| Troughs            | £200    | £200     |
| Three tier planter | £500    | £500     |
| Statement planters | £800    | £800     |
| Benches            | £600    | £600     |

Prices for multiple baskets and troughs are subject to negotiation based on the above prices. The charges in the table above are shown in the Invest in Farnham Brochure (available separately).



# ANNEX 1a

## Farnham Town Council

### FEES AND CHARGES FOR CEMETERIES 2023/2024

Effective 1st April

**Please note: Non-residents are those residing outside the Farnham Town Council boundary and not paying Council Tax to Farnham in the Borough of Waverley.**

For graves purchased after 1<sup>st</sup> March 2008, the Exclusive Right of Burial (EROB) includes the right to erect 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<br><i>Exclusive Rights of Burial (EROB) ONLY</i> | 2445              | 4890                  | E         |
| B  | Purchase of a <b>Single Depth</b> Adult Grave<br><i>Exclusive Rights of Burial ONLY</i>        | 2390              | 4780                  | E         |
| C  | Interment Fee (Adult)<br><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)<br><i>EROB and Interment</i>                                 | 2500              | 5000                  | E         |
| B + C  | <b>Single Depth</b> Grave (Adult)<br><i>EROB and Interment</i>                                 | 2445              | 4945                  | E         |
| <b>Other Burial Fees</b>   |  |                   |                       |           |
| Children under 12 years (in a children's plot)<br><i>Interment and Exclusive Rights of Burial</i>          |  | 370               | 740                   | E         |
| Interment of Cremated Remains in a Cremation Plot<br><i>First interment and Exclusive Rights of Burial</i> |  | 950               | 1900                  | E         |
| Cremation Plot<br><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 Street)   | 26                                |                      | E |
| <b>Granite Memorial Book Residents Package</b><br><i>Granite plaque and inscription added to Memorial Book for 25 years (scattering of cremated remains free of charge)</i> | 200 +<br>inscription              | 300 +<br>Inscription | 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; <u>Additional fee to the Right to erect a memorial</u></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   | 75 <b>(86)</b>                    |                      | S |
| Local Agreement Fee (on application only)   | 50 <b>(60)</b>                    |                      | S |
| Genealogy (per search) per hour   | 10 <b>(12)</b> 20 minimum charge  |                      | S |
| Turfing of graves after 1 year  | 60                                |                      | E |
| Levelling of Grave after 1 year   | 40                                |                      | E |
| Adopt a Memorial Bench<br>(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.

## **ANNEX 1b**

## **Investment Strategy 2023/24**

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 Department for Levelling Up Housing and Communities 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 regularly 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.

## **2023/24 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 generally 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 monitor and 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 is 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 2023/24. However, some projects are proposed where this will be taken forward with Council approval 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 relatively 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 2023**

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# Annex 3

| Name of organisation                                   | Name of Project                          | Project Cost | Amount Requested | FTC Proposal     | Project Description   | Officer Comments  |
|--|--|--------------|------------------|------------------|---|---|
| <b>1st Rowledge Guides</b>                             | Back to Camping!                         | £1,000.00    | <b>£1,000.00</b> | <b>£500.00</b>   | Funding is to replace 2 x 8 person tents so Guides can attend camp at Frantic Camp in May 2023 - as a unit, they haven't camped since 2019. Current tents are over 15 years old, and at the end of their life.  | 17 Guides would benefit, 100% from Farnham. Camping teaches the Guides new skills and provides a new challenge.   |
| <b>Badshot Lea Tennis Club</b>                         | Tennis Club - outside space improvements | £6,000.00    | <b>£2,000.00</b> | <b>£1,000.00</b> | The current surface surrounding the tennis clubhouse is of varying levels and materials, having been laid over many years and was never suitable for needs and is beyond repair. The funding would go towards a replacement fit-for-purpose surface surrounding the club and installation of bike stands. This will address the future needs for an increase in player numbers and community use. | 85 local residents would benefit, 90% from Farnham. Received £2,000 funding from FTC in 2020.   |
| <b>Disability Challengers</b>                          | Farnham Youth scheme Summer              | £28,077.00   | <b>£2,000.00</b> | <b>£1,000.00</b> | Project will operate on weekdays in August 23 and sessions will include days out at Chessington, themed days and taking young people out into the community to learn life skills. No young person is excluded regardless of severity of needs. The grants would help cover the cost of salaries for 1:1 or 2:1 staff.   | 13 disabled young people between 13-18 plus their families, 100% from Farnham. Have received £3,250 of funding over last 3 years                              |
| <b>FADEG. Farnham Art &amp; Design Education Group</b> | Unseen Artists - Art from the Community  | £1,000.00    | <b>£1,000.00</b> | <b>£500.00</b>   | Purpose is to provide public demonstration of creative work undertaken in the wider community with particular emphasis on disabled, damaged and marginalised. The grant will enable the group to hire exhibition space, provide materials - hanging, art materials, frames etc - and promote through various media  | 300 local residents would benefit, 90% from Farnham. Have received £2,400 in funding over last 3 years. Have also applied to the FSST for a separate project. |

|                                      |                                       |                  |                         |                       |   |  |
|--------------------------------------|---------------------------------------|------------------|-------------------------|-----------------------|---|--|
| <p>Page 40</p> <p>Farnham Assist</p> | <p>Celebrating festivals together</p> | <p>£3,000.00</p> | <p><b>£1,500.00</b></p> | <p><b>£750.00</b></p> | <p>Would like to arrange 5 events during 2023 aimed at older people in our community living alone in order to allow them to join celebrations and festivals during the year. These events would take place in partnership with the Spire Church in Farnham with volunteers from both and would be open to all older people in Farnham that may be living alone or caring and open to people of all faiths and none. The December event is likely to be at Farnham Baptist Church due to capacity.</p>   | <p>60 local residents would benefit, 100% from Farnham</p>   |
| <p>Farnham Community Farm LTD</p>    | <p>Hand wash station</p>              | <p>£900.00</p>   | <p><b>£900.00</b></p>   | <p><b>£450.00</b></p> | <p>Currently have a simple basin and water carrier, sanitiser and hand wipes (not great for our environmental aims!) but would like to be able to offer all our visitors and Growers working on site a dedicated hand washing station. Hot water is a good option for the very cold months, but this particular station allows us to turn that off to save electricity costs. Would like kids to get as involved as possible; weeding, planting, harvesting and ideally eating the veg too! However this is tricky when they can't wash their muddy hands.</p>  | <p>Will benefit 325 local residents, 60% from Farnham. Received £3,900 in funding in last 3 years.</p>   |
| <p>Farnham Maltings</p>              | <p>Family Takeover</p>                | <p>£9,102.00</p> | <p><b>£2,000.00</b></p> | <p><b>£0.00</b></p>   | <p>A take-over festival of Farnham Maltings with a range of creative activities for children and young people aged 0-16 and their parents/carers.</p> <p>Funding would enable the Maltings to offer free participatory activities and workshops that focus on developing creative skills and plays for young people and their families. Specifically, the grant would pay for professional artists to present participatory activities (e.g. art, drama, music, craft and dance) in several spaces over 7 hours and the resources to create a free and open creative play space that offers children access to craft and art.</p> | <p>Not eligible as Malting receives SLA funding. Has applied to South Street Trust for the same project. Will benefit 900 local residents, 86% from Farnham.</p> |



|                                   |                                  |           |                  |  |  |   |
|-----------------------------------|----------------------------------|-----------|------------------|--|--|---|
| <b>Farnham Round Table</b>        | Santa's eSleigh                  | £4,632.85 | <b>£2,000.00</b> | £0<br>Funding to come from this years budget | The project will fund the refurbishment of an electric milk float, providing Father Christmas with a more eco-friendly, reliable means of transport each year. The milk float has already been purchased but requires help to get it up and running and is in need of a new battery, tyres and sundries totalling about £4,600.              | 4000 local residents would benefit, 100% from Farnham   |
| <b>Farnham Sinfonia</b>           | Concerts for the local community | £4,750.00 | <b>£1,000.00</b> | £0   | Raising the profile of classical music in Farnham by setting up and recruiting musicians to take part in concerts during 2023. Hire of St Andrew's Parish Church. Advertising and Marketing their concerts.  | 1000 local residents would benefit. Have received previous funding from FTC of £1,250 in the last 3 years. Have not been supportive of FTC. |
| <b>Farnham Youth Choir</b>        | FYC Singing Spree                | £2,125.00 | <b>£1,925.00</b> | £1,200.00                                    | The grant will pay for the costs of our professional music team to lead a singing workshop (the FYC Singing Spree) at Farnham Maltings. It will also pay for the hire of the Maltings and associated costs (piano tuning, staging etc).  | 200 local residents would benefit, 75% from Farnham   |
| <b>Frensham Pond Sailability</b>  | TechnoStart                      | £4,300.00 | <b>£2,000.00</b> | £1,000.00                                    | The Grant will be used to purchase items to assist in the education of our sailors . We want to buy the items in advance of completion so programming can be commenced and be ready for the opening  | 1500 local residents would benefit, 50% from Farnham. Has received £7000 funding from FTC since 2012  |
| <b>Friends of Rowledge School</b> | Library update                   | £1,350.00 | <b>£625.00</b>   | £625.00                                      | The money will be spent on updating books in the library. The children need new fiction books with a range of characters, as well as non-fiction books about families, friendships, disabilities and cultures and traditions around the world. The money will be split between KS1 and KS2 and then subdivided into fiction and non-fiction. | Will benefit 215 local residents, 80% from Farnham.   |

