



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 16th March, 2023 at 7.00 pm

Place

Council Chamber - Farnham Town Hall.

To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 16th March, 2023, at 7.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to customer.services@farnham.gov.uk 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: 16 March 2023

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 16th March, 2023 at 7.00 pm

Place

Council Chamber - Farnham Town Hall, South Street, Farnham

Prayers

Prior to the meeting prayers will be said in the Council Chamber by the Revd Dr Michael Hopkins, the Spire Church. Councillors and members of the public are welcome to attend.

1 Apologies

To receive apologies for absence.

2 Disclosures of Interest

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Beaman, Cockburn, Dickson, Hesse, MacLeod, Martin, Merryweather, Mirylees, Neale, Ward and Wicks.*
- (ii) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Surrey County Council: Cllr MacLeod and Cllr Martin; and*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to customer.services@farnham.gov.uk 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 5 - 16)

To sign as a correct record the minutes of the Farnham Town Council meeting held on 26th January 2023 at Appendix A.

4 Questions and Statements by the Public

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

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

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

6 Questions by Members

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

Part 1 - Items for Decisions

7 Working Group Notes (Pages 17 - 90)

- 1) To receive the notes and any recommendations of the following Working Groups: Strategy and Finance held on 7th March 2023 and its adjourned meeting held on 14th March at **Appendix B**
- 2) To receive a verbal update on any relevant matters from the Cemetery and Appeals, Community Enhancement and Tourism & Events Working Groups.

8 Planning and Licensing Applications (Pages 91 - 126)

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 6th and 20th February, and 6th March 2023 at Appendices C, D, E.

Part 2 - Items to Note

9 Actions taken under the Scheme of Delegation

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

10 Reports from Other Councils

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

11 Reports from Outside Bodies

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

12 Date of Next Meeting

To agree the date of the next meeting as 27th April 2023 at 7pm.

To note the date of the Annual Town Meeting of Electors on Thursday March 2023 at 7pm in the Barley Room of the Farnham Maltings.

13 Exclusion of the Press and Public

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda (if required) in view of any confidential items under discussion. These will usually relate to exempt staffing matters or contractual matters which may be commercially sensitive.

Item 3 - Confidential Items

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

- 1) Farnham Infrastructure Programme. To consider initial views on emerging proposals at Exempt Annex 1 which are confidential until published by Surrey County Council.
- 2) Any additional matters in accordance with legislation.

Council Membership:

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00 pm on Thursday 26th January, 2023

Place

Council Chamber - Farnham Town Hall

Councillors

Councillor Alan Earwaker (Mayor)
Councillor Michaela Wicks (Deputy Mayor)
Councillor David Attfield
Councillor David Beaman
Councillor Carole Cockburn
Councillor Sally Dickson
Councillor Pat Evans
Councillor Paula Dunsmore
Councillor George Hesse
Councillor Andy MacLeod
Councillor George Murray
Councillor John Neale
Councillor John Ward
Councillor Tony Fairclough (from item 4)

Apologies for absence

John "Scotty" Fraser, Michaela Martin, Mark Merryweather and Kika Mirylees

Officers Present:

Iain Lynch, Town Clerk
Rachel Aves
Lisa Tremeer, Communities and Administration Manager
Jenny De Quervain, Planning & Civic Administrator

There were 2 members of the public in attendance.

Prior to the meeting, prayers were led by Revd David Uffindell, Rector of St Andrew's Church.

C81/22 Apologies

Apologies were received from Cllrs Fraser, Martin, Mirylees and Merryweather.

C82/22 Disclosures of Interest

Cllr Evans disclosed an interest as a Trustee for Hale Community Centre relating to item 9 on the agenda – allocation of Community Grants, and took no part in the discussion.

Cllr Murray declared a non-pecuniary interest relating to item 9 on the agenda – report from the Internal Auditor as he knows Mike Platten on a social level.

Cllr Neale disclosed a non pecuniary interest in relation to grants as the Council's representative on the New Ashgate Gallery, 40 Degreez and the Farnham Maltings.

Cllr Cockburn declared an interest as a Trustee of the Ridgeway School and left the room for discussion of the item relating to Gostrey Meadow.

C83/22 Minutes

The minutes of the Farnham Town Council Meeting held on 15th December 2023 were agreed.

C84/22 The Co-option of Councillor for the Bourne Ward

There was one candidate who had completed an application to fill the vacant position to represent the Bourne, Mr Tony Fairclough. Mr Fairclough was invited to make a 3-minute presentation. There were no questions from the councillors and Cllr Fairclough was duly elected as councillor for the Bourne, signed his declaration of office and took his seat for the rest of the meeting.

C85/22 Questions and Statements by the Public

There were two members of the public who asked questions.

- 1) Mr Clive Teague asked if the Town Council was aware of the raw sewage discharging in Crondall and Water Lane, and if it had plans to help to rescue the town's rivers. He advised that there was an awareness raising event taking place on Saturday in Gostrey Meadow, and asked if the Town Council could help raise concerns.

The Town Clerk said that the Town Council was generally aware of discharges as this had been a concern flagged in the past, most recently in Farnham Park. It was noted that if Councillors wished to progress the issues, there could be a motion later in the agenda under the Community Enhancement Working Group report.

- 2) Waverley Councillor Jerry Hyman made a statement about the Local Cycling and Walking Infrastructure Plan (LCWIP). He said that the discussion at the LCWIP meeting in December had been unsatisfactory and he understood there to be meetings of the Farnham Infrastructure Programme in January and asked members to note three important considerations:
 - Proposed LCWIP routes, which stop at the Town Centre, forcing users on South Street. This could be added in Brightwells but that was in in the plan.
 - In the medium term, Scholars Way, and the Hale trail have disappeared from the plan. Borelli Walk could not be done until the Brightwell's scheme was completed. The cycle routes were on narrow paths and it was important to provide space for walkers and shoppers.

- The need for transparency in consultation and a dedicated lead officer and recovery plan needed to be made in 2023.

Cllr Hyman added that he was concerned about the need to bid in summer 2023.

The Mayor said that this was on the agenda for the upcoming Farnham Infrastructure Plan meeting, which members and officers were attending. It was noted that borough and town councillors were able to attend, and Jenny de Quervain agreed to request the information be sent to Cllr Hyman.

Cllr Dickson added that the Hale trail has had budget which was in the holding account at Waverley BC and now that it was back with Waverley BC, she was encouraged and would pursue its progress. Cllr MacLeod said that he would love to see cycling routes through the town centre, but that he saw a problem with central Farnham due to narrow roads, where walking takes priority over cycling, especially for retail areas. He added that he did agree with the issues of the LCWIP meetings.

C86/22 **Town Mayor's Announcements**

The Mayor expressed his delight at being able to attend the celebrations for two Farnham residents celebrating their 100 year birthdays. One of those celebrations was for Mr Frank Rhodes who was well known in Farnham for his In Bloom awards.

The Mayor advised that he had been attending all the committee meetings that took place at FTC over the past few weeks and wanted to thank all councillors and staff involved for their efforts and hard work in what had been a very busy month.

C87/22 **Questions by Members**

Cllr Neale raised the following question regarding the Farnham Infrastructure Programme:

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

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

The inference of all these statements is that a transformation of the town centre, which disallowed through traffic by, say, 2030, through a phased introduction of enabling measures, would have made a major contribution to these objectives. Contrarily, the current plans of the council are likely to

exacerbate the problems. So, what is the council now expecting to do, instead, to address these issues in order to achieve health and wellbeing benefits for Farnham residents? ‘

Cllr Beaman responded by thanking Cllr Neale for his question and confirming that Farnham Town Council remained fully committed to pursuing and implementing policies that would encourage modal shift from cars to other modes of transport (cycling, walking and public transport) in order to meet its declared Climate Change objectives, reduce air pollution and create a better environment across the whole town for the benefit of everybody living, working and visiting the town centre as well as the residential areas in North and South Farnham.

He reminded Cllr Neale that to achieve this objective Farnham Town Council had consistently stated that it would eventually like to see pedestrianisation of the town centre but appreciated that this could only be realistically achieved with adequate mitigation measures being implemented to deal with traffic that would be displaced to residential areas if the town centre was to be pedestrianised.

Cllr Beaman emphasised that Farnham Town Council continued to play an active and constructive role in the Farnham Infrastructure Programme which was being undertaken jointly with Surrey County and Waverley Borough Councils and, as reported the Farnham Herald, was campaigning for the current proposals to also include construction of a Hart Link Road from Castle Hill to West Street.

If a Hart Link Road was constructed this would allow consideration to then be given to totally pedestrianising the bottom half of Castle Street. This would remove a significant proportion of traffic that currently has no option but to travel through Central Farnham and would also remove the need for a potentially hazardous challenging right turn from Castle Street into The Borough as envisaged in the current proposals.

C88/22 **Working Group Notes**

i) **Tourism and Events**

Cllr Evans provided feedback from the meeting held on 11th January 2023 at Appendix B to the agenda and advised that there were no specific recommendations from the Working group for Council.

Cllr Evans update Council on preparations for the Coronation weekend. The Town Clerk confirmed that he had also attended a meeting with Witley, Godalming and Haslemere Councils to discuss their plans for the Coronation. If there was a beacon (and there had been no confirmation regarding beacons for the coronation), Farnham Park had been identified by the Farnham Society as the location for a permanent fixture. It was noted this could pose a problem as it was in a designated park very close to a listed monument with archaeological potential and would probably also require planning permission.

Council noted that there was a meeting at the Bush Hotel for the relaunch of the Farnham Chamber of Commerce that evening, Thursday 26th January 2023. It was very positive for the fledgling Business Improvement District team and the new Chamber of Commerce to work together and make a good case for business in Farnham to sustain itself through the challenging times ahead.

Cllr Hesse congratulated the Tourism and Events team for all their hard work and efforts in putting on such wonderful events in Farnham.

ii) **Strategy and Finance**

Cllr Evans introduced the notes from the Strategy and Finance Working Group Meeting held on 17th January 2023.

The quarterly finance reports to 31st December had been considered in detail including the Income and Expenditure reports, the Statement of Investment and Reserves, and the current debtors list. Council noted that the position at the 9 month period was good with income running at 117% of budget (including ring-fenced CIL receipts) and expenditure running at 83.5% of budget. The timetable for the closing of the accounts was noted.

a) The Fees and Charges report was reviewed and the proposed fees and charges for 2023/24 were discussed. There were numerous proposed changes for 2023/24.

