



# FARNHAM TOWN COUNCIL

## Agenda Council

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**Time and date**

Thursday 28th April, 2022 at 7.00 pm

**Place**

Council Chamber - Farnham Town Hall.

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To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 28th April, 2022, 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: 28 April 2022

Name of Councillor .....

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

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 28th April, 2022 at 7.00 pm

### Place

Council Chamber - Farnham Town Hall, South Street, Farnham

This meeting will also be available via zoom and Members attending via zoom may, at the discretion of the Mayor, speak but do not form part of the Quorum and cannot vote in accordance with legislation. <https://us02web.zoom.us/j/82735308185?pwd=SElhTHBnUEhORkxISlkzdWtCdTZ4Zz09>  
Meeting ID: 827 3530 8185 Passcode: 909002

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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, Blishen, Cockburn, Dickson, Edmonds, Gray, Hesse, Macleod, Martin, Merryweather, Mirylees, Neale, and Ward.*
- (ii) *The following councillors have made a general non-pecuniary interest declaration in relation to being 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 - 12)**

To sign as a correct record the minutes of the Farnham Town Council meeting held on 17<sup>th</sup> March.

**Appendix A.**

### 4 Questions and Statements by the Public

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

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

**5 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

**6 Questions by Members**

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

**Part I - Items for Decisions**

**7 Working Group Notes (Pages 13 - 18)**

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

- i) Tourism and Events held on 13<sup>th</sup> April 2022 **Appendix B**
- ii) Strategy and Finance held on 19<sup>th</sup> April 2022 **Appendix C**

**8 Approval of End of Year Accounts 2021-22 (Pages 19 - 68)**

The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on April 19<sup>th</sup> 2022 and are for formal approval by the Council prior for submission to the External Auditor.

- i) To receive a report on the 2021/22 Outturn **Appendix D**
- ii) To receive the Summary 2021/22 Income and Expenditure Outturn **Appendix E**
- iii) To receive and agree the draft Report and Financial Statements for 2021/22 and earmarked reserves at 31<sup>st</sup> March 2022 **Appendix F**
- iv) To consider the final Internal Auditor's Report for the Year Ended 31 March 2022 and accept the issues raised **Appendix G**
- v) To approve the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return) **Appendix H**
- vi) To approve the variances list between the 2020/21 and 2021/22 Annual Returns as required. **Appendix I**
- vii) To approve the Annual Governance and Accountability Return for the Year Ended 31<sup>st</sup> March 2022 for signature and submission for External Audit **Appendix J**

**9 Planning and Licensing Applications (Pages 69 - 132)**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 21<sup>st</sup> March and 4<sup>th</sup> and 25<sup>th</sup> April.

**Appendices  
K, L M.**

**10 Appointment of Working Groups, Task Groups and Panels for 2022-23 (Pages 133 - 142)**

To elect Working Groups, Task Groups and Panels in accordance with Standing Orders 15 **Appendix N**

**11 Appointment of representatives to external bodies (Pages 143 - 144)**

To elect representatives to external bodies from member preferences attached **Appendix O**

**Part 2 - Items to Note**

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

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

**13 Reports from Other Councils**

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

**14 Reports from Outside Bodies**

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

**15 Date of Next Meeting**

To note that the next meeting will be the Annual Meeting of Council and Mayor Making on Thursday May 12<sup>th</sup> 2022.

**16 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 arising from the Working groups or Task Groups because they contain exempt staffing or contractual matters.

**Item 3 - Confidential Items**

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

Council Membership:

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

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# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### **Time and date**

7.00 pm on Thursday 17th March, 2022

### **Place**

Council Chamber - Farnham Town Hall

### **Councillors**

Councillor Alan Earwaker (Mayor)  
Councillor Michaela Wicks (Deputy Mayor)  
Councillor David Attfield  
Councillor David Beaman  
Councillor Roger Blishen  
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 Kika Mirylees  
Councillor John Neale

### **Officers Present:**

Iain Lynch (Town Clerk)  
Iain McCready (Contracts & Facilities manager)  
Jenny de Quervain, (Planning and projects)

There was 1 member of the public and 1 member of the press in attendance.

Prior to the meeting, prayers were led by Revd Jane Walker.

C110/20 **Apologies**

Apologies were received from Councillors Dunsmore, Ward and Edmonds.

Councillors Cockburn, Merryweather and Mirylees attended remotely

C111/20 **Disclosures of Interest**

Other than what was noted on the agenda there were no disclosures prior to the meeting.

In terms of item 8ii Paragraph 5, point 6, Cllr Sally Dickson indicated that she had a pecuniary interest and she would not take part in the this matter as an organiser of the Farnham Fringe Festival.

C112/20 **Minutes**

The minutes of the meeting held on 27<sup>th</sup> January 2022 were agreed for signing by the Mayor.

C113/20 **Questions and Statements by the Public**

Mr Mark Stinson asked about the Runfold recreation ground and improving the facilities which were looking tired and under-maintained. Cllr Martin advised that the Crooksbury Residents' Association was looking into it and there may be a possibility of CIL funding. It was not clear whether or not it lay within the Waverley Boundary (possibly Guildford) but the Town Clerk would clarify with Waverley Borough Council.

A further question was put forward regarding the white lines on the road of the Sands junction where there had been a recent accident which could have been avoided. Cllr MacLeod offered to follow up with Surrey County Council Highways as it was in his ward.

C114/20 **Town Mayor's Announcements**

The Mayor advised that it had been a very busy time since the last Council meeting. A reminder was given regarding COVID and to take precautions. Numbers in Waverley were again increasing and it was important that everyone still took the advice and encourage having the booster vaccination.

In terms of the Ukraine situation, the Mayor advised that the Council was being very active in supporting the welcome for refugees to the town. This would be discussed further on the agenda.

The inaugural first literacy festival had taken place and had been very successful. Congratulations and thanks were given to all that were involved in its organisation.

The Mayor was pleased to announce that Farnham in Bloom chosen as finalists in RHS Britain in Bloom and would be representing the South East in the Large Town Category. The Mayor announced that 40 trees were planted by the community at the Riverside opposite Hatch Mill on a special tree planting day for the Queen's Green Canopy on the 70<sup>th</sup> day of the 70<sup>th</sup> year of her reign. A list of all those involved was being included in a book of the national planting project.

C115/20 **Questions by Members**

There were no questions from Members



## C116/20 **Ukraine**

Council received a statement by the Council of European Municipalities and Regions (CEMR) condemning the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. The statement, outlined in the agenda papers, had already been endorsed by the National Association of Local Councils and the Local Government Association.

It was noted that a lot had already been done from the community and Members were asked that if they had any associations with charities to make contact. The Town Council was doing a lot already and the response from the community had been brilliant. There were already 30 families that would be coming to the town and they would be made most welcome to the community. There would be some people coming with skills to work from home remotely.

It was noted that the Rotary Club was taking donations and that there would be a Farnham Connects meeting to share information with other community groups..

It was proposed by Cllr John Neale, seconded by Cllr Pat Evans and **RESOLVED *nem con* that the statement be supported.**

## C117/20 **Working Group Notes**

### **i) Community Enhancement – 3<sup>rd</sup> March 2022**

Cllr Sally Dickson introduced the report to Council from the Community Enhancement Working Group which had taken place on 3<sup>rd</sup> March 2022. It was positive news regarding the Farnham in Bloom Launch and the tree planting day. It was an honour to be chosen again as finalists in RHS Britain in Bloom for the South East Region. The Working Group would be looking at possibly changing the route to show out-of-town projects/initiatives moving forward.

### **ii) Strategy and Finance – 8<sup>th</sup> March 2022**

Cllr John Neale introduced the report to Council of the meeting of 8<sup>th</sup> March 2022.

In terms of contracts and assets a number of recommendations were made. These were noted in the minutes of the meeting but to summarise the main points: It was proposed to switch to a modern combined radio/smart phone with a dedicated app to ease the flow of information and increase safety when working alone. This would be beneficial for the management of the outside workforce and at a reasonable cost over two years.

The Working Group had reviewed options for replacement grass cutting machines and there were options for battery powered alternatives but these were disproportionately costly. A like-for-like replacement was considered the best alternative until costs for battery operated machines lessened.

Other recommendations were supported but it was noted that they were waiting for assurance from the insurers regarding the use of personal equipment to confirm whether the use of personal equipment by the outside workforce was permitted and to

ensure that the Council was covered for any risk. The Council would want to inspect and service any machinery if permitted to be used on an ad-hoc basis.

Council noted the Working Group would be revisiting the options for solar panels. Cllr Paula Dunsmore was also working with officers on options for the remodeling of the Hale Chapels into a Community Garden.

In terms of the review of Council Policies, the Model Code of Conduct developed by the Local Government Association in discussion with NALC was considered. It had been adopted by Waverley Borough Council and it was proposed that it be adopted by the Town Council with changes relating to referring issues to the Town Clerk rather than the Monitoring Officer for Town Council matters. The Town Clerk would be arranging a training session tailored for Town and Parish Councillors in due course.

Detailed debate on the Farnham Infrastructure Programme (FIP) would be taken in exempt session. In summary, Surrey County Council had prepared sifted options detailed in the exempt papers. Councillors wanted to ensure that there was appropriate consultation on the options before finalizing the any option that was taken forward. It was noted a meeting outlining the options had only taken place the proceeding day and a paper tabled (and circulated by email) for consideration.

Council was presented with some potential signage for the 20mph zone in Castle Street, although the quality of what was shared was poor. There was concern about the position of the signs and proposed build outs within the conservation area and their proximity to the listed buildings and structures and it was felt the zone should be moved further up Castle Street. It wasn't felt that 'Farnham Town Council' or its crest needed to be included on the sign. Cllr MacLeod said any signage would be temporary so that they could be moved if circumstances changed. Council felt it should not be dictated to by Surrey County Council and it was felt the views previously expressed had not been taken on board. Cllr Hesse presented another proposal for temporary signs which, after further discussion, was the preferred option of those seen. It was noted the 20mph zone would come into force in the summer and would be in place for a minimum of 2years. Signs on the road surface would also depict 20mph in addition to the signs.

The Conservation Area Task Group had agreed a list of actions for each of the conservation area improvements be prepared. Cllr Brian Edmonds and Carole Cockburn would be meeting with Sophie Piper at Waverley Borough Council to discuss further.

#### **Contracts and Assets:**

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

- 1. The purchase of 10 new Boxchip S900A phones at a cost of £6,450 the purchase the Tassta application at a cost of £1,650 for a two year deal from within the 2021/22 IT equipment and software budgets be agreed**
- 2. The replacement of the two uneconomic mowers with 2 Scag Freedom Z machines at a cost of £16,000 from the new machinery budget 2021/22 be agreed.**

3. The purchase of a Mosquito 2 sweeper at a cost of £4,000 from the 2021/22 environmental initiatives budget be agreed.
4. The purchase of Arboricultural PPE at a cost of approximately £600 for one full kit for each of two staff members with a view to recharging the staff members a percentage of the cost if they were to leave within two years be agreed with the cost to be met from 2021/22 PPE budget.
5. A polytunnel for the rear of the Depot be purchased at a cost of £800; and
6. The demolition of the Gostrey Meadow pavilion at a maximum cost of £3,492 be progressed with the cost met from the Property Maintenance and refurbishment budget

**Finance:**

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

7. The Summary Income and Expenditure to the end of February with an anticipated end of year surplus be noted.
8. A grant of up to £1,000 from the 2021/22 balance be earmarked for the Fringe Festival subject to further information being received. (amendment proposed by Cllr Beaman and seconded by Cllr Hesse and agreed to refer to “up to”)

**Review of Council Policies:**

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

9. The LGA Model Code of Conduct, developed in association with the National Association of Local Councils, and any subsequent modifications, be adopted as the code applying to Farnham Town Council; and
10. All councillors attend training on the code and their responsibilities.

**20mph signage:**

11. It was proposed by Cllr John Neale, seconded by Cllr David Beaman and it was **RESOLVED**, with Cllr Fraser objecting, that temporary gateway signage be implemented similar to that proposed by Cllr Hesse and subject to location being agreed by the Waverley heritage officer and Historic England.

**C118/20 Planning and Licensing Applications**

Cllr ‘Scotty’ Fraser introduced the report and the Minutes of the meetings of the Planning and Licensing Consultative Group held on 7<sup>th</sup> and 21<sup>st</sup> February and 7<sup>th</sup> March. There had had been around 151 applications considered with 10 being controversial and 34 needing more detailed review.

Council noted there continued to be issues with the Waverley Planning Portal to access information and that there was also not enough time from receiving applications to comment on them adequately. Council noted that without the Local Plan Part 2 being agreed the Town continued to be at risk.

**C119/20 Actions taken under the Scheme of Delegation**

There were no actions to report.

**C120/20 Reports from Other Councils**

- i) Cllr MacLeod advised that following a recent OFSTED inspection SCC Children & Families service was no longer ‘in Intervention’. He also advised that SCC Members

were concerned about removing highways matters from the Local Committee and were making representations.

- ii) Cllr Cockburn advised that there had been a recent presentation at Waverley Borough Council on the AONB review. Of particular note was the positive response to the suggestion of joining the areas from Tice's Meadow, Frensham, Dockenfield and Rowledge to the National Park. Further information was awaited.
- iii) Cllr Cockburn advised that the Farnham Design Statement had been with Waverley since October and a meeting was planned to get a response on any changes needed.

#### C121/20 **Reports from Outside Bodies**

Cllr Cockburn advised she had attended a webinar arranged by Department for Levelling Up, Housing and Communities (DLUHC) regarding updating neighborhood plans using Design Codes. She would bring any further information to the next Strategy and Finance meeting.

#### C122/20 **Date of Next Meeting**

The date of the next meeting was agreed as 28<sup>th</sup> April 2022 at 7pm. The date of the Annual Town Meeting of Electors was noted as being 31<sup>st</sup> March 2022.

At 10.05pm, it was agreed for the meeting to be adjourned to hold the Meeting of the South Street Trust.

The meeting reconvened at 10.10pm. Councillors Wicks, Evans and Cockburn had left at this point.

#### C123/20 **Exclusion of the Press and Public**

It was agreed that the Press and Public be excluded for discussion of options prepared by consultants working for Surrey CC that were confidential as they were still in draft.

#### C124/20 **Any confidential matters arising from discussions of the Working Group notes.**

Council noted there were complex changes to roads proposed. The proposed changes to the gyratory at phase two were feasible.

It was noted that the Phase 3 was an aspiration and there was both positive and negative feelings towards closing off roads. There would be further discussion with local businesses.

It was proposed by Cllr Beaman, seconded by Cllr Dickson and **RESOLVED, with two abstentions, that the Upper Hart Link proposal be moved to the second option.** Councillors Neale and Attfield abstained from the vote.

The Mayor closed the meeting at 10.32 pm



## FARNHAM TOWN COUNCIL

# B

### Notes Tourism & Events Working Group

#### Time and date

9.30 am on Wednesday 13th April, 2022

#### Place

Council Chamber - Farnham Town Hall

#### Attendees:

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

Officers: Oliver Cluskey

#### 1. Apologies

POINTS	ACTION
Apologies were given from the Town Clerk. Cllr Mirylees to arrive late.	

#### 2. Disclosures of Interests

POINTS	ACTION
None were made.	

#### 3. Notes of the last meeting

POINTS	ACTION
Notes of the last meeting held on 12 <sup>th</sup> January 2022 were agreed with Mayor to be added to list of attendees.	Events Manager to add Mayor to list of attendees.

#### 4. Recent events

POINTS	ACTION
A) Music in the Vineyard The Events Manager confirmed that all MIV events were cancelled.	

<p>B) Literary Festival  Cllr Mirylees joined meeting. Members discussed the Literary Festival and all agreed that it was a hugely successful series of events throughout Farnham. The working budget was presented which showed a breakeven once additional Officer hours were added. Members thanked all involved and Cllr Evans asked for it to be noted in the minutes. Cllr Merryweather suggested that merchandise could be sold at future Festivals. Members all agreed that the Literary Festival should be an annual event.</p>	
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## 5. Future events and projects

POINTS	ACTION
<p>With no COVID restrictions currently in place the future events schedule was:</p> <p>A) Walking Festival – 14<sup>th</sup> May-5<sup>th</sup> June  31 walks had been scheduled with FTC coordinating the Festival this year. Second draft of the brochure was due. Sponsorship had been gained from Farnham Veterinary Hospital.</p> <p>B) Sustainability Festival – 22<sup>nd</sup> May  The first event in Gostrey Meadow for 2022 was being organised in partnership with Farnham Community Farm. There were currently 25 stalls booked alongside a talks tent and music in the bandstand.</p> <p>C) Music in The Meadow – 29<sup>th</sup> May-4<sup>th</sup> September  A broad range of music had been booked. The events Manager was considering having some dance at the younger persons showcase as Emma Jones from the maltings who had previously organised ‘dance in the meadow’ was leaving so wouldn’t be able to co-ordinate.</p> <p>D) Platinum Jubilee – 5<sup>th</sup> June  The Events Manager informed members that 4 bands had been booked alongside 40 tables to create a union jack as part of the ‘Big Lunch’. There would also be a tea tent, ice cream van, cake seller and little bubbly truck. £5,000 Budget needed to be agreed. Events Manager confirmed that bunting for town had been organised by Iain McCready. Cllr Evans asked if there would be a Town Crier. The Events Manager had not progressed due to prioritising the Literary Festival but would arrange a meeting to discuss. It was noted that Tourism and Events working group was not responsible for the recruiting the Town Crier.</p> <p>E) Picnic in the Park / Carnival Sunday - 26<sup>th</sup> June  Bands were booked including the Woking Wind Orchestra and Farnham Big Band alongside 20 stalls and circus skills area. There would also be a craft tent.</p> <p>F) Market on West Street  Confirmed dates for 2022 were:  Antiques and Brocante: 3<sup>rd</sup> April, 12<sup>th</sup> June, 20<sup>th</sup> November  Art and Craft: 8<sup>th</sup> May, 23<sup>rd</sup> October  Ethical Vegan: 10<sup>th</sup> July</p>	<p>Events Manager to confirm £5,000 budget with Town Clerk</p> <p>Events Manager to arrange meeting regarding Town Crier</p>

<p>The Events Manager informed members that there was only one Vegan market due to availability with markets being a monthly event as agreed previously. Cllr Martin had received a complaint from a member of public unable to access Waitrose. The Events Manager informed members that there were bespoke Waitrose signs throughout the Town with one at the bottom of Downing Street. Members agreed that the 'positives outweighed the negatives' and the market had a positive impact for the majority of the shops that were open.</p> <p>G) Farnham Fringe Festival Members agreed that there could be no further support due to staffing capacity. Members noted that the agreed funding was to be transferred to an organisation rather than an individual.</p> <p>H) Food and Drink month Sausage and Cider - 3<sup>rd</sup> September Sausage and Cider event by the Lions was to mark the beginning of the Food Festival on 3<sup>rd</sup> September.</p> <p>Gin and Fizz – 10<sup>th</sup> September The Events Manager informed members that the Maltings had reorganised their programme schedule and 10<sup>th</sup> September was not available. The Events Manager informed members that The Surrey Gin Festival was scheduled for 10<sup>th</sup> September at Loseley Park but was hopeful that the distillers selling there may be able to do two events. Having been on a site visit that week, the Events Manager proposed The Kiln in Badshot Lea as an alternative venue. The venue was asking for £12.50 per hour plus a contribution for electricity. Cllr Meryweather agreed that this was a fantastic opportunity for another area of Farnham to benefit from FTC events. The Events Manager suggested that the saving on venue hire could be used for Hoppa buses transporting people from other areas. Members raised the issue of security due to the location and it was suggested extra fencing may be required in the car park area that would be used. Members agreed to go ahead and contact distillers and vintners to seek availability.</p> <p>Food and Drink Festival – 25<sup>th</sup> September A large number of applications had been received. Members asked if the chilli eating competition would be back. The Events Manager had booked this.</p> <p>I) October Craft Month Members were informed that the Craft Month Coordinator from 2021 was unable to do 2022. Also, the Maltings Craft Coordinator, Allison Thistlewood, was leaving her post. This left no other dedicated Craft personnel involved with World Craft Town and October Craft Month. A job description for 2022 October Craft Month Coordinator had been written and was about to go live. Cllr Mirylees suggested someone who may be available. The Events Manager informed members that the rate on offer may have to increase in order to attract interest. A National Lottery Grant had been applied for that may allow a higher rate.</p>	<p>Events Manager to progress</p> <p>Cllr Mirylees to make initial inquiries</p>
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## 6. Sponsorship

POINTS	ACTION
<p>Members were informed that £10,000 had currently been raised:</p> <p>Kidd Rapinet:            Principle Summer (£3000)            Christmas Market Gold (£1000)            Literary Festival (TBC)            Total: £4000</p> <p>Farnham Veterinary Hospital:            Walking Festival – (Silver £600)            Sustainability Festival – (Silver £500)            Music in the Meadow – (£400)            Food Festival – (Gold £1000)            Principle Christmas - (Principal £3000)            Farnham in Bloom Planters on East Street (2 for £500)            Total: £6000</p> <p>The Events Manager informed members that they were also in conversation with Durham House, Abbeyfield, Clifton Ingram. Members discussed other possibilities and made a number of suggestions</p>	<p>Clr Martin to contact new business.</p> <p>Events Manager to contact others</p>

## 7. Business

POINTS	ACTION
<p>A) BID            Contract with Mosaic Partnership signed with contributions from Waverley's ARG fund and Welcome Back money from FTC. Richard Harris had been recruited to help coordinate. Members were informed that an October date for a BID vote was being targetted but was slightly optimistic.</p> <p>B) Welcome back fund            Members were informed that the period of funding ended in March and that the previously discussed Craft Town App was in development. This, however, would now include other tourism related categories such as walking trails and leisure and would become a Farnham 'tourism' app. A haunted Farnham trail was being created by UCA that would also appear on the app. The App would be easily updated with a content management system. A0 sized noticeboards for Gostrey meadow to advertise events had been ordered.</p> <p>C) Gostrey Meadow            Coffee Vendor            Currently the Coffee vendor 'coffee can' was on a 6 week rolling agreement, with 3 days a week. She has asked for an extra 3 days. Members discussed the impact on other businesses as well as the benefits of the service to Gostrey Meadow visitors. Members agreed that the coffee can should be granted another day's trade.</p>	



<p>Ice cream vendor The Events Manager was currently in discussion with two vendors. Sir Whippy, the ice cream van with battery power was only interested in weekends and events. Members discussed having two vendor contracts and possible a bicycle trader during the week when it wasn't so busy. Cllr Martin suggested 'Icicle Bicycle'.</p>	<p>Events Manager to progress</p>
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## 8. Financial Update

POINTS	ACTION
<p>Members agreed that with the Town Clerk absent and it being the beginning of the financial year, an update was not necessary.</p>	

## 9. Date of next meeting

POINTS	ACTION
<p>The date of the next meeting was agreed as Wednesday 13<sup>th</sup> July 2022 at 9.30am.</p>	

The meeting ended at 11.35 am

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

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## FARNHAM TOWN COUNCIL



# D

## Report Council

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**Date: 28<sup>th</sup> April 202**

### **Year End Accounts 2021/22**

#### **1 Summary**

This report gives an overview of the 2021/22 accounts, variances and specific issues that arose during the year and should be read in conjunction with the notes of the Strategy & Finance Working Group which discussed the Year End in detail.

#### **2 Overview**

2021/22 was again set against a background of the Coronavirus pandemic worldwide and with opportunities to support the business and wider community with grants from government.

Working alongside community partners and volunteers the Coronavirus Hardship Fund was renamed the Support Fund and has operated as a separately identified part of the Town Council accounts.

During the year two significant capital projects were implemented, the refurbishment of the Central Car Park Public Conveniences and the restoration of the Grade II listed West Street Cemetery Gates. During the year, the first significant Community Infrastructure Levey Funding was received, and a portion of the funds was allocated to the Public Convenience refurbishment.

#### **Outturn**

**3** The overall income position (bearing in mind there are donations for the Support fund, a government grant and other earmarked contributions (such as for CIL), was 125% of that budgeted £1,728,639 (against a budget of £1,374,700) whilst expenditure was also up at £1,548,470 (against a budget of £1,399,850). This meant an additional £180,168 of additional income over expenditure was received.

However, this is not a straight surplus as £174, 573 was received for CIL and section 106 planning contributions for specific earmarked purposes, and £13,333 was received for a Business Improvement District project). Other funds were received and expended on Hardship grants through the Farnham Support Fund.

After appropriate transfers are taken place for designated reserves, there is a net expenditure over income of £28, 541 with the reserves reduced by this amount.

### **Creditors and debtors**

- 4 This year the Debtors figure is £10,077 (2020: £22,981). This is partly because there are payments on account with people who had paid for events we cancelled awaiting new invoices that will be matched off against them. None of the outstanding payments is cause for concern.

This year the creditors figure is £33,418 (2020: 14,026). The main reason for this relates to some £17,000 worth of disputed invoices. Nearly all of this is still due but we are not paying until we have resolved the outstanding elements.