|  |   |                   |                         |                         |   |  |
|--|---|-------------------|-------------------------|-------------------------|---|--|
| <p>Page 42</p> <p><b>Hale Carnival Committee</b></p> | <p>Hale Carnival Public Welfare and Security</p>  | <p>£22,000.00</p> | <p><b>£2,000.00</b></p> | <p><b>£1,000.00</b></p> | <p>The grant will be spent on specific event items as follows:<br/>Eco cups £500<br/>Compostable food trays £200,<br/>Disabled toilet £300<br/>Food tent £1,000</p>   | <p>Will benefit 7.000 local residents, 100% from Farnham. Received £3,900 in funding in last 3 years.</p>                          |
| <p><b>Helen Arkell Dyslexia Charity</b></p>          | <p>Dyslexia Support in Farnham</p>  | <p>£7,152.00</p>  | <p><b>£2,000.00</b></p> | <p><b>£1,000.00</b></p> | <p>Funding is to continue providing free specialist dyslexia assessments, tuition and courses for disadvantaged children and adults in Farnham and surrounding area from lower income backgrounds. This includes specialist consultations and assessments, coaching and tuition and courses and workshops for parents/carers and children who have been identified as dyslexic.</p>   | <p>Will benefit 12 local residents, 100% live in Farnham. Have received £2,800 in funding over last 3 years.</p>                   |
| <p><b>Hive Helpers CIC</b></p>                       | <p>Community Pollinator Awareness Project</p>   | <p>£4,785.55</p>  | <p><b>£2,000.00</b></p> | <p><b>£500.00</b></p>   | <p>Funding would partially cover staffing costs for the following projects: To run World of Bees monthly 3 hr workshops to raise awareness of pollinators. A suggested donation of £8 adult/£4 Child to attend. And also running monthly Club Minibeasts - an outdoor youth group aimed at 6-10 yr. olds and their families that would look at activities such as bee keeping, natural crafting etc. Finally, forage improvement and monitoring</p> | <p>50 local residents will benefit, 50% from Farnham.</p>  |
| <p><b>Home-Start in Waverley</b></p>                 | <p>Supporting Disabled and Special Educational Needs Children and their families to access days out</p> | <p>£2,000.00</p>  | <p><b>£2,000.00</b></p> | <p><b>£1,000.00</b></p> | <p>The fund will enable children and their parents who are either have Special Educational Needs or Disability (SEND) to experience farms, zoos and other local activities. Many of them will need 2 adults to support them due to their physical or emotional needs, therefore one of their experienced volunteers will join them. The fund will cover transport and entrance costs for the family and volunteer.</p>                              | <p>64 local residents would benefit, 100% from Farnham. Have received previous funding from FTC of £1,000 in the last 3 years.</p> |

|                                      |  |           |                  |                              |  |   |
|--------------------------------------|--|-----------|------------------|------------------------------|--|---|
| <b>Kind To Mind</b>                  | Friendly Farnham   | £2,400.00 | <b>£2,000.00</b> | £500.00                      | Plan to deliver 3 workshops by the end of 2023 - (initially with frontline workers, and then potentially expanding to members of the public). Workshops will discuss safeguarding, mental health, work-life balance and local services to better support and improve the treatment of individuals and businesses on the high street between members of the public and staff interacting with them. Funding will also be used to continue the Friendly Farnham initiative, distributing the QR code stickers the previous funding provided and purchasing more with future funding. Would like to see the majority of high street buildings in Farnham displaying their #friendlyfarnham sticker. This will in turn badge them as a #friendlyfarnham business and promote their openness and support towards those struggling with a variety of challenges. | 10,000 local residents would benefit. Received £500 funding from FTC last year.   |
| <b>MAKING MATTERS</b>                | ANOTHER BRICK IN THE WALL  | £4,630.00 | <b>£2,000.00</b> | Have applied to FSST instead | To construct a public art project using bricks made by community groups within Farnham. The bricks will become part of a public art installation, representing the combined imagination and skills of as many people as possible. All that remains is to complete the structure to display the bricks.   | 5,000 local residents will benefit, 100% from Farnham. Received £2,500 funding from FTC in last 3 years.                                |
| <b>New Ashgate Gallery Trust Ltd</b> | Young Cross Stitch Masters with Jane Browne, the Surrey Artist of the Year | £2,545.00 | <b>£1,272.50</b> | £1,000.00                    | Surrey Artist of the Year, Jane Browne, will facilitate and to lead a series of community textile workshops targeted for up to 245 local families.   | 245 local residents would benefit, 75% from Farnham. Has received £2,750 grant funding from FTC since 2010. Possibly South Street Trust |

|   |   |                  |                         |                         |  |  |
|---|---|------------------|-------------------------|-------------------------|--|--|
| <p>Page 44</p> <p><b>Rotary Club of Farnham Weyside</b></p> | <p>Pilgrim Marathon</p>   | <p>£7,192.00</p> | <p><b>£2,000.00</b></p> | <p><b>£1,200.00</b></p> | <p>This grant will cover some of the costs involved in presenting the event. Race voted no 1 running event outside London in 2022</p>  | <p>Will benefit 2,000 local residents, 100% from Farnham. Received £1000 funding in 2020. Attracts visitors to the town and is an internationally known event. <b>Preference to fund medals or toilets - branding on medals?</b></p> |
| <p><b>Rowledge Tennis Club</b></p>                          | <p>Court seating &amp; store room &amp; changing room facilities</p>  | <p>£2,396.00</p> | <p><b>£1,500.00</b></p> | <p><b>£1,000.00</b></p> | <p>Have recently completed the build of their new clubhouse after years of fundraising and now need to furnish the building. Would like to purchase benches and pegs for the changing room, shelving for storage cupboard and most importantly benches for courtside seating. Have completed 80% of the build and furnishings and are now fundraising to complete the project. Hoping to grow their junior tennis programme and parents and carers like to sit courtside to watch the classes so benches are needed.</p> | <p>400 local residents would benefit, 100% from Farnham. Have received previous funding from FTC of £3,500 since 2018.</p>   |
| <p><b>Sight for Surrey</b></p>                              | <p>Community Engagement for the Sight/Hearing Impaired in Farnham</p> | <p>£4,080.00</p> | <p><b>£1,000.00</b></p> | <p><b>£500.00</b></p>   | <p>Grant will pay for their Community Engagement Co-ordinator who will cover Farnham as part of their remit. They will reach out to individuals and local organisations in Farnham who are unaware of their work supporting those with sight/hearing loss.</p>   | <p>140 local residents would benefit,. Currently have 306 active clients in Farnham. Costs are for staffing, mileage, phone usage and overheads. Have suggested £500 for cost of printed materials</p>                               |

|                           |                                     |             |                   |   |  |   |
|---------------------------|-------------------------------------|-------------|-------------------|---|--|---|
| <b>space2grow</b>         | Parenting classes                   | £6,800.00   | <b>£2,000.00</b>  | <b>£2,000.00</b>                                    | <p>The grant will be used towards paying two fully trained facilitators, materials and a 20% contribution to core costs.</p> <ul style="list-style-type: none"> <li>• The Parenting Puzzle Nurturing Programme is an eight week course which helps parents and carers get the best out of family life.</li> <li>• The Talking Teens programme is a five week course which looks at developing parents' understanding of teenage development and the influence of brain development on behaviours, well as understanding the importance of listening, verbal and non-verbal communication.</li> </ul> <p>From April 23 -December 23 they will be providing two eight week Nurturing programmes and four five week Talking Teens programmes.</p> | 40 local residents would benefit, 100% from Farnham. Received £750 funding in 2021. |
| <b>The Farnham Herald</b> | Herald Archive Digitisation Project | £250,000.00 | <b>£2,000.00</b>  | <b>£0</b><br>Funding to come from this years budget | <p>Our project has started to establish the mechanism for digitisation in partnership with the British Library.</p> <p>Funding would go towards marketing materials such as pop up stands for museums and local fairs, flyers and other reproductions to support their fundraising efforts to digitise the archive and help to accelerate the delivery of the project.</p>   | Will benefit 30,000 local residents, 100% from Farnham.                             |
| <b>Weydon School</b>      | Wildlife and Biodiversity Garden    | £2,850.00   | <b>£2,000.00</b>  | <b>£1,500.00</b>                                    | <p>To create a central feature of a pond, around a recently donated native tree that will be planted next year and placement of a path that will allow easy access to be made around the area and the continued upkeep and maintenance of the meadow bank that separates the Zen and Wildlife Garden.</p>  | 2,400 local residents would benefit, 100% from Farnham                              |
| <b>TOTALS</b>             |                                     |             | <b>£41,722.50</b> | <b>£18,225.00</b>                                   |  |   |

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# April Skies

## Accounting

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Iain Lynch  
Town Clerk

Farnham Town Council

5 January 2023

Dear Iain

### **Farnham Town Council - Interim Audit 22-23**

Following the interim audit completed on 30 November, 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 22-23 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 21-22 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 7 months of financial year
- Testing of income – first 7 months of financial year
- Risk management and insurance
- Salaries and wages
- Budget monitoring reports
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that overall Council has successfully maintained a strong system of financial control. I have 5 recommendations to raise, these are at Appendix A.

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.

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Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

### **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 have tested the brought forward balances in the accounting system against the audited prior year annual return. There appears to be a small imbalance

|                              |              |
|------------------------------|--------------|
| Opening balance 21-22        | - £1,915,694 |
| Box 7 Audited 21-22 accounts | - £1,916,346 |
| Difference                   | - £ 652      |

This imbalance is likely to be due to a small glitch on one or two transactions. This should be examined and the opening balance should be brought back into balance with the 21-22 audited 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 September 2022 submitted to HMRC in November 2022. I checked that balances in the return could be agreed to schedules produced by the accounting system.

The Council received a clear audit certificate from the external auditors in 2021-22, so there is nothing to take forward to the current accounting year.

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

#### **First 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 March 2022.

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### **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 of separation of duties within the payment process.

I selected a sample of 12 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
- For internal bank transfers recorded on the cash book, I checked debits and credits on relevant bank statements.

I have one observation:

- BACS files produced by the accounting system are now in the F drive of the Council's document filing system, which is password protected and restricted to Bookkeeper, Accountant and Town Clerk. I do not believe that BACS files should be retained, there is a small risk that these could be erroneously used. I therefore recommend that the BACS files are deleted once the payment run has been authorised at bank by Councillors.

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

#### **First Interim Audit**

The Council has a risk management strategy in place and monitors and reviews risk on an ongoing basis. 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. The Town Clerk has confirmed that a review is due from the Council's risk consultants, Ellis Whittam, and that this is due before the end of the financial year. 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.

The Council is insured by Zurich Municipal, on a standard local authority policy. I reviewed the Council's insurance schedule. The policy was in date, with an expiry date of 30 April 2023. 8 buildings are insured, with an insurance value of £3.7 million. Other assets insured include Christmas lights at £70K, bus stops at £90K and CCTV at £93K. Gostrey Meadow playground is not listed separately on the insurance schedule. The Town Clerk has contacted the insurer and confirmed the playground is included on the public liability insurance. Further confirmation should be sought to ensure playground and other assets are properly insured.

Fidelity insurance cover is set at £2million. This may not be sufficient, given cash and investment holdings of around £3million at the time of my audit (Checked to October 2022 balance sheet) The level of fidelity cover should therefore be raised with the insurer.

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

#### **First Interim Audit**

The Council was in the process of finalising the budgets for 23-24 at the time of my audit. The Strategy and Finance group discussed and approved a draft budget at the meeting of 8 December 2022, this was tabled for approval at the Full Council meeting on 15 December. The Town Clerk has shared the budget setting timetable with me and there are clear arrangements in place to ensure that budget and precept will be approved at Full Council on 27 January 2023. 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. Quarter 2 outturn report was presented to the October meeting and subsequently to Full Council. 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

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The September reports were reported to the October 14<sup>th</sup> meeting, so financial reporting is timely. I reviewed the budget monitoring report. At the end of period 6 expenditure amounted to around 58% of budget, and income was slightly ahead of budget.