It was RESOLVED *nem con* that:

- **The fees and charges set out at Annex I be agreed.**
- **The Town Clerk be authorised to use discretion to negotiate the best arrangement for the Council in relation to Sponsorship and items where more complex arrangement are planned using the approved Fees and Charges as the basis for discussion.**

b) The Investment Strategy 2023/24 at Annex 2 was recommended for approval. Council noted the requirement to minimise risk and the short-term nature of investments (less than 1 year).

It was RESOLVED *nem con* that the Investment Strategy 2023/24 be adopted.

c) Cllr Evans advised that Community Grants had been discussed in detail and that the funding proposed in the budget for 2023/24 was as follows:

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

Cllr Evans reminded Council that detailed presentations were made by organisations in receipt of regular grants towards running costs (the Service Level Agreement organisations), noting that the presentations had been very good and there were difficult decisions to make. Cllr Evans presented each proposed SLA funding grant but left the chamber before the Mayor presented the proposed funding for the Hale Community Centre. Cllr Evans returned to present the remainder of the organisations.

It was RESOLVED *nem con* that the SLA Grant amounts be set as follows:

Farnham Maltings	£10,000
Citizens Advice Bureau	£20,000
40 Degreez	£2,000 plus £6,000 for outreach
Hale Community Centre	£7,000
Hoppa Community Transport in Farnham	£10,000
Brightwells Gostrey Centre	£5,000
Total:	£60,000

Members considered the proposed allocations for organisations supported by specific service budgets and **it was RESOLVED *nem con* to fund the following:**

Organisation	Fund from	Allocations
Farnham Carnival	Tourism and Events. Shared costs with Picnic in the Park	£2,000 (23/24 funding)
Blackwater Valley Countryside Partnership	Community Enhancement	£2,500 (23/24 funding)
Farnham Round Table – Santa’s eSleigh	Community Initiatives Fund	£2,000 (22/23 funding)
The Farnham Museum – Herald Archive Digitisation Project	Community Initiatives Fund	£2,000 (22/23 funding)
	Total:	£4,500

Community Grant Applications listed at Annex 3 were considered together and it was **RESOLVED *nem con* to award the funding as set out at Annex 3.**

d) Cllr Evans introduced the Interim Internal Auditor’s Report at Annex 4 which was received by Council noting the Officers’ responses.:

It was RESOLVED *nem con* that:

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

e) **Task Groups**

i) **Coronation Task Group** Council noted published arrangements included Monday 8th May being a volunteering day and that FTC staff were looking at options. Preparations were in hand for a whole day event in Gostrey for people to be able to watch the Coronation on a big screen with music to follow. Council supported underwriting insurance for street parties that met the criteria as a means of allowing as many people as possible to participate in the Coronation celebrations.

It was RESOLVED *nem con* that:

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

ii) **Assets Task Group**

a) Council welcomed the news that work had begun on the Hale Chapels project on 23rd January 2023. The contractor for the project was Landform.

Cllr Cockburn left the room prior to the discussion about Gostrey Meadow as a Trustee of Ridgeway School.

b) Council discussed the potential enhancement project recommended by the Strategy & Finance for Gostrey Meadow to replace the Toilets, create an accessible Play Area and build a Community Café. The Café was proposed to be in conjunction with Ridgeway School to give employability skills for its pupils and others. Town Clerk advised members that approval was required to take pre-planning advice from Waverley to discuss the ideas. It was

suggested there could be a competition for the design where the current toilets are located.

In discussion, the need to move the Falkner Fountain was confirmed, the move of the Borelli Shelter to provide space, and the benefits of creating a formal garden or retaining an alternate community use on the bowling green were discussed, Cllr Attfield was keen to progress with the plan and proposed (seconded by Cllr Dunsmore that the wording of the first recommendation be changed to read 'FTC commits to the principle of delivering ...'.

It was RESOLVED *nem con*:

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

It was RESOLVED *nem con* that the Town Clerk be delegated authority to redecorate and refurbish the Bandstand in Gostrey Meadow with a budget cost of £6,500.

- d) Cllr Evans advised that the Working Group had discussed the Croquet Club request for a long lease of the old bowling green for croquet and the construction of a pavilion. Members supported the development of a new club but considered the location was not ideal with the plans for Gostrey Meadow. Some alternate suggestions of locations in Badshot Lea, Weybourne and Wrecchesham were proposed for passing on to the new club.
- e) Council noted itemised obsolete IT and depot equipment that was beyond repair required disposal and removal from the assets register; an intermittent fault with the lift required repair; the replacement programme of fluorescent lighting with more energy-efficient units and redecoration required for some of the recent replacements. Council noted issues with disposing of collected flytipped items, the proposal to vinyl wrap the Mitsubishi and of the ongoing challenge of fixing the CNG supply.

It was RESOLVED *nem con* that the Town Clerk be authorised to:

- **Dispose of the redundant IT equipment and update the asset register be updated;**
 - **Progress quotes and undertake the necessary redecoration of parts of the Council Offices from within the existing budgets.**
 - **Change the remaining baton fluorescent lighting unit to LED lighting but defer replacing clam lighting units until decoration is done;**
 - **Progress quotations to repair the lift with use of up to £35,000 of the Town Hall earmarked reserve if required;**
 - **Depot assets that were obsolete or too expensive to repair be listed following an inspection by the Town Clerk and Lead Member of the Assets Task Group and disposed of;**
 - **The Mitsubishi pick-up be repaired, and vinyl wrapped;**
 - **The issues with the CNG filling system be noted and progressed;**
 - **The removal of all flytipped items from the depot be noted;**
 - **The purchase of a container (up to a price of £6,500 to house the Christmas Lights) be deferred.**
- f) Council noted that the current lease was due to be renewed and that the Town Clerk was in discussion with the Trustees of the centre about this.

It was RESOLVED *nem con* that the Town Clerk progress, with the Trustees of Wrecchlesham Community Centre, the rent review for the next period.

- g) The retender for the Christmas Lights installation, takedown and testing with options to replace part and lease, or purchase was discussed. Cllr Dickson asked if it was possible to move some old lights to the area next to the cricket field and Town Clerk advised that could be included in the tender for the new lights.

It was RESOLVED *nem con*:

- 1) A tender for the installation, takedown, call out and testing of the Farnham Town Council's owned Christmas lights be progressed;**
 - 2) New designs and costs (on a lease or purchase basis) for a new scheme of Christmas lights be sought.**
- iii) **Community Infrastructure Projects Task Group**
 Council noted that £60,000 of the CIL receipts received to date had been allocated to the Central Car Parks Toilet Refurbishment. In the current financial year £206K had been received on top of some £40k in previous years.
 The following 3 priorities had been identified:
- A new playground on Gostrey Meadow – phase 1 of CIL and using £54,000 committed from the Woolmead section 106 money.
 - New toilets on Gostrey meadow - Phase 2.
 - Community space – café on Gostrey Meadow in conjunction with the Ridgeway School which would be used as a potential training opportunity for young people.

It was RESOLVED *nem con* that:

- 1) It was a priority to invest in Gostrey Meadow.**

2) An initial £200,000 of Neighbourhood CIL funding be allocated for the Gostrey Meadow playground, toilets and community café project.

iv) Farnham Infrastructure Programme

Cllr Beaman introduced his updated position paper on the proposed Link Road, at Annex 5, for adoption. The report represented FTC's contribution in a balanced way confirming that FTC had consistently argued that construction of a Hart Link Road was an essential part of the Farnham Infrastructure Programme (FIP) if it was to meet its objective of reducing traffic passing through Farnham Town Centre and improving air quality.

Council welcomed the agreement reached at the FIP Board meeting held on 16th December that the construction of a Hart Link Road should "remain on the table" for further discussion rather than the proposed recommendation "that further work on the route be paused and that it is removed from any emerging designs".

Council discussed the report noting some of the positive and negatives aspects of the plan. Cllr Neale considered a through road was not a viable option but agreed with access to the car park. Cllr Cockburn was concerned that the proposal compromised the integrity and character of Castle Street. Cllrs Hesse and MacLeod both wanted to ensure the paper did not hold up the improvements to the town centre. Good design of the scheme was essential and having Castle Street as a piazza would be the jewel in the crown of the conservation area. Cllr Ward congratulated Cllr Beaman on an excellent report setting out clearly the aspiration of the Town Council.

It was RESOLVED by 10 votes to 1 with 3 abstentions that the report on the Link Road at Annex 5 to the Strategy and Finance minutes be adopted.

f) Risk Management Report:

Members received the annual Risk Management Report, which had been considered through the Working groups and at Strategy & Finance.

It was RESOLVED *nem con*:

- i) The Risk Management report at Annex 6 be welcomed and adopted.**
- ii) The work done by the Working Groups in managing risk be noted.**
- iii) Members received a briefing update from the informal Cemeteries and Appeals Working Group held on 12th January 2023 as well as an update on matters pertaining to The Community Enhancement Working Group, at Appendix C, as the meeting on 18th January 2023 was cancelled. Council agreed with Cllr Dickson's request for FTC to write a letter in support of the campaign to stop sewage being released into the rivers.

iv) Consultations

Council discussed the approach to the National Planning Policy Framework changes at Appendix P circulated to all councillors. It was noted that Rachel

Aves would prepare a draft response with any comments submitted by Councillors by 30th January. Cllr Cockburn expressed concern at the lack of protection for neighbourhood plans under paragraph 14 and if Waverley went ahead with major updates of planned Local Plan part 1, the Farnham Neighbourhood Plan would not get the benefit of changes to paragraph 14.

Cllr Ward shared Cllr Cockburn's concerns and complimented Cllrs Cockburn, Beaman and Dickson for their feedback to Waverley.

It was RESOLVED *nem con*:

- 1) Councillors submit their comments to Rachel Aves by 30th January.**
- 2) The Town Clerk submit the Council's response in conjunction with members of the Infrastructure Planning Group.**

Cllr Beaman made the following motion regarding the approach to WBC Local Plan Part 2 Main Modifications Consultation:

"Farnham Town Council is very concerned that Waverley Borough Council is considering a comprehensive update of LPP1 since this will undermine Farnham's Neighbourhood Plan at a critical time with a number of planning applications for residential developments in locations not allocated for development subject to appeal having been refused by Waverley Borough Council and applications for residential developments on other unallocated sites are thought to be being considered.