### **Investments**

- 5 The HSBC money market accounts are now paying only 0.01% for any investment up to two years. As a result, we have maintained the balance in the call account - hence the increase in that particular account and the reduction to zero in the other three money market accounts as their terms expired.

### **General Reserves**

- 6 Local Councils may keep general reserves in a range of 3 months to 12 months. The Council's current policy is to keep approximately six months' worth of reserves based on the precept or operating expenditure. The reserve this year will reduce from £521,473 to £492,932 representing 40% of the precept level (4.8 months) and 33% of the operating expenditure.

### **Earmarked Reserves**

- 7 Council should review its earmarked reserves as part of the year end process to ensure they are still required or if there are different priorities. These are attached in the Report and accounts (Appendix F). Some reserves must be kept as they are retained for specific purposes such as those agreed for Section 106 projects or CIL. Similarly, the sale of a capital asset such as the cemetery chapel in Green Lane should be spent on capital purposes and is retained as such. The bus shelters reserve is a commuted sum for replacement or repair of shelters installed by SCC.

The pledges listed are for grants agreed in the past two years for projects that are fundraising significant sums or awaiting progress, and will be released at the appropriate time.

The Council Chamber earmarked reserve may be required in the coming year as the boiler is at the end of its useful life. The Crime Prevention Panel reserve has been given to the council on the cessation of the Panel. The Mosaic reserve is scheduled for the agreed work for commissioned consultants to take the Business Improvement District to the vote stage in conjunction with the Chamber of Commerce. The Coronavirus Support Fund has now been renamed the Farnham Support Fund. The elections Fund will be next used in 2023.

### **Assets**

- 8 The Assets register has been updated to reflect purchases or refurbishments made during the year. The calculation of local authority assets is somewhat confusing as it is not a current valuation or an insurance valuation and does not take into account depreciation. A gifted asset is calculated at zero or £1.

The *Practitioners Guide* explains

"5.147 For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced.

Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.”

“ 5.61 In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one-pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.”

As a reminder, longer term investments (such as that in the Local Authority Property Fund) are shown in the Asset Register rather than in the list of investments. When they are sold, the receipt will be taken as income in the year of sale.

The Assets Register, circulated to all councillors separately and available on request, has been updated to reflect purchases (and a vehicle disposal) made during the year and stands at £2,634,489.

#### **Comment on variances from the previous year**

- 9 Attached at Appendices I and li are the explanation of variances that must accompany the Annual Governance and Accountability Return.

#### **Recommendation of Strategy & Finance Working Group to Council**

It is recommended that:

- 1) the 2021/22 Outturn be welcomed;
- 2) the Annual Governance Statement (Section I of the Annual Governance and Accountability Return) be approved;
- 3) The Internal Auditor’s report and recommendations be agreed;
- 4) The updated Asset Register be approved;
- 5) The Report and Financial Statements for 2021/22 be adopted for signature;
- 6) The variances list for the Annual Return be agreed;
- 7) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Strategy &amp; Finance</b>								
100	Professional Services & Admin	Income	0	1,579	0	(1,579)		0.0%
		Expenditure	135,162	125,260	111,350	(13,910)	4,812	(18,722) 116.8%
	Movement to/(from) Gen Reserve		<u>(135,162)</u>	<u>(123,681)</u>				
110	Governance & Democratic	Expenditure	114,810	88,141	154,250	66,109	49	66,061 57.2%
120	Office & Customer Services	Income	319	31	0	(31)		0.0%
		Expenditure	106,462	115,648	85,150	(30,498)	3,427	(33,925) 139.8%
	Movement to/(from) Gen Reserve		<u>(106,143)</u>	<u>(115,617)</u>				
130	Grants	Expenditure	70,425	67,851	72,000	4,149	4,149	94.2%
	plus Transfer from EMR		0	3,000				
	Movement to/(from) Gen Reserve		<u>(70,425)</u>	<u>(64,851)</u>				
140	Planning	Expenditure	29,788	26,685	37,200	10,515	10,515	71.7%
141	Elections	Expenditure	0	0	1,000	1,000	1,000	0.0%
	plus Transfer from EMR		-5,000	-1,000				
	Movement to/(from) Gen Reserve		<u>(5,000)</u>	<u>(1,000)</u>				
142	Neighbourhood Plan	Income	0	5	0	(5)		0.0%
		Expenditure	3,359	3,927	11,000	7,073	7,073	35.7%
	Movement to/(from) Gen Reserve		<u>(3,359)</u>	<u>(3,922)</u>				
150	Other Operating Income/Costs	Income	1,171,896	1,187,624	1,184,400	(3,224)		100.3%
		Expenditure	(240)	467	0	(467)	(467)	0.0%
	Net Income over Expenditure		<u>1,172,136</u>	<u>1,187,157</u>	<u>1,184,400</u>	<u>(2,757)</u>		
	Movement to/(from) Gen Reserve		<u>1,172,136</u>	<u>1,187,157</u>				
155	Covid-19	Income	30,237	40,938	0	(40,938)		0.0%
		Expenditure	41,173	28,191	5,000	(23,191)	2,000	(25,191) 603.8%
	Movement to/(from) Gen Reserve		<u>(10,936)</u>	<u>12,747</u>				
160	Wrecclesham Community Centre	Income	0	5,000	6,250	1,250		80.0%
		Expenditure	3,077	5,302	5,700	398	172	226 96.0%
	Net Income over Expenditure		<u>(3,077)</u>	<u>(302)</u>	<u>550</u>	<u>852</u>		
	Movement to/(from) Gen Reserve		<u>(3,077)</u>	<u>(302)</u>				
170	Community Development	Expenditure	29,490	26,827	26,500	(327)	(327)	101.2%
171	Community Safety & Well-being	Income	40,558	1,963	0	(1,963)		0.0%
		Expenditure	65,246	13,308	16,800	3,492	3,492	79.2%
	Net Income over Expenditure		<u>(24,688)</u>	<u>(11,344)</u>	<u>(16,800)</u>	<u>(5,456)</u>		
	plus Transfer from EMR		0	-500				
	Movement to/(from) Gen Reserve		<u>(24,688)</u>	<u>(13,808)</u>				
175	Localism - New Initiatives/Pro	Expenditure	4,130	25,231	47,000	21,769	21,769	53.7%
	plus Transfer from EMR		-30,000	-20,000				
	Movement to/(from) Gen Reserve		<u>(34,130)</u>	<u>(45,231)</u>				

## Summary Income &amp; Expenditure by Budget Heading 31/03/22

Month No: 12

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
176	Younger People projects							
	Income	0	10,800	0	(10,800)			0.0%
	Expenditure	0	14,636	0	(14,636)		(14,636)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,836)</u>					
180	Farnham Infrastructure							
	Income	0	3,715	0	(3,715)			0.0%
	Expenditure	17,052	20,880	30,000	9,120		9,120	69.6%
	Movement to/(from) Gen Reserve	<u>(17,052)</u>	<u>(17,165)</u>					
921	Central Carpark Toilets Projec							
	Expenditure	0	147,854	0	(147,854)	107,982	(255,836)	0.0%
930	Farnham Support Fund (covid+)							
	Income	48,932	56,239	0	(56,239)			0.0%
	Expenditure	19,511	67,565	0	(67,565)		(67,565)	0.0%
	Net Income over Expenditure	<u>29,422</u>	<u>(11,326)</u>	<u>0</u>	<u>11,326</u>			
	plus Transfer from EMR	5,000	24,451					
	Movement to/(from) Gen Reserve	<u>(0)</u>	<u>(0)</u>					
935	Business Improvement District							
	Income	0	13,333	0	(13,333)			0.0%
	plus Transfer from EMR	0	-20,000					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(6,667)</u>					
950	S106 and CIL							
	Income	15,770	174,573	0	(174,573)			0.0%
	Expenditure	0	0	10,000	10,000		10,000	0.0%
	Net Income over Expenditure	<u>15,770</u>	<u>174,573</u>	<u>(10,000)</u>	<u>(184,573)</u>			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
	Strategy & Finance Income	<u>1,307,713</u>	<u>1,495,800</u>	<u>1,190,650</u>	<u>(305,150)</u>			<u>125.6%</u>
	Expenditure	<u>639,445</u>	<u>777,773</u>	<u>612,950</u>	<u>(164,823)</u>	<u>118,441</u>	<u>(283,263)</u>	<u>146.2%</u>
	Net Income over Expenditure	<u>668,267</u>	<u>718,027</u>	<u>577,700</u>	<u>(140,327)</u>			
	plus Transfer from EMR	<u>-30,000</u>	<u>-14,049</u>					
	less Transfers to EMR	<u>50,192</u>	<u>189,661</u>					
	Movement to/(from) Gen Reserve	<u>588,075</u>	<u>514,318</u>					

**Community Enhancement**

200	Grounds Services							
	Income	0	745	0	(745)			0.0%
	Expenditure	64,679	98,340	110,200	11,860	9,552	2,307	97.9%
	Movement to/(from) Gen Reserve	<u>(64,679)</u>	<u>(97,595)</u>					
201	Highways							
	Income	0	5,000	0	(5,000)			0.0%
	Expenditure	4,353	4,961	9,000	4,039		4,039	55.1%
	Movement to/(from) Gen Reserve	<u>(4,353)</u>	<u>39</u>					
205	War Memorial							
	Expenditure	8,056	1,754	5,000	3,246		3,246	35.1%



## Summary Income &amp; Expenditure by Budget Heading 31/03/22

Month No: 12

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
210	Farnham In Bloom							
	Income	17,913	35,487	12,000	(23,487)			295.7%
	Expenditure	127,541	156,859	118,300	(38,559)	11,275	(49,834)	142.1%
	Movement to/(from) Gen Reserve	<u>(109,628)</u>	<u>(121,372)</u>					
220	Other Open Spaces							
	Income	(17)	0	500	500			0.0%
	Expenditure	15,501	9,262	27,000	17,738	3,670	14,068	47.9%
	Movement to/(from) Gen Reserve	<u>(15,519)</u>	<u>(9,262)</u>					
225	Gostrey Meadow							
	Income	700	6,183	0	(6,183)			0.0%
	Expenditure	47,167	21,860	15,000	(6,860)	9,492	(16,352)	209.0%
	Movement to/(from) Gen Reserve	<u>(46,467)</u>	<u>(15,676)</u>					
240	Allotments							
	Income	17,417	17,913	18,800	887			95.3%
	Expenditure	11,447	13,757	19,700	5,943		5,943	69.8%
	Movement to/(from) Gen Reserve	<u>5,970</u>	<u>4,156</u>					
250	Public Conveniences							
	Income	0	5	0	(5)			0.0%
	Expenditure	53,449	44,610	82,500	37,890	15,238	22,653	72.5%
	Net Income over Expenditure	<u>(53,449)</u>	<u>(44,605)</u>	<u>(82,500)</u>	<u>(37,895)</u>			
	plus Transfer from EMR	-35,000	0					
	Movement to/(from) Gen Reserve	<u>(88,449)</u>	<u>(44,605)</u>					
260	Town Centre & Rural Dev							
	Income	285	1,290	5,000	3,710			25.8%
	Expenditure	3,442	8,716	18,000	9,284	3,058	6,226	65.4%
	Movement to/(from) Gen Reserve	<u>(3,157)</u>	<u>(7,426)</u>					
	Community Enhancement Income	<b>36,298</b>	<b>66,623</b>	<b>36,300</b>	<b>(30,323)</b>			<b>183.5%</b>
	Expenditure	<b>335,635</b>	<b>360,118</b>	<b>404,700</b>	<b>44,582</b>	<b>52,285</b>	<b>(7,703)</b>	<b>101.9%</b>
	Net Income over Expenditure	<u><b>(299,337)</b></u>	<u><b>(293,495)</b></u>					
	plus Transfer from EMR	<b>-35,000</b>	<b>0</b>					
	Movement to/(from) Gen Reserve	<u><b>(334,337)</b></u>	<u><b>(293,495)</b></u>					

**Tourism & Events**

300	Tourism							
	Income	4,965	6,593	5,000	(1,593)			131.9%
	Expenditure	27,818	32,572	32,750	178		178	99.5%
	Movement to/(from) Gen Reserve	<u>(22,853)</u>	<u>(25,979)</u>					
301	Hidden Heritage Project							
	Income	500	0	0	0			0.0%
	Expenditure	0	0	0	0	3,000	(3,000)	0.0%
	Movement to/(from) Gen Reserve	<u>500</u>	<u>0</u>					
302	West Street Market							
	Income	0	1,743	0	(1,743)			0.0%
	Expenditure	0	245	0	(245)		(245)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,498</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/03/22

Month No: 12

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
310	Events							
	Income	1,204	42	1,000	958			4.2%
	Expenditure	27,080	28,751	35,250	6,499		6,499	81.6%
	Movement to/(from) Gen Reserve	<u>(25,876)</u>	<u>(28,709)</u>					
311	Carnival Weekend (prev PITP)							
	Income	0	1,117	1,500	383			74.4%
	Expenditure	1,023	6,246	9,150	2,904		2,904	68.3%
	Movement to/(from) Gen Reserve	<u>(1,023)</u>	<u>(5,129)</u>					
312	Food Festival							
	Income	0	14,615	11,000	(3,615)			132.9%
	Expenditure	3,191	15,528	22,000	6,472		6,472	70.6%
	Movement to/(from) Gen Reserve	<u>(3,191)</u>	<u>(913)</u>					
313	Music in the Meadow / Vineyard							
	Income	0	3,050	1,500	(1,550)			203.3%
	Expenditure	4,826	7,477	10,500	3,023		3,023	71.2%
	Movement to/(from) Gen Reserve	<u>(4,826)</u>	<u>(4,427)</u>					
314	Christmas Switch-on							
	Income	17	3,235	2,000	(1,235)			161.8%
	Expenditure	3,563	11,862	12,300	438		438	96.4%
	Movement to/(from) Gen Reserve	<u>(3,547)</u>	<u>(8,627)</u>					
315	Heritage Open Days							
	Expenditure	0	1,028	1,500	472		472	68.5%
316	Christmas Market							
	Income	1,808	24,149	13,500	(10,649)			178.9%
	Expenditure	5,352	20,547	15,350	(5,197)		(5,197)	133.9%
	Movement to/(from) Gen Reserve	<u>(3,543)</u>	<u>3,603</u>					
317	Spring & Sustainability Festiv							
	Income	109	1,095	500	(595)			219.0%
	Expenditure	552	3,164	4,350	1,186		1,186	72.7%
	Movement to/(from) Gen Reserve	<u>(444)</u>	<u>(2,069)</u>					
318	Gin & Fizz Festival							
	Income	25	0	13,500	13,500			0.0%
	Expenditure	973	0	18,150	18,150		18,150	0.0%
	Movement to/(from) Gen Reserve	<u>(948)</u>	<u>0</u>					
319	Walking Festival							
	Income	0	0	750	750			0.0%
	Expenditure	1,203	972	4,500	3,528		3,528	21.6%
	Movement to/(from) Gen Reserve	<u>(1,203)</u>	<u>(972)</u>					
320	Farmers' Market							
	Income	11,305	17,541	13,000	(4,541)			134.9%
	Expenditure	9,180	13,791	17,700	3,909		3,909	77.9%
	Movement to/(from) Gen Reserve	<u>2,126</u>	<u>3,750</u>					
321	Literary Festival							
	Income	0	4,708	0	(4,708)			0.0%
	Expenditure	0	14,832	10,000	(4,832)	33,286	(38,118)	481.2%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(10,124)</u>					
322	Community/Youth events							
	Expenditure	0	1,586	2,000	414		414	79.3%
330	Christmas Lights							
	Income	0	0	500	500			0.0%
	Expenditure	49,834	57,233	45,500	(11,733)	59,946	(71,679)	257.5%
	Net Income over Expenditure	<u>(49,834)</u>	<u>(57,233)</u>	<u>(45,000)</u>	<u>12,233</u>			
	plus Transfer from EMR	-5,000	-5,000					
	Movement to/(from) Gen Reserve	<u>(54,834)</u>	<u>(62,233)</u>					
350	Craft Town/Craft Cities							
	Expenditure	11,605	9,494	10,000	507		507	94.9%

## Summary Income &amp; Expenditure by Budget Heading 31/03/22

Month No: 12

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
355	Business Support							
	Income	0	400	0	(400)			0.0%
	Expenditure	0	7,340	0	(7,340)		(7,340)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(6,940)</u>					
	Tourism & Events Income	<u>19,933</u>	<u>78,288</u>	<u>63,750</u>	<u>(14,538)</u>			<u>122.8%</u>
	Expenditure	<u>146,201</u>	<u>232,668</u>	<u>251,000</u>	<u>18,332</u>	<u>96,232</u>	<u>(77,900)</u>	<u>131.0%</u>
	Net Income over Expenditure	<u>(126,268)</u>	<u>(154,380)</u>					
	plus Transfer from EMR	<u>-5,000</u>	<u>-5,000</u>					
	less Transfers to EMR	<u>0</u>	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>(131,268)</u>	<u>(159,380)</u>					
<b>Cemeteries</b>								
400	Cemeteries							
	Income	66,635	87,928	84,000	(3,928)			104.7%
	Expenditure	119,385	177,440	131,200	(46,240)	45,564	(91,804)	170.0%
	Net Income over Expenditure	<u>(52,750)</u>	<u>(89,512)</u>	<u>(47,200)</u>	<u>42,312</u>			
	Movement to/(from) Gen Reserve	<u>(52,750)</u>	<u>(89,512)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
902	West Street Chapel							
	Expenditure	0	195	0	(195)		(195)	0.0%
903	Hale Chapels							
	Expenditure	5,600	277	0	(277)	600	(877)	0.0%
	Cemeteries Income	<u>66,635</u>	<u>87,928</u>	<u>84,000</u>	<u>(3,928)</u>			<u>104.7%</u>
	Expenditure	<u>124,985</u>	<u>177,912</u>	<u>131,200</u>	<u>(46,712)</u>	<u>46,164</u>	<u>(92,876)</u>	<u>170.8%</u>
	Net Income over Expenditure	<u>(58,350)</u>	<u>(89,984)</u>					
	less Transfers to EMR	<u>0</u>	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>(58,350)</u>	<u>(89,984)</u>					
<b>Grand Totals:-</b>								
	Income	<u>1,430,578</u>	<u>1,728,639</u>	<u>1,374,700</u>	<u>(353,939)</u>			<u>125.7%</u>
	Expenditure	<u>1,246,266</u>	<u>1,548,470</u>	<u>1,399,850</u>	<u>(148,620)</u>	<u>313,122</u>	<u>(461,742)</u>	<u>133.0%</u>
	Net Income over Expenditure	<u>184,312</u>	<u>180,169</u>	<u>(25,150)</u>	<u>(205,319)</u>			
	plus Transfer from EMR	<u>-70,000</u>	<u>-19,049</u>					
	less Transfers to EMR	<u>50,192</u>	<u>189,661</u>					
	Movement to/(from) Gen Reserve	<u>64,120</u>	<u>(28,541)</u>					

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	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income Detail</u></b>							
1000 Hall & Room Lettings Income	0	5,030	6,250	1,220			80.5%
1030 Commercial Lettings Income	9,000	9,000	9,000	0			100.0%
1040 Open Spaces income	8	0	500	500			0.0%
1060 Section 106 contributions	0	32,798	0	(32,798)			0.0%
1065 Community Infrastructure Levy	15,770	141,774	0	(141,774)			0.0%
1080 Allotment Rents Income	15,306	16,188	17,100	912			94.7%
1081 Allotment admin fee	638	757	500	(257)			151.4%
1100 Interment Fees Income	24,895	37,748	30,000	(7,748)			125.8%
1120 Grave Purchases Income	27,220	32,555	40,000	7,445			81.4%
1130 Memorials Income	5,450	8,575	5,000	(3,575)			171.5%
1160 Cemeteries Other Income	320	50	0	(50)			0.0%
1200 Grants Income	46,817	119,831	0	(119,831)			0.0%
1201 Sponsorship Income (+VAT)	8,999	27,545	17,000	(10,545)			162.0%
1202 Income - Contributions	46,038	12,973	3,000	(9,973)			432.4%
1203 Donations - Income	37,034	4,482	0	(4,482)			0.0%
1204 Bookings/Hire	12,935	63,341	40,000	(23,341)			158.4%
1205 Ticket sales	0	4,135	10,750	6,615			38.5%
1209 Seeds income	1,474	969	1,200	231			80.7%
1245 Advertising income	0	6,593	5,000	(1,593)			131.8%
1300 Banners Income	285	1,290	5,000	3,710			25.8%
1522 Surrey Highways Contract	0	5,000	0	(5,000)			0.0%
1900 Precept	1,146,027	1,169,830	1,169,830	0			100.0%
1905 Local Parish Council Tax Grant	9,100	6,070	6,070	0			100.0%
1910 Interest Received	6,158	3,104	2,000	(1,104)			155.2%
1911 Dividends received	10,611	8,620	6,500	(2,120)			132.6%
1920 Sale Of Assets	0	745	0	(745)			0.0%
1990 Insurance claim income	0	8,764	0	(8,764)			0.0%
1999 Miscellaneous Income	6,496	873	0	(873)			0.0%
<b>Total Income</b>	<b>1,430,578</b>	<b>1,728,639</b>	<b>1,374,700</b>	<b>(353,939)</b>			<b>125.7%</b>

**Expenditure Detail**

<b>Total Direct</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0.0%</b>
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**Expenditure Detail**

4000 Salaries	480,152	493,987	590,000	96,013		96,013	83.7%
4001 Agency/Contract Staffing	66,085	51,542	45,000	(6,542)		(6,542)	114.5%
4003 Contracted Services	70,414	100,111	54,000	(46,111)	51,316	(97,427)	280.4%
4020 Additional Staffing & Events	3,646	7,021	11,200	4,179		4,179	62.7%
4025 Farmers' Market Supervision	1,560	1,560	1,600	40		40	97.5%
4030 Staff Training	2,285	160	3,000	2,840		2,840	5.3%

## Detailed Income &amp; Expenditure by Account 31/03/22

Month No: 12

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4041 Staff Travel	188	204	1,000	796		796	20.4%
4050 Staff Recruitment/Advertising	1,095	578	1,000	422		422	57.8%
4070 Protective Clothing	4,024	2,074	2,500	426	446	(20)	100.8%
4101 Venue hire	0	0	4,000	4,000	300	3,700	7.5%
4110 Rates, rent	33,266	28,526	35,300	6,774		6,774	80.8%
4115 Water Charges	2,015	4,662	5,000	338		338	93.2%
4120 Energy Costs	9,163	18,986	10,000	(8,986)		(8,986)	189.9%
4130 Insurance	9,048	9,716	11,000	1,284		1,284	88.3%
4135 Insurance claim costs	0	10,858	0	(10,858)		(10,858)	0.0%
4140 Office costs / consumables	8,442	8,897	6,000	(2,897)	49	(2,946)	149.1%
4170 Property Maintenance/Refurbish	101,800	253,621	95,000	(158,621)	154,360	(312,981)	429.5%
4175 Graffiti Removal	7,292	11,950	7,000	(4,950)		(4,950)	170.7%
4181 Equipment Maintenance	6,855	3,837	4,000	163		163	95.9%
4182 Equipment Purchase	44,117	19,648	15,000	(4,648)	15,980	(20,628)	237.5%
4190 CCTV	61,644	11,472	16,000	4,528		4,528	71.7%
4195 Alarms - Fire, Security	2,600	6,058	5,200	(858)		(858)	116.5%
4196 Crime Prevention	0	0	500	500		500	0.0%
4205 Waste Disposal	5,682	8,213	7,000	(1,213)		(1,213)	117.3%
4217 Buy back of EROB	0	42	0	(42)		(42)	0.0%
4220 Memorials & Plaques	1,963	1,973	1,000	(973)	2,850	(3,823)	482.3%
4225 Cemetery Memorial Maintenance	0	0	5,000	5,000		5,000	0.0%
4300 Vehicle Costs - Fuel	3,557	4,450	4,000	(450)		(450)	111.2%
4301 Vehicle Costs - LPG/CNG	339	339	2,000	1,661		1,661	17.0%
4302 Vehicle Costs - Maintenance	6,568	6,820	5,000	(1,820)		(1,820)	136.4%
4303 Vehicle Costs - Road Tax	1,020	849	750	(99)		(99)	113.2%
4310 New Vehicles/Machinery	0	19,839	15,000	(4,839)	485	(5,324)	135.5%
4400 Stationery	477	761	3,500	2,739		2,739	21.7%
4410 Photocopying Charges	2,387	2,562	4,000	1,438		1,438	64.0%
4411 Publications, books etc	177	57	1,000	943		943	5.7%
4415 Printing & Design (External)	16,902	30,466	32,500	2,034	10,790	(8,756)	126.9%
4425 Advertising	14,702	15,063	9,450	(5,613)		(5,613)	159.4%
4426 Publicity and newsletter	4,960	4,735	14,000	9,265		9,265	33.8%
4440 Telephones	6,590	7,233	7,500	267		267	96.4%
4455 Postages & Distribution	10,147	6,331	10,000	3,669		3,669	63.3%
4460 Subscriptions & Memberships	6,522	7,089	5,500	(1,589)		(1,589)	128.9%
4461 Licences	2,811	3,652	5,500	1,848	4,402	(2,554)	146.4%
4480 IT Equipment	5,114	219	6,000	5,781		5,781	3.7%
4481 Web Site	5,433	4,888	8,000	3,112		3,112	61.1%
4482 IT Support	13,629	16,558	15,000	(1,558)		(1,558)	110.4%
4483 Service software & support	10,878	19,096	2,000	(17,096)	2,520	(19,616)	1080.8%
4503 Mayoral Allowance 2020-21	2,700	0	0	0		0	0.0%