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

### **E. Income**

#### **First Interim Audit**

I selected a sample of income transactions from the cashbook for the first 7 months of the financial year. 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
- Events invoices agreed to booking records
- VAT accounted for correctly

My sample covered burial fees, food festival , lease income and events income. I am satisfied that the Council is billing accurately and collecting income across all income streams tested. I have one recommendation.

- West Street Market fees and the rent for Wrecclesham Community Centre should be reviewed annually and approved by Council alongside other fees and charges, to ensure compliance with financial regulations.

I have reviewed the Council's debtors ledger. At the time of the audit, debts outstanding stood at £9,469 , virtually all debts were less than 43 days old . The debtors ledger is well managed.

### **F. Petty Cash**

To be reviewed at second interim audit

### **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 August payroll. I selected a sample of 3 staff payments from the payroll. 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
- Evidence of councillor review of payroll
- Overtime could be agreed to a timesheet record of hours worked, or schedule of events staff, appropriately authorised.

I also reviewed the Council's PAYE account with HMRC – all payments were up to date.

### **H. Assets and Investments**

Year end 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.

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# April Skies

## Accounting

At 31 October 2022, 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 only reconciled as part of year end accounting procedures, bank statements are only issued annually for the these investment accounts. The account highlighted in orange is a long term investment and is correctly included in the asset register. I will check these accounts as part of my year end audit

| Account   | Balance at 31 October 2022 | Reconciliation review by Internal Audit  |
|---|----------------------------|--|
| Current Account   | £146,301                   | Reconciled to 30.10.21. Cashbook agreed to bank                                    |
| Mayors Charity Account  | £2,241                     | Reconciled to 30.10.21. Cashbook agreed to bank                                    |
| Moneymaker Call Account   | £1,026,363                 | Reconciled to 30.10.21. Cashbook agreed to bank                                    |
| Money Maker investment 1  | £200,000                   | To be checked at year end , annual statements issued by bank                       |
| Money Maker investment 2  | £300,000                   | To be checked at year end , annual statements issued by bank                       |
| CCLA investment Account   | £700,000                   | Reconciled to 30.10.21. Cashbook agreed to bank                                    |
| Cambridge and Counties Deposit account                                | £240,995                   | Reconciled to 30.10.21. Cashbook agreed to bank                                    |
| Money Maker investment 1  | 300,000                    | To be checked at year end , annual statements issued by bank                       |
| Nationwide  | £101,991                   | To be checked at year end , annual statements issued by bank                       |
| CCLA Property Fund ( shown as investment asset, not on balance sheet) | £250,000                   | Long term investment, To be checked at year end , annual statements issued by bank |
| <b>TOTAL Cash and investment balance at 31.10.22</b>                  | <b>£3,066,082</b>          |  |

I am satisfied the system of bank reconciliations is operating effectively.

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## J. Year-end accounts

Year end test

**L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements**

Test at second interim and final audits

## M: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 2021-22 accounts were set as follows

| Inspection - Key date             | 2021-22 Actual |
|-----------------------------------|----------------|
| Accounts approved at Full Council | 28 April       |
| Date of Announcement              | 5 June         |
| Inspection period begins          | 13 June        |
| Inspection period ends            | 22 July        |
| Correct length                    | Yes            |

I can confirm that regulations were followed and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement – inspection rights.

## N: Publication requirements 2022 AGAR

The Council received a clear audit opinion from the external auditors for 2021-22. This was dated 10<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 29 September, before the regulatory deadline of 30 September. The external audit certificate was reported to the October meetings of Strategy and Finance Committee and Full Council. ( Agenda item 4 October Strategy and Finance Working Group)

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 - meeting last held on 5 November 2022. The 21-22 annual return was submitted on 29 October 2022, with the accounts submitted on 29 November 2022. All Charity Commission deadlines were met.

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# April Skies

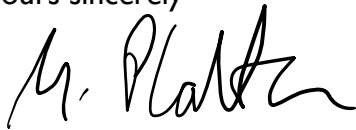
## Accounting

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The accounts have been subject to an independent examination, as required for a charity with turnover in excess of £25K. I am satisfied that the Council has met this control objective.

I would like to thank you and the team at the Council for your assistance with the audit. I attach my invoice for your consideration, and I will be in touch later this month to make arrangements for the second interim audit.

Yours sincerely



Mike Platten CPFA

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### Appendix A

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

| Matter Arising  | Recommendation   | Council Response  |
|---|--|---|
| <p>I have tested the brought forward balances in the accounting system against the audited prior year annual return. There appears to be a small imbalance</p> <p>Opening balance 21-22<br/>- £1,915,694</p> <p>Box 7 Audited 21-22 accounts - £1,916,346</p> <p>Difference<br/>- £ 652</p> | <p>This imbalance is likely to be due to a small glitch on one or two transactions. This should be examined and the opening balance should be brought back into balance with the 21-22 audited accounts.</p>                                   | <p><i>FTC Accountant is resolving this issue with the Rialtas Business Systems Accounting Software team</i></p> |
| <p>BACS files produced by the accounting system are now in the F drive of the Council's document filing system, which is password protected and restricted to Bookkeeper, Accountant and Town Clerk.</p>  | <p>I do not believe that BACS files should be retained, there is a small risk that these could be erroneously used. I therefore recommend that the BACS files are deleted once the payment run has been authorised at bank by Councillors.</p> | <p><i>Recommendation accepted and now incorporated as part of the month end processes.</i></p>                  |
| <p>Gostrey Meadow playground is not listed separately on the insurance schedule. The Town Clerk has contacted the insurer and confirmed the playground is included on the public liability insurance.</p>   | <p>Further confirmation should be sought to ensure playground and other assets are properly insured.</p>   | <p><i>Clarification sought from Zurich and will be specifically included in the 2023-24 renewal</i></p>         |

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# April Skies

## Accounting

|   |   |  |
|---|---|--|
| <p>Fidelity insurance cover is set at £2million. This may not be sufficient, given cash and investment holdings of around £3million at the time of my audit (Checked to October 2022 balance sheet)</p> | <p>The level of fidelity cover should therefore be raised with the insurer.</p>   | <p><i>Recommendation accepted</i></p>                                |
| <p>Fees and charges</p>   | <p>West Street Market fees and rent for Wrecclesham Community Centre should be reviewed annually and approved by Council alongside other fees and charges, to ensure compliance with financial regulations.</p> | <p><i>Agreed. Included in the 2023-24 Fees and charges list.</i></p> |

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## FARNHAM TOWN COUNCIL HART LINK ROAD – POSITION PAPER January 2023

1. Farnham Town Council (FTC) welcomes the agreement reached at the FIP Board meeting held on 16<sup>th</sup> December that the construction of a Hart Link Road should “remain on the table” for further discussion rather than the proposed recommendation “that further work on the route be paused and that it is removed from any emerging designs”.
2. This position paper represents FTC’s contribution in a balanced way to this further discussion on the basis that FTC has consistently argued that construction of a Hart Link Road is an essential part of the Farnham Infrastructure Programme (FIP) if it is to meet its objective of reducing traffic passing through Farnham Town Centre and improving air quality.
3. The construction of a Hart Link Road is not a new proposal – a summary of the background history is given below : -

|   |  |
|---|--|
| 29 <sup>th</sup> May 2018                       | Suggested by Jim Duffy as part of the pedestrianisation proposals put forward by the local Conservatives in presentation to The Farnham Society  |
| 17 <sup>th</sup> March 2022<br>FTC Full Council | <p>When the Farnham Infrastructure Programme (FIP) was established the Hart Link Road again came forward as part of Option C (Pedestrianisation) Surrey County Council (SCC) decided not to pursue any modelling of this option since not considered to be realistic.</p> <p>When debated by the Full Council meeting of Farnham Town Council held on 17<sup>th</sup> March 2022 it was agreed that SCC should be advised that the Hart Link Road should be included as part of the Option B proposals under which changes to traffic flows in Central Farnham were to be evaluated. In response SCC and Atkins stated that it was not possible to alter the transport demand modelling to accommodate including the Hart Link Road as part of the evaluation of Option B.</p> |
| 17 <sup>th</sup> June 2022<br>FIP Board         | Paper prepared by SCC without any consultation and circulated to all members of FIP Board with only 2 days’ notice which “recognised that whilst there are some benefits the proposed Upper Hart link would have a significant negative impact on the local area”  |
| 4 <sup>th</sup> August 2022<br>FTC Full Council | <p>In response to the public consultation exercise undertaken between July and October FTC again stressed the need for construction of the Hart Link Road. Extract from minutes : -</p> <p><i>“There was substantial discussion on the proposal for a Link Road from Castle Street to the Upper Hart Car Park with an aspiration for a longer-term connection to West Street. Council noted its previous request for this option to be included as part of the Option B proposal had been ignored and there had been a last-minute report to the last FIP Board to dismiss this as an option on the grounds of cost but it had been agreed that the decision be deferred for consideration by FTC.</i></p>   |

|   |  |
|---|--|
|   | <p><i>Cllr Ward reminded Council that Surrey CC had often said the Town Council was not clear in its views, and it was time to say what FTC wanted. On a proposal by Cllr Ward, seconded by Cllr Attfield, <b>it was agreed nem con</b> (with Cllr Beaman abstaining) that FTC reaffirms its aspiration for construction of a link road between Castle Street and the Upper Hart and its continuation to West Street as an essential element to any measures to provide access and remove town centre improvements”.</i></p>   |
| <p>15<sup>th</sup> December<br/>2022<br/>FTC Full Council</p> | <p>In response to analysis of public consultation exercise FTC yet again emphasises need for construction of Hart Link Road. Extract from minutes :<br/> <i>“In discussion, councillors argued that a connecting road between Castle Gate in Castle Street and West Street should not be removed from the draft programme, that the report was not balanced and only made negative points about the proposal (some contradicting proposals made by SCC elsewhere). The cost for delivering an objective which would have lasting benefits was relatively small in the cost of the overall improvements for the town centre and would reduce a large percentage of through traffic using the current gyratory system.</i></p> <p><i>The Link road would provide access for residents and visitors from North Farnham to the Hart and The University for the Creative Arts as well as West Street, as an essential part of successful town centre improvements and minimising traffic moving around the town centre. The potential opportunity to extend this link road to West Street at a future point (if not done immediately) should be incorporated within the Farnham Infrastructure Programme.</i></p> <p><i>Farnham Town Council Resolved BY 10 VOTES to NIL with four abstentions the following Motion “Farnham Town Council strongly supports the construction of a road between Castle Gate and West Street as a way of ameliorating traffic through the Borough, before the Borough is narrowed.”<br/>(Draft Minutes to be formally approved in Jan 2023)</i></p> |
| <p>16<sup>th</sup> December<br/>2022<br/>FIP Board</p>        | <p>Further paper produced by SCC again without any consultation in which it was recommended that “that further work on the route be paused and that it is removed from any emerging designs”. It was, however, agreed that further discussions should take place regarding this proposal.</p>  |

4. Both of the SCC papers at the June and December FIP Board meetings on the Hart Link Road were produced without any consultation with FTC (or WBC) and are heavily biased in emphasising the negatives with little mention made of the likely benefits. Whilst it is accepted that there would be some negative effects it is FTC’s view that these disbenefits are far outweighed by the likely benefits and this position paper has been produced to present members of the FIP Board with a more balanced analysis to allow a rational decision to be made.