Farnham Town Council urges Waverley Borough Council to only undertake a minor update required to its existing LPP1 as quickly as possible to help protect Farnham from unwanted and unsustainable speculative development".

Members debated the motion and the impact of any delay to Local Plan Part 1 would have as a result of a full review. There was also concern over unmet housing need from other areas. Suggestions were made for the change of wording to the final motion. After the words '...proposing a full review...' was changed to '...considering comprehensive update...' and '...the minimum that is required...' was changed to '... a minimum update...', there was a unanimous agreement to support the motion.

It was RESOLVED *unanimously* that Farnham Town Council responds to Waverley Borough Council's Local Plan Part 2 Main Modifications consultation via the portal to stress the importance of the adoption of LPP2 as soon as possible. The adoption must be followed by only minor updates of LPP1 to give the Borough an up-to-date Local Plan and protect against speculative development.

v) Draft calendar of events

Council received the draft calendar of meetings for 2023-24 and noted the quarterly meetings for the main Working Groups and ad hoc meetings as required.

Cllr Dickson made a request for a change in time for the Community Enhancement Working Group meetings as some members were unable to attend meetings during the day due to work restraints. Town Clerk responded that there was a trade off as it was difficult to arrange evening meetings due to staffing requirements and commitments, and if there were more evening meetings, there would be fewer staff available during the working day. He confirmed the new Working Groups would review the times at their first meeting.

C89/22 Precept 2023-24

Cllr Evans introduced the Precept Report at Appendix advising that the Strategy & Finance Working group had spent considerable time considering options for minimising the budget shortfall's impact on the local community. In 2022-23, the Local Councils sector as a whole received just 1.8% of money raised by Council tax (£655m out of £36.3billion). In recent years, more services had been taken on by the Town and Parish sector from principal authorities as a result of structural change or pressures on finance. In 2022/23 the average Parish increase was 4.1% whilst Farnham was again below average for the tenth successive year at 3.6%. The average council tax precept for town and parish councils was £74.81 against the Farnham level in 2022/23 of £69.76.

The Working Group looked at using reserves and some additional income targets to cushion the inflationary and energy impacts being expected for the year ahead. The Working Group recommendation was for a balanced approach for 2023/24 that was considered prudent, fair and reasonable, supporting local residents at a difficult time minimising the increase to less than a penny a day.

It was resolved *nem con* that:

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

C90/22 Planning and Licensing Applications

Members received the minutes of the Planning and Licensing Consultative Group meeting held on 9th and 23rd January 2023 at Appendices F and G noting the continued high volume of work that was being undertaken.

C91/22 Actions taken under the Scheme of Delegation

There were no additional actions to be reported.

C92/22 Reports from Other Councils

There were no reports from other councils received.

C93/22 Reports from Outside Bodies

Cllr Cockburn reported that the Farnham Sports Awards celebration would be taking place on 6th February and paid thanks to the unstoppable enthusiasm of David Gill for his leadership.

Cllr Dickson advised that there was increased number of trucks that had been ignoring the HGV restriction road signs and breaking the law in Farnham North. The Town Clerk informed members that there was currently no law to use ANPR technology locally. Cllr Hesse advised that Waverley CIL had been provided to purchase ANPR cameras and perhaps these could be used.

C94/22 **Date of Next Meeting**

Date of the next meeting was set for Thursday 16th March 2023.

The Mayor closed the meeting at 22:05

Chairman

Date



FARNHAM TOWN COUNCIL

B

Notes

Strategy & Finance Working Group

Time and date

9.30 am on Tuesday 7th March, 2023

Place

Town Clerk's Office - Farnham Town Hall

Attendees:

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

Officers: Iain McCreedy (Business and Facilities Manager), Iain Lynch (Town Clerk) and Lisa Tremeer (Communities and Administration Manager)

1. Apologies

Apologies were received from Cllr Kika Mirylees for the meeting on 7th March.

For the reconvened meeting held on 14th March to discuss Policies (at Agenda item 5) Cllr Mirylees was in attendance but apologies were received from Cllr. Attfield.

2. Declarations of interest

Cllr Merryweather declared a non-pecuniary interest regarding CAB – as a family friend with Jonathan Pepper, one of the board of Trustees of CAB Waverley.

3. Minutes of the last meeting

The minutes of the last meeting held on 17th January 2023 were agreed.

4. Finance report

- i) The Working Group reviewed the latest finance papers including the Bank – Cash and Investment Reconciliation as at 02/03/2023 at Annex B, the Budget Comparison to 28th February 2023 at Appendix C and received details of the anticipated Outturn for end of financial year. Members noted that with the additional income (after CIL funding had been transferred to earmarked reserves) and the current capital project at Hale, the

outturn would be balanced by drawing down the relevant portion of reserves.

- ii) The Working Group reviewed the Actuarial Valuation for the Pension Scheme received via email dated 30th January 2023 at Appendix D. It was noted that Surrey had initially added Farnham into the Town and Parish Council Pool despite the fact that Farnham had specifically opted out previously. It was noted that the Employer rates were increased for Farnham (from 14.2% to 16.9% but reducing from 18.4% to 17.7% for the pool. This was despite the fact that the Farnham pot was 132% against a pooled funding pot (with Farnham in it) of 116%. It was noted that the Town Clerk had put in an initial holding response asking that the agreed position of Farnham outside the pool be maintained and that he had asked for an explanation of what seemed incorrect figures. The Working Group agreed with this approach (subject to further information being received). The Town Clerk explained the changes over recent years as Surrey pension Fund has had to adapt to changing pensions legislation.

Recommendation to council:

It is recommended that FTC remains outside the Town and Parish Council Pool for the next three years. FTC made the decision not to join the pool.

- iii) The Town Clerk advised members of the request by Hoppa to release £20k held in earmarked reserves towards a new electric bus for Farnham (at Appendix E). Members also considered a request for a meeting by Citizens Advice to discuss their funding received for 2023 and review their grant offer. It was noted that a mutually agreed date for the meeting with CAB had not yet been arranged.

Recommendation to council:

It is recommended that FTC release the £20,000 held in earmarked reserves for HOPPA to purchase a new electric vehicle.

- iv) Members received a verbal update on Sponsorship and noted that despite the challenging environment FTC had performed fairly well with a reduced sponsorship budget. The budget was set at £27,500 for 2022, and the income from sponsorship is £29,500. Officers were considering a different system to supplement lost income from In Bloom sponsors. The Business and Facilities Manager had been in contact with a potential new sponsor for next year. It was noted that any personal contact or recommendations from councillors would always be beneficial.
- v) Members were advised that the latest BACS and cheque payments were available for inspection. It was noted that the list of companies paid via BACS and cheques would be available at the next meeting for the Working Group to review.
- vi) Town Clerk gave an update on the complaint to the Financial Ombudsman. He confirmed that a complaint was necessary as HSBC wanted to do a personal credit check on staff or signatories who had an FTC credit card in order to increase the corporate credit limit. Currently FTC had a combined £10,000 limit (but approval to increase this to £25,000) on all the credit cards but the purchases required by the Support Fund were putting a strain on the credit limit. The option to move accounts away from HSBC was discussed and the Town Clerk advised that there had been no further progress yet.

5. Review of Council Policies

The new/updated Council policies were not ready for the scheduled meeting and members agreed to adjourn to discuss these papers on Tuesday 14th March at 9:00 am.

The Minutes below are the Notes of the discussion on the 14th March.

Members reviewed the following policy documents considering changes set out in detail in a covering report which had been circulated to all councillors with appendices F,G,H,I,J.

The following documents attached at Annexe to these Notes, were discussed in detail and are recommended to Council for adoption.

i) **Standing Orders at Annex 1 to these Minutes.**

Apart from minor updates, the key changes were: a) Reduction of Quorum from 10 to 9 as a result of the boundary changes and reduction in the number of councillors from 18 to 16 with consequent changes to the proportions in Standing Order 15.1 f. b) changes to Standing Orders Contracts in light of Brexit and the consequent impact of the Contracts Regulations 2015. c) adding the Civility and Respect Pledge into Standing Order 18.1.

ii) **Financial Regulations at Annex 2 to these Minutes**

Apart from minor updates, clarifications and changes for consistency and legislative changes, the key changes were: a) Inserting 1.14 reflecting Council decision for the Town Clerk to apply Nationally Agreed decisions on salaries after the HR Panel or Strategy & Resources Working Party had been informed; b) adapting Regulation 5.1 relating to telephone banking for the management of the bank account; c) Inserting 6.1 a Regulation allowing for Cash from events and donations to be held in the safe to be used to top up petty cash; d) Inserting a new Regulation 9.11 to allow for electronic payments via a payment device for events and charitable activities; and e) updating values for decisions relating to contracts and goods and the de minimis level for inclusion on the Asset Register at 11.1 h and 14.6 (reflecting inflationary pressures and materiality).

iii) **Scheme of Delegation at Annex 3 to these Minutes**

Apart from minor updates and clarifications it was agreed a) to amend 3.5 to “£10,000 in line with the Financial Regulations”; b) to add to 4.18 “with the consent of the HR Panel” given the financial implications such a decision could have; and c) Adding in at 4.2.1, the Council decision to delegate the implementation of the NJC pay decision as set out in the updated Financial Regulation 1.14.

iv) **Member Officer Protocol at Annex 3 to these Minutes**

This was an amalgamation of the old protocol and the Civility and Respect Pledge.

The new Work Experience Policy at Appendix J was deferred, noting that there were challenges with a small team absorbing Work Experience students at a busy time, and there were still some uncertainties over the insurance position. It was agreed that no Work Experience would take place in 2023 apart from one that had been agreed with More House School.

It is Recommended that the following Policies be adopted:

- 1. Standing Orders at Annex i**
- 2. Financial Regulations at Annex ii**
- 3. Scheme of Delegation at Annex iii**
- 4. Member Officer Protocol at Annex iv**

6. Annual Meeting of Electors

Members reviewed the arrangements for the Annual Meeting of Electors that would take place on 23rd March 2023 from 7-9pm. The venue was confirmed to be the Barley Room at the Maltings. The Lead members would do a quick review of their Working Groups of approximately 7 minutes each. There would be a PowerPoint Presentation with questions from the public afterwards. It was noted that the event would be publicised using social media, the FTC website and a possible advert in the newspaper as well as direct emails to community groups.