## Detailed Income &amp; Expenditure by Account 31/03/22

Month No: 12

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4504 Mayoral Allowance 2021-22	0	2,700	2,700	0		0	100.0%
4520 Members' Travel	0	50	100	50		50	49.9%
4525 Members' Training	0	0	1,000	1,000		1,000	0.0%
4540 Civic & Community Functions	1,878	3,824	7,500	3,676		3,676	51.0%
4541 Christmas Civic Carol Service	375	1,363	2,000	637		637	68.2%
4545 Twinning/Partnerships Expenses	0	361	1,000	639		639	36.1%
4550 Bank Charges	1,842	1,412	1,850	438		438	76.3%
4555 Legal & professional Fees	5,383	6,305	4,000	(2,305)		(2,305)	157.6%
4560 Bookkeeping, accounts, payroll	8,888	26,564	21,000	(5,564)		(5,564)	126.5%
4570 Audit Fees	4,150	2,825	4,500	1,675		1,675	62.8%
4600 Tourism Developments & Events	7,780	0	2,500	2,500		2,500	0.0%
4610 Horticultural Supplies	7,844	7,348	20,000	12,652	800	11,852	40.7%
4611 Plants/Flowers/bulbs	17,569	20,888	20,000	(888)	3,753	(4,641)	123.2%
4613 Community Events/FIB Friends	0	0	1,000	1,000		1,000	0.0%
4614 Allotment seed costs recharged	1,161	889	1,200	311		311	74.1%
4615 Trees/hedging	0	1,270	3,000	1,730		1,730	42.3%
4625 Entertainment - Performers	2,320	16,140	15,500	(640)	300	(940)	106.1%
4630 Events Costs	1,987	4,971	9,500	4,529	1,884	2,645	72.2%
4641 Christmas Lights - Install	49,834	51,841	40,000	(11,841)	35,480	(47,320)	218.3%
4642 Christmas Lights - Power	0	0	500	500		500	0.0%
4643 Christmas Lights 2022	0	4,042	5,000	958	24,466	(23,509)	570.2%
4650 Street Furniture	0	620	5,000	4,380		4,380	12.4%
4655 Banners	749	1,765	5,000	3,235	2,660	575	88.5%
4702 Equipment hire/replacement	2,668	26,849	20,000	(6,849)	282	(7,130)	135.7%
4800 Grants	17,200	24,950	17,500	(7,450)		(7,450)	142.6%
4801 Grant - Farnham Maltings	13,000	13,000	13,000	0		0	100.0%
4802 Grant - Citizens Advice Bureau	17,500	17,500	17,500	0		0	100.0%
4803 Grant - 40 Degreez	2,000	2,000	2,000	0		0	100.0%
4804 Small Grants	725	401	2,000	1,599		1,599	20.1%
4805 Farnham Carnival	0	1,500	1,500	0		0	100.0%
4806 Hale Community Centre/Sandy Hi	1,000	1,000	1,000	0		0	100.0%
4807 Environmental/community Initia	0	11,601	42,000	30,400		30,400	27.6%
4808 Hoppa	10,000	10,000	10,000	0		0	100.0%
4809 Gostrey Centre	10,000	10,000	10,000	0		0	100.0%
4815 Hardship Fund Grants	0	64,763	0	(64,763)		(64,763)	0.0%
4821 Elections	0	0	1,000	1,000		1,000	0.0%
4830 Blackwater Valley CMS	1,500	1,500	1,500	0		0	100.0%
4999 Miscellaneous Expenses	20,836	1,058	0	(1,058)		(1,058)	0.0%
6666 Bad Debt Write Offs	(170)	467	0	(467)		(467)	0.0%
<b>Total Overhead</b>	<b>1,246,266</b>	<b>1,548,470</b>	<b>1,399,850</b>	<b>(148,620)</b>	<b>313,122</b>	<b>(461,742)</b>	<b>133.0%</b>

## Detailed Income &amp; Expenditure by Account 31/03/22

Month No: 12

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b>Total Income</b>	<b>1,430,578</b>	<b>1,728,639</b>	<b>1,374,700</b>	<b>(353,939)</b>			<b>125.7%</b>
<b>Total Expenditure</b>	<b>1,246,266</b>	<b>1,548,470</b>	<b>1,399,850</b>	<b>(148,620)</b>	<b>313,122</b>	<b>(461,742)</b>	<b>133.0%</b>
<b>Net Income over Expenditure</b>	<b>184,312</b>	<b>180,169</b>	<b>(25,150)</b>	<b>(205,319)</b>			
plus Transfer from EMR	(70,000)	(19,049)					
less Transfers to EMR	50,192	189,661					
<b>Movement to/(from) Gen Reserve</b>	<b>64,120</b>	<b>(28,541)</b>					



**Farnham Town Council**  
**Income and Expenditure Account for Year Ended 31st March 2022**



31st March 2021

31st March 2022

31st March 2021		31st March 2022
	<b>Operating Income</b>	
0	Professional Services & Admin	1,579
319	Office & Customer Services	31
0	Neighbourhood Plan	5
1,171,896	Other Operating Income/Costs	1,187,624
30,237	Covid-19	40,938
0	Wrecclesham Community Centre	5,000
40,558	Community Safety & Well-being	1,963
0	Younger People projects	10,800
0	Farnham Infrastructure	3,715
0	Grounds Services	745
0	Highways	5,000
17,913	Farnham In Bloom	35,487
(17)	Other Open Spaces	0
700	Gostrey Meadow	6,183
17,417	Allotments	17,913
0	Public Conveniences	5
285	Town Centre & Rural Dev	1,290
4,965	Tourism	6,593
500	Hidden Heritage Project	0
0	West Street Market	1,743
1,204	Events	42
0	Carnival Weekend (prev PITP)	1,117
0	Food Festival	14,615
0	Music in the Meadow / Vineyard	3,050
17	Christmas Switch-on	3,235
1,808	Christmas Market	24,149
109	Spring & Sustainability Festiv	1,095
25	Gin & Fizz Festival	0
11,305	Farmers' Market	17,541
0	Literary Festival	4,708
0	Business Support	400
66,635	Cemeteries	87,928
48,932	Farnham Support Fund (covid+)	56,239
0	Business Improvement District	13,333
15,770	S106 and CIL	174,573
<b>1,430,578</b>	<b>Total Income</b>	<b>1,728,639</b>

	<b>Running Costs</b>	
135,162	Professional Services & Admin	125,260
114,810	Governance & Democratic	88,141
106,462	Office & Customer Services	115,648
70,425	Grants	67,851
29,788	Planning	26,685
3,359	Neighbourhood Plan	3,927
(240)	Other Operating Income/Costs	467
41,173	Covid-19	28,191
3,077	Wrecclesham Community Centre	5,302
29,490	Community Development	26,827
65,246	Community Safety & Well-being	13,308
4,130	Localism - New Initiatives/Pro	25,231
0	Younger People projects	14,636
17,052	Farnham Infrastructure	20,880

**Farnham Town Council**  
**Income and Expenditure Account for Year Ended 31st March 2022**

31st March 2021		31st March 2022
64,679	Grounds Services	98,340
4,353	Highways	4,961
8,056	War Memorial	1,754
127,541	Farnham In Bloom	156,859
15,501	Other Open Spaces	9,262
47,167	Gostrey Meadow	21,860
11,447	Allotments	13,757
53,449	Public Conveniences	44,610
3,442	Town Centre & Rural Dev	8,716
27,818	Tourism	32,572
0	West Street Market	245
27,080	Events	28,751
1,023	Carnival Weekend (prev PITP)	6,246
3,191	Food Festival	15,528
4,826	Music in the Meadow / Vineyard	7,477
3,563	Christmas Switch-on	11,862
0	Heritage Open Days	1,028
5,352	Christmas Market	20,547
552	Spring & Sustainability Festiv	3,164
973	Gin & Fizz Festival	0
1,203	Walking Festival	972
9,180	Farmers' Market	13,791
0	Literary Festival	14,832
0	Community/Youth events	1,586
49,834	Christmas Lights	57,233
11,605	Craft Town/Craft Cities	9,494
0	Business Support	7,340
119,385	Cemeteries	177,440
0	West Street Chapel	195
5,600	Hale Chapels	277
0	Central Carpark Toilets Projec	147,854
19,511	Farnham Support Fund (covid+)	67,565
<b>1,246,266</b>	<b>Total Expenditure</b>	<b>1,548,470</b>
<b>General Fund Analysis</b>		
518,353	Opening Balance	521,473
1,430,578	Plus : Income for Year	1,728,639
1,948,932		2,250,112
1,246,266	Less : Expenditure for Year	1,548,470
702,666		701,642
181,192	Transfers TO / FROM Reserves	208,709
<b>521,474</b>	<b>Closing Balance</b>	<b>492,933</b>

**F**



# **Farnham Town Council**

## **Report and Financial Statements**

**Year ending 31<sup>st</sup> March 2022**



# Farnham Town Council

## Financial Statements for the year ended 31 March 2022

### Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2022 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the Accounts**, providing information on amounts included in the statements.

This foreword provides a brief summary of the more important aspects of Farnham Town Council's activities and its financial position.

### Basis of preparing the Financial Statements

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for medium-sized councils. The balance sheet does not therefore need to include the value of fixed assets such as premises, equipment and infrastructure, although they are included for completeness. The cost of services excludes depreciation and the accounts also exclude adjustments that would be necessary to meet accounting standards relating to the accounting treatment for retirement benefits, as compliance is not required.

### External Auditor's Opinion

The External Auditor's Opinion is provided on an Annual Governance & Accountability Return provided to the Council's Auditors:

PKF Littlejohn LLP  
Ref: SBA  
2<sup>nd</sup> Floor  
1 Westferry Circus  
Canary Wharf  
LONDON  
E14 4HD

The figures provided in these statements are consistent with those provided in the Annual Governance & Accountability Return.

The Annual Governance & Accountability Return can be seen with the April 2022 Council Agenda and is also available online at [www.farnham.gov.uk](http://www.farnham.gov.uk) or on request from Farnham Town Council.

## Farnham Town Council Outturn for the Year ended 31<sup>st</sup> March 2022

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	£
Cost of services	1,548,471
Income received	558,809
Net spending	989,662
Precept on Waverley Borough Council	1,169,830
Amount transferred to balances for the year	180,168

### Capital expenditure

The funding for capital expenditure in the 2021/22 year was all from revenue (including grants) and balances. There was no borrowing in the year.

### Statement of responsibilities for the Statements of Accounts

The Council is required to:

- Make arrangements for the administration of its financial affairs.
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2022 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor Alan Earwaker  
Town Mayor (2021-22)  
Farnham Town Hall  
South Street  
Farnham  
Surrey GU9 7RN

**Farnham Town Council**  
**Income & Expenditure for the year ended 31 March 2022**

<b>Expenditure by Working Groups</b>	<b>Year ended 31 March 2022</b>			<b>2020/21</b>
	<b>Expense</b>	<b>Income</b>	<b>Net</b>	<b>Net</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
1 Strategy & Finance (excluding precept)	710,208	269,731	440,477	507,180
2 Community Enhancement	360,118	66,623	293,495	299,337
3 Tourism & Events	232,668	78,288	154,380	126,268
4 Cemeteries	177,912	87,928	89,984	58,350
5 Coronavirus Support Fund	67,565	56,239	11,326	(29,421)
<hr/>				
<b>Net cost of services</b>	1,548,471	558,809	989,662	993,347
			<b>£</b>	<b>£</b>
Precept on the Borough Council			1,169,830	1,146,027
<b>Total Surplus/(Deficit) for the year</b>			180,168	184,313
Transfers to Earmarked reserves (grants received not yet spent, commitments and other provisions agreed by Council)			(208,710)	(115,512)
<b>General Fund Surplus/(Deficit) for the year</b>			(28,542)	(5,937)
<b>Movement on General Fund balance and reserves:</b>				
Balance brought forward			1,736,178	1,551,865
Surplus/Deficit for the year (prior to transfer of CIL, Section 106 funding, Coronavirus Support Fund and agreed earmarked reserves)			180,168	184,313
Balance carried forward			1,916,346	1,736,178

## Farnham Town Council Balance Sheet at 31 March 2022

	Notes	31 March 2022		31 March 2021	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	1, 3		-		-
<b>Current assets</b>					
Money Market deposits		2,114,587		1,766,053	
Debtors (including VAT recoverable)	4	85,219		52,292	
Bank/Petty cash		60,370		84,285	
Mayor's charity funds held by council		2,489		7,649	
<b>Total current assets</b>			<b>2,262,665</b>		<b>1,910,279</b>
<b>Current liabilities</b>					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		346,319		174,101
<b>Total assets less current liabilities</b>			<b>1,916,346</b>		<b>1,736,178</b>
<b>Capital and reserves</b>					
Earmarked Reserves	6		1,423,414		1,214,705
General Reserves			492,932		521,473
<b>Total reserves</b>			<b>1,916,346</b>		<b>1,736,178</b>

The Council had an outstanding Public Works Loans Board (No 478388) repayable on an annuity basis until 29/10/22. This was repaid in full during 2019/20.

The amount outstanding is: £NIL £NIL

The Notes on pages 6 to 10 also form part of the Financial Statements.

The Council falls within the Audit Commission's 'lighter touch' audit regime and so the external audit opinion is provided on the Annual Return, which includes a summary of the Income and Expenditure Statement and Balance Sheet.

The above statement presents fairly the financial position of the Council as at 31 March 2022 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in April 2022.

.....  
**Town Mayor 2021-22**

.....  
**Responsible Financial Officer**

# Farnham Town Council

## Notes to the Financial Statements for the year ended 31 March 2022

### I. Principal accounting policies

#### Accounting convention

The Financial Statements have been prepared in accordance with the CIPFA Accounting Guidance for Local Councils, which is recognised by statute as representing proper accounting practices, as applied to the accounts of local councils.

#### Fixed assets

The Council's Financial Statements are not required to include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is charged to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are valued in the Notes to the Financial Statements on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles set out in 'Governance and Accountability – A Practitioners' Guide' and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

- Land, operational properties and equipment, infrastructure and community assets are valued at the original purchase price, or the value at first recording of the asset. These values remain unchanged until disposal.
- Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Assets considered to have no appreciable realisable value are recorded at their historic cost value or given a £1 nominal value.

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

#### Debtors and creditors

The Council's Financial Statements are maintained on an accruals basis. Amounts due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

#### Stocks and work in progress

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

#### Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

#### General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.



**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2022**  
**(continued)**

**2. Pension costs**

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council and are auto-enrolled into the scheme as required.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations. The next triennial review is due in 2022.

<b>3. Fixed assets (following revaluation 31<sup>st</sup> March 2014 in line with external auditor's latest guidance)</b>	<b>31<sup>st</sup> March 2022</b>	<b>31<sup>st</sup> March 2021</b>
Operational land and buildings (on historic cost basis)	£	£
Council Offices	270,568	270,568
Other Public Buildings	422,719	279,634
Wrecclesham Community Centre	206,110	206,110
Depot	143,058	143,058
 Vehicles and equipment		
Vehicles	127,383	135,793
Audio and Visual Systems	35,453	35,453
Christmas Decorations	113,285	113,285
Civic Insignia	14,814	14,814
Grounds Equipment	142,841	115,345
Computers, telephones and office equipment	97,772	93,142
Other	27,011	27,011
 Infrastructure assets		
Bus shelters	70,598	59,707
Town Centre CCTV	99,858	99,858
Boards and Signs	15,277	15,277
Street furniture (Litter bins, lampposts, Seats)	21,879	21,879
 <b>Community assets</b>		
<b>Cemeteries</b>	492,094	429,138
Allotments and Gardens	83,769	83,769
<b>Long-term investments</b>		
CCLA Local Authorities Property Fund	250,000	250,000
Total value	<b>2,634,489</b>	<b>2,393,841</b>

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2022**  
(continued)

4. Debtors and prepayments	2022	2021
	£	£
Debtors	43,406	12,578
Value added tax	41,679	39,714
Pension debtor	134	
Prepayments	-	-
	85,219	52,292

5. Creditors and accrued expenses	2022	2021
	£	£
Creditors	37,470	33,418
Pensions/PAYE/NIC creditor	12,911	11,181
Income in advance	11,009	22,650
Accruals	274,465	95,270
HSBC Commercial Card	9,528	6,994
Mayor's charity funds held by Council	936	4,588
	346,319	174,101

**6. Earmarked Reserves and General Reserves**

Category	Balance at 31.3.22	Comments
Election/By-election Fund	£41,000	Election/By-election costs. WBC invoices after an election.
Legal Expense fund	£30,000	To cover unforeseen legal costs.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£35,000	Provision for unforeseen expenditure.
Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Committed sum from SCC for bus shelter refurbishment
Gostrey Meadow/public space enhancements	£65,000	Includes upgrades and bandstand.
Additional CCTV	£50,000	To fund programmed investment.
Environment	£75,000	Provision for environmental initiatives
Cemetery Chapels	£160,000	Major repairs required for the Chapels.
Cemetery Enhancements	£40,000	Programme of works to footpaths and memorials.
IT investment	£15,000	To fund required investment/ upgrades.
Tourism Development	£30,000	To fund improved services.
Public Conveniences	£150,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£100,000	Unforeseen/emergency repairs provision
Council Chamber	£10,000	Replacement furniture and equipment
Christmas Lights	£50,000	To fund the purchase of future Christmas Lights
<b>Sub-total</b>	<b>£929,000</b>	

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2022**  
**(continued)**

<b>Total Earmarked (b fwd from previous page)</b>	<b>£929,000</b>	
Capital Receipts	£115,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
World Craft Town	£25,000	To fund expenditure related to World Craft Town activities
CIL	£159,714	Community Infrastructure Levy receipts received and not yet spent
COVID-19	£20,000	To fund expenditure resulting from the COVID-19 pandemic
Wrecclesham s106	£6,199	The unspent balance of s106 receipts for landscaping at Wrecclesham and for Wrecclesham Gateway project
West St Railings s106	£27,144	The unspent balance of a s106 receipt for work currently underway on the West Street Railings project.
UCA s106	£32,798	The unspent balance of a s106 receipt.
Youth Facilities	£25,000	To fund expenditure on facilities for young people
Coronavirus Support Fund	£23,096	The unspent balance of the Coronavirus Support Fund as at 31 <sup>st</sup> March 2022
Business Improvement	£15,000	To support emerging business support activities including the Business Improvement District
Enterprise 19	£2,000	Pledge for new Café project when ready to proceed
Crime Prevention	£2,463	Donation given by the Crime Prevention Panel for crime prevention activities
Mosaic	£20,000	Ringfenced to deliver welcome back funding programme
Electric Hoppa Bus	£20,000	Pledge for contribution to be paid towards the cost of an Electric Hoppa Bus
Farnham Fringe Festival	£1,000	Pledge for Grant for Farnham Fringe Festival
<b>Total Earmarked Reserves</b>	<b>£1,423,414</b>	
<b>General</b>	<b>£492,932</b>	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
<b>Total Reserves</b>	<b>£1,916,346</b>	

**7. Contingent liabilities**

There were no contingent liabilities at 31 March 2022 (2021: none).

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2022**  
(continued)

**Grants paid in the year**

During the year Community grants were paid to the following organisations:

<u>Community Grants:</u>	<b>£</b>
Aston Defibrillator Fund	1,900
Creative Response Arts Limited	750
Farnham Art & Design	800
Farnham Biodiversity	750
Farnham Pilgrim Marathon	500
Frensham Pond Sailability (pledged in previous year)	2,000
Helen Arkell Dyslexia Centre	1,000
Making Matters	1,000
Museum of Farnham	1,000
New Ashgate Gallery	1,000
Rowledge Cricket Club	1,500
Rowledge Tennis Club	2,000
Space2Grow	750
Tice's Meadow	10,000
TS Swiftsure Sea Cadets (pledged in previous year)	2,000
Repayment of Grant from 2020-21	<u>(2,000)</u>
	<u>24,950</u>

In addition, grants for services provided were made to:	<b>£</b>
40 Degreez	2,000
Brightwells Gostrey Centre	10,000
Citizens Advice Bureau	17,500
Farnham Maltings	13,000
Hale Community Centre	1,000
Waverley Hoppa	<u>10,000</u>
	<u>53,500</u>

<u>Town Clerk Small Grants</u>	<b>£</b>
Badshot Lea Speedwatch	127
Community Speedwatch	<u>274</u>
	<u>401</u>

6 Uplands Road  
Farnham GU9 8BP

Iain Lynch

Town Clerk, Farnham Town Council

19 April 2022

Dear Iain

### **Farnham Town Council - Internal Audit 2021-22**

Following completion of the second interim and final audit visits, the internal audit of Farnham Town Council for the 2021-22 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for 2021-22 with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements– that is the job of external audit.

We are required by the Annual Internal Audit Report included in 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 in the detailed report, together with the results of my internal audit work for 2021-22.

The audit was carried out in three stages.

- The first interim audit was carried out over 2 visits, and completed on 9 November 2021. This concentrated on financial transactions for months 1-8, and governance controls.
- The second interim audit was completed on 16 March. This reviewed financial transactions for months 9-12 and the risk assessment
- The final audit was carried out on 11 April. At this audit I reviewed the statement of accounts and balance sheet.

I would like to thank you and the team for your assistance with the audit

## **A: Books of Account**

### **First Interim Audit**

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

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

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

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

- West Street Chapel
- Wrecclesham Community Centre
- Hale Chapels

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

### **2<sup>nd</sup> Interim Audit and Final Audits**

The accounting statements have been agreed back to balance sheet and income and expenditure reports produced from the RBS Accounting system. All comparatives reported in the financial statements have been agreed back to the audited 2020-21 accounts, as published on the Council website.

At the time of my audit, the year end VAT return had not yet been submitted to HMRC, but was being finalised. This is to be expected as the audit was completed very soon after the financial year end.

The Council reviewed my interim audit report at the 27 January 2021 meeting of Full Council.

I am satisfied that the Council has met this control objective.

**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.

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

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

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

**Expenditure and payments to suppliers**

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

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

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

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

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

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

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

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

I have two observations:

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

### **Transparency**

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

### **2<sup>nd</sup> Interim Audit and Final Audits**

Non pay expenditure per box 6 to the accounts amounted to £1,045,903, up from £760,907 in 2020-21.

I tested a further sample of expenditure transactions selected at random from cashbooks for months 9-12 of the financial year. For all transactions sampled, I was able to confirm the following:

- Cashbook entry supported by invoice
- VAT accounted for correctly
- Purchase order completed, authorised by appropriate members of staff
- Expenditure appropriate for the Council.

I am satisfied that the Council has met this control objective



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

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

### **2<sup>nd</sup> Interim Audit and Final Audits**

The Council completed the annual risk management review at the Full Council meeting in January 2022. The risk management review is a comprehensive document, setting out the Council's approach to identifying and managing risk and controls in place to mitigate against these risks. I also note that the Council commissions an annual risk assessment report prepared by an external consultant. This was completed in January 2022, no major risks were highlighted. I am satisfied that the Council has met this control objective for 2021-22.

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

### **First Interim Audit**

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

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

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

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

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

## **2<sup>nd</sup> Interim Audit and Final Audits**

Reserves at 31 March 2022 were £1,916,346 ( 2020-21 £1,736,178).

General reserves at year end were £493K This represents 42 % of precept, which is in line with recommended levels set out in the NALC Practitioners' Guide

The Council held earmarked reserves of £1.424m at 31.3.22. These are held for a number of reasons;

- to support future projects
- to support the Council's fixed asset base
- to set aside funds that can only be used for specific purpose, such as CIL monies or capital receipts.

Earmarked reserves are due to be reviewed at the Strategy and Finance Working Group in April 2022. The Council should continue to ensure that earmarked reserves are only held when there is a clear purpose for the reserve. I am satisfied that the Council is managing reserves effectively.

The Council agreed the budget for 22-23 at the Full Council meeting on 16 December 2021. The precept was approved at the Full Council meeting on 27 January 2022, with a precept of £1,231,570 agreed for the forthcoming financial year. All precepting authority deadlines were met.

Fees and charges for 2022-23 have been reviewed, as recommended at my interim audit. These were considered at the Finance and Strategy Group in January 2022, with approval at the Full Council meeting in the same month.