#### **CLAIMED DISBENEFITS/NEGATIVES WITHOUT CONSIDERING THE POSITIVES**

5. The SCC papers produced for the June and December FIP Board meetings regarding construction of a Hart Link Road list a number of potential disbenefits although most of these are outlined in only very generalised terms without any specific detail and without any reference to balancing benefits. They include the following viz : -

**Close Proximity to Existing residential properties, UCA, Strugar medical centre, Potters Gate Primary School, and Waitrose :**

6. SCC state that construction of the proposed Hart Link Road would introduce safety concerns for pedestrians accessing these facilities along with severance and reduced safety for vulnerable road users. SCC did not, however, balance this disbenefit against benefits that would be gained resulting from the consequential pedestrianisation of the bottom half of Castle Street that would make it much safer for the significant number of pedestrians who currently cross Castle Street where vehicles are constantly turning left from The Borough. This is a dangerous crossing point – a danger that resulted in a pedestrian refuge having to be recently restored at the bottom of Castle Street following a considerable number of public complaints. This crossing point would become even more dangerous for pedestrians if the Hart Link Road was not constructed but pavements on The Borough were widened and right turns allowed from Castle Street.
7. Potters Gate Primary School is located to the west of The Hart so there are few pupils who go to the school who would need to cross any new Link Road whilst from observation most pedestrians using Waitrose approach from the Lion and Lamb Yard and there are hardly any residential properties that generate any pedestrian movements. Any disbenefits of a Hart Link Road could be reduced by a strategically placed lighted pedestrian crossing near the UCA where students cross to and from UCA and those attending The Stugar medical centre (a private specialist medical facility). It is not envisaged that the construction of a Hart Link Road would materially affect the activities of the church located in the Upper Hart car park.
8. **Noise** : SCC argues that construction of a Hart Link Road would redistribute traffic resulting in higher noise levels in the local area although it is also recognised that the transfer of traffic would benefit residents in the Castle Street area. The number of residents in the Castle Street area is, however, far greater than the number of residents who would be affected by construction of a Hart Link Road and even these could be protected by provision of appropriate sound insulation facilities.
9. **Air Quality**: SCC argues that due to the increase in traffic air quality would be reduced although it is recognised that air quality levels in Castle Street would be improved. It also, however, follows that air quality in The Borough which is an area with long standing high levels of pollution would also be improved. If a Hart Link Road is not constructed the proposed widening of pavements on The Borough and the allowing of right turns from Castle Street is likely to increase traffic tailbacks on The Borough and Castle Street stretching back to Downing Street which will increase air pollution over an even wider area of the town centre.
10. **Impact on Landscape and Townscape in a Conservation Area – Loss of established vegetation, changes to existing views, loss of private green space and gardens, light pollution**: Whilst it cannot be denied that construction of a Hart Link Road would have some impact on landscape and townscape in a well established Conservation Area no account has been taken of the improvement to the impact on landscape and townscape that would result from the pedestrianisation of the bottom half of Castle Street. In the SCC paper presented to the December FIP Board meeting it is stated that construction of a Hart Link Road could lead to proposals for residential development of land to the west. It is, however, known that developers have already identified this land for residential development whether or not a Hart Link Road is constructed – this is land that is not allocated for any kind of development in both Waverley's Local Plan and Farnham's Neighbourhood Plan.
11. **Impact on Historic Environment** : This is a very subjective area but yet gain no account is taken of the improved view of Farnham Castle that would be gained from pedestrianizing the bottom half of Castle Street. SCC's statement that construction could (not would) have a

detrimental impact on the site's archaeology and heritage is not supported with any substantive evidence.

12. **Impact on Biodiversity** : SCC's statement that there would be an impact on biodiversity is also not supported by any substantive evidence. It also seems perverse to argue that if the Hart Link Road was to be constructed there would be a requirement under NPPF to provide a 10% biodiversity gain this would be a disbenefit!
13. **Loss of Car Parking Spaces** : There would inevitably be some loss of car parking spaces in the Upper Hart car park – this was quantified as a loss of 86 spaces (out of a total of 373 spaces although the WBC website states that the Upper Hart Car Park has 325 spaces whereas the SCC paper states that it has 327) in the paper produced by SCC for the December FIP Board meeting. Without seeing how this figure has been calculated it is obviously difficult to comment on the accuracy of this calculation. Suffice it to say that the Upper Hart Car Park is never fully occupied.
14. **Does not align with Optimised Infrastructure Plan (OIP) objectives** : The OIP identified that the high level of car dependency in Farnham was one of the main reasons behind Farnham's traffic problems and that one of the primary objectives should be to create solutions making walking, cycling and public transport a more natural choice for shorter journeys. Without investment that is certainly significantly more than the estimated amount to construct a Hart Link Road it is difficult to see how this objective can be achieved anyway. If anything, construction of a Hart Link Road would create conditions where it would actually be easier to incorporate dedicated provision for cyclists and pedestrians in the lower half of Castle Street if it was to be pedestrianised.
15. **Does not align with local or national policy objectives to achieve carbon neutrality** : SCC argues that new road construction does not accord with local or national policy objectives to achieve carbon neutrality. Apart from being rather perverse when SCC is arguing at the same time that there should be investment in the A31 there is a difference in investing in the strategic national road network and investing in local road schemes where benefits outweigh any disbenefits. Attention has already been drawn to the fact that if the Hart Link Road is not constructed and pavement widening takes place on The Borough and right turns allowed from Castle Street it is likely to increase traffic tailbacks on The Borough and Castle Street stretching back to Downing Street which will not help achieve carbon neutrality since it would increase air pollution over an even wider area of the town centre.
16. **Additional Renewal and Maintenance Costs**: The Hart Link Road only requires a very short stretch (less than 1 km) of new road to be built – the rest of the Link Road would utilise existing roads. The additional renewal and maintenance costs would be marginal if indeed any at all when offset against the lower maintenance costs that would be incurred if the bottom half of Castle Street was to be pedestrianised.
17. **Junction of Link Road with West Street**: In the paper produced by SCC for the December FIP Board meeting it was stated that a signalised junction at the junction with West Street would be required resulting in additional time delay for existing journeys. The need for a signalised junction is not necessarily required – it is FTC's view that the increased traffic flow could be accommodated by a mini roundabout. Any additional time delay at this junction is likely to be measured in seconds and likely to be significantly less than the time delays that will be incurred by existing journeys if the Hart Link Road is not constructed and there is pavement widening in the Borough and allowing right turns from Castle Street that are likely to cause traffic tailbacks on Castle Street and The Borough stretching back to Downing Street

18. **Delay in delivery of other town centre improvements:** This is not an argument – other measures to improve Farnham Town Centre could proceed without any delay whilst a formal proposal for construction of a Hart Link Road is developed.
19. **Funding Difficulties:** The cost of constructing the Hart Link Road as far as West Street is £10.3 million of which £8.6 million is estimated to be required for the cost of acquiring land and constructing a short new stretch of road from Castle Hill to the Upper Hart Car Park. No further details have been provided as to how these cost figures have been estimated but even if correct they represent only a very small proportion of SCC's original multi million budget for implementing the FIP and would have the added benefit of allowing the lower half of Castle Street to be totally pedestrianised that would help meet the concerns that some have that the FIP proposals are not radical enough to resolve Farnham's traffic problems.

## **UNDERSTATED BENEFITS**

20. Although both SCC papers recognise that construction of a Hart Link Road would have some benefits these are completely understated. Construction of a Hart Link Road would allow the total pedestrianisation of the lower half of Castle Street which would result in the following benefits: -
- Traffic flow on The Borough would be simplified since there would be no traffic turning into or out of Castle Street
  - There would be no need to allow traffic to turn right from Castle Street into The Borough
  - The level of traffic having to use the gyratory system would be significantly reduced
  - The proposed pavement widening on The Borough could be implemented without resulting in traffic tailbacks affecting Downing Street
  - With a reduction in traffic air quality in Farnham Town Centre air quality in the town centre would be significantly improved
  - Pedestrianisation of the lower half of Castle Street would significantly improve the environment of local residents living in the area
  - Pedestrianisation of the lower half of Castle Street would allow a number of active travel measures to be introduced to encourage greater use of cycling and walking
  - Pedestrianisation of the lower half of Castle Street would go some way to meeting the demands of those who believe that the current FIP proposals are not radical enough to resolve Farnham's current traffic problems.

## **CONCLUSION**

21. This position paper has been prepared by FTC who know the town to present a more balanced analysis of the benefits and disbenefits of the construction of a Hart Link Road. It is FTC's view that the benefits far outweigh the disbenefits and that the construction of a Hart Link Road should be an essential integral part of FIP. If the Hart Link Road is not constructed and the pavement widening of The Borough and allowing a right turn from Castle Street into The Borough proceeds then traffic is likely to tailback along The Borough and Castle Street stretching back to Downing Street resulting in a deterioration rather than an improvement in traffic conditions and air quality in Farnham town centre.

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# FARNHAM TOWN COUNCIL

## Annex 6

Report  
Council

January 2023

## Risk Management Review 2022-23

### 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 2022, Farnham Town Council undertook a number of activities to minimise risk. These included the refurbishment of the West Street Cemetery Gates and Central Car park toilets with new non slip flooring. Regular inspections of cemeteries, allotments and Gostrey Play area are undertaken and FTC's insurer Zurich conduct their own survey annually on the play area. FTC are continuing to invest in pathway repairs and the removal of dangerous trees. The quinquennial tree survey was conducted in 2022 and a number of trees (24) were identified that required felling. The most dangerous of these were felled immediately with the other identified trees being felled in early 2023. Continual investment in training and personal protective equipment for staff.