7. Reports of Task Groups

The Working Group received relevant updates from Task Groups that report to Strategy & Finance:

- a. Riverside Sculpture Task Group – members received a verbal update and noted that this was part of World Craft Town and would be launched on Friday 24th March at 2pm. Funds for this project were provided by Section 106 funds from the UCA Campus development.
- b. The Coronation Task Group notes of the meeting held on 6th February were at Appendix K. Members considered the report and Cllr Mirylees had sent some comments to the Town Clerk updating the Working Group on the proposed Beacon. It had subsequently been confirmed that The King did not want any beacons lit as part of the coronation.
- c. The Conservation Areas Task Group (CATG) notes of the meeting held on 23rd February were attached at Appendix L. Members noted that the Farnham Flame was with Ian Bishop awaiting restoration but was pressing as Crest would install if they had appropriate plant on site.

The CATG was concerned about the frequent damage to the fabric of listed buildings in the Conservation Area caused by the fixing of agent boards and banners as well as the visual amenity in this protected area and a meeting had been held with Waverley Officers. It was noted the capacity for action by Waverley was limited with constrained resources and a discussion took place on whether the Town Council should consider making a financial contribution to progress this if it were a key priority.

The Working Group noted that the CATG had pursued the enforcement of a non-compliant front porch on a house on Wrecclisham Hill, a part of The Wrecclisham Conservation Area and the offending structure had been rectified.

It was further noted that enforcement notices in Dyas Yard were 2 had been issued as a result of positive action by Waverley and the only bins that Waverley wanted on their leased land was the official Waverley bins, not wheelie bins.

Recommendation to council: It is recommended

1) that officers

- a) **progress work to restore the Farnham Flame and seek confirmation of costings;**
- b) **investigate the cost of defining character areas within the Conservation Area in conjunction with the Local Planning Authority (LPA).**

2) that Council

- a) **supports the work that the Task Group has been pursuing to prepare a submission to the LPA on the Article 4 Direction and the Regulation 7 Direction**
 - b) **endorses bringing together the relevant estate/property agents so that views can be exchanged regarding how all parties can work collaboratively to remove banners and boards and avoid the detrimental effects on the visual amenity of the Conservation Area.**
- d. Cllr Cockburn provided an update on the latest position on the review of the Local Plan Part I expressing further her concern about the impact this would have on the Neighbourhood Plan and the appeals that were piling up for sites that were not approved by the Neighbourhood Plan.

There was also concern about the level of support that was being given to planning appeals and the

recent Hawthorns Appeal was a good example where the Appeal was rushed through without opportunity being given to local residents who had points to raise. In addition, the Inspector had taken the lowest five year land supply figures provided by the developers, and communities were always losing out since it was the developers were not implementing permissions. The Working Group considered whether the Council should make a challenge to the Inspector's decision. It was noted that the process on the Inspectorate website was for a complaint not a challenge, and it would not be considered in time. It was agreed that the Town Clerk should investigate the process and whether there were grounds for making an appeal.

The Working Group heard that the Borough Council had had the Design Statement for 18 months and the Town Council had made all the requested changes but a new lead officer was now not happy with the document. The whole situation was very frustrating.

In terms of the Neighbourhood Plan Review, the Working Group noted the need for support from the Borough Council to progress the Neighbourhood Plan but there was no dedicated officer identified. Cllr Cockburn had been seeking a meeting with Waverley, to ascertain whether or not the Neighbourhood Plan can be changed without the Referendum, as had happened in other areas. It was noted officers had a meeting scheduled with Dawn Hudd coming up where some of these points would be raised again but an additional meeting would also be sought for Farnham Councillors.

- e. Younger People Task Group – Members received a verbal update noting that Councillors had been invited to a tour of 40 Degreez. It was noted that 40 Degreez were very grateful for the increased funding and outreach money they had received.
- f. Community Infrastructure Projects Task Group – There was nothing to report as the CIL money had been earmarked for the Gostrey Meadow project and no further funds had been received.

8. Farnham Infrastructure Programme

Cllr Beaman provided an update on the Farnham Infrastructure Programme and confirmed that Tim Oliver had agreed to a meeting on Tuesday 14th March 2023. There was an update on the Brightwells Bridge regarding the long-awaited meeting with FTC, Crest Nicolson, Surrey County Council and Waverley where options for costings were discussed to enhance the appearance of the bridge. There were suggestions of a closer weave design as well, or detailing suitable for a conservation area. The timing had not yet been confirmed. Concerns were raised about the width of the bridge being very narrow and there was still more work to be done on the design of the bridge with angled gabions. The additional cost to make the top of the bridge more aesthetically pleasing was relatively little, but there was no agreement yet on the overall requirements.

9. Contracts and assets update

The Working Group considered the update report on Contract and Assets at Appendix M.

- i) It was noted that the Hale Chapels' Garden project was currently due to be completed in April, a few weeks ahead of schedule. It was agreed that the name should be "The Chapels' Garden' and the information boards should include the Farnham Castle logo.
- ii) Members considered the quotes to repair the FTC office lift and noted the prices submitted from Orona and Liftsy with the Hampshire Lift Company did not tender. It was noted that Liftsy also operate a competitive emergency and standard call out service.

- iii) Officers recommended Liftsy to undertake the essential repairs but not with a substantial upfront payment. It was agreed to seek a better staged-payment profile if they were to do the work.

Recommendation to Council: It is recommended that the contract to repair the lift be awarded to Liftsy, subject to satisfactory reference checks and an agreed payment profile at a cost of £26,920 with the costs met from the Town Hall earmarked reserve.

- iv) Members noted the additional work approved by council had been ordered and FTC awaited the confirmation of the start dates for the Bandstand refurbishment at a cost of £4,450 (Virtuous); Gostrey Pillars repair at a cost of £850 (K Construction); the Green Lane Pillars repair for £450 (K Construction); the office ceilings painting at £1,110 (Tom Scott) and the office hallway ceiling and wall refurbishment for £2,350 (K Construction).
- v) Members noted that the Outside workforce required a further 2 backpack batteries plus chargers as they were quickly depleted with use. The cost of these will be no more than £2,350. It was also noted that a new photocopier contract with KCS would begin shortly. These new photocopiers would replace the existing copier on the ground floor and the 1st floor office and be able to print brochures and save documents to the cloud.

Recommendation to Council:

FTC purchase 2 backpack batteries plus chargers with a cost of no more than £2,350.

10. Consultations

Members noted the Surrey Hills Area of Natural Beauty consultation was running for 14 weeks. Officers would investigate what was in the consultation and whether or not there were any sites or locations included in the Farnham area. A report would go to the next meeting.

11. Elections and Induction of New Council - Key dates

- 1) Members noted the election count of Town and Parish Council wards would take place on Sunday 7th May 2023.
- 2) The following key dates for the new Council were confirmed:
- i) Current Councillors would retire on Tuesday 9th May.
 - ii) New Councillors would take up their roles on Tuesday 9th May
 - iii) The first induction for new councillors: Thursday 11th May
 - iv) Mayor Making (Annual Meeting of Council): Thursday 18th May
 - v) First Council Meeting and appointments to Working Groups: Thursday 25th May.
- 3) It was noted that there may be insufficient business for the scheduled June cycle with training and induction for new Councils and the late May meeting.

Recommendation:

It was agreed to recommend that the Council Meeting scheduled for 22nd June would be changed to a 'reserve meeting' and only take place if required.

12. Town Clerk update

Members received an update from the Town Clerk and were informed about the retirement of Achim Hütten, Oberbürgermeister of Andernach after three decades. Members discussed the possibility of the Deputy Mayor attending the ceremony in Germany as well as sending a small gift.

It was agreed for the Town Clerk and the Mayor should discuss a suitable gift to send to mark the retirement of the Oberbürgermeister.

Members were updated on the progress of recruiting a new Town Crier and noted that three of the original candidates were still interested in being considered for the position. Christian Ashdown, the Haslemere Town Crier, and Secretary of the Guild of Criers would assist with the process. A meeting was scheduled for Thursday 9th March to confirm the process.

Members also discussed the VIP visit taking place on 20th March 2023 that would include the final tree planting on the Queen's Green Canopy avenue of trees by the riverside and would take approximately 1 hour. There would be representatives from various groups, who would be part of the visit but there was no open invitation.

Members noted the tree planting opportunities in March as well as the new office layout to recreate the members' room next to the Byworth Room. The Business and Facilities Manager had moved to the first floor with Cemeteries, Projects and In Bloom staff.

It was noted that there would be an end of administration reception on May 2nd in the early evening; and that the date for the Services to Farnham Awards had been set for 3rd April.

Members noted the Commonwealth Flag Raising ceremony would take place on Monday 13th March at 10:00am.

13. Date of next meeting

The date of the next meeting was agreed as Tuesday 18th April 2023 at 9.30am. It was agreed to adjourn the meeting to Tuesday 14th March 2023 to discuss the updated policies for the March Council.

The meeting ended at 1.50 pm

Notes written by Lisa.tremeer@farnham.gov.uk and Town.Clerk@farnham.gov.uk

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Standing Orders

RULES OF PROCEDURE

Adopted: March 2023

Those Standing Orders printed in ***bold italic type*** are compulsory and laid down in Acts of Parliament and Regulations. Standing Orders in ***bold italic type*** cannot be suspended.

Policy details	
Purpose	Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.
Date of last update	February 2023
Reason for most recent update	Updated to incorporate inclusive language and changes in number of councillors following 2022 Community Governance Review.
Full Council approval	March 2023
Lead officer	Iain Lynch, Town Clerk
Publication (Int, W, MH)	Int, W, MH
Review due	March 2027

I. Introduction

- 1.1. All meetings of the Council and its Committees, sub-Committees, Working/Task or other Groups shall be governed by these Standing Orders and the Council's Code of Conduct unless the Council resolves otherwise.
- 1.2. **Any or every part of the Standing Orders except those printed in bold italic type can be suspended in relation to any specific item of business by resolution of the Council. Standing Orders in bold type should not be substantially amended unless legislation changes.**
- 1.3. A resolution permanently to add, vary or revoke any Standing Order when proposed and seconded will stand adjourned without discussion to the next ordinary meeting of the Council but Council may review them in total at the last meeting of the Council year or when a new set of Model Standing Orders is published.