I am satisfied that this control objective is being met.

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

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

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

The Council receives significant numbers of cheques particularly for payments for cemeteries and allotments. These are time consuming to process and access to banks to pay in cheques is becoming more difficult. I recommend that the Council should change

terms and conditions to require customers to settle accounts by bank transfer or direct debit, apart from certain exceptional circumstances.

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

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

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

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

## **2<sup>nd</sup> Interim Audit and Final Audits**

### **Final Audit**

Precept per box 2 to the accounts was £1,169,830 (20-21 £1,146,027). This has been agreed to third party documentation provided by external audit.

Income per box 3 to the accounts was £558,809 (20-21 £284,551).

I tested a further sample of income transactions from the cashbooks for months 9-12 of the financial year. For all transactions tested I was able to confirm

- 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 ( approved fees and charges for cemeteries / remittance advice for CIL/other approved fees and charges.
- VAT accounted for correctly

I have one minor recommendation to raise. Fees for stalls and gazebos at West Street Market are not included with the Council’s schedule of fees and charges. These should be approved at the next update of fees and charges.

## **F. Petty Cash**

### **First Interim Audit**

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

## **2<sup>nd</sup> Interim Audit and Final Audits**

The Council held a petty cash balance of £1,326.40 at 31.3.22. This was counted at year end by two councillors, evidence of the count is recorded on the petty cash log.

## **G. Payroll**

### **First Interim Audit**

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

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

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

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

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

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

## **2<sup>nd</sup> Interim Audit and Final Audits**

Staff costs per box 4 to the accounts were £502,568 (20-21 £485,358). I have reviewed RBS reports and it appears that correct costs have been included within the staffing costs cell on the statement of accounts.

I tested the pay for 4 members of staff paid in the January payroll. For all staff selected I was able to confirm cashbook transactions back to payslips. Gross pay per payslip was then confirmed to appropriate pay scale point. For the outside workforce, hours worked or events payments were checked to time recording records signed off by the Town Clerk and Business and Facilities Manager.

I have one recommendation. Time recording records and authorisations are untidy, with manual adjustments and an undated signature recorded on a spreadsheet. Given that these

are authorisations to make payments, records should be tidied up and authorisations should be signed and dated.

I am satisfied that the Council has met this control objective.

## **H. Assets and Investments**

Fixed assets per box 9 to the accounts were £ 2,634,489 ( 20-21 £2,393,841) I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed.

Changes in asset register value year on year are supported by schedules of assets added and removed from the asset register, again at cost. I confirmed the following entries on the asset register

- £143K – additions to Central Car Park Public Conveniences – agreed to interim valuation from surveyor – correctly added to asset register at cost;
- £250K CCLA Property Fund Investment. ( agreed to December 2021 statement, the year end statement had not been issued by CCLA at the time of the audit)

I am satisfied that the asset register can be reconciled to the fixed asset balance recorded in the accounts.

## **I: Bank Reconciliations**

### First Interim Audit

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

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

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

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

## **2<sup>nd</sup> Interim Audit and Final Audits**

The Council has recently reviewed its investment strategy, with evidence of the review recorded in minutes of Full Council in January 2022. The Council has therefore demonstrated compliance with the MHCLG guidance on Local Government Investments.

Cash per box 8 to the accounts was £2,177,447 (20-21 £1,857,988) I reperformed the year end bank reconciliations. Details of this work is set out below:

Account	Cashbook Balance at 31 March 2022	Reconciliation review by Internal Audit
Current Account	£59,043	Agreed to bank reconciliation, RBS accounting system and bank statement
MM Investment 00828203	£200,000	Accounting system balance agreed to 31.3.22 statement from HSBC
MM Investment 30828181	£300,000	Accounting system balance agreed to 31.3.22 statement from HSBC
MM Call 90700304	£73,117	Accounting system balance agreed to 31.3.22 statement from HSBC
CCLA Investment 068118000IPC	£800,000	Accounting system balance agreed to 31.3.22 statement from HSBC
MM Investment 70827622	£300,000	Accounting system balance agreed to 31.3.22 statement from HSBC
Cambridge and Counties Deposit account	£239,048	Agreed to bank reconciliation, RBS accounting system and bank statement
Nationwide	£102,423	Accounting system balance agreed to 31.3.22 statement from HSBC
Petty Cash	£1,327	agreed to count signed off by councillors
MM Investment 70829560	£100,000	Accounting system balance agreed to 31.3.22 statement from HSBC
Mayor's Charity A/C	£2,489	Agreed to bank reconciliation, RBS accounting system and bank statement
<b>TOTAL Cash and investment balance at 31.3.22</b>	<b>£2,177,447</b>	

At the time of my audit, bank reconciliations had not yet been subject to councillor review. This will be completed in due course. I am satisfied that the system of bank reconciliations is operating effectively, and that I could agree accounting balances for cash, via bank reconciliations, to bank statements for all accounts.

The Council has no loans, and box 5 of the accounting statements is correctly shown as nil.

**J. Year-end accounts**

Farnham TC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation.

An explanation of year-on-year variances has also been prepared and provides detailed explanations for review by external audit.

I am satisfied this control objective has been met.

**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**

**2<sup>nd</sup> Interim Audit and Final Audits**

As a larger Council, with income / expenditure in excess of £200K, Farnham is required to follow the 2015 Transparency Code. Whilst I was able to confirm that data required by the Code could be located at various pages on the Council website, there is scope to improve the way this information is presented. I recommend that the Council reviews the “transparency and openness” page on the website, and considers following the model at Windlesham Parish Council. [Transparency Information - Windlesham Parish Council \(windleshampc.gov.uk\)](http://windleshampc.gov.uk)

I am satisfied that the Council is meeting this control objective.

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

Inspection periods for 2020-21 accounts were set as follows

Inspection - Key date	2020-21 Actual
Accounts approved at Full Council	29 April
Inspection period begins	22 June
Inspection period ends	2 August
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 2020 AGAR**

The Council received a clear audit opinion from the external auditors for 2020-21. This was dated 15<sup>th</sup> September, and the Council has published the complete audited AGAR on the website, as required by regulations. The Conclusion of Audit notice was published on



the Council website on 23 September, before the regulatory deadline of 30.9.21. The external audit certificate was reported to the October meetings of Strategy and Finance Committee and Full Council.

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

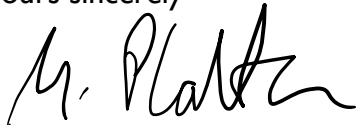
## **0. Trusteeship**

The Council is trustee of the Farnham School of Science and Arts, also known as the Farnham South Street Trust, Charity Number 1146152. A separate company is operated on the Omega Accounting system, I can therefore confirm separate books of account are maintained for the Charity. The Trust holds separate meetings, these are minuted and minutes and agenda published on the Town Council website. The 20-21 annual return was submitted on 29 October 21, with the accounts submitted on 23 December 2021. All Charity Commission deadlines were met. 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 attach my invoice and internal audit report from the AGAR for your consideration.

Yours sincerely

A handwritten signature in black ink, appearing to read "M. Platten".

Mike Platten CPFA

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

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

<p>in cheques is becoming more difficult.</p>		
<p>Fees for cemeteries and Invest in Farnham have not been reviewed since 20-21. It is a requirement of financial regulations that</p> <p>“ The council will review all fees and charges at least annually, following a report of the Town Clerk during the budget setting cycle. “</p>	<p>Going forward, Council fees should be reviewed as part of annual budget setting</p>	<p><b>Reviewed in 22-23 fees and charges report. Includes flexibility for Town Clerk for invest in Farnham</b></p>
<p>Farnham South Street Trust, Charity Number 1146152</p>	<p>The Accounts have not yet been submitted, the Council should ensure these are submitted by 31 January 2022. The Accounts were submitted late for 2 previous years.</p>	<p><b>Submitted in December 21. Charity Reporting is up to date.</b></p>
<p>The inspection notice for 20-21 has been archived from the website</p>	<p>I recommend that this should put back on the website, the external auditors will check this as part of year end processes.</p>	<p><b>Now published on website</b></p>
<p>Bank reconciliations - investment accounts</p>	<p>I recommend that all investment accounts (highlighted in yellow) are reclassified as cashbook accounts on the Omega accounting system. These should be reconciled to the most recent bank statements whenever these become available. Omega bank reconciliation reporting can be used to present monthly</p>	<p><b>Recommendation actioned</b></p>

	reports on bank and investment account balances to councillors.	
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**Points Forward – Action Plan - Final Audit**

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Council Response</b>
<p>Fees for stalls and gazebos at West Street Market are not included with the Council’s schedule of fees and charges.</p>	<p>These should be approved at the next available meeting</p>	
<p>Time recording records and authorisations are untidy, with manual adjustments and an undated signature recorded on a spreadsheet.</p>	<p>Given that these are authorisations to make payments, records should be tidied up and authorisations should be signed and dated.</p>	
<p>As a larger Council, with income / expenditure in excess of £200K, Farnham is required to follow the 2015 Transparency Code. Whilst I was able to confirm that data required by the Code could be located at various pages on the Council website, there is scope to improve the way this information is presented.</p>	<p>I recommend that the Council reviews the “transparency and openness” page on the website, and considers following the model at Windlesham Parish Council.</p>	

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FARNHAM TOWN COUNCIL

<https://www.farnham.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
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	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

09/11/2021

16/03/2022

11/04/2022

MIKE PLATTEN CPFA INTERNAL AUDITOR

Signature of person who carried out the internal audit

Date

19/04/2022

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

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

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**Explanation of variances 2021-22**

Name of smaller authority: **Farnham Town Council**  
 County area (local councils and Surrey)

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,551,865	1,736,178				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,146,027	1,169,830	23,803	2.08%	NO		
3 Total Other Receipts	284,551	558,809	274,258	96.38%	YES		See below
4 Staff Costs	485,358	502,568	17,210	3.55%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	760,907	1,045,903	284,996	37.45%	YES		See below
7 Balances Carried Forward	1,736,178	1,916,346			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,857,988	2,177,447				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,393,841	2,393,841	0	0.00%	NO		FIXED ASSET REGISTER NOT YET UPDATED
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**

**Explanation of variances – Detail**

Increase in Other Receipts

CIL income increased	126,004.00
S106 contribution this year	32,798.00
RHSS Grant income - new this year	34,388.00
WCC income - none prev yr due to Covid	5,000.00
Younger person project grant	10,000.00
Snow windows contributions	6,550.00

CCTV contribution prev year	-	40,558.00
Increase in Hardship Fund grant income		7,307.00
Increase in Cemeteries income		18,643.00
Reduced investment income	-	5,045.00
Increased income for Farnham In Bloom		17,574.00
Income from Gostrey Meadow (new site)		5,483.00
Insurance claim income		8,764.00
Business Improvement District Grant		13,333.00
Increased tourism/events income (Covid recovery)		58,355.00
Other changes, net	-	24,338.00
		<u>274,258.00</u>

## Increase in Other Expenditure

Increased tourism/events expenditure		48,680.00
Equipment purchased - less this year	-	24,469.00
Increased software costs		8,218.00
Vehicles purchased		19,839.00
Toilet refurbishment work		147,854.00
Cemetery gates refurbishment & other cemetery maint		52,753.00
Increased Hardship Fund grants made		45,252.00
Reduction in public convenience running costs	-	8,170.00
Reduction in war memorial spend	-	6,302.00
Decreased spend re Covid (non support fund)	-	1,450.00
Insurance claim costs		10,858.00
Increased Christmas Lights costs		7,399.00
Increased Localism spend		21,000.00
Increased FIB expenditure		31,701.00
Younger people project costs		14,636.00
Increased agency costs		4,607.00
Reduced CCTV expenditure	-	50,172.00
Hale Chapel spend in previous year	-	5,323.00
Reduced Craft Town expenditure	-	2,111.00
Reduced spend on Gostrey Meadow	-	17,561.00
Other changes, net - 1% of total spend	-	12,243.00
		<u>284,996.00</u>

## Section 2 – Accounting Statements 2021/22 for



ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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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 21st March, 2022

**Place**

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

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

Councillor John "Scotty" Fraser (Lead Member)  
Councillor Roger Blishen  
Councillor George Hesse  
Councillor John Neale  
Councillor Alan Earwaker (Ex-officio)

Officers: Jenny de Quervain

**1. Apologies for Absence**

Apologies were received from Councillors Edmonds, Martin and Wicks.

**2. Disclosure of Interests**

Councillor Hesse declared a non-pecuniary interest to WA/2022/00757 as the applicant is providing decorating services.

**3. Applications Considered for Key/Larger Developments****Farnham Castle****WA/2022/00601 Farnham Castle**

Officer: Carl Housden

FARNHAM TOWN FOOTBALL CLUB, MEAD LANE, FARNHAM GU9 7DY

Erection of covered spectator stand; erection of toilet block and extension to clubhouse and committee room.

**Farnham Town Council is disappointed with the quality and limited design included in this application but understands that this is a temporary step until further funding can be achieved.**

The Waverley Borough Council sited porta cabins, used as temporary changing facilities, require maintenance and some improvement to the aesthetics would be of benefit given the sites vicinity to the Town Centre Conservation Area and residential properties.

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

#### **Farnham Moor Park**

##### **WA/2022/00719 Farnham Moor Park**

Officer: Tracy Farthing

THE PUMP HOUSE, KIMBERS LANE, FARNHAM GU9 9PT

Use of existing buildings as a day nursery.

**This location is an allocation in Farnham Neighbourhood Plan policy FNP14k).**

Farnham Town Council would like to see footpath widening for better pedestrian and cycle access to the site, to ensure safer use of the Riverside public right of way route 171 to the south and improvements to the footway heading east/west to Guildford Trading Estate, especially as access to and from the north via Kimbers Lane has no pedestrian footway. As landowner this may be the responsibility of Waverley Borough Council to ensure the safety of those leasing and attending the site.

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

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

##### **WA/2022/00746 Farnham Weybourne and Badshot Lea**

Officer: Philippa Smyth

LAND AT GREEN LANE FARM, GREEN LANE, BADSHOT LEA

Application under Section 73A to vary conditions 5 and 6 of WA/2018/1230 (no dwelling shall be occupied until construction has been completed of a 3.0m wide shared pedestrian footway/cycleway), (no dwelling shall be occupied until construction has been completed of a shared pedestrian/cycling facility) to allow the conditions to relate to the revised S278 layout requested by

**Drawing DSM-E4814-301 is quoted but does not appear to be included in the application to show how this route will impact the dwellings. Deferred until 4 April 2022 to make enquiries to the CHA.**

## **Farnham Wrecclesham and Rowledge**

### **WA/2022/00773 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

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

Application under Section 73 for variation of conditions 2 and 11 of WA/2018/0669 (permission under appeal reference APP/R3650/W/19/3233913) (approved plans and no dwelling shall be occupied until its car parking and turning space has been provided) to introduce a phasing plan to the list of approved and amendments to plot boundaries.

**Farnham Town Council wants to see car parking and turning space provided prior to works commencing on site.**

### **WA/2022/00838 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

MORE HOUSE SCHOOL, MOONS HILL, FARNHAM GU10 3AP

Erection of 2 educational buildings and associated work following demolition of 2 existing educational buildings.

**Farnham Town Council has no objection to the replacement educational buildings to the front of the school.**

### **WA/2022/00740 Frensham Dockenfield and Tilford**

Officer: Carl Housden

MORE HOUSE SCHOOL, MOONS HILL, FRENHAM, FARNHAM GU10 3AP

Erection of a sports pavilion, 3G artificial grass pitch together with fencing, floodlighting, hardstanding areas, siting of a storage container, car park and access road.

**Representations from residents of Frensham PC were discussed regarding planning application WA/2022/00740 for a sports pavilion on the site, an application falling adjacent to Farnham's boundary. Although the development of facilities at schools is encouraged to support the educational needs of pupils, this facility has the potential to attract high usage from outside the school and on a commercial basis.**

**Objection is raised to the inappropriate access using Hamlash Lane, being unsuitable for increased vehicle movement, especially coaches, having a negative impact on the amenity of neighbours and the character of the area, increased light and noise pollution, as well as from vehicles. Due to the site's location, private vehicles will have to be used as public transport is unavailable within the vicinity. There is no pedestrian footway on Hamlash Lane and the increased traffic will be hazardous for residents walking to local facilities and those attempting to access the site on foot.**

## **4. Applications Considered**

### **Farnham Bourne**

#### **WA/2022/00737 Farnham Bourne**

Officer: Sam Wallis

LAVENDER COTTAGE, 40 FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3NY

Erection of extensions and alterations following demolition of existing conservatory and utility room (revision of WA/2021/02438).

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

**Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour at 40a.**

**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.**

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

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

**WA/2022/00813 Farnham Bourne**

Officer: Lauren Kitson

5 MIDDLE BOURNE LANE, LOWER BOURNE, FARNHAM GU10 3ND

Erection of extensions and alterations to elevations with associated works.

**Farnham Town Council objects to the extensions and alterations, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, being overdevelopment, out of character and overbearing and having a negative impact on the neighbour's amenity at no. 3 and no. 5.**

**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.**

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



**WA/2022/00875 Farnham Bourne**

Officer: Daniel Holmes

PAN LODGE, 7 LATCHWOOD LANE, LOWER BOURNE, FARNHAM GU10 3HA

Construction of dormer windows and alterations with improvements to parking area.

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

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

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

**WA/2022/00880 Farnham Bourne**

Officer: Adam Constantinou

33 MIDDLE BOURNE LANE, LOWER BOURNE, FARNHAM GU10 3NH

Erection of extensions and alterations.

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

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

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

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

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

**WA/2022/00881 Farnham Bourne**

Officer: Adam Constantinou

FOXWOOD, 15A LONGDOWN ROAD, LOWER BOURNE, FARNHAM GU10 3JU

Erection of a first floor extension to existing garage and car port to provide ancillary accommodation to the main house.

**Farnham Town Council strongly objects to the proposed first floor extension on top of the garage to the front of the dwelling. Objections to the previous application were misrepresented by the Planning Officer in their report when permission was granted under WA/2019/0720.**

**The scale of the proposed alterations may be subservient to the host dwelling however, by virtue of its location, the proposed development will result in an adverse impact on the street scene and is not compliant with Residential Extensions SPD.**

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

**WA/2022/00882 Farnham Bourne**

Officer: Adam Constantinou

37 DENE LANE, LOWER BOURNE, FARNHAM GU10 3RH

Erection of extension and alterations to elevations following demolition of existing conservatory.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP8 South Farnham Arcadian Areas, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**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.**

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

**WA/2022/00898 Farnham Bourne**

Officer: Daniel Holmes

FOX COTTAGE (UNIT D WAVERLEY COURT FARM), MONKS WALK, FARNHAM GU9 8HT

Erection of extensions and alterations including a first floor roof extension with dormer windows.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI0 Protect and Enhance the Countryside, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**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.**

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

**Farnham Castle**

Councillor Hesse declares a non-pecuniary interest as the applicant is known to him and did not take part in discussions.

**WA/2022/00757 Farnham Castle**

Officer: Carl Housden

LAND AT 11 OLD PARK LANE, FARNHAM GU9 0AJ

Erection of a dwelling and associated swimming pool, parking, access and landscaping.

**Farnham Town Council objects to a second dwelling in the garden of no.11, located outside of the built-up area boundary in Farnham's Old Park. Further subdivision of the garden is overdevelopment and out of character having an urbanising effect on the semi-rural location, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI0 Protect and Enhance the Countryside, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design and having a negative impact on the host dwelling with the loss of amenity space.**

**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.**

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

Councillor Fraser had to leave the meeting due to an appointment. Councillor Blishen was nominated to take over as chair for the remainder of the meeting by Councillor Neale and Seconded by Councillor Hesse.

#### **NMA/2022/00821 Farnham Castle**

Officer: Philippa Smyth

JOLLY SAILOR PUBLIC HOUSE, 64 WEST STREET, FARNHAM GU9 7EH

WA/2020/1784 Changes to the approved design are:

1. Enlargement of an existing front facing ground floor window (below dormer); 2. Painting a neutral colour F+B Mizzle; 3. Revised internal layout; 4. Rebuilding the timber side extension to match existing (as currently structurally unstable); 5. Rebuilding the rear toilet block on identical footprint to create a glazed garden room. To create a more useable dwelling for the new owner / occupiers.

**Farnham Town Council objects to this application as non-material for example, creating a glazed garden room compared to the existing brick toilet block with limited glazing cannot be considered non-material. A new planning application must be submitted to fully considered the proposed changes compared to those in approved in WA/2020/1784 and the potential impact on the neighbours and the Town Centre Conservation Area.**

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

#### **Farnham Firgrove**

#### **NMA/2022/00819 Farnham Firgrove**

Officer: Carl Housden

123 WEYDON HILL ROAD, FARNHAM GU9 8NZ

WA/2021/0194 We wish to remove part of the wall on the rear elevation of the property. With reference to FLU.1334.05 - Proposed Elevations submitted on 20/7/21 showing the rear elevation on our original application we wish to square off the rear balcony glass by removing the wall section highlighted with the dotted line.

This will allow us to use a rectangular piece(s) of glass to form the rear balcony. We have had a number of balcony specialists installers to look at creating and securely fixing a triangular piece of glass to the existing sloping wall. All have said it will be very difficult to achieve a secure fixing where the glass goes into a point at the party wall end of the property to the point where they could not guarantee its safety. They have suggested removing the wall and replacing it with obscure glass as per the conditions of the planning permission. This would allow more secure fixings to a flat surface, making it easier to manufacture and safer. It would leave a more uniform appearance to the rear of the property.

**Farnham Town Council questions if this application is appropriate as an NMA. The design and use of the roof space is wholly inappropriate and should never have been granted permission.**

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

**WA/2022/00748 Farnham Firgrove**

Officer: Sam Wallis

36 EDWARD ROAD, FARNHAM GU9 8NP

Erection of extensions and alterations, construction of a new dormer and replacement dormer (revision of WA/2021/02242).

**Although Farnham Town Council objected to WA/2021/02242 on 8 October 2021, comments were not included in the Planning Officer's report or added to the Planning Portal: Farnham Town Council objects to the proposed extensions, alterations and construction of dormers, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, having a negative impact on the street scene with the inappropriate materials and the potential for overlooking from the glazed sided dormers.**

**This application is not much improved.**

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

**WA/2022/00749 Farnham Firgrove**

Officer: Sam Wallis

10 EDWARD ROAD, FARNHAM GU9 8NP

Certificate of Lawfulness under Section 192 for erection of single storey extension following demolition of existing attached outbuildings.

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

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

**WA/2022/00783 Farnham Firgrove**

Officer: Lauren Kitson

3 HILLARY ROAD, FARNHAM GU9 8QY

Erection of extensions and alterations, including alterations to detached garage and roof to provide additional habitable accommodation, with associated works.

**Amendments have been made to approved application WA/2019/1496. Farnham Town Council has no objection, provided the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Local Plan Part I (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.**

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

**WA/2022/00864 Farnham Firgrove**

Officer: Sam Wallis

75 ARTHUR ROAD, FARNHAM GU9 8PD

Certificate of Lawfulness under Section 192 for the erection of porch.

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

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

**WA/2022/00865 Farnham Firgrove**

Officer: Sam Wallis

75 ARTHUR ROAD, FARNHAM GU9 8PD

Erection of single storey extension following demolition of existing conservatory.

**Farnham Town Council has no objection, provided the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**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.

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

**WA/2022/00867 Farnham Firgrove**

Officer: Wanda Jarnecki

45D FIRGROVE HILL, FARNHAM GU9 8LP

Certificate of Lawfulness under Section 192 for erection of a single storey extension following demolition of existing conservatory.

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

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

**WA/2022/00868 Farnham Firgrove**

Officer: Adam Constantinou

106A WEYDON HILL ROAD, FARNHAM GU9 8NZ

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

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

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

**WA/2022/00877 Farnham Firgrove**

Officer: Sam Wallis

MINDEN HOUSE, 24 FIRGROVE HILL, FARNHAM GU9 8LQ

Erection of extensions and alterations with associated landscaping.

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

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

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

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

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

#### **WA/2022/00897 Farnham Firgrove**

Officer: Sam Wallis

3 WEYDON HILL ROAD, FARNHAM GU9 8NX

Erection of extensions (revision of WA/2022/00457).

**Although the proposed extension has been reduced to single storey, Farnham Town Council raises objection to the proposed unneighbourly extension up to the boundary with no. 1, 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.**

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

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

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

#### **WA/2022/00779 Farnham Hale and Heath End**

Officer: Sam Wallis

39 WILLOW WAY, FARNHAM GU9 0NU

Erection of extensions and alterations following demolition of existing garage and store.

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



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

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

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

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

**WA/2022/00785 Farnham Hale and Heath End**

Officer: Lauren Kitson

EATON MEAD, UPPER HALE ROAD, FARNHAM GU9 0NJ

Creation of vehicle crossover, erection of brick piers and automated entrance gates with associated works to driveway.