### 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 on the 25<sup>th</sup> January having been deferred 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 Johnny Daffue on the 19<sup>th</sup> January 2022 are set out below.

|                            | Vibration  | Lift  | Fire  | Storage  | Manual Handling   | Gas  |
|----------------------------|--|---|---|--|---|--|
| <b>Identified issue</b>    | Carry out a specific vibration risk assessment to help determine main sources of vibration and whether this is likely to be above the daily Exposure Action Value (EAV). | Obtain a report of the last thorough examination and keep available for inspection for a minimum of 2 years | This assessment is only an overview on fire safety within your buildings ,Carry out or commission a specific fire risk assessment to be carried out ,this must be reviewed regularly. | Review the storage of items on the 2nd floor storage area, Clean up /clear up of combustible materials and refrain from storing additional combustible materials in this area. | Establish a safe system of work for all work at height activities and ensure that all those involved have been briefed and understand the system, record all training given | Prepare a gas leakage procedure to identify what needs to be done in the event of a leak or emergency situation. |
| <b>Risk Level</b>          | Low  | Low   | Low   | Medium   | Medium  | Low  |
| <b>Officer Responsible</b> | I McCready   | I McCready  | I McCready  | I McCready   | I McCready  | I McCready   |
| <b>Completed</b>           | Yes  | Ongoing   | ongoing   | ongoing  | Yes   | Yes  |

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 | 6                    | 0   |
| 2022/23 | Awaited              | Awaited                                       |

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 were 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 2022 with the Internal Auditor's Interim report reported to Council in January 2023. 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.

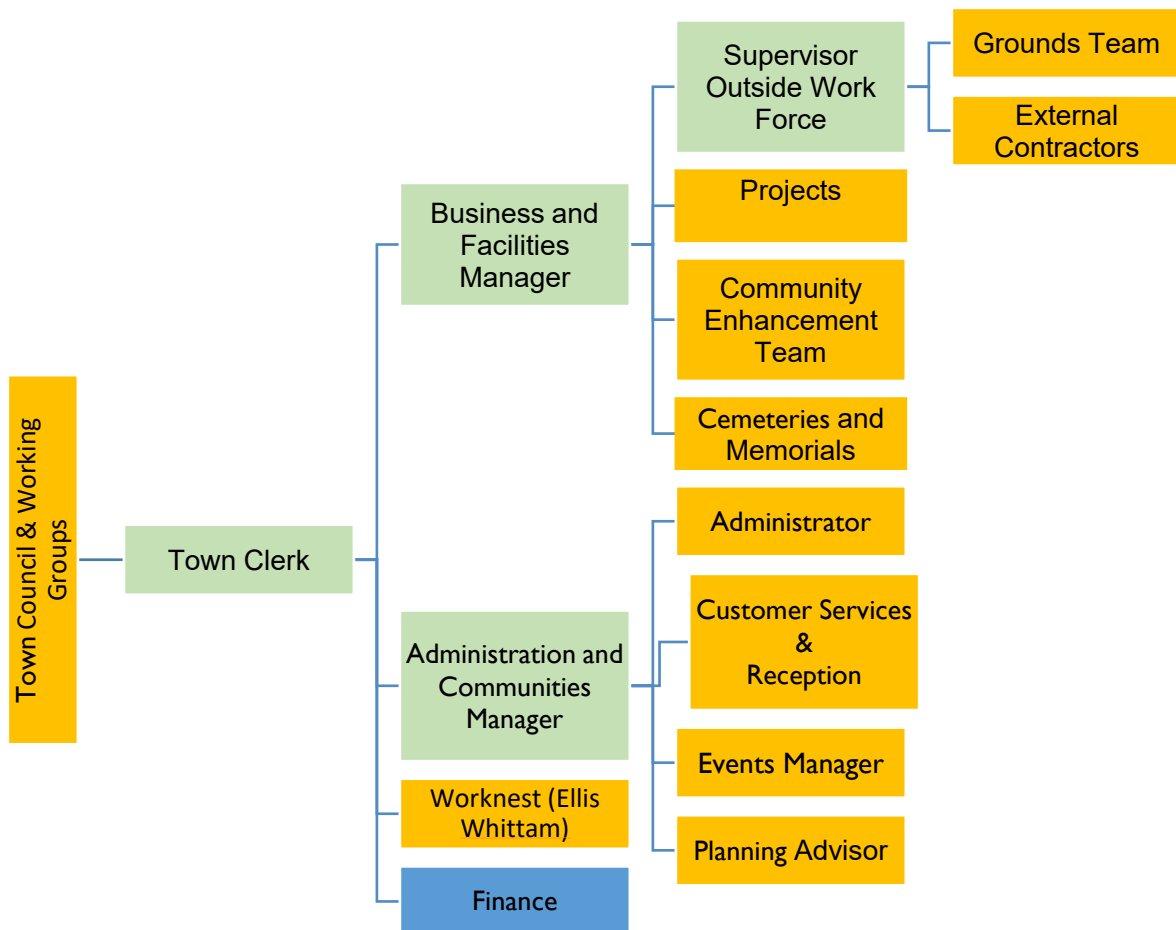
- 19 The Financial Regulations were last reviewed in 2020 and Standing Orders in March 2021. Both are due for review in March 2023
- 20 In underpinning the Council's approach, Farnham Town Council readopted in 2021 its:
- Health and Safety Policy Statement
  - Fire Safety Management Policy Statement
  - 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.

**Annex I (Appendix K)**

**Farnham Town Council**  
**Organisation Chart for the Management of**  
**Health and Safety 2022**  
 (Health and Safety Management Leads highlighted)



## FARNHAM TOWN COUNCIL



# E

## Report Council

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**Date: 26th January 2023**

### **Precept 2023/24**

#### **Introduction**

- 1 This report is a report of the Strategy & Finance Working Group.
- 2 A local council precepts on the billing/collection authority (Waverley) for an amount which it requires to deliver its agreed programme of activities for the forthcoming year. Unlike the major precepting authorities (Waverley BC, Surrey CC, Surrey Police Authority) which set a rate for the various bands described as a Band D equivalent figure, a parish sets a budget and precept. This amount is payable by the collection authority, regardless of how much is collected, as a result of the levy set by the precepting council (eg Farnham) to be able to deliver its services. It is good practice however, to do the calculation to understand what the Band D levy (or Council Tax amount) is going to be, in both cash and percentage increase terms, as this helps explain the budget impact to electors.
- 3 As part of the provisional Local Government Finance Settlement (SFA) announced in December, the Government again announced additional funds available for Adult Social Care via a precept of 2%, on top of the 3% cap for principal authorities (or £5 if greater for shire district council Band D bills). A £15 increase is allowed for Police & Crime Commissioners.
- 4 The Government created legislation which allows a restriction on increases in Council tax. Town and Parish Councils do yet not face the risk of being 'capped' and are increasingly taking on or contributing to services being cut or stopped as a result of pressure on the principal authorities. On 19<sup>th</sup> December, the Secretary of State confirmed that the referendum 'capping' principles will not be extended to the Town and Parish Council tier of local government. The Government has not previously set referendum principles for town and parish councils. This approach was contingent on town and parish councils taking all available steps to mitigate the need for council tax increases and the Government seeing clear evidence of restraint.
- 5 In 2022-23, the Local Councils sector as a whole received just 1.8% of money raised by Council tax (£655m out of £36.3billion). In recent years, more services have been taken on by the Town and Parish sector from principal authorities as a result of structural change or pressures on finance. In 2022/23 the average Parish increase was 4.1% whilst Farnham was again below average at 3.6%. The average council tax precept for Town and parish councils was £74.81 against the Farnham level in 2022/23 of £69.76.

- 6 The table below shows how Farnham has consistently managed to minimise its precept increases over the past ten years and is significantly below the average for the sector. It is also below the average increase for principal authorities running at 2.6% on average over a ten year period compared to 3.16% for principal authorities and 4.6% for parish councils per annum..

In 2013, Farnham's precept amount was £5.63 above the sector average whereas in 2022/23 it was £5.05 below the sector average despite having taken on extra land from Waverley Borough Council, significantly expanding the number of activities being run by the Council, and maintaining high standards of service which have been recognised by national awards.

| Year    | FTC precept | Average national parish precept | FTC increase | National average parish increase | Capped National average - Principal authorities |
|---------|-------------|---------------------------------|--------------|----------------------------------|---|
| 2013/14 | £55.86      | £50.23                          | 3.3%         | 5.2%                             | 0.8%  |
| 2014/15 | £56.87      | £52.37                          | 1.8%         | 4.3%                             | 0.8%  |
| 2015/16 | £57.59      | £54.12                          | 1.27%        | 3.3%                             | 1.1%  |
| 2016/17 | £59.83      | £57.40                          | 3.89%        | 6.1%                             | 3.1%  |
| 2017/18 | £61.03      | £61.03                          | 2%           | 6.3%                             | 4.0%  |
| 2018/19 | £62.62      | £64.04                          | 2.6%         | 4.9%                             | 5.1%  |
| 2019/20 | £64.49      | £67.18                          | 2.99%        | 4.9%                             | 4.7%  |
| 2020/21 | £66.09      | £69.89                          | 2.48%        | 4.0%                             | 3.9%  |
| 2021/22 | £67.37      | £71.86                          | 1.94%        | 2.8%                             | 4.4%  |
| 2022/23 | £69.76      | £74.81                          | 3.55%        | 4.1%                             | 3.5%  |
|         |             | Ten year average                | 2.6%         | 4.6%                             | 3.14%   |

### Farnham's Budget 2023/24

- 7 In 2022, Farnham's provisional Band D tax base was 17,973.5. up from 17654.4 based on an assumed collection rate of 98%. After exemptions in each area have been deducted, this percentage is multiplied against the Band D calculation in order to calculate the Band D number for each part of the Borough. This means the precept income (with no change) would be £1,253,831 up from £1,189,377 (an increase of £64,453).
- 8 At the Council meeting in December, Members approved expenditure of £1,643,750 with draft discretionary income of £278,850 (with more challenging sponsorship and events income targets) and (assuming no precept increase) a total income of £1,532,681. This represented a revised net budget of £1,364,900 and a shortfall of income of £111,069.
- 9 A 1% increase in precept would bring £12,538 of additional income for Farnham Town Council at a cost of approximately 70p per band D dwelling per annum.
- 10 The precept needs to be set in a context of significant economic pressures particularly with energy costs and high inflation. With Inflation at a 40 year high, running at 11.1% (CPI, October 2022 dropping slightly to 10.7% in November) or 14.2% (RPI in October dropping to 14% in November)) with the Office for Budget Responsibility not expecting target inflation to return until the end of 2025 and the UK is expected to have the highest inflation among the G7 nations until 2024.
- 11 This is particularly important when the recent refurbishment projects of the public conveniences and potential investment in other building projects is considered where price inflation is running higher than wage inflation. It should be noted that a below inflation



increase erodes the purchasing power of the precept in the same way as interest and dividends below inflation erode the value of investments.