2. Meetings – General

- 2.1. **(FREQUENCY) - In addition to the statutory Annual Meeting of the Council, at least three other Ordinary Meetings shall be held in each year on such dates and times as the Council directs.** Other meetings of the Council may be held during each year on such dates and times and in a place that the Council decides but Council will normally adopt a schedule of meetings for itself and its Committees and Working Groups as early possible. The Council will normally meet up to 9 times a year.
- 2.2. **(NOTICES) - It is mandatory that 3 clear days notice of meetings shall be given to Councillors and the public,** but the council has decided that formal Notices, Agenda and supporting papers should normally be dispatched to Councillors one (1) week before all Council Meetings. **When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter Break or of a Bank Holiday or a day appointed for public thanksgiving or mourning shall not count.** Agendas and supporting papers may be sent electronically provided the councillor has consented to service by email with hard copies sent to members of each meeting and on request to other councillors.
- 2.3. The Agenda for each Full Council meeting may also be sent, together with an invitation to attend, to the County and Borough Councillors for the appropriate divisions or wards.
- 2.4. **(ACCESS) - Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- 2.5. **(RECORDING)**
 - 2.5.1. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting**

takes place or later to persons not present.

- 2.5.2. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 2.5.3. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present subject to Standing Order 2.4 above.**
- 2.5.4. The filming, reporting, photographing or other reporting of children and vulnerable people may only be done with the consent of a responsible adult which in the case of a vulnerable adult is a medical professional, their carer or guardian, and in the case of a child is their parent, legal guardian or teacher.
- 2.5.5. Any person participating in the public questions or public statements section of the Council meeting may be filmed, photographed or included in a report of the meeting.
- 2.5.6. Any person reporting proceedings is bound by the Data Protection Act 1998 and subsequent legislation as it applies to personal data of individuals.
- 2.5.7. Meetings may be recorded by the Council for internal purposes.

2.6 (LOCATION) - Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. Except where the Council decides otherwise, all meetings will be held in the Council Chamber, at The Town Hall, South Street, Farnham.

2.7 (TIMING) - All meetings of the Council will begin after 6pm. If no other time is fixed, meetings will start at 7.00pm and will normally end no later than 10.00pm unless Standing Order 11.9 is invoked. Any unfinished business will be included in the agenda of the next meeting unless dealt with in the interim.

2.8 (QUORUM) - No business may be transacted at a Council Meeting unless at least one third of the whole number of Members of the Council (i.e. 5 Councillors) is present. In no case shall the Quorum of any meeting (including Committees, Working and Task Groups) **be less than 3.** The Council has decided that, for a Council Meeting, a minimum of 9 Councillors shall make a Quorum being half the Council plus 1. **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.** Any outstanding business of a meeting so adjourned shall be transacted at a following meeting which shall be the next scheduled Council Meeting or on a day that the Town Mayor/Chair agrees with the Council's Proper/Responsible Officer (Town Clerk).

2.9 (CHAIR) –

2.9.1 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor (Chair of the Council) may in their absence be done by, to or before the Deputy Mayor (Vice-Chair) of the Council (if there is one).

2.9.2 The Town Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. The Town Clerk shall call for a nominee from the floor to take the chair. If discussion arises on this motion the Town Clerk shall exercise the powers of the person presiding to regulate that discussion, and to maintain order at the meeting. In that

event, for the avoidance of doubt, the Town Clerk shall **not** have the right to vote on any nomination or matter.

- 2.10 **(AGENDA)** – The Council Agenda will be split into three (3) Parts as below:
- Part One – Items for Decision
 - Part Two – Items to Note
 - Part Three – Confidential Items
- 2.11 The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

3. Meetings of the Council – Annual (Mayor Making), Ordinary & Extraordinary

- 3.1 ***In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.***
- 3.2 Procedure - Annual Town Council Meeting (Mayor Making)
- a) ***In an election year, the Annual Town Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and***
 - b) ***In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.***
 - c) ***The Mayor/Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until a successor is elected at the next Annual Meeting of the Council.***
 - d) ***The Deputy Mayor/Vice-Chair of the Council, if any, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor/Chair of the Council at the next Annual Meeting of the Council.***
 - e) ***In an election year, if the current Mayor/Chair of the Council has been re-elected as a member of the Council, they shall preside at the Annual Meeting until a new Mayor/Chair of the Council has been elected. The Mayor/Chair may exercise an original vote in respect of the election of the new Mayor/Chair of the Council and must give a casting vote in the case of an equality of votes. Except that, when an existing Town Mayor/Chair is put forward for re-election to that position, they must vacate the Chair prior to***

the election taking place and a Councillor not put up for election must take over the Chair until after the election.

- f) ***In an election year, if the current Mayor/Chair of the Council has not been re-elected as a member of the Council, they shall still preside at the meeting until a successor Mayor/Chair of the Council has been elected. The current Mayor/Chair of the Council shall not have an original vote in respect of the election of the new Mayor/Chair of the Council but must give a casting vote in the case of an equality of votes.***

3.3 Order of Business - Annual Town Council Meeting (Mayor Making)

3.3.1 ***At each Annual Town Council Meeting the first business shall be to elect a Town Mayor (by show of hands).***

3.3.2 Following the election of the Town Mayor at the annual meeting of the council, the business of the annual meeting shall include:

- a) ***To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.***
- b) ***In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.***
- c) ***To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.***
- d) To elect a Deputy Town Mayor (by show of hands).
- e) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received.
- f) To appoint a Leader or Spokesperson for the Council.
- g) To appoint Committees and/or Working/Task groups.**
- h) To appoint Representatives to Outside Bodies.**
- i) In a year of elections, if a Council's period of eligibility to exercise the *Power of General Competence* (as set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, expired the day before the Annual Meeting, to review and make arrangements to reaffirm eligibility.**
- j) To review any Regalia, Property, Deeds and Trust Investments in the custody of the Council as required.**
- k) Approve a Risk Analysis of the Council's activities.**
- l) Review and confirm arrangements for insurance cover in respect of all insured risks.**
- m) Review the Council's Financial Regulations and Arrangements.**
- n) Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 (GDPR). **
- o) Review the Council's policy for dealing with the press/media.**

- p) Set the dates, times and place of meetings of the full Council and its Committees and/or Working Groups for the year ahead.**
- q) Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**

** These items may be considered at a different meeting but must be done at least once in any Council year.

Thereafter the business will follow the order set out below for an Ordinary Meeting of the Council.

3.4 Order of Business - Ordinary Council Meetings

3.4.1 Prior to the start of the formal business, the Council may say prayers and receive a presentation by local organisations or those whose activities affect the town. Such organisations shall be approved by the Mayor and invited by the Town Clerk.

3.4.2 ***At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chair if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.*** After the first mandatory business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive apologies for absence.
- b) Disclosures of interests by councillors and employees on items on the agenda.
- c) To read and consider the previous Minutes; provided that if a copy has been circulated to each councillor with the agenda there shall be no need to read them out.
- d) ***After consideration, to approve the signature of the Minutes by the person presiding as a correct record.*** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 7.1c.
- e) Public Questions and Statements on items on the agenda or other matters.
- f) ***To deal with business expressly required by statute to be done.***
- g) To deal with any matters remaining from the last meeting.
- h) To receive the Mayor's Announcements or any communications as the person presiding may wish to lay before the Council.
- i) To receive Petitions (if any have been received).
- j) To answer questions from Councillors.
- k) To receive and consider the minutes, notes and reports of Committees, Working/Task Groups and to determine recommendations made by Committees or Working Groups.
- l) To receive and consider resolutions or recommendations in the order in which they have been notified.

- m) To authorise the sealing of documents.
- n) If necessary, to authorise the signing of orders for payment.
- o) Once a year - no later than when the estimates for the following year are agreed - the Council will review pay and conditions of service of existing employees.
- p) To receive information from council representatives on outside bodies and information from Borough or County Councillors on matters affecting the town.
- q) Confirm the date of the next Council Meeting.

3.5 Extraordinary Meetings

- a) ***The Mayor/Chair of the Council may convene an extraordinary meeting of the Council at any time.***
- b) Any two members of the Council can request an extraordinary meeting of the Council if a request for such a meeting has been signed by those councillors and has been presented to the Town Clerk/ Proper Officer.
- c) If any Councillors wish to call an extraordinary meeting, the Town Clerk must be informed of that wish with a clear description of the important business. The Town Clerk, after consultation with the Mayor/Chair, will then make sure that the notices and summonses giving the required notice of the extraordinary meeting are published and sent as soon as practical.
- d) ***If the Mayor/Chair of the Council does not, or refuses to, call an Extraordinary Meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an Extraordinary Meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.*** The only items to be considered at an extraordinary meeting will be those for which it was specifically called and which were put on the agenda.

4. Leader of Council or Spokesperson

- 4.1 A Leader or Spokesperson of the Council can be appointed at the Annual Council Meeting but if no appointment is made, the role of Spokesperson for the Council will be undertaken by the Lead Member of the Strategy and Resources Working Group.
- 4.2 The Leader/Spokesperson of the Council will have the following approved responsibilities
 - a) To act as the liaison between the members of the Council and the Town Clerk in indicating the priorities and programmes for inclusion in Council business and the Council's likely reaction to new policies or projects.
 - b) To be the first point of contact for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the existing policy or as a matter of urgency.
 - c) To be the spokesperson for the Council when responding to the Press and Media.