**Eaton Mead on the Upper Hale Road benefits from garaging to the rear off White Cottage Close. Farnham Town Council raises objection unless the vehicle crossover is approved by Surrey Highways and access and egress can be in forward gear to ensure the safety of pedestrians and road users.**

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

**WA/2022/00863 Farnham Hale and Heath End**

Officer: Daniel Holmes

LES ARBRES, SOUTH AVENUE, FARNHAM GU9 0QY

Erection of extensions and alterations, raised roof ridge height and dormer extension to provide additional habitable accommodation, and installation of entrance gates.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no**

negative impact on the neighbour's amenity at Lismore with the increased roof height and additional dormer.

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

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

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

**WA/2022/00884 Farnham Hale and Heath End**

Officer: Susie Blackwood

16 NORTH AVENUE, FARNHAM GU9 0RD

Erection of extensions and alterations and installation of solar panels.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no.18 due to the vicinity of the first-floor extension.**

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

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

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

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

### **Farnham Moor Park**

#### **WA/2022/00800 Farnham Moor Park**

Officer: Sam Wallis

HILLBROW, BOTANY HILL, SANDS, FARNHAM GU10 1LZ

Erection of an outbuilding for use as a garage and home office with associated works following demolition of existing outbuildings.

**Farnham Town Council raises objection to this application unless the detached outbuilding and garage is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI10 Protect and Enhance the Countryside, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CC1 Climate Change and CC2 Sustainable Construction and is conditioned ancillary to the dwellinghouse.**

**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.**

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

#### **WA/2022/00810 Farnham Moor Park**

Officer: Sam Wallis

63 ST JAMES AVENUE, FARNHAM GU9 9QF

Erection of extensions and alterations to roofspace to provide additional habitable accommodation (revision of WA/2021/01859)

**Although changes have been made to withdrawn application WA/2021/01859, Farnham Town Council maintains its objections to the size and scale of the proposed extensions and alterations, having a negative impact on the neighbour's amenity at no. 61 and not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design. The design and materials are not in keeping with existing or surrounding dwellings.**

**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.**

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

**WA/2022/00815 Farnham Moor Park**

Officer: Lara Davison

13A EAST STREET, FARNHAM GU9 7RX

Repair works to building and temporary relocation of plant machinery.

**The description of the is incorrect as the application extent is more than just repair works. Although the building is not Listed, it is a Building of Local Merit and is situated at the edge the Town Centre Conservation Area, these Heritage aspects must be considered.**

Farnham Town Council has no objection to the application, subject to the repairs being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Farnham Town Centre Conservation Area and its setting, Farnham Conservation Area Management Plan (FCAMP) SPD and that any replacement materials needed, match existing.

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

**WA/2022/00887 Farnham Moor Park**

Officer: Sam Wallis

54 ABBOTS RIDE, FARNHAM GU9 8HZ

Erection of extensions following demolition of existing conservatory; alterations to existing garage and roofspace to provide habitable accommodation including dormers.

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

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

Space must be available on-site for construction vehicles and materials and WBC approved construction hours be a standard condition: Construction works, including works of site clearance and ground preparation, and including deliveries to and from the site, shall not take place other than between 08.00-18.00 hours Monday-Friday,

**08.00-13.00 hours on Saturdays and at no time on Sundays or on Bank or Public holidays.**

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

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

##### **WA/2022/00781 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

ROCK HOUSE, 19 SANDROCK HILL ROAD, WRECCLESHAM, FARNHAM GU10 4NR

Erection of extensions and alterations following demolition of existing extension.

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

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

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

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

##### **WA/2022/00804 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

30 LITTLE GREEN LANE, FARNHAM GU9 8TB

Alterations to elevations and fenestrations and alterations to attached garage to provide additional habitable accommodation.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16**

**Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and materials be in keeping with existing.**

**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.**

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

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

**WA/2022/00818 Farnham Shortheath and Boundstone**

Officer: Daniel Holmes

29 SANDROCK HILL ROAD, WRECCLESHAM, FARNHAM GU10 4NX

Erection of a detached outbuilding to provide ancillary habitable accommodation.

**Farnham Town Council raises objection to this application unless the detached outbuilding is confirmed compliant with Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and is conditioned ancillary to the dwellinghouse.**

**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.**

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

**PRA/2022/00885 Farnham Shortheath and Boundstone**

Officer: Daniel Holmes

85 WEYDON LANE, FARNHAM GU9 8UW

The erection of single storey rear extension which would extend beyond the rear wall of the original house by 4.50m, for which the height would be 3.30m, and for which the height of the eaves would be 2.97m.

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

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

### **Farnham Upper Hale**

#### **PRA/2022/00735 Farnham Upper Hale**

Officer: Daniel Holmes

21 SPRING LANE, FARNHAM GU9 0JD

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

**Farnham Town Council maintains its objections to the enlargement of the dwellinghouse to effectively a three-storey dwelling with the impact on the neighbour being as negative as in refused application WA/2019/1513 and the non-compliant PRA/2022/00089 refused on 17 February 2022, the conclusion being 'The proposed development would result in the materially harmful loss of light and overbearing impact to no 15 Spring Lane in conflict with the guidance of the Residential Extensions SPD 2010 and Policies DI and D4 of the Waverley Borough Local Plan 2002, Policy TDI of the Local Plan: Part 1 2018, and paragraph 134 of NPPF 2021'.**

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

#### **WA/2022/00730 Farnham Upper Hale**

Officer: Lara Davison

FOXHAVEN, OLD PARK LANE, FARNHAM GU10 5AA

Erection of a dwelling following demolition of existing dwelling.

**This application contains poor quality drawings.**

**The site has been subject to a number of applications for extensions and enlargements, as well as the retention of an outbuilding no longer within the ownership of Foxhaven, all to demonstrate that a replacement dwelling is less built form than that previously granted.**

**Farnham Town Council objects to the inappropriate development in the countryside, located outside of the built-up area boundary in Farnham's Old Park, being out of character with its setting, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation,**

**FNPI0 Protect and Enhance the Countryside, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design.**

**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.**

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

**WA/2022/00839 Farnham Upper Hale**

Officer: Tracy Farthing

LAND AT 7 HOPE LANE, FARNHAM GU9 0HY

Erection of a dwelling and associated works.

**Farnham Town Council objects to the erection of a dwelling in the garden of 7 Hope Lane, being overdevelopment and having a negative impact of the amenity of the host and adjacent dwellings at no. 11 and no. 13, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design.**

**Local Plan Part I (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.**

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

**TM/2022/00830 Farnham Upper Hale**

Officer: Theo Dyer

THE FOLLY, 1 FOLLY HILL, FARNHAM GU9 0AX

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER

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



## **Farnham Wrecclesham and Rowledge**

### **WA/2022/00747 Farnham Wrecclesham and Rowledge**

Officer: Lauren Kitson

STOCKTON, 28 HIGH STREET, ROWLEDGE, FARNHAM GU10 4BT

Extension and alterations to existing garage roof to create storage above with alterations to elevations and installation of solar panels (revision of WA/2021/01658).

**Farnham Town Council maintains its objection to the dominance of the proposal due to the location in front of the property, close to the boundary with the road, the proposal is contrary to the Farnham Design Statement and Residential Extensions SPD and LPP1 policy TDI Townscape and Design.**

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

### **WA/2022/00782 Farnham Wrecclesham and Rowledge**

Officer: Daniel Holmes

25 COLESON HILL ROAD, WRECCLESHAM GU10 4QQ

Application under Section 73A for variation of condition 1 of WA/2021/01240 (approved plans) to allow addition of roof dormer.

**Farnham Town Council raises objection to this application to include an additional roof dormer unless confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CC1 Climate Change and CC2 Sustainable Construction and its additions has no negative impact on the neighbour's amenity at no. 24 and no. 26.**

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

### **WA/2022/00869 Farnham Wrecclesham and Rowledge**

Officer: Adam Constantinou

16 SHORTEATH CREST, FARNHAM GU9 8SB

Construction of a bay window to front elevation.

**Farnham Town Council has no objection to a new bay window to the front elevation.**

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

**WA/2022/00900 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

86 RIVERDALE, WRECCLESHAM, FARNHAM GU10 4PJ

Erection of extensions and alterations following demolition of detached garage and workshop.

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

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

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

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

**5. Appeals Considered**

There were none for this meeting.

**6. Licensing Applications Considered**

**Street Trading Licence**

A mobile food operator called 'The Icicle Bicycle' wishes to trade on an itinerant/roaming basis, operating from four separate locations.

- Beavers Road
- Long Garden Walk
- Falkner Road
- Waverley Lane

All of the above location to operate:

- School Holidays Monday-Friday 2pm-4.30pm
- Outside of school holidays Monday-Friday 3pm-4.30pm

**Farnham Town Council asks if there's a need for the operator to hold a DBS certificate given the locations are outside schools for three out of the four locations.**



A Sole Trader Street Trading Consent for 'Sprinkle of Saffron', operating from Hale Road (layby outside Danielle Sicilian), Farnham. Wednesdays and Thursdays 5pm-10.30pm.

The vehicle being used is approximately 5.5m long, 2.5m wide and 2.5m in height, see below.

**No comments to be submitted.**



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

There were none for this meeting.

**8. Date of next meeting**

4<sup>th</sup> April 2022.

The meeting ended at 11.45 am

Notes written by Jenny de Quervain

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# FARNHAM TOWN COUNCIL



## Notes

### Planning & Licensing Consultative Working Group

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**Time and date**

9.30 am on Monday 4th April, 2022

**Place**

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

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

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

Officers: Jenny de Quervain

**Please note.**

To reduce the number of pages within the agenda, additional standard paragraphs will be added to application comments, where appropriate, prior to submitting to WBC. These include:

To ensure all relevant planning documents are being considered:

**Local Plan Part I (LPPI) 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.**

Especially for larger developments, sites where construction vehicles have the potential to cause a nuisance (parking on verges, pavements, etc.), to limited construction hours:

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

Farnham Town Council's comments have, on occasion, been omitted from the planning portal, the Officer's report and even when determining planning applications:

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

**1. Apologies for Absence**

Apologies were received from Councillors Hesse and Wicks.

**2. Disclosure of Interests**

Councillor Martin declared a non-pecuniary interest to WA/2021/02891 as the applicant is known to her.

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

**Farnham Bourne**

**WA/2022/00956 Farnham Bourne**

Officer: Tracy Farthing

WOODLARKS WORKSHOP TRUST, LODGE HILL ROAD, FARNHAM GU10 3RB

Erection of extensions to existing building to provide additional accommodation and internal access ramp between existing floors.

**Farnham Town Council acknowledges the need for additional facilities at Woodlarks.**

**Farnham Castle**

Amendments received

**Further amended roof plans.**

**WA/2021/02776 Farnham Castle**

Officer: Philippa Smyth

KINGSDOWN, CASTLE HILL, FARNHAM GU9 0AD

Application under section 73 to vary condition 1 of WA/2019/1802 (approved plan numbers) to allow alterations to design; amendments to internal layout together with alterations to roofspace to form habitable accommodation.

**Farnham Town Council maintains its objection, accommodation and glazing in the roofspace being yet further overdevelopment of the site, not compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI.**

## **Farnham Moor Park**

Amendments received

**Ecology reports and Site Plan.**

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

Officer: Ruth Dovey

HAWTHORNS, HALE ROAD, FARNHAM GU9 9RL

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

**Farnham Town Council maintains its objection to the proposed development of 65 dwellings on the land around Hawthorns, being outside the built-up area boundary and not an allocation for housing in the Farnham Neighbourhood Plan (FNP).**

**The Inspector in the appeal decision on WA/2020/1410 states ‘Paragraph 15 [of the NPPF] sets out that planning should be genuinely plan-led, and amongst other matters should provide a platform for local people to shape their surroundings. The FNP has sought to do this.’**

**A further appeal decision on WA/2020/0651 says ‘Policy FNP10 of the [F]NP seeks to safeguard the surrounding countryside and states that outside the revised Built-Up Area Boundary priority will be given to protecting the countryside from inappropriate development and only limited development outside the revised boundary will be permitted.’**

**Surrey Highways has submitted the following comments as reasons for refusal:**

- 1. It has not been demonstrated to the satisfaction of the County Highway Authority that the proposed development would not have an unacceptable impact on highway safety or a severe residual cumulative impact on the local road network. The proposed development is therefore contrary to policy ST1 of Waverley Borough Council’s Local Plan 2018 and Paragraph 111 of the NPPF 2021.**
- 2. It has not been demonstrated to the satisfaction of the County Highway Authority that appropriate opportunities to promote sustainable transport modes, particularly cycling, have been taken up, given the development’s highly accessible location. The proposed development is therefore contrary to policy ST1 of Waverley Borough Council’s Local Plan 2018 and Paragraph 110 of the NPPF 2021.**

**A new document entitled ‘Plans – 021515-STAX-01.pdf’ uploaded 25 March 2022 states ‘new junction to engineers design’ – are these designs available to view. Although the applicant has added to the ‘Plans – 021515-STAX-01.pdf’ a ‘potential 3m wide link into Farnham Park’ no further information is included. If the applicant has updated traffic surveys and given responses to the CHA enquiries, these must be made available to view on the planning portal with an extended consultation period. As of Friday 1 April 2022, the CHA Officer had received no updates from WBC to respond to.**

As previously submitted, Farnham Town Council strongly objects to the proposed development of Hawthorns, Hale Road. Local Plan Part I (LPP1) policy TD1 Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.

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

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

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

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

*'The Secretary of State notes that the appeal site is outside the BUAB and is not allocated through FNPI4, and that the proposal does not meet any of the types of development permitted outside the BUAB through FNPI6, FNP 17 and FNP20. For these reasons the Secretary of State agrees with the inspector (IR141) that the appeal site is not an appropriate location for housing, and would conflict with WLPP1 policy RE1, and rFNP policies FNPI0 and FNPI4.'*

***'Effect on the landscape***

*Having carefully considered the inspector's assessment at IR142-157, the Secretary of State agrees (IR158) that the proposal would have a harmful urbanising impact on the landscape character of the appeal site, albeit one that is contained and would have limited effect on the wider landscape. Nevertheless, he agrees with the Inspector that this would still conflict with rFNP policies FNPI and FNPI0, and WLPP1 policies RE1 and RE3. For these reasons, the Secretary of State agrees with the Inspector (IR189) that this carries moderate weight against the proposal.'*

*'For the reasons given above, the Secretary of State considers that the appeal scheme is not in accordance with WLPP1 policies RE1 and RE3, and rFNP policies FNPI, FNPI0 and FNPI4, and so is not in accordance with the development plan overall.'*



Councillor Martin declared a non pecuniary interest due to knowing the applicant and left the meeting during discussion.

Amendments received

**Revised plans.**

**WA/2021/02891 Farnham Moor Park**

Officer: Ruth Dovey

80 – 84 EAST STREET, FARNHAM GU9 7TP

Erection of a mixed use building comprising of 23 flats and ground floor commercial floor space together with associated landscaping, access and parking following demolition of buildings.

**Farnham Town Council maintains its strong objection to the overdevelopment of the site, the density, size and scale of the proposal is inappropriate, having a negative impact on the street scene of East Street and St Cross Road and the amenity of the neighbours on these streets and Thorold Road, with the potential for overlooking and being overbearing, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and LPP1 policy TDI Townscape and Design.**

**Objection is raised to insufficient parking provision with only 12 onsite car parking spaces, not being compliant with WBCs Parking Guidelines SPD and impacting the already congested Controlled Parking Zone A.**

Amendments received

**Additional shopfront details.**

**WA/2022/00285 Farnham Moor Park**

Officer: Ruth Dovey

BUILDING D21, LAND CENTRED COORDINATES 484270 146934, EAST STREET, FARNHAM

Erection of shopfront for Unit D21 in relation to details required for Condition 10 of planning permission WA/2016/0268

**Farnham Town Council acknowledges more detail has been added to this application. Provided that materials are consistent across the entire front of the two storey retail building, Farnham Town Council has no objections.**

**Shop fronts are to be in line local policies for Farnham town centre and must consider the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, FNP4 Advertisement Control, FNP21 East Street, South Street and Dogflud Way and WBC Shopfront Design Guide SPD.**

**WA/2022/00902 Farnham Moor Park**

Officer: Ruth Dovey

BUILDING D6, UNIT 23, LAND CENTRED COORDINATES 484270 146934, EAST STREET, FARNHAM

Installation of shop fronts for Building D6 unit 23 in relation to details required for Condition 10 of planning permission WA/2016/0268.

**Farnham Town Council acknowledges more detail has been included in this application and that the applicant has considered the WBC Shopfront Design Guide SPD. Shop fronts are to be in line local policies for Farnham town centre and must consider the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, FNP4 Advertisement Control, FNP21 East Street, South Street and Dogflud Way.**

**WA/2022/00903 Farnham Moor Park**

Officer: Ruth Dovey

BUILDING D6, UNIT 23, LAND CENTRED COORDINATES 484270 146934, EAST STREET, FARNHAM

Consent to display 2 illuminated fascia signs and 1 non- illuminated projecting sign.

**Farnham Town Council acknowledges more detail has been included in this application and that the applicant has considered the WBC Shopfront Design Guide SPD. Shop fronts also need to be in line local policies for Farnham town centre and must consider the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting, FNP4 Advertisement Control, FNP21 East Street, South Street and Dogflud Way.**

**It is noted that the individual letters mounted on the fascia include internal illumination. It is unclear if this is back lighting creating a 'wash' behind the letters on the fascia or if the letters are individually 'light'. Please can clarification be sought?**

**WA/2022/00990 Farnham Moor Park**

Officer: Carl Housden

THE ABBEY SCHOOL, MENIN WAY, FARNHAM GU9 8DY

Consultation under Regulation 3 for details of Construction Environmental Management Plan submitted pursuant to Condition 9 of planning permission ref: WA/2021/02235 dated 17 February 2022.

**Farnham Town Council has no objections, subject to the approval of Environmental Health.**

**NMA/2022/00905 Farnham Moor Park**

Officer: Ruth Dovey

LAND AT EAST STREET, FARNHAM

Amendment to WA/2016/0268 for a change of use within unit 08 of D1 from retail to Nail Salon (Sui Generis) and non-material amendment to change the description of the development to include reference to the provision of a Sui Generis use within unit 08 of D1 within the description.

Crest Nicholson Operations Ltd and Surrey County Council

**Farnham Town Council has no objections, subject to an NMA being the appropriate application for a change of use from Retail to Sui Generis.**

**Farnham Weybourne and Badshot Lea**

Further information has been sought - enquiries to Richard Cooper, Surrey Highways  
**See attached layout plan.**

**WA/2022/00746 Farnham Weybourne and Badshot Lea**

Officer: Philippa Smyth

LAND AT GREEN LANE FARM, GREEN LANE, BADSHOT LEA

Application under Section 73A to vary conditions 5 and 6 of WA/2018/1230 (no dwelling shall be occupied until construction has been completed of a 3.0m wide shared pedestrian footway/cycleway), (no dwelling shall be occupied until construction has been completed of a shared pedestrian/cycling facility) to allow the conditions to relate to the revised S278 layout requested by

**Drawings of the proposed layout were not included in this application. DSM-E4814-302N was requested from Surrey Highways for review.**

The proposed S278 works reroute the cycleway through the centre of the development with a new access/exit to the northeast of the development on to Green Lane. Cycleway and footway improvements are being made to both sides of Monkton Lane with future aspirations to link with new and existing routes. Highway works on the corner with Badshot Lea Road will improve visibility.

Farnham Town Council welcomes improvements to the highway, cycleways and footways in this area. Future aspirations to link to existing and new routes should be progressed through the Farnham Infrastructure Programme and LCWIP.

**WA/2022/00978 Farnham Weybourne and Badshot Lea**

Officer: Kate Edwards

LAND AT GREEN LANE FARM, GREEN LANE, BADSHOT LEA, FARNHAM

Outline planning application with all matters reserved, except for access, for the erection of up to 38 no. dwellings (including 75% affordable housing and 4 no. self build dwellings) with vehicular and pedestrian access, public open space, car parking and landscaping.

**Farnham Town Council strongly objects to another application for inappropriate development of Land at Green Lane Farm, not being an allocation in Farnham Neighbourhood Plan 2020. Previously refused application WA/2018/2196 was dismissed at appeal in December 2020 with the Inspector concluding ‘the proposed development would be in conflict with the development plan and there are no material considerations which justify granting planning permission in this case.’**

Although the previous application was for 50 dwellings, the Inspector’s findings are still relevant:

9. The updated Farnham Neighbourhood Plan (Neighbourhood Plan) was passed at referendum in March 2020 and forms part of the development plan for the area. Policy FNPI0 places priority on protecting the countryside from inappropriate development and shows the site to be outside the defined Built Up Area Boundary (BUAB). The proposal does not fall within the exceptions in FNPI0(a) where development outside the BUAB may be permitted.
12. Nevertheless, it plays a role in providing a more localised sense of greenery between the areas of Farnham and Badshot Lea that is reflective of the location at the edge of settlement.
13. However, even taking account of the level of visual containment, the introduction of some 50 houses would fundamentally change the character of the site to one that is urban and residential. This would include the visual effects resulting from the extensive changes to the southeast boundary associated with the new access which would contrast starkly with the existing hedgerow that is tight to the boundary on this side of the site and is a strong natural feature. It is noted that Policy FNPI of the Neighbourhood Plan seeks to protect such natural features as part of the design of new development.
14. A carefully considered landscaping and layout design agreed as part of reserved matters may assist with assimilating the development into its surroundings and mitigate the loss of the boundary hedgerow to a degree. However, it would not address the fundamental change in character and reduction in greenery which would be an inevitable consequence of green field development of this nature.
22. In conclusion, the proposed development would result in harm to the character and appearance of the surroundings, including the relationship between

settlements. I find conflict with Policy RE1 and RE3 of the Local Plan, saved Policy C4 Waverley Borough Local Plan, and Policies FNPI, FNPI0 and FNPI1 of the Farnham Neighbourhood Plan which collectively seek to safeguard the character of the area, protect the natural features of sites, limit development in the areas outside the BUAB, and prevent coalescence between areas.

The site is outside the Built-up Area Boundary of the Farnham Neighbourhood Plan and in conflict with policies FNPI Design of New Development and Conservation, FNPI0 Protect and Enhance the Countryside, FNPI1 Prevent Coalescence and FNPI4 Housing Site Allocations.

Recently appealed planning application WA/2020/1410 (decision 1 April 2022) and WA/2020/0651 (decision 6 April 2022), both outside the Built-up Area Boundary and not allocated in the Farnham Neighbourhood Plan were dismissed with the Inspector stating 'Paragraph 15 [of the NPPF] sets out that planning should be genuinely plan-led, and amongst other matters should provide a platform for local people to shape their surroundings. The FNP has sought to do this.'

The same Inspector said of nearby planning application WA/2020/0651 'Policy FNPI0 of the [F]NP seeks to safeguard the surrounding countryside and states that outside the revised Built-Up Area Boundary priority will be given to protecting the countryside from inappropriate development and only limited development outside the revised boundary will be permitted.'

Concern is maintained about the safety of the proposed access with limited visibility caused by the bend to the southwest and railway bridge to the northeast. As the site has no footway, a pedestrian refuge is proposed in the centre of the narrow carriageway, this will be hazardous for pedestrians having to cross at this point.

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

##### **WA/2022/00955 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

LAND CENTRED COORDINATES 482046 143525, FULLERS ROAD, ROWLEDGE, FARNHAM GU10 4DF

Erection of a new village hall including new vehicular and pedestrian accesses, with associated parking and landscaping.

**Farnham Town Council acknowledges the existing Rowledge Village Hall has its limitations and the desire to provide a purpose-built community facility.**

Specific policies constraints must be fully considered. The site is outside the Built-up Area Boundary of the Farnham Neighbourhood Plan and new development must adhere to policy FNPI Design of New Development and Conservation, FNPI0 Protect and Enhance the Countryside, FNPI1 Preventing Coalescence, FNPI24 Neighbourhood Centres, although FNPI29 aims for the Protection of Cultural Facilities and Community Buildings, new facilities should be encouraged, mitigation is needed to meet policy FNPI30 Transport Impact of Development.

The Farnham Design Statement for Rowledge requires any new development to maintain the character of the village and respect the local architecture in terms of scale, form and materials. The impact of new development should be carefully considered, to avoid undue pressure on the existing infrastructure and off-road parking must be adequate.

**LPP1 and emerging LPP2 maintain this location as an Area of Strategic Visual Importance (ASVI) and in Countryside beyond the Green Belt,**

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

##### **Farnham Bourne**

###### **WA/2022/00906 Farnham Bourne**

Officer: Carl Housden

SPRINGFIELD, 30 FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HT

Erection of 2 detached dwellings and associated garaging, parking and vehicular access.