- 12** In determining the level of precept Council should consider whether it wishes to:
- 1) use any of its reserves to meet the shortfall;
  - 2) increase further the income targets for services, or
  - 3) set unallocated in-year savings targets.
- 13** Council could also consider other options such as reducing the precept level further by using more reserves; applying a freeze on the Farnham Town Council proportion of the Council tax; funding the agreed budget with an increase in the precept; or funding the budget with a combination of reserves, additional income and precept. However, some of these options may present a challenge in terms of future funding depending on decisions being made at this meeting relating to Gostrey Meadow.
- 14** It is worth noting that the amount paid by a Band D council taxpayer in Farnham in 2022/23 was £2,187.51. 74% of the total went to Surrey County Council, 14% to the Police & Crime Commissioner, 9% to Waverley Borough Council and 3% to the Town Council. The increase in Surrey County Council's element alone for 2023/24 is expected to exceed £80 per annum.
- 15** Strategy & Finance Working Group considered a number of recommendations it could make to Council on how the funding shortfall is met. If funded by the precept alone, this would represent an increase of £6.18 per Band D property per annum, or 12p per week, the equivalent to 8.9%, taking a Band D contribution to £75.94 (£1.46 a week). However, members were mindful of the effect on local residents and of the considerable uncertainty surrounding inflation on many of the costs facing Council in the coming year.

As a result, the Working Group determined to make a recommendation that set additional income target of £10,000 for the Cemetery service based on the previous year's outturn and the current performance, a savings target of £20,000 on the salaries and agency staff budget, and the use of £19,000 of reserves. By adopting this approach, the potential increase would be minimised and limited to less than a penny a day. (£3.45 per annum per Band D) resulting in a precept of £1,315,900 and a Band D rate of £73.21. At a level of 4.94%, this would be less than half the current inflation rate and again be below the £5 cap that would be set for principal authorities. It is considered a prudent, fair and reasonable approach that would support local residents at a difficult time.

#### **Recommendation for Council:**

**It is recommended that**

- 1) An additional income target for the Cemeteries service of £10,000 and targeted staff and agency savings of £20,000 be set and £19,000 of reserves be used to minimise the 2023/24 precept increase;**
- 2) The 2023/24 precept be set at £1,315,900 representing a Band D equivalent amount of £73.21 per annum or £1.41 per week.**

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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 9th January, 2023

**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 George Hesse  
Councillor Michaela Martin  
Councillor John Neale  
Councillor Alan Earwaker (ex-Officio)

Officers: Jenny de Quervain

**1. Apologies for Absence**

Apologies were received from Councillors Fraser and Wicks.

Councillor Martin was nominated as Chair for this meeting by Councillor Hesse and seconded by Councillor Neale.

**2. Disclosure of Interests**

None were received.

**3. Applications for Key/Larger Developments Considered****Farnham Castle****WA/2022/03085 Farnham Castle**

Officer: Philippa Smyth

FARNHAM HOUSE HOTEL, ALTON ROAD, FARNHAM GU10 5ER

Change of use from hotel (use class C1) to form 2 detached dwellings (use class C3) with alterations including partial demolition of hotel; change of use of staff dwelling to a detached dwelling.

**This application must be considered with WA/2022/03197.**

**Farnham Town Council objects to the change of use from hotel to residential. The evidence included shows the viability of the business where the capacity increased to**

accommodate postponed Weddings. Losses were due to Capital investment and COVID-19 restrictions in 2020. WBC Economic Development must be consulted.

The Richard Norman Shaw style 1896 Arts & Crafts building has been extended to suit business needs in more recent years. Its subdivision, removing of the central section and loss of Arts & Crafts architectural features will be harmful to the historical character of the building. WBC Heritage Officers must be consulted and consideration given to the building being listed as a Building of Local Merit.

The proposed three dwellings are located in Countryside beyond the Green Belt, LPP1 policy RE1, in an area of Great Landscape Value LPP1 policy RE3, Outside the Built-up Area Boundary of the Farnham Neighbourhood Plan covered by policy FNPI0 Protect and Enhance the Countryside.

#### **WA/2022/03197 Farnham Castle**

Officer: Philippa Smyth

FARNHAM HOUSE HOTEL, ALTON ROAD, FARNHAM GU10 5ER

Erection of 2 detached dwellings and garages with associated works.

**This application must be considered with WA/2022/03085.**

**Farnham Town Council objects to the proposed two dwellings, along with the three proposed dwellings in WA/2022/03085, located in Countryside beyond the Green Belt, LPP1 policy RE1, in an area of Great Landscape Value LPP1 policy RE3, Outside the Built-up Area Boundary of the Farnham Neighbourhood Plan covered by policy FNPI0 Protect and Enhance the Countryside. This is an increase of five residential dwellings on what is currently the hotel and garden land of Farnham House Hotel.**

#### **Farnham Moor Park**

##### **WA/2022/03102 Farnham Moor Park**

Officer: Tracy Farthing

PHYLLIS TUCKWELL MEMORIAL HOSPICE, WAVERLEY LANE, FARNHAM GU9 8BL

Erection of a new hospice building including inpatient, outpatient and offices with plant and machinery on roof together with new landscaping and amenity areas following demolition of buildings; refurbishment of 2 storey building.

**Farnham Town Council has no objections to the proposed new building and improvements to the existing buildings. Thorough consultation has taken place in the community to ensure that the proposals have minimum impact on neighbouring residents. Conditions must be included to limit working hours in this residential area and that construction vehicles be located onsite.**

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

##### **Farnham Bourne**

##### **NMA/2022/03110 Farnham Bourne**

Officer: Sam Wallis

111 BURNT HILL ROAD, LOWER BOURNE, FARNHAM GU10 3LH

Amendment to WA/2022/01689 - regularise the existing ground levels around the proposed outbuilding.

**No comment.**

**NMA/2022/03134 Farnham Bourne**

Officer: Sam Wallis

RICHMOND, LONGDOWN ROAD, LOWER BOURNE, FARNHAM GU10 3JS

Amendment to WA/2022/01274 for addition of a small bathroom window and a door from stair to terrace on NE elevation.

**No comment.**

**TM/2022/03096 Farnham Bourne**

Officer: Theo Dyer

1 GROVELANDS, LOWER BOURNE, FARNHAM GU10 3RQ

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 02/12

**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.**

**TM/2022/03112 Farnham Bourne**

Officer: Theo Dyer

ACACIA HOUSE, 8 VALE WOOD DRIVE, LOWER BOURNE, FARNHAM GU10 3HW

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE

PRESERVATION ORDER 26/05

**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.**

**WA/2022/03117 Farnham Bourne**

Officer: Lauren Kitson

OAKLEIGH, 30A FRENHAM VALE, LOWER BOURNE, FARNHAM

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

**Farnham Town Council is disappointed to see yet further expansion of Plot 1/30A.**

**WA/2022/03118 Farnham Bourne**

Officer: Lauren Kitson

OAKLEIGH, 30A FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 1HR

Certificate of Lawfulness under Section 192 for alterations to roof space to provide habitable accommodation and installation of rooflights (revision of WA/2022/02379).

**Farnham Town Council is disappointed to see yet further expansion of Plot 1/30A.**

**Proposed Plans must be amended to show the loft bedroom as bedroom 6.**

**WA/2022/03179 Farnham Bourne**

Officer: Matt Ayscough

FOXCOMBE COTTAGE, 13 UNDERHILL LANE, FARNHAM GU10 3NF

Erection of extension to provide a two storey dwelling with alterations to elevations and fenestration; installation of solar panels and burner flue to roof; widening of existing vehicular access and associated landscaping.

**Farnham Town Council objects to proposals where bedroom accommodation must**

**have limited glazing to avoid overlooking of the neighbour, not 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.**

**WA/2022/03182 Farnham Bourne**

Officer: Susie Blackwood

PINE BROW, 5 CLUMPS ROAD, LOWER BOURNE, FARNHAM GU10 3HF

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

**No comment.**

**WA/2022/03198 Farnham Bourne**

Officer: Sam Wallis

12 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Erection of extensions and alterations.

**Farnham Town Council raises objection to this application unless the extensions and alternations are confirmed compliant with 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 and Climate Change and Sustainability SPD. The application must be approved by the Heritage Officer and character considered using the Farnham Design Statement Guidelines and Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area and its setting.**

**Farnham Castle**

**CA/2022/03201 Farnham Castle**

Officer: Theo Dyer

CASTLE HILL HOUSE, CASTLE HILL, FARNHAM GU9 7JG

FARNHAM CONSERVATION AREA REMOVAL OF TREES

Note. T1 Cedar – Fell. T2 Conifer – Fell.

**Farnham Town Council objects to the felling of trees, especially in a Conservation Area covered by Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting. The Tree Officer must visit the site and confirm if either tree is worthy of a Tree Preservation Order.**

**TM/2022/03109 Farnham Castle**

Officer: Theo Dyer

1 LARKFIELD CLOSE, FARNHAM GU9 7DA

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE

PRESERVATION ORDER FAR85

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

**WA/2022/03105 Farnham Castle**

Officer: Matt Ayscough

35 CASTLE STREET, FARNHAM GU9 7JB

Listed Building consent for internal and external alterations.

**Farnham Town Council has no objections to the reduced scheme at no. 35 Castle Street.**

**WA/2022/03106 Farnham Castle**

Officer: Matt Ayscough

35 CASTLE STREET, FARNHAM GU9 7JB

Installation of bifold doors and rooflights to rear elevation following removal of existing bay window and door.

**Farnham Town Council has no objections to the reduced scheme at no. 35 Castle Street.**

#### **WA/2022/03141 Farnham Castle**

Officer: Susie Blackwood

1 AUSTINS COTTAGES, POTTERS GATE, FARNHAM GU9 7BA

Erection of an extension and alterations following demolition of conservatory.

**Farnham Town Council objects to the two-storey flat roof extension, not being compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, Farnham Design Statement guidelines and LPP1 policy TDI Townscape and Design.**

#### **Farnham Firgrove**

#### **WA/2022/03139 Farnham Firgrove**

Officer: Matt Ayscough

12 TREBOR AVENUE, FARNHAM GU9 8JH

Erection of extension and alterations.

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

#### **WA/2022/03161 Farnham Firgrove**

Officer: Matt Ayscough

17 GROVE END ROAD, FARNHAM GU9 8RD

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

**Farnham Town Council raises objection to the extensions and alterations to create an extensive two-storey dwelling unless confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design. Character must be considered against the Farnham Design Statement guidelines.**

#### **Farnham Moor Park**

#### **NMA/2022/03090 Farnham Moor Park**

Officer: Sam Wallis

47A WAVERLEY LANE, FARNHAM GU9 8BH

Amendment to WA/2022/01318 for the installation of 2no ground floor windows in east facing elevation (one high level) to provide additional natural light to family room and office.

**No comment.**

#### **NMA/2022/03173 Farnham Moor Park**

Officer: Wanda Jarnecki

19 ABBOTS RIDE, FARNHAM GU9 8HY

Amendment to WA/2021/03067 changes to external finishes

**No comment.**

#### **WA/2022/03103 Farnham Moor Park**

Officer: Matt Ayscough

21 WYKEHAM ROAD, FARNHAM GU9 7JR

Certificate of Lawfulness under Section 192 for alterations to roof to provide additional habitable accommodation including dormer extension and Juliette balcony.