5. Proper/Responsible Officer

- 5.1 The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. The Proper Officer and the person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.
- 5.2 The Town Council has adopted a scheme of delegation to the Town Clerk/Responsible Financial Officer/Proper Officer for the management of the Town Council.
- 5.3 The Council's Proper Officer shall do the following:-
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - ii. subject to standing order 6, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chair or in the absence the

Vice-Chair (if there is one) of the Planning and Licensing Consultative Group/Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

6. Motion requiring written notice

- 6.1. No Motion can be moved and no matter can be discussed unless the business to which it relates has been put on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has given notice to the Town Clerk at least 10 clear working days before the next meeting of the Council, except as stated in these Standing Orders.
- 6.2. The Town Clerk will date every notice of Motion or recommendation when received and will number each notice in the order received.
- 6.3. If the wording or nature of a proposed motion is considered unlawful or improper, the Town Clerk shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 6.4. The Town Clerk will include in the summons for each meeting, all notices of motion or recommendation given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move it at some later meeting or that they will withdraw it. The Town Clerk may correct obvious grammatical or typographical errors in the wording of the motion before including it on an agenda.
- 6.5. If a motion or recommendation listed on the agenda is not moved either by the councillor who gave notice of it or by any other councillor, it will, unless postponed by the Council, be withdrawn and not be moved without new notice.
- 6.6. If a motion comes under the Terms of Reference of a Committee, or Working/Task Group of the Council, it may, once it has been proposed and seconded, be referred without discussion to a Committee, Working/Task Group determined by the Council for report; provided that the Chair of the Committee, Working/Task Group agrees.
- 6.7. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

7. Motions not requiring written Notice

7.1 Motions dealing with the following matters may be moved without notice:-

- a) To appoint a Chair of the meeting in the absence of the Mayor and Deputy Mayor.
- b) To approve the long-term absences of councillors.
- c) To correct any inaccuracies in the Minutes of a previous meeting and to approve them.
- d) To note the minutes of a meeting of a Committee, Working Group or Task Group.
- e) To dispose of business, if any, remaining from the last meeting.
- f) To alter the order of the business agenda for reasons of urgency or expedience.
- g) To proceed to the next business on the agenda.
- h) To move to a vote.
- i) To close or adjourn the debate.
- j) To refer a matter to a Committee, Working/Task Group or an Officer.
- k) To appoint a Committee, Working/Task Group or any members thereof.

- l) To adopt a report and or recommendations made by a Working Group, officer or professional advisors.
- m) To authorise the sealing of documents.
- n) To amend a motion.
- o) To give leave to withdraw a motion or amendment.
- p) To extend the time limit for speeches.
- q) To exclude the press and public for all or part of a meeting.
- r) To not hear further from a councillor or a member of the public;
- s) To exclude councillor or member of the public named for disorderly conduct.
- t) To give the consent of the Council where such consent is required by these Standing Orders.
- u) To answer questions from councillors.
- v) **To suspend any Standing Order except those which are mandatory by law (in bold italic type).**
- w) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of the outside bodies.
- x) To adjourn the meeting.

7.2 If a motion falls within the terms of reference of a Committee or Working Group or within the delegated powers conferred on an employee, a referral of the same may be made to such Committee or Working Group or employee provided that the Mayor/Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

8. Petitions

- 8.1. Petitions may be received at (Ordinary) meetings of the Council provided that the petition is received by the Town Clerk no later than midday five working days before the day of the meeting and is signed by at least twenty (20) registered electors within the Town.
- 8.2. Petitions may only be about a matter for which the Council has a responsibility or which directly affects the Town.
- 8.3. Petitions will not be received by the Council which are in furtherance of a person's individual circumstance or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.
- 8.4. A Petition will not be received by the Council where the issue it concerns has been the subject of a Petition in the last six months or a decision of the Council in the last six months.
- 8.5. One signatory to the Petition may speak on the Petition and for no more than three minutes. The Petition may be answered at that meeting by the Mayor or by a person designated by the Mayor but will more usually be the subject of a written answer.
- 8.6. No discussion shall take place on the Petition at that meeting. A councillor may move that the Petition be referred to the next meeting or to a Committee or to a body. Once the motion has been seconded, it will be voted on without discussion.
- 8.7. No more than three Petitions may be received at one meeting.

9. Questions by Members

- 9.1. At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chair or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
- 9.2. Notice of the question must be given in writing and delivered to the Town Clerk at least five clear working days before the meeting, signifying to whom the question is put.

- 9.3. A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group.
- 9.4. Questions not connected with business under discussion will not be asked except during the part of the meeting set aside for questions.
- 9.5. Each question will be put and answered without discussion but the person questioned may decline to answer.

10. Public Questions and Statements

- 10.1. A standard item, will appear on all agendas of Ordinary meetings of Council and Standing Committees to allow, at the discretion of the Town Mayor/Chair, those members of the public, residing or working within the Town Council's boundary, to make representations, ask or answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or other matters not on the agenda.
 - a) The period of time designated for public participation at a meeting in accordance with standing order 3.3.2 (e) above shall not exceed 20 minutes unless directed by the Chair of the meeting.
 - b) A member of the public shall not speak for more than 3 minutes on any matter or at any one time.
 - c) Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
 - d) A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils, the person making representation will be informed of the appropriate contact details.
 - e) A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
 - f) A person who speaks at a meeting shall direct their comments to the Mayor/Chair of the meeting.

11. Meeting Etiquette & General Procedures

- 11.1. A Councillor shall remain seated while speaking unless requested to stand by the Town Mayor/Chair.
- 11.2. Councillors shall address all comments to the Town Mayor/Chair. If two or more Councillors wish to speak the Town Mayor/Chair shall decide the order of speaking and whom to call upon.
- 11.3. The ruling of the Town Mayor/Chair on a point of order or on the admissibility of a personal explanation shall be final and shall not be discussed.
- 11.4. Whenever the Town Mayor/Chair stands or speaks during a debate, all other Councillors shall be silent.
- 11.5. Minutes of a previous meeting will not be discussed except upon the accuracy of their content, corrections to those minutes will be made by inclusion in the minutes of the meeting which approves such minutes with the corrections appended. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- 11.6. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Mayor/Chair's direction for reasons of urgency or by vote of the Council for expediency.

- 11.7. Urgent business can only be placed on the Agenda by the Town Clerk with where business is required by law to be done and was omitted from the agenda. Other urgent business may be placed on the Agenda by the Town Clerk with the permission of the Mayor/Chair in the case of emergencies or when it is considered that delay might be prejudicial to the Council's interests.
- 11.8. A motion to vary the order of business on the ground of expediency can be proposed by the Town Mayor/Chair or by any other councillor and, if proposed by the Town Mayor/Chair, can be put to the vote without being seconded, and in all cases will be voted on without discussion.
- 11.9. Meetings of the Council should normally finish by 10pm but at a convenient time before then, the Town Mayor/Chair shall put to the meeting the options of:
- a) Agreeing to a half hour extension to 10.30pm, at which time the meeting shall stand adjourned; or
 - b) Continuing the meeting until the Council has concluded its consideration of the Agenda; or
 - c) Adjourning the meeting.
- 11.10 A vote shall be taken without discussion and no business other than that set out in the Agenda shall be discussed at any adjourned meeting.

12. Rules of Debate

12.1 Discussion

A motion or amendment shall **not** be discussed unless it has been Proposed and Seconded, and, unless proper notice has already been given, it shall, if required by the Town Mayor/Chair or Town Clerk, be put in writing and handed to either person before it is discussed or put to the meeting.

12.2 Speeches

- a) A speech by a mover of a motion shall not exceed 5 minutes and no other speech shall exceed 3 minutes except by the consent of the Council.
- b) A speech must be directed solely to the matter under discussion, or to a question of order or a personal explanation.
- c) A councillor when seconding a motion or amendment may if declaring their intention to do so, reserve their speech until later in the debate.

12.3 Other Motions

When a motion is being debated the only other motions which may be moved (either singly or combined) are:

- a) To amend the Motion.
- b) To withdraw the Motion.
- c) To proceed to the next business.
- d) To adjourn the debate.
- e) To adjourn the meeting.
- f) That the question be now put to the vote.
- g) That a named Councillor not be heard further.
- h) That a named Councillor leave the meeting.
- i) That the Motion be referred to a Committee or Working/Task Group.
- j) That the meeting continues beyond 10pm.
- k) To exclude the Press and Public from the meeting under Section 100A (4) of the local Government Act 1972 as amended.

- i) to suspend any standing order, ***except those which are mandatory statutory or a legal requirement (In bold italic type).***

12.4 Alteration and Withdrawal

- a) A Councillor may alter a Motion of which they have given notice with the consent of the meeting. The Meeting's consent will be signified without discussion.
- b) A Councillor may alter a Motion which they have moved without notice with the consent of both the meeting and the Seconder. The meeting's consent will be signified without discussion.
- c) A Councillor may withdraw a Motion which they have moved only with the consent of the Seconder and the Meeting. The meeting's consent will be signified without discussion. No Councillor may speak on the Motion after the mover has asked permission to withdraw it unless such permission is refused.

12.5 Right of Reply

- a) The mover of a motion has the right to reply, not exceeding 3 minutes, at the end of the debate on the motion, immediately before it is put to the vote.
- b) If an amendment is moved, the mover of the amendment has the right of reply at the close of the debate on the amendment and to speak last but one for that purpose, the final right of reply to remain with the mover of the original motion.
- c) In exercising a right of reply, a Councillor shall be strictly confined to answering statements or arguments made in the course of debate and shall not introduce any new material.

12.6 Speaking Again

12.6.1 A councillor who has spoken on a motion may not speak again whilst it is the subject of debate, without the permission of the Mayor/Chair, except:

- a) to speak once on an amendment moved by another councillor.
- b) to move a further amendment if the motion has been amended since they last spoke.
- c) if the first speech was on an amendment moved by another councillor, to speak on the main issue whether or not the amendment was carried.
- d) to exercise a right of reply.
- e) on a point of order.
- f) by way of a personal explanation.
- g) on a Procedural Motion.

12.7 Points of Order

- a) During the debate of a motion, a Councillor may interrupt only on a Point of Order or a Personal Explanation in which case the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the irregularity in the meeting they are concerned by. A Personal Explanation shall be confined to some material part of a former speech by the councillor which may have been misunderstood.
- b) Any Point of Order shall be decided by the Mayor/Chair and this decision shall be final.

12.8 Content of an Amendment

An amendment must be relevant to the Motion and either:

- Refer a matter to (or back to) a Committee or Working/Task Group

- Leave out words and insert or add other words as long as the amendment shall not have the effect of negating a motion before the Council.

12.9 Debate on Amendments and Procedural Motions

- Only one amendment may be moved and discussed at any one time.
- No further amendment may be moved until the amendment under discussion has been disposed of unless in the opinion of the Town Mayor/ Chair of the Council this would help the Council conduct its business. Where the Town Mayor/Chair of the Council permits this the combined amendments will be discussed (but not voted on) together.
- If an amendment is lost a further different amendment may be moved.
- If an amendment is carried, the Motion as amended takes the place of the original Motion and becomes the substantive Motion on which any further amendments may be moved.
- After an amendment has been moved, the Mayor/Chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.
- On a motion that the question be now put:
If a motion that “The question be now put” is seconded and the Town Mayor/Chair thinks the item has been sufficiently discussed, they will put the procedural motion to the vote. If it is passed the Town Mayor/Chair will give the mover of the original motion a right of reply or to waive their right of reply before putting the motion to the vote.
- On a motion to adjourn the debate or the meeting:
If a motion “to adjourn the debate” or “to adjourn the meeting” is seconded and the Town Mayor/Chair thinks that the item has not been sufficiently discussed and cannot be reasonably so discussed on that occasion they will put the procedural motion to the vote without giving the mover of the original motion the right of reply.
- On a motion to proceed to the next business:
The Town Mayor/Chair shall first put the formal motion to the vote without discussion and if it is passed then the Council shall immediately proceed to the next item of business and any motions or amendments relating to item under discussion shall be lost.
- The adjournment of a debate or of the Council shall not prejudice the right of reply at the resumption.