**Farnham Town Council strongly objects to further development of the garden of Springfield, 30 Frensham Vale.**

**Plots 1, 2 and 3, allowed at appeal, have contributed to the erosion of the character and appearance of the area, outside the built-up area boundary of the Farnham Neighbourhood Plan. Development of a further two dwellings, plots A and B, alternatively plots 4 and 5, is unacceptable and contrary to policy FNPI New Development and Conservation, FNPI0 Protect and Enhance the Countryside and the Farnham Design Statement. The two further dwellings do not respect the architectural surrounding in terms of pattern, scale, materials and form, being overdevelopment of the garden land. The extensive felling of trees to provide clearings for dwellings is apparent in aerials views of the garden over a short period of time, further damaging the sylvan nature and 'semi-rural character and appearance of the area' described in the Inspectors' decisions for 3 dwellings on the site.**

**The Inspector in the appeal decision on WA/2020/1410 states 'Paragraph 15 [of the NPPF] sets out that planning should be genuinely plan-led, and amongst other matters should provide a platform for local people to shape their surroundings. The FNP has sought to do this.' This is not an approved housing allocation and sits outside the Built-up Area Boundary of the Farnham Neighbourhood Plan (FNP).**

**A further appeal decision on WA/2020/0651 says 'Policy FNP10 of the [F]NP seeks to safeguard the surrounding countryside and states that outside the revised Built-Up Area Boundary priority will be given to protecting the countryside from inappropriate development and only limited development outside the revised boundary will be permitted.'**

**This application would make 6 dwellings in the garden, including the host Springfield, no longer constituting 'semi-rural'! Two further dwellings is overdevelopment and must be refused.**

###### **WA/2022/00922 Farnham Bourne**

Officer: Sam Wallis

4 MIDDLE AVENUE, FARNHAM GU9 8JL

Application under Section 73 to vary condition 1 of WA/2021/01963 (approved plans) to allow alterations to roof, alter position of chimney and garage, addition of an attached log store shed.

**Farnham Town Council raises objection to this application unless the changes are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Great Austins Conservation Area, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**WA/2022/00987 Farnham Bourne**

Officer: Lara Davison

APRIL COTTAGE, VICARAGE HILL, FARNHAM GU9 8HL

Erection of a dwelling following demolition of existing dwelling.

**Farnham Town Council strongly objects to the size and scale and inappropriate development adjoining the Great Austins Conservation Area and the Grade II Listed Mavins Ends, having a negative impact on the character of the area and being overdevelopment of the site, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP5 Great Austins Conservation area and its setting, FNP8 South Farnham Arcadian Areas and LPP1 policy TDI Townscape and Design.**

**WA/2022/01017 Farnham Bourne**

Officer: Sam Wallis

TALL TREES, 9 GOLD HILL, LOWER BOURNE, FARNHAM GU10 3JH

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, FNP8 South Farnham Arcadian Areas, FNP16 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**Farnham Castle**

Amendments received

**Opening time now proposed until 21.00, previously 23.00.**

**WA/2022/00603 Farnham Castle**

Officer: Carl Housden

MARKET STALL KIOSK 3 & 3A, CASTLE STREET, FARNHAM

Application under Section 73 to vary Condition 2 of WA/2009/0250 (restrictions on opening times) to allow opening between 08:00 and 23:00.

**Farnham Town Council maintains its objection to extending the hours of what are supposed to be small scale semi-permanent markets stalls. The original 2006 application for this site was for the 'erection of 3 semi-permanent kiosks for retail use following removal of existing demountable market stalls with associated works'.**

**This application must be refused along with the proposals to extend the kiosk in application WA/2022/00513 and the 'permanence' of the kiosk market stalls re-evaluated.**

**Farnham Hale and Heath End****WA/2022/00948 Farnham Hale and Heath End**

Officer: Daniel Holmes

THE MANOR HOUSE, NUTSHELL LANE, UPPER HALE, FARNHAM GU9 0HG

Erection of extensions and alterations following demolition of existing extension and outbuildings.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour at no. 63 Upper Hale Road.**

**WA/2022/00959 Farnham Hale and Heath End**

Officer: Daniel Holmes

19 POPLAR WALK, FARNHAM GU9 0QL

Erection of a first floor extension.

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

**Farnham Moor Park**

**WA/2022/00961 Farnham Moor Park**

Officer: Sam Wallis

7 SUMNER ROAD, FARNHAM GU9 7JU

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, FNPI 6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 9 with the north elevation being fully glazed, facing the boundary.**

**WA/2022/00985 Farnham Moor Park**

Officer: Sam Wallis

28 BROOMLEAF ROAD, FARNHAM GU9 8DG

Erection of a two storey extension with single storey rear extension and alterations to elevations following demolition of existing linked side extension.

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

**WA/2022/01006 Farnham Moor Park**

Officer: Philippa Smyth

LAND OPPOSITE THUMBLANDS COTTAGE, SANDS ROAD, SANDS, FARNHAM

Erection of a new two storey dwelling.

**The description does not match the documents within the application, these have been titled 'land adjacent 11 Crooksbury Road. The proposed access is opposite Thumblands Cottage of the Sands Road.**

**The southeast boundary is Farnham Footpath 215, part of the historic North Downs Way.**

**Farnham Town Council objects to the development of this site. The site has a history of refusals and dismissals, being located within the Surrey Hills AONB and an AGLV and defined as inappropriate development in the Green Belt. The development would be visible from the Crooksbury Road, Sands Road and the North Downs Way. Removal of tree will be required to make way for the dwelling and no doubt future removal for garden space or when trees begin to overshadow, being harmful to the character of the area, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and**

**Conservation, FNPI0 Protect and Enhance the Countryside and LPPI policy TDI Townscape and Design.**

**The proposed access adjacent to Footpath 215 will have a negative impact on the historic North Downs Way as further clearance of trees and vegetation will be required to allow for visibility splays, further erosion of the countryside and character of the area, contrary to Farnham Neighbourhood Plan policy FNPI0 Protect and Enhance the Countryside and adjoining the South Farnham Arcadian Areas policy FNP8.**

**WA/2022/01020 Farnham Moor Park**

Officer: Sam Wallis

2 BROOMLEAF ROAD, FARNHAM GU9 8DG

Erection of extensions and alterations to elevations; alterations to attached garage to provide additional habitable accommodation and store following demolition of existing conservatory.

**The description of the garage as being attached is incorrect, this is integral garage being partly converted to habitable accommodation.**

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

**WA/2022/01021 Farnham Moor Park**

Officer: Adam Constantinou

BLUEBELLS, 39 ABBOTS RIDE, FARNHAM GU9 8HZ

Erection of extensions and alterations.

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

**Farnham Shortheath and Boundstone**

**WA/2022/00941 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

9 SANDROCK HILL ROAD, WRECCLESHAM, FARNHAM GU10 4NR

Erection of extensions and alterations.

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

**WA/2022/00984 Farnham Shortheath and Boundstone**

Officer: Wanda Jarnecki

LITTLE THATCHES, BOURNE DENE, WRECCLESHAM, FARNHAM GU10 4RF

Erection of extensions and alterations together with replacement thatched roof.

**Farnham Town Council raises objections to the proposed extensions and alterations. Although the thatch is to be replaced, the new roofline will be detrimental to the character of Little Thatches.**



**WA/2022/01018 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

11 LITTLE GREEN LANE, FARNHAM GU9 8TE

Erection of extensions.

**The previous built form to the side of the dwelling was a garage, this was demolished to make the accessway to the garden development to the rear. With the now much-reduced space to the southeast, Farnham Town Council objects to the extensions up to the boundary of the narrow access and its negative impact on the amenity of no. 9a and 9b to the rear, 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.**

**NMA/2022/00971 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

69A SHORTHEATH ROAD, FARNHAM GU9 8SF

WA/2021/02885 To change the existing dwelling brickwork external walls to a render finish and then the proposed granted extension to be finished in render also - colour ivory

**Farnham Town Council objects to the proposed change from brickwork to ivory coloured render. This will materially change the impact of the proposal and have a negative impact on the street scene and the adjacent character brick cottages, not compliant with the Farnham Design Statement.**

**NMA/2022/00979 Farnham Shortheath and Boundstone**

Officer: Daniel Holmes

23 BEACON CLOSE, WRECCLESHAM GU10 4PA

WA/2017/1695 Minor alteration to the 1st storey layout to follow line of ground floor extension.

**Farnham Town Council objects to this application as an NMA, being inappropriate for alterations to enlarge the first floor. The original application was approved in November 2017, changes should now be subject to a planning application.**

**WA/2022/01019 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

16 LONGHOPE DRIVE, WRECCLESHAM, FARNHAM GU10 4SN

Erection of extensions.

**Farnham Town Council raises objection to this application unless the extensions are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 18.**

**Farnham Upper Hale**

**WA/2022/00947 Farnham Upper Hale**

Officer: Daniel Holmes

9 BISHOP SUMNER DRIVE, FARNHAM GU9 0HQ

Erection of extensions and alterations following demolition of garage.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no**

negative impact on the neighbour's amenity at no. 7 with the single storey side extension to the boundary.

**WA/2022/00977 Farnham Upper Hale**

Officer: Daniel Holmes

19 SPRING LANE, FARNHAM GU9 0JD

Erection of a single storey extension; raised decking with glass balustrades and associated works.

**Farnham Town Council strongly objects to the proposed extension, raised decking with glass balustrades and associated works, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, having a severe impact on the neighbour's amenity and being overbearing to no. 10 Trinity Hill.**

**Farnham Weybourne and Badshot Lea**

**NMA/2022/00901 Farnham Weybourne and Badshot Lea**

Officer: Adam Constantinou

11 COPSE AVENUE, FARNHAM GU9 9ED

Amendment to WA/2021/01870 to reduce the width of extension and adjusting the roof.

**Farnham Town Council objects to this application as an NMA, being inappropriate for a change to the roof design and width of the extension.**

Amendments received

**Comments have been submitted to meet deadline:**

**WA/2022/00141 Farnham Weybourne and Badshot Lea**

Officer: Carl Housden

36 FIELD END, FARNHAM GU9 9HZ

Outline application with all matters reserved except layout for erection of detached dwelling.

**Amendments have been made to this application. Farnham Town Council maintains its objections to the wholly inappropriate development in a small amenity space of 36 Field End.**

**Farnham Town Council strongly objects to this outline application to 'shoehorn' an additional dwelling into an already densely populated and congested area, reducing the amenity space of the host and providing inadequate amenity space or parking for the proposed dwelling, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and LPP1 policy TDI Townscape and Design. The access is likely to be on Penfold Croft, negatively impacting the street scene and residents' of Penfold Croft.**

Amendments received

**Alterations to plans/elevations. Reduction in size of extension to single storey.**

**WA/2021/01393 Farnham Weybourne and Badshot Lea**

Officer: Daniel Holmes

BARN COTTAGE, BADSHOT FARM LANE, BADSHOT LEA, FARNHAM GU9 9HY

Erection of extensions and alterations to elevations.

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

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

**Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**WA/2022/00944 Farnham Weybourne and Badshot Lea**

Officer: Sam Wallis

1 MAYFIELD CLOSE, BADSHOT LEA, FARNHAM GU9 9LR

Erection of a single storey extension and alterations.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity on the boundary to the southeast.**

**WA/2022/00960 Farnham Weybourne and Badshot Lea**

Officer: Sam Wallis

21 HALE PLACE, FARNHAM GU9 9BJ

Erection of a conservatory.

**Farnham Town Council raises objection to this application unless the extension and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 16 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity on the boundary at no. 22.**

**Farnham Wrecclesham and Rowledge**

Amendments received

**The applicant has relocated the proposed garage to a more appropriate location.**

**WA/2021/0092 Farnham Wrecclesham and Rowledge**

Officer: Lara Davison

Erection of a detached two storey garage building.

SUMMERFIELD CORNER, SUMMERFIELD LANE, FRENHAM GU10 3AN

**Farnham Town Council acknowledges the relocating of the proposed two storey garage building to a more appropriate location to the west of the dwelling, behind the building line and replacing the detached garage built without permission, being compliant with Residential Extensions SPD.**

**WA/2022/01025 Farnham Wrecclesham and Rowledge**

Officer: Susie Blackwood

5 BAKER OATS DRIVE, WRECCLESHAM, FARNHAM GU10 4DT

Alterations to attached garage to provide additional habitable accommodation.

**Farnham Town Council objects to the loss of the double garage with the limited amount of parking within the boundary, not being compliant with Parking Guidelines SPD.**

**NMA/2022/00917 Farnham Wrecclesham and Rowledge**

Officer: Lauren Kitson

OAKHILL COTTAGE, MOONS HILL, FRENHAM, FARNHAM GU10 3AW

Amendment to WA/2021/02892 to change the rear roof design from a hipped ended gable to a gable end roof.

**Farnham Town Council objects to this application as an NMA, being inappropriate for a change to the roof design.**

**TM/2022/00919 Farnham Wrecclesham and Rowledge**

Officer: Theo Dyer

BRAMBLINGS, 22 QUENNELLS HILL, WRECCLESHAM, FARNHAM GU10 4NE  
APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 19/11

**Several trees in this location have already had works, a site visit is requested.**

**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.**

**5. Appeals Considered**

**Appeal Hearing Notifications**

**Farnham Bourne**

**APP/R3650/W/22/3291680**

WA/2020/1798 LAND KNOWN AS 17 FRENHAM ROAD, LOWER BOURNE

Erection of a dwelling.

Appellant: Mr Peter Strange

Previous comments submitted as new objections cannot be introduced:

**Farnham Town Council strongly objects to retrospective planning applications, or as stated in this application "as built" application. It is not acceptable to erect a dwelling to a different specification to the plans granted permission. The constructed dwelling is in a different position to that granted, higher and larger than permission granted, finished with inappropriate materials to approved plans and out of character with the local area, having a negative impact on the street scene and being more prominent in its "as built" unapproved location, contrary to the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI and Local Plan policy TDI.**

**Farnham Castle**

**APP/R3650/W/22/3295143**

WA/2022/00335 15 CRONDALL LANE, FARNHAM GU9 7BG

Certificate of lawfulness under S 192 for the proposed stationing of a touring caravan for purposes ancillary to the Dwelling House.

Appellant: Philomena Hook

Previous comments submitted as new objections cannot be introduced:

**Farnham Town Council strongly objects to the inappropriate siting of a caravan for use as ancillary accommodation. The red line on the location plan is shown to the front of the dwelling house on Crondall Lane – this is not to say that the rear garden is more appropriate.**

**Although S192 takes no account of planning policies, siting to the front of the dwelling will be cramped and constitute overdevelopment and have a negative impact on the street scene. The dwelling has insufficient parking within the**

boundary of the property to accommodate vehicles and a caravan in this congested area with limited on street parking.

The site has a subsequent identical application in progress **WA/2022/01041**.

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

#### **APP/R3650/W/21/3288515**

WA/2019/1021 OLD STONE YARD, TONGHAM ROAD, RUNFOLD GUI0 IPH

Use of land for the provision of 3 additional gypsy pitches together with associated works (as amended by plans received 24.09.2021).

Appellant: Not stated on WBC letter

Previous comments submitted as new objections cannot be introduced:

**This application has been valid since 26 June 2019 and should have already been determined. Farnham Town Council maintains its strong objection to the overdevelopment at this location outside the built-up area boundary of the Farnham Neighbourhood Plan and within the Farnham/Aldershot Strategic Gap. It is contrary to policy FNPI, FNPI0, FNPI1 and FNP20, the site is not suitable additional mobile homes and the associated vehicles. Conditions are in place to protect the character and appearance of the area by limiting the number of caravans that may be stationed on the site and prevent commercial activities, these conditions and other conditions were imposed by R J Marshall, Inspector, under WA/2011/1571. Further development must be refused. Enforcement action must be taken against unauthorised businesses on the site.**

#### **6. Licensing Applications Considered**

There were none for this meeting.

#### **7. Public Speaking at Waverley's Western Planning Committee**

There were none for this meeting.

#### **8. Date of next meeting**

25<sup>th</sup> April 2022.

The meeting ended at 11.57 am

Notes written by Jenny de Quervain

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# FARNHAM TOWN COUNCIL



## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 25th April, 2022

#### Place

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

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

Councillor John "Scotty" Fraser (Lead Member)

Councillor Brian Edmonds

Councillor Roger Blishen

Councillor John Neale

Observer: Councillor Alan Earwaker (Ex-officio)

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillors Hesse, Martin and Wicks.

#### 2. Disclosure of Interests

Councillor Fraser declared a non-pecuniary interest to WA/2022/01188 due to vicinity to the application.

Officer declared a non-pecuniary interest to WA/2022/01182 due to vicinity to the application. Comments were formulated by Councillors.

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

##### **Farnham Bourne**

##### **WA/2022/01037 Farnham Bourne**

Officer: Carl Housden

WAVERLEY ABBEY HOUSE, WAVERLEY LANE, FARNHAM GU9 8EP

Listed Building Consent for installation of a lightning protection system on two buildings.

**This application is for the installation of lightning conductors in case of a lightning strike. No comments required.**

## **Farnham Castle**

### **WA/2022/01035 Farnham Castle**

Officer: James Kidger

2 COXBRIDGE BUSINESS PARK, ALTON ROAD, FARNHAM GU10 5EH

Change of use from former builders merchant (sui generis) to the storage of refuse collection vehicles, bins and skips with ancillary offices/staff facilities, including car parking (Use Class B8).

**Farnham Town Council has no objections to the change of use to allow more working/manoeuvring space for Biffa Waste Services.**

### **WA/2022/01194 Farnham Castle**

Officer: Carl Housden

6 LION AND LAMB YARD, FARNHAM GU9 7LL

Installation of a fan grille opening to the rear elevation in association with internal extraction system.

**The description in this application is incomplete. The application form states 'Use of the retail unit as a restaurant (Class E) and a fan grille opening to the rear elevation in association with internal extraction system.'**

**No. 6 Lion and Lamb Yard is a Building of Local Merit, alterations must be sympathetic to the local listing and compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Farnham Town Centre Conservation Area and its setting, Farnham Conservation Area Management Plan (FCAMP) and LPP1 policy TDI Townscape and Design.**

**It is noted that the ventilation opening will utilise an existing rear window. Odour and noise from the proposed extraction system must be monitored to protect the amenity of the residential dwellings above the adjoining shops and to the rear.**

**Farnham Town Council will review any further applications and premises licences as and when submitted.**

## **Farnham Moor Park**

### **NMA/2022/01042 Farnham Moor Park**

Officer: Ruth Dovey

LAND AT EAST STREET, FARNHAM

Non-material amendment for a change of use within unit MSUI from A1/A3 to E(d) Indoor Fitness and non-material amendment to change the description of the development to include reference to the provision of a E(d) Indoor Fitness use within unit MSUI within the description.

**Farnham Town Council has no objections, subject to an NMA being the appropriate application for a change of use from Retail to Sui Generis.**

### **NMA/2022/01115 Farnham Moor Park**

Officer: Ruth Dovey

LAND AT EAST STREET, FARNHAM

Non-material amendment to WA/2016/0268 for a change of use within unit 6 from A1 to Use Class E and non-material amendment to change the description of the development to include reference to the provision of Use Class E.

**Farnham Town Council has no objections, subject to an NMA being the appropriate application for a change of use from Retail to Sui Generis.**



## **Farnham Upper Hale**

### **WA/2022/01125 Farnham Upper Hale**

Officer: James Kidger

LAND AT OAST HOUSE LANE, FARNHAM

Outline application with some matters reserved for the erection of 9 dwellings and associated access.

**Previously refused WA/2017/0905 for a similar proposal of 9 dwellings was dismissed at appeal in October 2018. This new application is no more acceptable, it is outside the built-up area boundary and not an allocation for development in the Farnham Neighbourhood Plan.**

**A recent appeal decision on a development WA/2020/1410, not allocated in the Farnham Neighbourhood Plan, the Inspector stated ‘Paragraph 15 [of the NPPF] sets out that planning should be genuinely plan-led, and amongst other matters should provide a platform for local people to shape their surroundings. The FNP has sought to do this.’**

**A further appeal decision on a development WA/2020/0651 outside the built-up area boundary, the Inspector said ‘Policy FNPI0 of the [F]NP seeks to safeguard the surrounding countryside and states that outside the revised Built-Up Area Boundary priority will be given to protecting the countryside from inappropriate development and only limited development outside the revised boundary will be permitted.’ This proposed development outside the built-up area boundary would be detrimental to the landscape character, having an urbanising effect on the location, in conflict with FNPI0 Protect and Enhance the Countryside.**

**The Inspector in the dismissed appeal on this site at Land at Oast House Lane stated ‘the residential development proposed would clearly lead to the subdivision of what is currently an open field into nine plots comprising residential houses and their gardens, together with associated hardstanding and an access road. This would change its appearance from a typical countryside scene, to a one that would ordinarily be regarded as suburban. Rather than reading as a ‘rounding off’ of the existing settlement, it would appear instead as an encroachment of suburban built form into the countryside.’ He went on to state ‘it marks a visual break between the urban area and the surrounding fields, something that is particularly apparent in public views of the site along Oast House Lane. Consequently, the residential development proposed would lead to a harmful change to its character and appearance. It would fail to enhance the open and undeveloped character of the Area of Great Landscape Value in which it is located.’**

**Farnham Town Council strongly objects to development at Land at Oast House Lane. This application is not an allocation in the Farnham Neighbourhood Plan, outside the built-up area boundary, in the setting of the Historic Farnham Park, an area of High Landscape Value and Sensitivity, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI0 Protect and Enhance the Countryside and FNPI4 Housing Site Allocations, LPP1 policy TDI Townscape and Design, HAI Protection of Heritage Assets – Historic Parks and Gardens, HE9 Historic Parks and Gardens – Historic Parks and Gardens Farnham Park, NE1 Biodiversity and Local Geological Sites, RE1 Countryside beyond the Green Belt and RE3 Landscape Character – Areas defined for their landscape character Area of Great Landscape Value.**

#### 4. Applications Considered

##### **Farnham Bourne**

###### **CA/2022/01111 Farnham Bourne**

Officer: Theo Dyer

5A GREENHILL ROAD, FARNHAM GU9 8JN

GREAT AUSTINS CONSERVATION AREA WORKS TO TREE

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

###### **TM/2022/01086 Farnham Bourne**

Officer: Theo Dyer

10 DOUGLAS GROVE, LOWER BOURNE, FARNHAM GU10 3HP

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 50/99

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

###### **TM/2022/01087 Farnham Bourne**

Officer: Theo Dyer

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

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 21/99

**Farnham Town Council objects to this application for the removal of trees subject to TPOs. The landowner at 60 Burnt Hill Road did not submit this application. Permission must be sought from the landowner.**

###### **TM/2022/01088 Farnham Bourne**

Officer: Theo Dyer

BRAMBLES, 3 CRAVEN CLOSE, LOWER BOURNE, FARNHAM GU10 3LW

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 07/00

**Farnham Town Council, 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. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

###### **TM/2022/01114 Farnham Bourne**

Officer: Theo Dyer

4 ANNANDALE DRIVE, LOWER BOURNE, FARNHAM GU10 3JD

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 28/03

**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. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

Amendments received

First floor north west facing window to be obscure glazed.

**WA/2022/00813 Farnham Bourne**

Officer: Lauren Kitson

5 MIDDLE BOURNE LANE, LOWER BOURNE, FARNHAM GU10 3ND

Erection of extensions and alterations to elevations with associated works.

**Farnham Town Council maintains its objection to the extensions and alterations being overdevelopment, out of character, overbearing and having a negative impact on the neighbour's amenity at no. 3 and no. 7s. If obscure glazing is being introduced into living accommodation, the proposals are not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP1 New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design.**

**WA/2022/01038 Farnham Bourne**

Officer: Tracy Farthing

LAND AT BRAMWELL HOUSE, MONKS WALK, FARNHAM GU9 8HT

Application under Section 73 to vary condition 1 of WA/2021/02080 (approved plans) to allow design changes including alterations to dormer, alterations to elevations and eaves, removal of chimney and addition of flue, PV panels details, additional windows/rooflights and basement details.

**Farnham Town Council raises objection to this application unless the alterations to the new dwelling are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP1 New Development and Conservation and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**WA/2022/01047 Farnham Bourne**

Officer: Philippa Smyth

3 GREAT AUSTINS, FARNHAM GU9 8JG

Erection of a dwelling and associated parking areas following partial relevant demolition of an unlisted dwelling in a conservation area (revision of WA/2020/0215 under appeal reference APP/R3650/W/21/3271628).

**Allowed at appeal under WA/2020/0215. Amendments to the wall must be compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP1 New Development and Conservation, FNP5 Great Austins Conservation Area and its setting and LPP1 policy TDI Townscape and Design.**

**WA/2022/01054 Farnham Bourne**

Officer: Philippa Smyth

SYLVAN COTTAGE, LONGDOWN ROAD, LOWER BOURNE, FARNHAM GU10 3JL

Erection of a dwelling with installation of solar panels and air source heat pump; erection of a garage with habitable accommodation over following demolition of existing dwelling and outbuildings (as amplified by plans and Arboricultural Reports received 31/03/2022).

**Farnham Town Council raises objection to this application unless the new dwelling is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP1 New Development and Conservation, FNP8 South Farnham Arcadian Areas and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**WA/2022/01071 Farnham Bourne**

Officer: Sam Wallis

31 MIDDLE BOURNE LANE, LOWER BOURNE, FARNHAM GU10 3NH

Erection of two storey extension with alterations to elevations and associated works following demolition of single storey extension.