Although materials do not form part of the 'checklist' for Certificates of Lawfulness, it is hoped that the applicant match materials of slate for the tile hanging, the same as the adjoining neighbour.

**WA/2022/03145 Farnham Moor Park**

Officer: Sam Wallis

GLENSIDE COTTAGE, BOTANY HILL, SANDS, FARNHAM GU10 1LZ

Erection of extensions and alterations to existing detached garage.

**Farnham Town Council raises objection to this application unless the extensions and alterations to the existing garage are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP10 Protect and Enhance the Countryside, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against the Farnham Design Statement guidelines.**

**WA/2022/03147 Farnham Moor Park**

Officer: Matt Ayscough

SPRINGWOOD, 9 SANDS ROAD, SANDS, FARNHAM GU10 1PX

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

**No comment.**

**WA/2022/03156 Farnham Moor Park**

Officer: Susie Blackwood

THE SPINNEY, 17 CROOKSBURY ROAD, FARNHAM GU10 1QB

Erection of detached outbuilding and erection of detached garage following demolition of 2 existing outbuildings.

**Comments from the Surrey Hills AONB Planning Adviser are of concern. Farnham Town Council objects to the inappropriate development in the Surrey Hills Area of Outstanding Natural Beauty (AONB).**

**Farnham Shortheath and Boundstone**

**WA/2022/03127 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

9 LITTLE GREEN LANE, FARNHAM GU9 8TE

Erection of first floor extension and demolition of porch; alterations to existing outbuilding to provide habitable accommodation.

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

**WA/2022/03183 Farnham Shortheath and Boundstone**

Officer: Matt Ayscough

CAMBER COTTAGE, ROCK LANE, WRECCLESHAM, FARNHAM GU10 4SY

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

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and**



**CC2 Sustainable Construction and Climate Change and Sustainability SPD.**  
**Character must be considered against the Farnham Design Statement guidelines.**

### **Farnham Upper Hale**

#### **WA/2022/03163 Farnham Upper Hale**

Officer: James Kidger

LAND SOUTH EAST OF FOXHAVEN, OLD PARK LANE, FARNHAM GU10 5AA

Erection of an office building (revision of WA/2022/00216).

**Farnham Town Council maintains its strong objection to the retrospective planning application at this location, now entitled 'Land South East of Foxhaven', the only difference to previously refused application WA/2022/00216. Whether for an office building or, as the plans show, garden building, this application must also be refused.**

**The previous application is a material consideration and the Officer's comments valid for this application, summarised below.**

**WA/2022/00216 was submitted for the retention of application WA/2017/1633 for an outbuilding, being cited as the outbuilding being retained. Officers stated this irrelevant given that the proposed development has not been built within the same location, has not been built to the same size or specification and does not remain incidental to the enjoyment of the dwelling house known as Foxhaven - land that has since been subdivided and sold.**

**With this application and refused application WA/2022/00216, the site is located within the Countryside beyond the Green Belt outside any defined settlement area. Policy RE1 of LPP1 states that in this area the intrinsic character and beauty of the countryside will be recognised and safeguarded in accordance with the NPPF. The site is located in both an Area of High Landscape Value and Sensitivity and Area of High Landscape Sensitivity and Historic Value whereby a proposal will only be permitted where it would retain the landscape character of, and not have a detrimental impact on these areas. Officers previously considered the retrospective nature of the application to be regrettable. The proposed development results in a clearance of an area of woodland which contributes highly to the surrounding character along Old Park Lane, with views of the proposed office building available from Old Park Lane. The introduction of an office building within this area currently free from development would not recognise or safeguard the countryside or retain the landscape character of Area of High Landscape Value and Sensitivity and Area of High Landscape Sensitivity and Historic Value. The proposal would therefore be contrary to Policies TDI and RE1 of LPP1, FNPI, FNPI0 and FNPI6 of the Farnham Neighbourhood Plan, retained Policies DI and D4 of the Local Plan 2002 and the Residential Extensions SPD.**

**The proposal is contrary to Policy NE2 of LPP1 and retained Policies D6 and D7 of the Local Plan 2002 with the loss of the trees.**

**The County Highway Authority previously queried how this site is being accessed, as this site had only been specified with access connected to the existing dwelling, which does not form any part of this application. The County Highway Authority are concerned that the applicant has sought to create a new access to this plot, from the public right of way, referenced as Bridleway No. 139 potentially without any approval or agreement with Surrey County Council Countryside and Access Team or consideration of visibility splay requirements in this location. There are concerns that the retrospective application for an office building will intensify vehicle**

movements to this site, taking into account whether or not an access can be provided, in recognition that this building is no longer associated with an existing dwelling for ancillary use and would be a standalone unit being used for office purposes. The proposed development is therefore contrary to Policy ST1 of LPP1.

The planning balance assessment concluded that the proposal, as with this application, is not in accordance with the Development Plan and the benefits of an office building would not outweigh the adverse impacts in relation to the countryside, ecology, highway and trees. A biodiversity checklist and a tree plan do not reflect the damage already done.

#### **WA/2022/03169 Farnham Upper Hale**

Officer: Matt Ayscough

19 SPRING LANE, FARNHAM GU9 0JD

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

**An application for a Certification of Lawfulness under Section 192 will be assessed against a checklist with no opportunity for local policies or neighbours' comments to be considered. Farnham Town Council notes that previous application WA/2022/00977 for a single storey extension, including raised decking with glass balustrades, was refused, and then dismissed at appeal due to 'the unacceptable effect of the living conditions for the occupiers of 10 Trinity Hill, as regard to outlook and privacy'. Although it is likely that a Certificate will be granted using the 'checklist', a site visit must be conducted to assess the height of the proposals given the changing levels to the rear.**

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

##### **WA/2022/03101 Farnham Weybourne and Badshot Lea**

Officer: Matt Ayscough

136 WEYBOURNE ROAD, FARNHAM GU9 9HD

Erection of extension and alterations.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TD1 Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against the Farnham Design Statement guidelines.**

##### **WA/2022/03151 Farnham Weybourne and Badshot Lea**

Officer: Philippa Smyth

10 PINE VIEW CLOSE, BADSHOT LEA, FARNHAM GU9 9JS

Erection of extensions and alterations to existing dwelling to create 1 additional dwelling following demolition of existing extension.

**Farnham Town Council objects to a proposed new dwelling in place of a first-floor extension approved under WA/2022/01444. A previously approved application for an extension does not make a new dwelling acceptable. The personal use of an extension cannot be compared to a separate dwelling which will negatively impact the adjacent neighbours. A new dwelling, being set down from the ridge and set back, being subordinate does not follow the pattern of development in the Close, this is only appropriate for extensions. The same applicant submitted applications for large extensions and subsequent new dwellings in application WA/2020/1120 (refused and dismissed at appeal) and WA/2021/02621 (refused and dismissed at appeal 13 January 2023) at 151 Lower Weybourne Lane – a car turntable was the last attempt to try and make the application acceptable!**

**WA/2022/03167 Farnham Weybourne and Badshot Lea**

Officer: Dylan Campbell

36 FIELD END, FARNHAM GU9 9HZ

Outline application with all matters reserved except for access and layout for erection of a detached dwelling (revision of WA/2022/00141).

**Farnham Town Council maintains its strong objection to development in the garden land at 36 Field End. Previous application WA/2022/00141 was refused at the Western Planning Committee on 12 October 2022. This new application is not welcomed or neighbourly, already receiving many objections; enough to bring it back into Committee. In this application, the red line has been amended to give a small amount of amenity space to the north of the proposed dwelling and reducing that of the host – the host has an approved 5m rear extension further limiting amenity space available. Although the plans are indicative, the living conditions are below minimum standard and to avoid overlooking, the windows have been limited or glazing obscured - the example of patio doors is shown on the incorrect elevation (south) stepping out to the neighbouring fence 1m away from the wall! No properties front the road on the east side of Field End, the pattern of development is not consistent. The boundary wall of the garden is where the addresses of Penfold Croft and Field End meet. The word ‘shoehorning’ is still very valid.**

**WA/2022/03194 Farnham Weybourne and Badshot Lea**

Officer: Dylan Campbell

29 HURLANDS CLOSE, FARNHAM GU9 9JF

Application under Section 73 to vary condition 1 of WA/2021/03195 (approved plans) to allow internal and external alterations to first floor of plot 4.

**Farnham Town Council objects to the design of the proposed first-floor windows to the rear and the obscuring of glazing in the side window having a negative impact on the future occupants on plot 4. A more appropriate solution would be to return the rear rooms to bathrooms in a three-bedroom property rather than trying to reconfigure to make a four-bedroom dwelling, as approved under WA/2021/03195.**

**Farnham Wrecclesham and Rowledge**

**WA/2022/03108 Farnham Wrecclesham and Rowledge**

Officer: Matt Ayscough

29 HIGH STREET, ROWLEDGE, FARNHAM GU10 4BT

Certificate of lawfulness under section 192 for hip to gable and dormer extension with installation of rooflights and alterations to roof space to provide habitable accommodation.

**No comment.**

**5. Appeals Considered**

**Appeal Notifications**

**PINS reference: APP/R3650/W/22/3310793**

WA/2022/01433 LAND AT LOWER WEYBOURNE LANE, BADSHOT LEA, FARNHAM

Outline Application for residential development of up to 140 dwellings with all matters reserved except for access (excluding internal roads) (revision of WA/2019/1905 under appeal reference APP/R3650/W/20/3262641).

Appellant's Name: A Morris, Bewley Homes Plc

The appeal will be determined on the basis of an Inquiry. This will start on 28th March 2023.

**Previous comments, copy of the Farnham Neighbourhood Plan and the Inspector's decision on WA/2019/1905 submitted to PINS.**

**PINS Reference: APP/R3650/W/22/3311941**

WA/2022/01621 LAND WEST OF AND OPPOSITE OLD COMPTON LANE, WAVERLEY LANE FARNHAM

Outline application for the erection of up to 146 dwellings (with all matters reserved except for access) together with the provision of Suitable Alternative Natural Greenspace (SANG) and other open space, parking, infrastructure and landscaping.

Appellants Name: Asher Ross, Wates Development Ltd

**All representations must be received by 07/02/2023 via the online portal quoting reference 3311941.**

The appeal will be determined on the basis of an Inquiry. This will be held on 18th, 19th, 20th and 21st April 2023.

**Previous comments and decisions on the site, copy of the Farnham Neighbourhood Plan and the Inspector's decision on WA/2021/0413 to be PINS by 07/02/2023 via the online portal quoting reference 3311941.**

### **Appeal Decision**

WA/2021/01457 LAND AT 6, MEAD LANE, FARNHAM, GU9 7DY

Erection of a detached dwelling and associated works.

The appeal was **DISMISSED**.