13. Voting

- Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.***
- Unless standing orders provide otherwise, voting on a question shall be by a show of hands, acclamation or by electronic voting or on a ballot paper. At the request of a councillor, the voting on any question shall be recorded by the Town Clerk so as to show whether each councillor present and voting gave their vote for or against that question or abstained. Such a request shall be made before moving on to the next item of business on the agenda.***
- The Town Mayor/Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.***

14. Rescission of previous Resolutions

- A decision (whether positive or negative) of the Council will not be reversed within six

months except by a Special Resolution, the written notice of which must signed by at least 9 members of the Council and be given to the Town Clerk at least ten days before a meeting at which it is to be considered. Such Special resolution, when voted on, must receive the backing of at least 9 members of the Council to reverse a previous decision.

- 14.2 When a Special Resolution or any other resolution has been agreed under the provisions of paragraph 14.1 of this Order, no similar resolution may be moved within a further six months.

15. Committees and Working/Task Groups

- a) Unless the council determines otherwise, a Committee may appoint a sub-Committee whose terms of reference and members shall be determined by the Committee.
- b) ***The members of a Committee may include non-councillors unless it is a Committee which regulates and controls the finances of the council.***
- c) Unless the council determines otherwise, all the members of an advisory Committee and a sub-Committee of the advisory Committee may be non-councillors.

15.1 Appointment & Membership

- a) The Council may appoint Standing Committees and/or Working/Task Groups with specific Terms of Reference which will meet according to the schedule adopted by the Council but may hold additional meetings as and when required. An Officer delegated by the Town Clerk will attend every meeting.
- b) The membership of any Committee and/or Working/Task Group shall be determined by full Council which will not appoint any member of a Committee and/or Working/Task Group so as to hold office later than the next Annual Meeting.
- c) Council may appoint persons other than Members of the Council to any Committee and/or Working/Task Group. Such persons shall have the right to speak and vote but will not form part of the Quorum.
- d) The Town Mayor/Chair ex-officio, shall be a member of every Committee and/or Working/Task Group but will have no voting rights or the ability to propose motions on the Committees, Working/Task Groups on which their membership is ex-officio. The Town Mayor will not therefore form part of the Quorum as an ex-officio member.
- e) The overall membership of all Standing Committees/Working Groups will reflect, as closely as possible, the political make-up of the Council. It is intended that as broad a range of Councillors as possible shall be represented on the Committees and/or Working Groups.
- f) When considering membership of *Working Groups* the Council will take account of the political make-up such that those who are not members of the majority party are fairly represented. It is suggested (but shall not be mandatory) that non-members of the majority party shall be entitled to a proportionate share (1/16th per member) of the total places available on the Standing Working Groups, evenly spread over those Groups. Within this entitlement, at least one place on the main policy Working Group (Strategy and Resources Working Group) shall be available to those who are not part of the majority party. *In the case of there being four Working Groups of five members each (20 places available), this would mean that those who are not members of the majority party would normally be offered 1.25 places (20/16) rounded i.e. 1 member = 1 place; 2 members = 3 places; 3 members = 4 places and 4 members = 5 places.* Task Groups and the Planning & Licensing Consultative Group will not be required to adhere to this.

- g) All Councillors will be asked to submit annually to the Town Clerk an indication of the Committees/Working Groups on which they wish to serve, listed in order of their preference, together with a list of Outside Bodies on which they would like to represent the Council. The process of appointments will be as follows:
 - 1) The Town Clerk will attempt to fill the available spaces by initially allocating Councillors their first preferences and then filling the remaining spaces by allocating second and third preferences etc.
 - 2) Where there are not enough nominations to fill all the required positions on either Committees/Working Groups or positions on Outside Bodies, the Town Clerk will bring the matter to the attention of Council by asking for more nominations.
 - 3) Where more Councillors have indicated a first preference for a particular position than there are places available, the Town Clerk may try to negotiate an acceptable outcome with the nominees. Where this is not possible the Town Clerk will bring the matter to Council at which a vote will be taken.
- h) Notwithstanding Standing Order 15.1.b, the appointments for Committees and Working Groups for the forthcoming year will normally be agreed by Council at the last meeting of the Council year. In an election year, the appointments will take place at the first meeting after the Annual Meeting. This will enable the Annual Meeting to be a ceremonial meeting for the appointment of the Mayor.
- i) Voting on appointments to Committee and Working Groups shall normally be by ballot administered by the Town Clerk unless Council decides otherwise. Where there is a tie for the last place or places there will be a run-off vote between those tying for the last place(s). Any further tie may be settled by the Mayor/Chair's casting vote.

15.2 Types of Committees/Working Groups/Panels and Task Groups

- a) **Standing Committees** will normally have delegated powers and as such will meet in public and observe the same rules of debate as the full Council. Every Committee may appoint sub-Committees for the purposes to be specified by the Committee with the Terms of Reference specified by the Committee. As more formal meetings, Committees will set the direction and strategy for officers to implement. Councillors have a policy setting role.
- b) **Working Groups/Standing Panels** will generally be appointed on an annual basis to consider various areas of the Council's responsibility. They will not, unless specifically delegated by Council, have any decision making powers but will report back with recommendations to full Council which will be the decision making body for their areas of responsibility. Since they are not decision making bodies they will not be required to meet in public. On Working Groups, Councillors determine the higher level objectives and direction for services with officers advising on and implementing the detail. Councillors should be prepared to assist in the implementation as requested.
- c) **Task Groups** will be set up for a limited time to consider specific items and also report back to Working Groups or Council with their findings. Since they are not decision making bodies they will not be required to meet in public. On Task Groups, officers and councillors work side by side to develop projects and issues to achieve the Task Group's aims.
- d) **The Planning and Licensing Consultative Group** will be appointed to consider planning and licensing applications and related matters. It will ideally consist of nine councillors (one from every Ward). The Town Clerk will have delegated authority to submit observations to Waverley Borough Council or Surrey County Council, as appropriate, following consideration of matters by the Planning and Licensing

Consultative Group. The Group may refer a planning application to Full Council or an appropriate Committee/Working Group to consider and make observations. The quorum of the Planning Consultative Group shall be three councillors with one officer in attendance. On the Planning and Licensing Consultative Group, councillors determine applications and advise officers on the relevant comments they wish to be included in the Council's responses to the relevant Planning or Licensing Authority.

15.3 **Procedures**

- a) Every Committee or Working Group will at its first meeting, unless the appointment was made at the last Council meeting when membership of the Working Group was determined, before proceeding to any other item on the agenda, elect a Chair/Lead Member (and can elect a Vice-Chair) who will normally hold office until the next Annual Meeting of the Council. The Chair/Lead Member will chair meetings of the Committee or Group, act as spokesperson for the Committee or Group and shall be responsible for reporting its activities to full Council.
- b) Ordinary meetings of Working Groups will be held on the dates adopted by Council and at a time agreed between the Lead Member and the Town Clerk. The quorum shall be 3 councillors accompanied by an officer.
- c) The Chair/Lead Member of a Committee or Working Group or the Town Mayor/Chair of the Council may summon an additional meeting of that Committee, Working/Task Group as appropriate at any time by requesting the Town Clerk to issue a summons for the meeting.
- d) Committee and Working Group agendas will be assembled in three parts:
 - i. Part 1 – Items for decision/recommendation,
 - ii. Part 2 – Items for information
 - iii. Part 3 – Confidential items.
- e) Any Committee or Working Group desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than October.
- f) Every Committee and or Working Group shall present a report of its activities to the next Council Meeting.
- g) A member who has proposed a resolution, which has been referred to any Committee and/or Working/Task Group of which they are not a member, may explain their resolution to the Committee, Working/Task Group but shall not vote.
- h) Any member of the Council who is not a member of a Committee and/or Working/Task Group shall nevertheless be entitled to attend any meeting of that Committee, Working/Task Group but they shall not be entitled to vote, and shall not take part in the consideration of any business save by leave of the Chair of the meeting.
- j) Any Council member attending in accordance with Standing Order 15.3-h, may be invited to speak on matters under discussion of which they may have special knowledge, such an invitation would be at the discretion of the Chair.
- k) Members of Committees and Working Groups will address remarks/observations to the Chair but will not be bound by the Standing Order preventing them from speaking more than once.
- l) Members of Committees and Working Groups entitled to vote, shall vote by show of hands.

- m) ***The Mayor/Chairmen/Lead Members of Committees and Working Groups shall in the case of an equality of votes have a second or casting vote whether or not they have exercised their original right to vote.***

16. Resolutions on Sealing & Expenditure

- 16.1 Other than in the case of an Emergency, any resolution which, if carried, would in the opinion of the Town Mayor/Chair, substantially increase the budgeted expenditure upon any service which is under the management of the Council or substantially reduce the revenue at the disposal of any Committee, Working/Task Group, or which would involve unbudgeted capital expenditure, will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- 16.2 The Council shall approve written estimates for the coming financial year at a meeting before the end of the month of December and set its Precept before the end of January.
- 16.3 All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's Financial Regulations. The Strategy and Resources Working Group will regularly monitor and review all transactions made and report to Council. All transactions for the previous period will be available to Councillors for inspection and review by councillors for compliance.
- 16.4 ***A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution. The Council's Common seal alone shall be used for sealing documents. It shall be applied by the proper officer in the presence of two councillors who shall sign the document as witnesses.***

17. Discussions and Resolutions Affecting Employees of the Council

- 17.1 A matter personal to a member of staff that is being considered by a meeting of Council or the Strategy & Resources Working Group or the HR Panel is subject to standing order 22 (confidentiality).
- 17.2 Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- 17.3 The council shall keep all written records relating to employees secure.
- 17.4 Only persons with line management responsibilities shall have access to staff records referred to in standing orders 17.2 and 17.3 above if so justified.
- 17.5 Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 17.2 and 17.3 above shall be provided only to the Town Clerk and the Mayor.
- 17.6 Access to relevant records will be provided to the Chair of the HR Panel as required for the conduct of its business.
- 17.7 If at a meeting a question arises relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it will not be

considered until Councillors have decided whether the press and public will be excluded.