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

**WA/2022/01075 Farnham Bourne**

Officer: Adam Constantinou

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

Erection of outbuilding following demolition of existing outbuilding.

**The previous withdrawn application was submitted as a certificate of lawfulness.**

**Farnham Town Council has no objections to the proposed replacement outbuilding subject to it being conditioned ancillary to the dwellinghouse.**

**WA/2022/01095 Farnham Bourne**

Officer: Daniel Holmes

WAVERLEY COURT LODGE, MONKS WALK, FARNHAM GU9 8HT

Erection of a Shed (revision of WA/2021/0500).

**Previous pending application WA/2021/0500 states 'To erect a 2 Bay Oak Garage with side log store', this revised application is for a Shed.**

**Farnham Town Council raises objection to this application unless confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, NE1 Biodiversity and Local Geological Sites, RE2 Green Belt and RE3 Landscape Character AONB and AGLV.**

**WA/2022/01106 Farnham Bourne**

Officer: Daniel Holmes

HOLLYCOMBE, 1 PANNELLS, LOWER BOURNE, FARNHAM GU10 3PB

Erection of extensions and alterations following demolition of existing conservatory; extension and alterations to detached garage to provide an annex for use as ancillary accommodation.

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

**WA/2022/01107 Farnham Bourne**

Officer: Wanda Jarnecki

CROFT COTTAGE, 21 GONG HILL DRIVE, LOWER BOURNE, FARNHAM GU10 3HQ

Erection of extension, alterations to roof to provide dormer window, erection of outbuildings and associated works

**Objection has been raised by the adjoining neighbour at no. 23. Farnham Town Council raises objection to this application if it has a negative impact on the neighbour's amenity with an extension, alterations, outbuildings and changes to the driveway. These must be confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP8 South Farnham Arcadian Areas, FNP16 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change**

and **CC2 Sustainable Construction**, the proposed changes to the driveway access must be approved by **Surrey Highways**, materials appropriate for the setting and trees and tree roots be protected.

#### **WA/2022/01117 Farnham Bourne**

Officer: Sam Wallis

COTTERSTOCK HOUSE, CLUMPS ROAD, LOWER BOURNE, FARNHAM GU10 3HF

Erection of extensions and alterations including alterations to attached garages to provide additional habitable accommodation, creation of balconies with glass balustrades and erection of detached garage and workshop (revision of WA/2022/00429).

**This application has reduced by removing the accommodation above the garage to previously refused application WA/2022/00429.**

**Farnham Town Council raises objection to this application unless the extensions and alterations and detached garage are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, RD2 Green Belt, RD3 Landscape Character AONB and AGLV, CCI Climate Change and CC2 Sustainable Construction.**

#### **WA/2022/01141 Farnham Bourne**

Officer: Sam Wallis

78 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3RF

Erection of extensions and alterations.

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

#### **WA/2022/01197 Farnham Bourne**

Officer: James Kidger

11 BROOMWOOD WAY, LOWER BOURNE, FARNHAM GU10 3LP

Erection of an attached dwelling and alterations to roof to provide habitable accommodation including dormer windows to existing dwelling; provision of vehicular access.

**The description and block plan in this application are misleading. The application is for the demolition of the existing detached bungalow and its replacement with a pair of semi-detached chalet bungalows.**

**Farnham Town Council objects to the excessive front flat roof dormers not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and LPPI policy TDI Townscape and Design and having a negative impact on the character of the street scene.**

### **Farnham Castle**

#### **WA/2022/01041 Farnham Castle**

Officer: Daniel Holmes

15 CRONDALL LANE, FARNHAM GU9 7BG

Certificate of Lawfulness under Section 192 for the stationing of a touring caravan for purposes ancillary to the Dwelling House.

**This site has a history of applications for the siting of a caravan to the rear of the dwelling, off Parfitts Close, with a Certificate of Lawfulness S192 being allowed at appeal under WA/2016/1066 and WA/2016/1592 Certificate of Lawfulness S192**

granted for the same proposal. Both these applications followed the granting of a Certificate of Lawfulness S192 for the formation of an access and parking area to the rear WA/2016/1064 – none of which were welcomed by the neighbours on Parfitts Close or Farnham Town Council.

Farnham Town Council objects to by yet another Certificate of Lawfulness S192 for the siting of a caravan to the front of the dwelling with even less evidence to prove it lawful than the previously refused application WA/2022/00335. This refusal has been appealed by the applicant and subject to an appeal hearing!

Farnham Town Council maintains its strong objection to the inappropriate siting of a caravan for use as ancillary accommodation.

Although S192 takes no account of planning policies, siting to the front of the dwelling will be cramped and constitute overdevelopment and have a negative impact on the street scene. The dwelling has insufficient parking within the boundary of the property to accommodate vehicles and a caravan in this congested area with limited on-street parking.

**WA/2022/01050 Farnham Castle**

Officer: Carl Housden

30 THE BOROUGH, FARNHAM GU9 7NJ

Change of Use from offices to 4 flats together with associated alterations and bin and bicycle stores.

Farnham Town Council has no objections subject to the change of use to 4 flats and associated alterations being approved by the Heritage Officer and confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Farnham Town Centre Conservation Area and its setting and FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction. The public footpath must not be obstructed and the adjacent bin storage area be accessible at all times.

**WA/2022/01051 Farnham Castle**

Officer: Carl Housden

30 THE BOROUGH, FARNHAM GU9 7NJ

Listed Building Consent for internal and external alterations to form 4 flats and erection of bin and bicycle stores.

Farnham Town Council has no objections subject to the change of use to 4 flats and associated alterations being approved by the Heritage Officer and confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Farnham Town Centre Conservation Area and its setting and FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction. The public footpath must not be obstructed and the adjacent bin storage area be accessible at all times.

**WA/2022/01065 Farnham Castle**

Officer: Susie Blackwood

GUILDFORD HOUSE, CASTLE HILL, FARNHAM GU9 7JG

Alterations to elevations; construction of boundary wall with railings and gates for vehicular access; provision of piers and gates to form a pedestrian access and associated works.

Farnham Town Council raises concern that the proposed changes go beyond those in the application description. This is a Grade II\* Listed Building and the painted

colour-washed wall is part of the Historic England Listing. Consultation with Historic England and the Heritage Officer is vital to protect the fabric of the building.

Farnham Town Council raises objection to the proposed changes to the front wall and addition of pedestrian and vehicle gates. Materials must be in keeping with the street scene and the green boundary retained either side of the pedestrian gate. All alterations must be approved by Historic England, the Heritage Officer and compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Town Centre Conservation Area and its setting, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.

Farnham Town Council strongly objects to the installation of the excessive front perimeter gates and site hoarding, albeit temporary, this is unacceptable in this prominent location on Castle Street and has no planning permission.

#### **WA/2022/01066 Farnham Castle**

Officer: Susie Blackwood

GUILDFORD HOUSE, CASTLE HILL, FARNHAM GU9 7JG

Listed Building consent for internal and external alterations.

Farnham Town Council raises concern that the proposed changes go beyond those in the application description. This is a Grade II\* Listed Building and the painted colour-washed wall is part of the Historic England Listing. Consultation with Historic England and the Heritage Officer is vital to protect the fabric of the building.

Farnham Town Council raises objection to the proposed changes to the front wall and addition of pedestrian and vehicle gates. Materials must be in keeping with the street scene and the green boundary retained either side of the pedestrian gate. All alterations must be approved by Historic England, the Heritage Officer and compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP2 Town Centre Conservation Area and its setting, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.

Farnham Town Council strongly objects to the installation of the excessive front perimeter gates and site hoarding, albeit temporary, this is unacceptable in this prominent location on Castle Street and has no planning permission.

Officer declared a non-pecuniary interest due to vicinity to the application. Councillors formulated comments.

#### **WA/2022/01182 Farnham Castle**

Officer: Adam Constantinou

3 OLD PARK LANE, FARNHAM GU9 0AH

Erections of extensions and alterations.

Farnham Town Council notes that larger extensions were granted permission under WA/2020/0943. This mock Tudor application is no more appealing but precedence is set. The extensions and alterations must be confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP10 Protect and Enhance the Countryside,

**FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction, C5 Area of Strategic Visual Importance, RE1 Countryside beyond the Green Belt and RE3 Landscape Character ASVI and AGLV. Concern is raised about light pollution from the excessive glazing in this sensitive location on the edge of the countryside.**

#### **Farnham Firgrove**

##### **WA/2022/01103 Farnham Firgrove**

Officer: Sam Wallis

26 RIDGWAY HILL ROAD, FARNHAM GU9 8LS

Certificate of Lawfulness under Section 192 for erection of porch.

**No comment.**

##### **WA/2022/01142 Farnham Firgrove**

Officer: Susie Blackwood

31 GROVE END ROAD, FARNHAM GU9 8RD

Erection of extensions and alterations including dormer extension to provide habitable accommodation in roofspace.

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

##### **WA/2022/01143 Farnham Firgrove**

Officer: Adam Constantinou

109 WEYDON HILL ROAD, FARNHAM GU9 8NZ

Erection of extensions and alterations including dormer extension and rooflights to provide additional habitable accommodation.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and no negative impact on the neighbour's amenity at no.107 with the extension to the dormer.**

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

##### **WA/2022/01067 Farnham Hale and Heath End**

Officer: Wanda Jarnecki

RUNWAYS END, 19C UPPER HALE ROAD, FARNHAM GU9 0NN

Erection of a single storey extension together with 2 additional windows on side elevation and raised patio.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 19b with the vicinity of the 4m extension to the boundary.**



**WA/2022/01160 Farnham Hale and Heath End**

Officer: Sam Wallis

6 FARNBOROUGH ROAD, FARNHAM GU9 9AE

Application under Section 73 to vary condition 1 of WA/2019/1199 (approved plans) to allow new replacement roof with associated room in roof living accommodation.

**Farnham Town Council objects to the application as a Section 73, the proposals appear considerable larger than those approved under WA/2019/1100 including rear gable and extension and larger footprint. A new application must be submitted to fully assess the new dwelling and be compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

Councillor Fraser declared a non-pecuniary interest due to vicinity to the application.

**WA/2022/01188 Farnham Hale and Heath End**

Officer: Sam Wallis

29 ALMA LANE, FARNHAM GU9 0LJ

Certificate of lawfulness under section 192 for erection of an outbuilding (revision of WA/2022/00487).

**Farnham Town Council objects to inaccuracies in this application and asks if the full extent of the property is shown. The access to the two properties to the south is also missing from the Location & Block Plan. A site visit is required.**

The previous Certificate of Lawfulness application WA/2022/00487 was refused as the proposal was caught by Articles 3 (9) - the proposal included the demolition of two outbuildings greater than 50m<sup>3</sup>. This application retains one of the outbuildings in the attempt to negate this argument.

The application form states 'Outbuilding to Single dwelling House' but the drawing labels the main space of the outbuilding as 'Office'. Farnham Town Council seeks clarification as to the proposed outbuilding's use and if the Location & Block Plan is correct in showing existing and proposed.

**Farnham Moor Park**

**TM/2022/01063 Farnham Moor Park**

Officer: Theo Dyer

SIRONTHY, 44A CROOKSBURY ROAD, FARNHAM GU10 1QB

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 23/11

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

**TM/2022/01078 Farnham Moor Park**

Officer: Theo Dyer

55 COMPTON WOOD, OLD COMPTON LANE, FARNHAM GU9 8EG

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 08/15

**This application is submitted by the neighbour at Woodpeckers Rest, Old Compton Lane, with the permission of the landowner. 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. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**TM/2022/01163 Farnham Moor Park**

Officer: Theo Dyer

93 BROOMLEAF ROAD, FARNHAM GU9 8DH

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 11/12

**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. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**WA/2022/01070 Farnham Moor Park**

Officer: Adam Constantinou

21 WYKEHAM ROAD, FARNHAM GU9 7JR

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

**No comment.**

**WA/2022/01072 Farnham Moor Park**

Officer: Sam Wallis

39 HALE ROAD, FARNHAM GU9 9QR

Erection of a two storey extension including additional habitable accommodation in roofspace.

**Farnham Town Council raises objection to this application unless the extension is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 41.**

**WA/2022/01073 Farnham Moor Park**

Officer: Adam Constantinou

19 GUILDFORD ROAD, FARNHAM GU9 9PU

Erection of extension and alterations to elevations following demolition of existing conservatory.

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

**WA/2022/01100 Farnham Moor Park**

Officer: Sam Wallis

32 BROOMLEAF ROAD, FARNHAM GU9 8DG

Erection of extensions and alterations.

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

**WA/2022/01104 Farnham Moor Park**

Officer: Adam Constantinou

SUMMERWOOD, 4 GREENACRES, FARNHAM GU10 1QH

Erection of new garage with games room over, following the demolition of the existing garage building.

**Farnham Town Council raises objection to this application unless the garage with accommodation above is confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and conditioned ancillary to the dwellinghouse.**

**WA/2022/01138 Farnham Moor Park**

Officer: Adam Constantinou

17 BEAUFORT ROAD, FARNHAM GU9 7JS

Erection of extension and alterations to elevations.

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

**WA/2022/01140 Farnham Moor Park**

Officer: Sam Wallis

2 PARK ROAD, FARNHAM GU9 9QN

Erection of extensions and alterations following demolition of existing conservatory.

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

**WA/2022/01183 Farnham Moor Park**

Officer: Sam Wallis

WHITE TREES, 16 COMPTON WAY, FARNHAM GU10 1QZ

Erection of extensions and alterations following demolition of attached garage.

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

**Farnham Shortheath and Boundstone**

**WA/2022/01074 Farnham Shortheath and Boundstone**

Officer: Adam Constantinou

25 GREEN LANE, FARNHAM GU9 8PY

Erection of extensions following demolition of conservatory.

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

**WA/2022/01136 Farnham Shortheath and Boundstone**

Officer: Daniel Holmes

10 FIRFIELD ROAD, FARNHAM GU9 8SJ

Erection of extensions and alterations to existing bungalow to provide a two storey dwelling including dormer windows to provide habitable accommodation within roofspace.

**Farnham Town Council strongly objects to the size and scale of the proposal and its negative impact on the neighbour at no. 8 with the two storey extension overlooking and being overbearing, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design and out of character with the street scene.**

**WA/2022/01139 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

105 BARDSLEY DRIVE, FARNHAM GU9 8UQ

Erection of extension and alterations following demolition of existing pergola.

**Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbour's amenity at no. 103 from the proposed first floor extension.**

**WA/2022/01161 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

FURZE COTTAGE, 12 BAT AND BALL LANE, WRECCLESHAM, FARNHAM GU10 4RA

Erection of extensions, alterations to elevations and extension and alterations to roof; installation of solar panels.

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

**WA/2022/01178 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

NORTH LODGE, 7 BOUNDSTONE ROAD, WRECCLESHAM, FARNHAM GU10 4TH

Erection of extensions including erection of attached garage and associated works.

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

**WA/2022/01180 Farnham Shortheath and Boundstone**

Officer: Adam Constantinou

1 ROWAN CHASE, WRECCLESHAM, FARNHAM GU10 4RH

Erection of extensions and alterations; alterations to roof ridge height with hip to gable and dormer extensions to provide a two storey dwelling following demolition of garage and conservatory.

**Farnham Town Council objects to the excessive flat roof dormer not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction.**

**WA/2022/01181 Farnham Shortheath and Boundstone**

Officer: Daniel Holmes

91A GREENFIELD ROAD, FARNHAM GU9 8TH

Erection of extensions to create a 3 storey dwelling including rendering of dwelling.

**Farnham Town Council raises objection to this application unless the extensions are confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and has no negative impact on the neighbours' amenity at no. 91 and 93 from the proposed first and second floor extension.**

**NMA/2022/01168 Farnham Shortheath and Boundstone**

Officer: Sam Wallis

84 SHORTHEATH ROAD, FARNHAM GU9 8SQ

Amendment to WA/2018/0312 to recentre bifold doors and windows; and for the chimney not to be built.

**No comment.**

**Farnham Upper Hale**

**WA/2022/01150 Farnham Upper Hale**

Officer: Daniel Holmes

21 SPRING LANE, FARNHAM GU9 0JD

Erection of extensions and alterations together with raising of roof ridge height to create a two storey dwelling with additional habitable accommodation in loft space.

**Farnham Town Council maintains its strong objections to the enlargement of the dwelling to three-storeys having a negative impact on the neighbours' amenity and street scene previously refused under application WA/2019/1513, PRA/2022/00089 and PRA/2022/00735, not compliant with 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.**

Councillor Neale left the meeting at 11.20am.

**Farnham Weybourne and Badshot Lea**

Further amendments have been made but interested parties have not been advised. Comments have been submitted to meet deadline.

**WA/2022/00141 Farnham Weybourne and Badshot Lea**

Officer: Carl Housden

36 FIELD END, FARNHAM GU9 9HZ

Outline application with all matters reserved except layout for erection of detached dwelling.

**Yet further amendments have been made to this application in the attempt to make it acceptable to the County Highways Authority. This does not take into account that an additional dwelling in the rear garden of 36 Field End is unacceptable, whether the parking space is parallel or standard and is contrary to the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and LPPI policy TDI Townscape and Design.**

**Farnham Town Council maintains its objections to the wholly inappropriate development in a small amenity space of 36 Field End for an additional dwelling with**

access at the junction with Penfold Croft and Field End, through the existing rear boundary wall.

The application is contrary Farnham Neighbourhood Plan policy FNPI New Development and Conservation a)i. density, layout and orientation with an additional cramped dwelling to the rear of 36 Field End; the access will have a negative impact on a)iii. public realm, highway and footway; and e) the development is not well integrated into the landscape and removes any existing landscape buffers as the garden will be stripped of vegetation and the boundary wall removed.

**WA/2022/01064 Farnham Weybourne and Badshot Lea**

Officer: Wanda Jarnecki

26 COURTENAY ROAD, FARNHAM GU9 9DN

Erection of a single storey extension.

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

**WA/2022/01124 Farnham Weybourne and Badshot Lea**

Officer: Philippa Smyth

LAND AT 151 LOWER WEYBOURNE LANE, BADSHOT LEA, FARNHAM GU9 9LL

Erection of new dwelling (revision of WA/2021/02621).

**Farnham Town Council strongly objects to this fourth application being even more of a 'narrow, cramped and contrived design' than the last, not allowing for minimum living conditions as stated in the Technical Housing Standards. The expensive of a 'car turntable' is again proposed to get around the need for vehicles to exit in forward gear. The original granted extension under WA/2019/2043 does not mean an additional dwelling will ever be acceptable.**

**The conclusion of WA/2021/02621 was refusal: The proposed development, by reason of it's narrow, cramped and contrived design and the bulk, scale and mass of the proposed dwelling adjacent to the boundary with no. 147 would be harmful to the character, appearance and visual amenity of the surrounding area, contrary Policy TDI of the Local Plan (Part 1) 2018, Policies FNPI and FNP16 of the Farnham Neighbourhood Plan 2013-2031, Retained DI and D4 of the Local Plan 2002 and the Residential Extensions SPD.**

**As outlined in the refused appeal of WA/2020/1120, the proposed development would harm the character and appearance of the area. It would therefore conflict with Policy TDI of the Waverley Local Plan Part 1: Strategic Policies and Sites 2018 (LPP1), Policy FNPI of the Farnham Neighbourhood Plan 2020 (FNP) and Saved Policies DI and D4 of the Waverley Borough Council Local Plan 2002 (LP). These policies together seek development that is a high quality design, integrates well with the site, complements its surroundings and responds to the distinctive character of the local area.**

**Farnham Town Council maintains it strong objections to a proposed additional dwelling at this location, not being compliant with local policies as stated above, being overdevelopment of a restrictive site, negatively impacting the neighbouring property's outlook, light and being overbearing, impacting outdoor amenity space of the neighbour and the future occupants of the host and proposed dwelling. The previously approved application for a large extension does not make a new dwelling**

acceptable on this restrictive site, the personal use of an extension cannot be compared with the impact of a separate dwelling resulting in unacceptable levels of light and noise disturbance so close to the boundary. The inclusion of a 'car turntable' does not lessen the impact on the appearance of the frontage.

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

##### **CA/2022/01079 Farnham Wrecclesham and Rowledge**

Officer: Theo Dyer

3A THE STREET, WRECCLESHAM, FARNHAM GU10 4PP  
WRECCLESHAM CONSERVATION AREA WORKS TO TREES

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

##### **TM/2022/01162 Farnham Wrecclesham and Rowledge**

Officer: Theo Dyer

BROADLEAF, BOUNDARY ROAD, ROWLEDGE, FARNHAM GU10 4EP  
APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 08/07

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

##### **NMA/2022/01166 Farnham Wrecclesham and Rowledge**

Officer: Sam Wallis

4 COKENOR WOOD, WRECCLESHAM, FARNHAM GU10 4QN  
Amendments to WA/2021/03119 dummy pitch roof to the perimeter of flat roof.

**No comment.**

##### **WA/2022/01192 Farnham Wrecclesham and Rowledge**

Officer: Lara Davison

VINERS MEAD, WRECCLESHAM ROAD, WRECCLESHAM, FARNHAM GU10 4PT  
Erection of extension and alterations to ancillary outbuilding to form a dwelling and associated works (revision of WA/2021/02350).

**Farnham Town Council notes that the proposed changes to this application provide a more sensible access to the dwelling than that in WA/2021/02350.**

**Proposals must be approved by the Heritage Officer and compliant with the Farnham Design Statement, 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.**

##### **WA/2022/01195 Farnham Wrecclesham and Rowledge**

Officer: Carl Housden

VINERS MEAD, WRECCLESHAM ROAD, WRECCLESHAM, FARNHAM GU10 4PT  
Listed Building Consent for erection of extension and internal and external alterations to outbuilding.

**Farnham Town Council notes that the proposed changes to this application provide a more sensible access to the dwelling than that in WA/2021/02350.**

Proposals must be approved by the Heritage Officer and compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP6 Wreclesham Conservation Area and its setting, FNPI6 Extensions, Residential Extensions SPD and LPPI policy TDI Townscape and Design.

## 5. Appeals Considered

### Appeal Notification

Two appeals are in progress at I Grovelands:

#### **APP/R3650/W/21/3287686**

WA/2021/0416 I Grovelands, Lower Bourne, Farnham, GUI0 3RQ  
Erection of a new dwelling and associated works (revision of  
WA/2020/0764).

Appellant: Mr J Marsh (C/O Agent)

#### **APP/R3650/W/21/3288833**

WA/2021/02277 Land adjacent I Grovelands, Lower Bourne, Farnham, GUI0 3RQ  
Erection of an attached dwelling together with associated works and  
alterations to elevations of I Grovelands.

Appellant: Mr J Marsh (C/O Agent)

All representations must be received by **12/05/2022** via the planning portal quoting ref. **3287686** and **3288833** <https://acp.planninginspectorate.gov.uk>

**Farnham Town Council maintains its objection to a new additional dwelling in the garden of I Grovelands. These comments are relevant to appeal 3287686 and 3288833.**

The proposals within application **WA/2020/0764**, **WA/2021/0416** and **WA/2021/02277** are fundamentally the same. **WA/2020/0764** was dismissed at appeal in January 2021, reference 3258229, paragraph 10 and 11 of the Inspector's decision states:

- 10. The host property recently gained planning approval for an extension. The approved extension would be subservient and integrate well with the existing functionality of the dwelling and make a positive contribution to the local streetscene. In contrast, the proposal would be disconnected from the existing building and result in the subdivision of the plot. Therefore, whilst the overall scale of built form would be similar to the approval, the proposal would have a fundamentally different relationship with the existing dwelling and surrounding area. Accordingly, taking the above points together, the proposal would substantially harm the character and appearance of the area.**
- 11. Consequently, the proposed dwelling would be contrary to policy TDI of the Local Plan (2018) Part 1 (2018LP) which seeks, amongst other things, for development to be high quality that responds to the local character of an area. Furthermore, the proposal would not accord with the character and appearance related sections of policies D1 and D4 of the 2002 Local Plan (2002LP). These include seeking to prevent development that would harm the visual character and distinctiveness of a locality and be appropriate in terms of form and appearance. The proposed dwelling would also not satisfy policies**



**FNPI and FNPI6 of the Farnham Neighbourhood Plan 2017 (NP). These seek development to respond to local distinctive character and for spacing between buildings to respect the local character. The proposal would also fail to accord with the Farnham Design Statement. This seeks development that consists of a design that is sympathetic to its surroundings in terms of pattern, scale and form.**

**Farnham Town Council has submitted comments on all applications subject to appeal:**

**WA/2020/0764 Farnham Bourne**

Officer: Daniel Holmes

Erection of a dwelling with new vehicular access and associated works following demolition of existing detached garage.