## **6. Licensing Applications Considered**

### **Street Trading Consent**

Waverley Borough Council is currently in receipt of an application for a Street Trading Consent for a mobile food unit called 'Diego's Pizza'. This is a new mobile food business applying for a street trading consent.

The proposed location, days and times of trading are as follows:

Albion Pub Car Park, 2 Hale Road, Farnham, Surrey, GU9 9QA

Friday-Monday 4pm-10pm

Catering unit, 20 metres long

'The Funky Pickle' who currently have a street trading consent to trade at this location on some of these days. It has been confirmed that if Diego's Pizza is successful in their application, that The Funky Pickle's consent will be amended so that they cannot trade at this location on the same days. The owners of The Funky Pickle have consented to this.

**Farnham Town Council had a minor observation on details provided by WBC. The vehicle length has been confirmed at 20ft. In terms of trading in The Albion's car park:**

- Diego's Pizza Friday-Monday 4pm-10pm
- The Funky Pickle Tuesday to Thursday 4pm-10pm

**7. Other Applications/Consultations Considered**

**Consultation on the Schedule of Main Modifications to the Waverley Borough Local Plan Part 2**

The deadline for comments is **5.00pm Friday 27 January 2023.**

**Farnham Town Council to respond to the consultation via the portal to ensure comments are received and processed efficiently. Utilising 'general comments' Farnham Town Council must stress the importance of the speedy adoption of LPP2 following the analysis of the responses to the consultation and incorporation of the Main Modification. This must be followed by a minimal review of LPP1 to ensure the Borough has an up-to-date Local Plan to protect against speculative applications.**

**Report to Strategy & Finance.**

**8. Public Speaking at Waverley's Western Planning Committee**

There were none for this meeting.

**9. Date of next meeting**

Monday 23<sup>rd</sup> January 2023 at 9.30am.

The meeting ended at 11.45 am

Notes written by Jenny de Quervain

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# FARNHAM TOWN COUNCIL

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## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 23rd January, 2023

#### 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 George Hesse  
Councillor John Neale  
Councillor Alan Earwaker (ex-Officio)

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillors Fraser, Martin and Wicks.

Councillor Hesse chaired the meeting.

#### 2. Disclosure of Interests

None were received.

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

##### **Farnham Firgrove**

##### **WA/2023/00026 Farnham Firgrove**

Officer: Daniel Holmes

Q BARS & RESTAURANTS LTD, THE MULBERRY, STATION HILL, FARNHAM GU9 8AD

Erection of detached covered structures.

**Farnham Town Council objects to retrospective planning applications and strongly objects to the location of the misleading red line being shown incorrectly on the Location and Block Plans. The covered structures are situated outside the applicant's ownership. The use of the outside structures has added to the noise from the establishment, having a negative impact on the amenity of location residents.**

## **Farnham Moor Park**

### **WA/2023/00051 Farnham Moor Park**

Officer: Dylan Campbell

ST STEPHENS HOUSE, DOGFLUD WAY, FARNHAM

Change of use and alterations to first floor from office (Use Class E) to form 4 dwellings (Use Class C3) with associated car parking, refuse and cycle store.

**Change of use has been granted for under PRA/2022/02614 and PRA/2022/02704 for the ground floor and second floor, it was only a matter of time before the first floor was submitted.**

**Farnham Town Council were previously reassured by Planning Officer Dylan Campbell, that one parking space and cycle storage facilities would be provided for each dwelling. This application details this provision in its description. Although communal outside space cannot be requested, the accommodation must be assessed to ensure it is above the 'minimum' standard for space and light, especially as a fourth dwelling has been included on the first floor which is shown as a compact Studio.**

## **Farnham Weybourne and Badshot Lea**

### **NMA/2023/00022 Farnham Weybourne and Badshot Lea**

Officer: Kate Edwards

LAND AT GREEN LANE FARM, GREEN LANE, BADSHOT LEA

Amendment to WA/2018/1230 to amend condition 15, part (c) to allow for the submission of verification reports in stages, enabling the phased occupation and completion of the proposed development.

**Non material amendment allowed without consultation.**

### **WA/2023/00054 Farnham Weybourne and Badshot Lea**

Officer: Simon Brooksbank

LAND AT WAVERLEYS FOLLY, ST GEORGES ROAD, BADSHOT LEA, FARNHAM

Erection of 10 dwellings including access, parking, landscaping and amenity space with associated works.

**Farnham Town Council objects to the extension of the site at Waverleys Folly beyond the Built-up Area Boundary of the Farnham Neighbourhood Plan, eroding the countryside and character of the area by extending built form into the patchwork of small green fields. The approved area of 23 dwellings completes the allocation in policy FNPI4c. This application is not compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, LPP1 policy TDI Townscape and Design and Climate Change and Sustainability SPD with the loss of biodiversity by proposing to build over the orchard area. The proposed dwellings are shown in the area marked as 'retained and enhanced orchard planting', and a LEAP to the east, approved in WA/2021/01937.**

**At no point has a 'phase two' of Waverley's Folly been agreed or approved through Allowed Appeal WA/2018/0545 Outline application, with documentation stating 'The southern half of the application site is outside of this allocation and no dwellings are proposed within this area of land' or through WA/2021/01937 Reserved Matters. The Applicant, Elivia Homes, is being misled by their agent Henry Adams LLP.**

**Neighbourhood Plan policies are still valid as part of the local development plan, despite the Borough's five-year housing land supply position. The primacy of**



development plans in the English planning system was reaffirmed by a Court of Appeal ruling on two appeals by land promoter Gladman, which emphasised that where a council lacks the required five-year housing land supply, this may tilt the balance in favour of proposed residential schemes, but it does not render grants of planning permission automatic.

Local Plan Part I (LPP1) 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.

#### 4. Applications Considered

##### **Farnham Bourne**

###### **CA/2023/00067 Farnham Bourne**

Officer: Theo Dyer

AUDLEY HOUSE, 10 SWINGATE ROAD, FARNHAM GU9 8JJ

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in a conservation area covered by Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area and its setting. 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 and requests a replacement tree is planted.**

###### **TM/2023/00032 Farnham Bourne**

Officer: Theo Dyer

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

APPLICATION FOR WORKS TO TREE 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.**

###### **TM/2023/00052 Farnham Bourne**

Officer: Theo Dyer

COMBE RISE, 8 LATCHWOOD LANE, FARNHAM GU10 3HB

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 28/10

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

###### **WA/2023/00044 Farnham Bourne**

Officer: Sam Wallis

LITTLE HOPTON, 7 BEECH AVENUE, LOWER BOURNE, FARNHAM GU10 3JZ

Certificate of Lawfulness under Section 192 for erection of a single storey side and rear extension with associated patio.

**Sadly, permitted development doesn't take into account design or materials.**

## **Farnham Hale and Heath End**

### **TM/2023/00069 Farnham Hale and Heath End**

Officer: Theo Dyer

HALE COURT, FAIRVIEW GARDENS, FARNHAM GU9 0NQ

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

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

## **Farnham Moor Park**

### **WA/2023/00017 Farnham Moor Park**

Officer: Sam Wallis

5 STOKE HILLS, FARNHAM GU9 7TE

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, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD.**

### **WA/2023/00050 Farnham Moor Park**

Officer: Matt Ayscough

56 WAVERLEY LANE, FARNHAM GU9 8BN

Erection of extensions and alterations.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.**

## **Farnham Upper Hale**

### **TM/2023/00068 Farnham Upper Hale**

Officer: Theo Dyer

8 LAWDAY PLACE, FARNHAM GU9 0AA

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 04/07

**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/2023/00036 Farnham Upper Hale**

Officer: Sam Wallis

6 FOLLY LANE NORTH, FARNHAM GU9 0HX

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, LPP1 policy TDI Townscape and Design,**

**CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD.**

### **Farnham Upper Hale**

#### **WA/2023/00038 Farnham Upper Hale**

Officer: James Kidger

133 UPPER HALE ROAD, FARNHAM GU9 0JF

Display of 2 internally illuminated fascia signs.

**Farnham Town Council notes objections to the new illuminated signage as 133 Upper Hale Road. The size and level of illumination of the signage to the front has always been out of place for the residential area. Concern is raised about illuminated signage on the north elevation alongside the Upper Hale Road.**

#### **WA/2023/00039 Farnham Upper Hale**

Officer: James Kidger

133 UPPER HALE ROAD, FARNHAM GU9 0JF

Change of use to a mixed use restaurant and takeaway (Class E) and installation of new extraction flue following removal of existing extraction system.

**Farnham Town Council notes that this is a new owner. Unfortunately, the applicant has not done their due diligence if they were 'not aware of formerly served enforcement notice on this unit'. Although details of new extraction served with ESP and UV-O is proposed, what measures and checks are put in place by Environmental Health to ensure the maintenance schedule is adhered to when quoting 'carried out by the user' 'every 1 week to 4 months (depending on the degree of pollution)'? Although this may not be a planning matter, nuisance and impact on the amenity and visual amenity of the local area is.**

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

#### **WA/2023/00012 Farnham Weybourne and Badshot Lea**

Officer: Sam Wallis

15 STOCKWOOD WAY, WEYBOURNE, FARNHAM GU9 9TE

Alterations to link attached garage to provide habitable accommodation.

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

### **Farnham Wrecclesham and Rowledge**

#### **WA/2023/00018 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

36 THE STREET WRECCLESHAM FARNHAM GU10 4PR

Erection of enclosed entrance porch.

**Farnham Town Council objects to the inappropriate window and door materials, the proportions of the window and to the overall size of the proposed porch, being out of character with the street scene and other cottages in the row, not compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP6 Wrecclesham Conservation Area and its setting, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design. Character must be considered against the Farnham Design Statement guidelines.**

**TM/2023/00031 Farnham Wrecclesham and Rowledge**

Officer: Theo Dyer

LADYWOOD HOUSE, 39A ECHO BARN LANE, WRECCLESHAM, FARNHAM GU10 4NG  
APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 02/10

**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.**

**5. Appeals Considered**

**Appeal Decision**

**WA/2020/0558** THE OLD MISSION HALL, HOOKSTILE LANE, FARNHAM GU9 8LG

Outline application for up to 24 one and two bedroom apartments with underground parking.

**The appeal was ALLOWED despite the proposal having a harmful effect on highway safety with regards to the access lane. The proposals are contrary to LPPI policy ST1 and Farnham Neighbourhood Plan policy FNP30 which seek proposals to have safely located vehicular and pedestrian access.**

**6. Licensing Applications Considered**

There were none for this meeting.

**7. Surrey County Council Mineral, Waste, or Other Applications/Consultations**

There were none for this meeting.

**8. Public Speaking at Waverley's Western Planning Committee**

There were none for this meeting.

**9. Date of next meeting**

Monday 6<sup>th</sup> February 2023 at 9.30am.

The meeting ended at 11.20 am

Notes written by Jenny de Quervain