LAND ADJACENT TO 1 GROVELANDS, LOWER BOURNE GU10 3RQ

**Farnham Town Council objects to the subdivision of plots not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and having a negative impact on the streetscene and the neighbour's amenity. The host dwelling is orientated end-on to the road resulting in the front elevation overlooking the proposed new dwelling, with limited space to the proposed new side elevation. The area is characterised by larger plots allowing space between dwellings, this site will appear cramped with two dwellings on one plot. The proposed additional dwelling cannot be justified by a previously approved large residential extension on the northern side.**

Amendments to application WA/2020/0764

**WA/2020/0764 Farnham Bourne**

Officer: Daniel Holmes

Erection of a dwelling with new vehicular access and associated works following demolition of existing detached garage.

LAND ADJACENT TO 1 GROVELANDS, LOWER BOURNE

**Farnham Town Council maintains its objection of the inappropriate development for a new dwelling to the rear of 1 Grovelands. An additional car parking space and a 2m high close boarded fence does not make the application acceptable. Farnham Town Council objects to the subdivision of plots not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI and having a negative impact on the streetscene and the neighbour's amenity. The host dwelling is orientated end-on to the road resulting in the front elevation overlooking the proposed new dwelling, with limited space to the proposed new side elevation. The area is characterised by larger plots allowing space between dwellings, this site will appear cramped with two dwelling on one plot. The proposed additional dwelling cannot be justified by a previously approved large residential extension on the northern side.**

**WA/2021/0416 Farnham Bourne**

Officer: Mr Chris Turner

Erection of a new dwelling and associated works (revision of WA/2020/0764).

1 GROVELANDS, LOWER BOURNE GU10 3RQ

**Farnham Town Council acknowledges that the applicant has attempted to address the objections to application WA/2020/0764, refused by Waverley Borough Council and the Planning Inspectorate at appeal, by re-positioning the proposed in-fill dwelling. The supposed 'space' between the proposed in-fill dwelling and no.2 is only afforded by the no.2's position to the boundary, the proposed in-fill dwelling is only 1m away from this boundary. The proposed in-fill dwelling has limited amenity**

space to the rear for future occupants whereas Grovelands is characterised by its spacious plots and generous gardens. Farnham Town Council maintains its objection to a new in-fill dwelling not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan FNPI and not respecting the character and the spacing of Grovelands.

**WA/2021/02277 Farnham Bourne**

Officer: Tracy Farthing

LAND ADJACENT I GROVELANDS, LOWER BOURNE, FARNHAM GU10 3RQ

Erection of an attached dwelling together with associated works.

**Farnham Town Council maintains its objection. An application for an ‘attached’ dwelling does not make this application more acceptable, in fact an attached dwelling would be out of character given the surrounding pattern of development of individual detached properties on larger plots.**

**Farnham Town Council concludes that the proposed additional dwelling in the garden of I Grovelands, whether attached or detached, is not compliant with the Farnham Design Statement or Farnham Neighbourhood Plan 2020 policies FNPI New Development and Conservation and FNPI 6 Extensions ‘these seek development to respond to local distinctive character and for spacing between buildings to respect the local character’ or Local Plan Part I policy TDI Townscape and Design and retained policies D1 and D4 ‘seeking to prevent development that would harm the visual character and distinctiveness of a locality and be appropriate in terms of form and appearance.’**

**PINS Reference: 3291589**

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

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

Appellant: Mr Jon Boyes

All representations must be received by **25/05/2022** via the planning portal quoting ref. **3291589** <https://acp.planninginspectorate.gov.uk>

**An appeal notification was received during the meeting for the site above. It was agreed that comments to be submitted to PINS to include objections to all previous applications on this site.**

**6. Licensing Applications Considered**

**New**

Roost Farnham Ltd, Ground Floor, North Barn, Lion and Lamb Way, Farnham, GU9 7PY

An application has been received for a new premises licence. The application is for On sales of alcohol 08:00-23:00 Monday to Sunday and Opening hours 08:00-17:00 Monday to Sunday (17:00-23:00 for pre-booked private hire, in-house events, seminars, workshops, supper clubs).

**Although concerns were raised at the proposed on-sale hours of alcohol from 08:00-23:00 Monday to Sunday, Farnham Town Council felt that Roost’s proposed pre-booked private hire, in-house events, seminars, workshops and supper clubs from**

**17:00-23:00, are not likely to be 7 days a week but would be a positive contribution outside the daytime hours.**

Representations by **12th May 2022** via email to [licensing@waverley.gov.uk](mailto:licensing@waverley.gov.uk).

### **Variation**

Squires (D J Squire and Co Ltd), Badshot Lea Garden Centre, Badshot Lea Road, Farnham, GU9 9JX

An application has been received for a variation to a premises licence. The application is for a new licensing plan following extension of the licensed area; the addition of Films 08:00-22:00 Monday to Saturday and 10:00-17:00 Sunday (The current licence has Live music, Recorded music, On and Off sales of alcohol and Opening hours 08:00-22:00 Monday to Saturday and 10:00-17:00 Sunday).

**Farnham Town Council has no objection to the addition of Films 08:00-22:00 Monday to Saturday and 10:00-17:00 Sunday. However, if Squires are proposing drive-in or outside broadcast utilising the 'over-flow' car parking area (the area used by the Circus), conditions must be added for traffic management and monitoring of noise.**

Representations by **5th May 2022** via email to [licensing@waverley.gov.uk](mailto:licensing@waverley.gov.uk).

### **7. Public Speaking at Waverley's Western Planning Committee**

There were none for this meeting.

### **8. Date of next meeting**

9<sup>th</sup> May 2022.

The meeting ended at 12.02 pm

Notes written by Jenny de Quervain

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## FARNHAM TOWN COUNCIL

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### Report Full Council

28<sup>th</sup> April 2022

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### **Election of Working Groups 2022/23**

- 1 Councillors have identified preferences for the Working Groups for 2022/23 in accordance with Standing Order 15.1 e. These are attached at Annex 1, in order of preference for each Working Group as indicated by each councillor.
- 2 Some councillors expressed a preference for only the Working Groups for which they were interested whilst others have given a priority listing for all the Working Groups. This does not mean they are expected to serve on every Working Group and may wish not to take up a provisional allocation as the workload would be high.
- 3 Standing Order 15.1 f states that the overall membership of the Working Groups will reflect as closely as possible the political make-up of the Council with the intention that as broad a range of councillors as possible is represented. By convention the Mayor is not appointed to Working Groups and can attend any Group ex-officio.
- 4 There are four Working Groups plus two Standing Task Groups (HR Panel) and the Planning and Licensing Consultative Group. Standing Order 15 f suggests (not mandatory) how places are to be allocated to ensure that those who are not members of the majority group are fairly represented. As such, with currently 4 out of 18 councillors, those who are not part of the majority group should have [at least] 22% of the available places or five places between the four Working Groups and representation on the Panels and Task Groups where possible. In practice, the Council has normally chosen councillors willing to serve rather than managing places proportionately. If a Task Group has more councillors wishing to serve than places available one place will be prioritised for a councillor not part of the majority group.
- 5 Councillors are invited to opt for or nominate for the remaining places, or withdraw if this is appropriate where there are more places than candidates. If there are more candidates than places available an election will take place for the vacant places only.
- 6 If a councillor wishes to fill a vacancy, this will still be considered by Council so that any further late additions may also be considered. In determining vacancies the intention is usually to avoid overloading individual councillors with too many groups, and allow for as many councillors as possible to be part of Task Groups or Working Groups.

### **Working Groups**

- 6 As a result of the preference exercise, eight councillors expressed an interest in the Strategy & Finance Working Group, all of whom put the Working Group as a first preference. It is proposed that four of the five majority group councillors should be appointed and two of the

three non-majority group be appointed. As a reminder, Lead Members of Working Groups are also Members of Strategy & Finance ex officio if not previously appointed.

- 7 In relation to the remaining Working Groups the following expressions of interest were received.
- **Community Enhancement Working Group** – Three preferences for six places. All would be deemed appointed and three vacancies remain.
  - **Cemeteries and Appeals Working Group** – There are four preferences for six places. As such the proposal is that the four councillors would be deemed to be appointed with two vacancies.
  - **Tourism and Events Working Group** – There are six preferences for six places and as such all are deemed appointed.
  - **Planning & Licensing Consultative Group** – Seven councillors have expressed a preference for the nine places available. The aim is, if possible, to have one councillor from each ward. Council may wish to appoint the nine councillors who have expressed a preference to be on the Consultative Group or elect one councillor per ward.
  - **HR Panel** – There are six preferences for six places. The HR Panel has previously requested that the panel (as far as possible) retains consistency during the life of the Council. All six places should be appointed.
  - **Services to Farnham Awards Panel.** The Panel meets to agree awards and to review nominations to external Trusts (such as the Dempster Trust, the Isabella Schroder Trust, the Hale Chapels Trust and the Farnham Parochial Charity) as and when vacancies occur for which the Council is to make appointments. The Mayor and Deputy Mayor are ex-officio members and there are places for two (normally) other councillors. Eddie Pearce is on the panel representing the Tindle News Group as the Awards were the Inspiration of Sir Ray Tindle CBE DL, and there is also provision for an additional independent representative.

Preferences have been received from two councillors. It is proposed that the two councillors are deemed appointed.

- 8 As in previous years, it is proposed that Council is adjourned briefly so that each Working Group can elect its Lead Member to confirm the composition of the Strategy & Finance Working Group.

**Recommendation: It is recommended that Council be adjourned for the holding of meetings of the Working Groups to elect Lead Members.**

### **Task Groups**

- 9 All Task Groups cease at the end of a Council year Council needs to confirm if the Task Groups are to be reconvened. The HR Panel (technically a Task Group of both Strategy and Finance and Council) and the Services to Farnham Awards Panel are Standing Panels and are expected to continue whilst the remaining Task Groups need a formal resolution to be re-established.

**It is recommended that the following be re-established as there is work to be done:**

- **Assets Task Group**
- **Community Infrastructure Levy/Section 106 Task Group**
- **Cultural Project Group**
- **Infrastructure Planning Task Group**
- **Museum Task Group**

- **Riverside Sculpture Task Group**
- **Trees and Hedgerows Task Group**
- **Younger People Task Group**

The Well-being Task Group has not met in the past year and its work is undertaken by Strategy & Finance.

10 Subject to Council's decision on Task Groups, the appointment to Task Groups will need to be agreed. In accordance with Standing Order 15 (f) membership of task groups does not need to conform to the political make-up of the council although in practice there should always be a space for the non-majority group on each Task Group. Other people outside the Council can be appointed to or co-opted onto Task Groups.

11 Subject to the decision on paragraph 8:

- The Infrastructure Planning Group has five councillors offering to fill five places All are deemed to be appointed.
- The CIL/Section 106 Task Group has one preference for the five places. If no other councillors step forward for the remaining four places, the work would be undertaken by the Strategy & Finance Working group directly.
- The Trees and Hedgerow Strategy Task Group has three members offering to fill five places. All are deemed elected.
- Younger People Task Group. Four councillors for five places. All are deemed appointed.

Annex I has the proposals for each Task Group for consideration by Council.

### **Recommendation**

**It is recommended that:**

- 1) **the candidates for the Strategy & Finance, Cemeteries and Appeals, Community Enhancement and Tourism and Events Working Groups be appointed as set out in Annex I along with any additional councillors to fill the remaining vacancies as set out in paragraph 4 -7 above;**
- 2) **the councillors willing to be on the Planning and Licensing Consultative Group be appointed;**
- 3) **the Working Groups elect their Lead Members (in order to do which the meeting be adjourned briefly) in order to confirm the complement of Strategy and Finance Working Group Members; and**
- 4) **Council determines which Task Groups be reappointed and the size and membership of each Task Group as set out in Annex I.**





## WORKING GROUPS 2022/23

### Member Preferences

Working Group	2021/22 Members	Preferences for 2022/23
<p><b>Strategy &amp; Finance Working Group</b></p> <p><b>(6 members plus Lead Members from Working Groups not already appointed to this Working Group)</b></p> <p>Meeting dates in 2021/22 Tuesday mornings at 9.30am.</p> <p>9-10 meetings a year.</p>	<p>Cllr John Neale (<b>Lead Member</b>)            Cllr David Attfield            Cllr Roger Blishen            Cllr Carole Cockburn            Cllr Pat Evans            Cllr George Hesse</p> <p>Additional lead Member            Cllr Sally Dickson            (Community Enhancement Lead Member)</p>	<p><b>1) Four of the following five majority group members be appointed:</b></p> <p>Cllr John Neale (1)            Cllr David Beaman (1)            Cllr Pat Evans (1)            Cllr George Hesse (1)            Cllr Roger Blishen</p> <p><b>2) Two of the three non majority Group councillors be appointed:</b></p> <p>Cllr David Attfield (1)            Cllr Carole Cockburn (1)            Cllr Mark Merryweather (1)</p>
<p><b>Community Enhancement Working Group</b></p> <p><b>(6 members)</b></p> <p>Meeting dates in 2020/21 Wednesday or Thursday mornings at 9.30am.</p> <p>4 meetings a year</p>	<p><b>Cllr Sally Dickson (Lead Member)</b>            Cllr Paula Dunsmore            Cllr Michaela Wicks            Cllr George Hesse            Cllr Michaela Martin            Cllr Mark Merryweather</p>	<p>Cllr Paula Dunsmore (1)            Cllr George Hesse (2)            Cllr Michaela Martin</p>
<p><b>Tourism &amp; Events Working Group</b></p> <p><b>(6 members)</b></p> <p>Meeting dates in 2021/22 Wednesday mornings at 9.30am</p> <p>4 meetings a year.</p>	<p><b>Cllr Pat Evans (Lead Member)</b>            Cllr Roger Blishen            Cllr Michaela Martin            Cllr Mark Merryweather            Cllr Kika Mirylees            Cllr John Neale</p>	<p>Cllr Pat Evans (2)            Cllr Mark Merryweather (2)            Cllr John Neale (2)            Cllr Roger Blishen            Cllr Kika Mirylees            Cllr Michaela Martin</p>

<p><b>Cemeteries &amp; Appeals Working Group</b> <b>(6 members)</b></p> <p>Meeting dates in 2021/22 Thursday morning at 9.30</p> <p><u>4 meetings a year</u></p>	<p><b>Cllr Carole Cockburn</b> <b>(Lead Member)</b> Cllr David Attfield Cllr Pat Evans Cllr J Scotty Fraser Cllr Mark Merryweather Cllr Kika Mirylees</p>	<p>Cllr David Attfield (2) Cllr Carole Cockburn (2) Cllr Pat Evans (3) Cllr J Scotty Fraser</p>
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<p><b>Planning &amp; Licensing Consultative Group</b> <b>(9 members – including one from each ward)</b></p> <p>Meetings in 2022/23 Monday mornings at 9.30am</p> <p>Approximately 20 meetings a year.</p>	<p>Cllr J Scotty Fraser (<i>Upper Hale</i>) Cllr Roger Blishen (<i>Bourne</i>) Cllr Brian Edmonds (<i>Wrecclesham &amp; Rowledge</i>) Cllr Michaela Wicks (<i>Hale &amp; Heath End</i>) Cllr George Hesse (<i>Castle</i>) Cllr Michaela Martin (<i>Moor Park</i>) Cllr John Neale (<i>Firgrove</i>)</p> <p>Vacancy Shortheath &amp; Boundstone</p>	<p>Cllr John Neale Cllr Roger Blishen Cllr Brian Edmonds Cllr J Scotty Fraser Cllr Michaela Wicks Cllr George Hesse Cllr Michaela Martin</p>
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\*\* Lead Member of Working Group

\*The Mayor is ex-officio member of all Working /Task Groups but does not form part of the quorum.



## Panels 2022/23 Member Preferences

	Membership 2020/21	Preferences for 2020/21
<p><b>HR Panel (Task Group of Strategy and Finance)</b></p> <p><b>(6 Members)</b></p> <p>Meets twice a year or as required for specific purposes</p> <p>Council has agreed that where possible there will be general consistency in the HR Panel in successive years.</p>	<p>Cllr David Attfield Cllr Carole Cockburn Cllr Pat Evans Cllr Michaela Gray Cllr Kika Mirylees Cllr John Neale</p> <p>Mayor (ex officio)</p>	<p>Cllr David Attfield (1) Cllr Carole Cockburn (1) Cllr Pat Evans (1) Cllr John Neale (1) Cllr Kika Mirylees Cllr Michaela Gray</p>
<p><b>Services to Farnham Awards Panel (Task Group of Council)</b></p> <p><b>(Normally 5 members)</b></p> <p>Meets twice a year or as required</p>	<p>Mayor Deputy Mayor Cllr David Attfield Cllr Kika Mirylees Mr Eddie Pearce (Tindle Newspapers) Community Representative (tbc)</p>	<p>Mayor Cllr David Attfield (2) Cllr Kika Mirylees</p>

\*The Mayor is ex-officio member of all Working /Task Groups but does not form part of the quorum.

## TASK GROUPS 2022/23

### Member Preferences

Task Groups will stop unless there is a specific need for them to continue.

<b>Task Groups (Reappointed on an annual basis as required)</b>	<b>Membership 2021/22</b>	<b>Preferences for 2022/23 Please list each group you wish to serve on in order of preference</b>
<b>Infrastructure Planning Group</b>  <b>(Task Group of Strategy and Finance)</b> <b>(5 Members)</b>	Cllr Carole Cockburn Cllr John “Scotty” Fraser Cllr George Hesse Cllr Andy MacLeod Cllr John Neale	Cllr Mark Merryweather (1) Cllr David Beaman (1) Cllr John Neale (1) Cllr Carole Cockburn (2) Cllr J Scotty Fraser
<b>Assets Task Group</b> <b>(Task Group of Strategy and Finance)</b> <b>(minimum 3 members)</b>	Cllr David Attfield Cllr Paula Dunsmore Cllr Pat Evans Cllr Mark Merryweather Cllr John Neale	Cllr David Attfield (1) Cllr Mark Merryweather (2) Cllr John Neale (2) Cllr Pat Evans (1) George Hesse (1)
<b>Community Infrastructure Levy/Section 106 Task Group</b> <b>(Task Group of Strategy and Finance)</b>  <b>Meets as required</b> <b>(5 members)</b>	Cllr Paula Dunsmore Cllr George Hesse Cllr Andy MacLeod Cllr Mark Merryweather  (Did not meet in 2021/22 as funds available did not merit formal process)	Cllr Mark Merryweather (3)
<b>Trees and Hedgerows Task Group</b> <b>(Task Group of Strategy and Finance but includes Planning and Community Enhancement)</b>  <b>Meets as required (5 members)</b>	Cllr John Attfield Cllr John “Scotty” Fraser Cllr George Hesse Cllr Andy MacLeod Cllr Michaela Martin	Cllr J Scotty Fraser Cllr David Attfield (2) Cllr Michaela Martin

\*The Mayor is ex-officio member of all Working /Task Groups but does not form part of the quorum.

<p><b>Wellbeing Task Group</b> <b>(Task Group of Strategy and Finance)</b></p> <p><b>(5 members)</b></p>	<p>Did not meet and activities covered through Strategy &amp; Finance</p>	
<p><b>Young People Task Group</b> <b>(Task Group of Strategy and Finance)</b></p> <p><b>(5 members)</b></p>	<p>Cllr Paula Dunsmore Cllr Pat Evans Cllr Michaela Martin Cllr Kika Mirylees Cllr John Neale</p>	<p>Cllr John Neale (5) Cllr Pat Evans (3) Cllr Kika Mirylees Cllr Michaela Martin</p>
<p><b>Riverside Sculpture Task Group</b> <b>(Task Group of Strategy and Finance)</b></p> <p><b>(6 members)</b></p>	<p>Cllr Roger Blishen Cllr Carole Cockburn Cllr George Hesse UCA Farnham Public Arts Trust Farnham Maltings New Ashgate Gallery</p>	<p>Cllr Roger Blishen (1) Cllr Carole Cockburn (1)</p>
<p><b>Cultural Project Group</b> <b>(attraction to support Farnham as a World Craft Town)</b></p> <p><b>Supported by wider group of local representatives</b></p>	<p>Lead Member Tourism &amp; Events WBC councillor SCC councillor Professor Simon Olding (Crafts Study Centre) Gavin Stride (Farnham Maltings) Rosy Greenlees (Crafts Council) David Whelton Plus Kelvin Mills (WBC), Peter Hopkins (SCC), FTC Clerk</p>	<p>Cllr Kika Mirylees</p>
<p><b>Museum Task Group</b></p>	<p>Cllr Pat Evans Cllr John Neale Cllr Paula Dunsmore Cllr George Hesse</p>	<p>Cllr David Beaman (2) Cllr Pat Evans (2) Cllr George Hesse (3) Cllr John Neale (4)</p>

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<p><b>Conservation Areas Task Group</b>  <b>(Task Group of Strategy and Finance)</b>  <b>(1 representative from each Ward containing conservation areas)</b></p>	<p>Cllr George Hesse (Castle)  Cllr Carole Cockburn (Bourne)  Cllr Brian Edmonds (Wrecclesham)  Cllr John Neale (Firgrove)  Cllr MacLeod (Moor Park)</p> <p>Farnham Society  Farnham Public Art Trust  Farnham Building Preservation Trust  Great Austins' Conservation Group  Wrecclesham History Project</p> <p>SCC relevant Officer  WBC relevant officer</p>	<p>Cllr George Hesse (2)  Cllr John Neale (3)  Cllr MacLeod (Moor Park)  Cllr Brian Edmonds (Wrecclesham)</p>
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## Councillor Preferences APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2022/23



<b>Outside Body</b>	<b>FTC Appointments 2021-22</b>	<b>Willing to be FTC representative 2022-23</b>
40 Degreez	Cllr Andy MacLeod	Cllr Andy MacLeod
Allotments Liaison Group	Cllr Paula Dunsmore	Cllr Paula Dunsmore
Badshot Lea Recreation Ground	Cllr Mark Merryweather Cllr David Attfield (Reserve)	Cllr Mark Merryweather Cllr David Attfield
Blackwater Valley Recreation and Countryside Management Committee	Cllr David Beaman	Cllr David Attfield Cllr David Beaman
Bourne Recreation Ground	Cllr Roger Blishen	Cllr Roger Blishen
Brightwells Gostrey Centre	Cllr Roger Blishen	Cllr Roger Blishen
Farnborough Aerodrome Consultative Committee	Cllr John "Scotty" Fraser Cllr Brian Edmonds (Reserve)	Cllr Brian Edmonds
Farnham/Andernach Friendship Association	Cllr Paula Dunsmore	Cllr Brian Edmonds
Farnham Biodiversity Group	Cllr Carole Cockburn	Cllr Carole Cockburn
Farnham Rivers Management Committee (ideally to be a member of Community Enhancement Working Group)	Cllr George Hesse Cllr John "Scotty" Fraser (Reserve)	
Farnham River Watch	Cllr Michaela Martin	Cllr Michaela Martin
Farnham Quarry Liaison Group	Cllr Michaela Martin	Cllr Michaela Martin
Farnham Visitors Forum	Cllr Pat Evans	Cllr Pat Evans
Farnham Maltings Association Council of Management	Cllr Pat Evans	
Farnham Crime Prevention Panel	Cllr Mark Merryweather	Now disbanded
Farnham Public Art Trust	Cllr John Neale Cllr George Hesse (Reserve)	Cllr John Neale
Farnham Sports Council	Cllr Carole Cockburn	Cllr Pat Evans
Hale Community Centre	Cllr Pat Evans	

Hale Recreation Ground	Cllr John "Scotty" Fraser	Cllr Pat Evans
Runfold Quarry Community Liaison Group (Suez/Sita)	Cllr Andy MacLeod	Cllr Andy MacLeod
Surrey Association of Local Councils (2 representatives)	Mayor and Leader	Mayor and Leader
Waverley Towns and Parishes Meetings	Mayor and Leader (or Deputy Mayor)	Mayor and Leader (or Deputy Mayor)
New Ashgate Gallery	Cllr Michaela Martin Cllr John Neale (Reserve)	Cllr John Neale
North East Hants & Farnham Clinical Commissioning Group	Cllr Roger Blishen Cllr David Beaman (Reserve)	Cllr Roger Blishen
Surrey CC Farnham Local Group (2 places) ...if reconstituted	Cllr Pat Evans Cllr John Neale	Cllr Pat Evans Cllr Mark Merryweather
Plastic Free Farnham	Cllr George Hesse Cllr Kika Mirylees Cllr Carole Cockburn	Cllr Kika Mirylees
Waverley Borough Council Farnham Air Quality Working Group	Cllr Alan Earwaker Cllr John "Scotty" Fraser	
Wrecclesham Community Centre	Cllr Brian Edmonds	Cllr Brian Edmonds
Wrecclesham Recreation Ground Committee	Cllr Brian Edmonds	Cllr Brian Edmonds
Creative Response	Cllr Andy MacLeod	Cllr Andy MacLeod
<b>Suggestions for other appropriate groups (please check that the group wishes to have a representative from FTC before proposing)</b>		
Tice's Meadow (once established)		Cllr David Attfield