18. Conduct at Meetings - Code of Conduct

- 18.1 **All councillors must observe the Council's Code of Conduct (as amended), a copy of which is annexed to these Standing Orders**, and the Civility and Respect Pledge made by Farnham Town Council.
- 18.2 All councillors shall undertake training in Civility and Respect and the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- 18.3 Councillors and any co-opted councillor, must within 28 days of their election or (in the case of a co-opted councillor) their appointment, notify the Town Clerk in writing (for registration in Farnham Town Council's Register of Interests) of any interests they are required to register under the Farnham Town Council Code of Conduct. They must also, within 28 days of becoming aware of any new or change to any interest they are required to register under the Authority's Code, notify the Town Clerk of that new interest or change.

Where a Councillor has an interest that, in accordance with the Farnham Town Council's Code of Conduct and any guidance, procedures or requirements issued by the Town Clerk or Monitoring Officer, precludes that Councillor from:

- (i) participating, or participating further, in any business before a meeting, or
- (ii) participating in any vote, or further vote, taken on the matter at the meeting

that Councillor must withdraw from the meeting

- 18.4 **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter. An interest arising from the Code of Conduct shall be recorded in the minutes.**
- 18.5 At a meeting no person will persistently disregard the ruling of the Town Mayor/Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute or act in such a manner as to breach the Code of Conduct adopted by the Council.
- 18.6 If, in the opinion of the Town Mayor/Chair, a councillor or member of the public has ignored paragraph 18.5 of these Standing Orders, the Town Mayor/Chair shall indicate to the Council their opinion and after that, any councillor may move that the councillor or member of the public named be not heard or leave the meeting, and the motion, if seconded, shall be agreed without discussion.
- 18.7 If either of the motions mentioned in paragraph 18.6 above are ignored, the Town Mayor/Chair may adjourn the meeting or take such further steps as necessary to enforce them.
- 18.8 The Council will deal with complaints against the Council or any Officer or Councillor in the manner as adopted by the Council's procedures except for those complaints which should be properly directed to the Monitoring Officer or the relevant external body for consideration.

Dispensations

- 18.9 The Town Clerk, may authorise a dispensation for Councillors under the Code of Conduct, after consultation with the Monitoring Officer if appropriate, in accordance with Section 33 of the Localism Act 2011. A dispensation granted under section 33 must specify the period for which it has effect, and that period may not exceed four years.
- 18.10 **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 18.11 A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- 18.12 A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- 18.13 ***A dispensation may be granted in accordance with standing order 18.12 above if having regard to all relevant circumstances the following applies:***
- i. ***without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business*** (eg the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business) **or**
 - ii. ***granting the dispensation is in the interests of persons living in the council's area or***
 - iii. ***it is otherwise appropriate to grant a dispensation*** (such as for the setting of the budget or precept).

19. Code of conduct complaints

- 19.1 Upon notification by Waverley Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 22, report this to the council.
- 19.2 Where the notification in standing order 19.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor and Leader of Council of this fact, and shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 19.4 below.
- 19.3 The council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

- 19.4 *Upon notification by Waverley Borough Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.*

20. Management of Information

- 20.1 *The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.*
- 20.2 *The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).*
- 20.3 *The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.*
- 20.4 *Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.*
- 20.5 *In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.*
- 20.6 *The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

21 Responsibilities Under Data Protection Legislation

- a) *The Council may appoint a Data Protection Officer.*
- b) *The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.*
- c) *The Council shall have a written policy in place for responding to and managing a personal data breach.*
- d) *The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.*
- e) *The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.*
- f) *The Council shall maintain a written record of its processing activities.*

22. Responsibilities to Provide Information

- a) *In accordance with freedom of information legislation and the Local Government (Transparency Requirements) (England) Regulations 2015., the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.*

23. Interests & Canvassing/Recommendations

- 23.1 ***If a councillor has a personal interest as defined by the Farnham Town Council Code of Conduct then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.***
- 23.2 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. The councillor/non-councillor may return to the meeting after it has considered the matter in which they had the interest. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 23.3 ***The Town Clerk may be required to compile and hold a register of councillors' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.***
- 23.4. The obligations and disabilities imposed by this standing order shall also apply to a member of a Committee and/or Working/Task Group who is **not** also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.
- 23.5 If a candidate for any appointment under the Council is to their knowledge related to any councillor or to the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do will be disqualified from the appointment and, if appointed, will be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee, Working/Task Group any such disclosure. Where a relationship to a councillor is disclosed, the preceding clauses of this Standing Order 20 shall apply as appropriate.
- 23.6 Canvassing of members of the Council or of any Committee, Working/Task Group directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.
- 23.7 A member of the Council or of any Committee, Working/Task Group shall not solicit any person for appointment to or by the Council or recommend any person for an appointment or promotion; but, any such councillor may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 23.8 Standing Order 20 shall apply to tenders as if the person making the tender were a candidate for an appointment.
- 23.9 The Town Clerk shall make known the purpose and importance of the relevant sections of this Standing Order 20 to every candidate for appointment.

24. Inspection of Documents

- 24.1 ***All Minutes and formal Notes kept by the Council and by any Committee and/or Working/Task Group shall be open for the inspection of any member of the Council.***
- 24.2 ***Minutes and formal Notes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.***
- 24.3 Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a sub-Committee and/or Working/Task Group and request a copy for the same purpose.

25. Confidential Business & Unauthorised Activities

- 25.1 No member of the Council, a Committee or a Working/Task Group will disclose to any person in any form who is not a member of the Council any business that is declared confidential by the Council, the Committee or the Working/Task Group.
- 25.2 Any councillor who disobeys Standing Order 22.1 may be removed from a Committee and Working/Task Group by resolution of the Council and the matter will be reported to the Monitoring Officer and the relevant Standards Panel or external body.
- 25.3 No member of the Council or of any Committee and/or Working/Task Group shall, unless specifically authorised so to do by Council:-
- a) Inspect in the name of or on behalf of the Council any lands or premises which the Council has a right or duty to inspect;
 - b) Issue orders, instructions or directions to organisation or persons, including to Council staff.

26. Planning Applications

- 26.1 The Town Clerk will, as soon as it is received, record the following information for each planning application notified to the Council:
- a) the date on which it was received;
 - b) the name of the applicant and application reference;
 - c) the place to which it refers.
- 26.2 The Town Clerk shall refer every planning application received to the Planning and Licensing Consultative Group.

27. Financial Matters and Procurement

- 27.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
- a) the accounting records and systems of internal control;
 - b) the assessment and management of risks faced by the Council;
 - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - d) the financial reporting requirements of members and local electors;
 - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000 and whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise”.
- 27.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of the Public Contracts Regulations 2015.
- 27.3 Any formal tender process shall comprise the following steps:
- a) a public notice of intention to place a contract to be placed on the government Contracts Finder website;
 - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;

- d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
 - e) tenders are then to be assessed and reported to the appropriate meeting of Council.
- 27.4 Neither the Council, nor any Committee or Working/Task Group, is bound to accept the lowest tender, estimate or quote. Any detailed tender notice shall contain a reference to the relevant portions of Standing Orders 23 regarding improper activity.
- 27.5 The Financial Regulations of the Council shall be subject to regular review for fitness of purpose, at least once every four years.
- 27.6 ***A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).***
- 27.7 ***A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of specified thresholds for a public service or supply contract; a public works contract; or public contract in connection with the supply of gas, heat, electricity, drinking water, transport services a shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015.***

28. Accounts and Financial Statement

- 28.1 Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- 28.2 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- 28.3 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise the Council’s income and expenditure for each quarter; the Council’s aggregate income and expenditure for the year to date; the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 28.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide each councillor with a statement summarising the Council’s income and expenditure for the last quarter and the year to date for information; and to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 28.5 The year-end accounting statements shall be prepared in accordance with proper practices and apply the income and expenditure accounts for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

29. Standing Orders Generally

All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- a) A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 6.
- b) The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- c) The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

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Annex 2



Financial Regulations

RULES

Adopted: March 2023

Next review 2025.

Policy details	
Purpose	The purpose of this policy is to govern the conduct of financial management by Farnham Town Council and are one of the Council's three governing policies, providing procedural guidance for members and officers. These financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
Date of last update	February 2023
Reason for most recent update	Reviewed and template updated March 2023
Full Council approval	March 2023
Lead officer	Iain Lynch, Town Clerk
Publication (Int, W, MH)	Int, W, MH
Review due	2025

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I. General

- I.1. These financial regulations govern the conduct of financial management by Farnham Town Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- I.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- I.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- I.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- I.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- I.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- I.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- I.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- I.9. The Town Clerk/RFO:
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;

- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- I.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- I.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- I.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- I.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts: authorisation of bad debt write-offs of up to £750 shall be delegated to the Town Clerk in consultation with the Strategy and Resources Working Group, and recorded in the minutes of the Working Group.
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
- I.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant in excess of £10,000 or any single commitment in excess of £50,000 and
 - in respect of the annual salary for any employee have regard to agreements of the Society of Local Council Town Clerks (SLCC) and National association of Local Councils (NALC) and their recognised salary scales. Decisions of The Joint Negotiating Committee for annual salaries of employees may be implemented by the Town Clerk as Head of Paid Service after the Strategy and Resources Working Group or HR Panel have been informed accordance with their terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.16 In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Strategy and Resources Working Group shall verify bank reconciliations (for all accounts) produced by the RFO. The minutes shall be evidence of verification and be reported, including any exceptions, to and noted by council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each Working Group shall consider proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.

3.2. Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following year shall be prepared each year by the RFO in the form of a budget to be considered by the Strategy and Resources Working Group and subsequently Full Council in its December meeting.

3.3. The Council shall consider annual budget proposals in relation to a three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and consider updating the forecast accordingly.

3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £25,000;
 - The Town Clerk up to £25,000 for items with budgetary approval; or
 - The Town Clerk in conjunction with the Leader and Mayor for items up to £25,000 without budgetary approval for urgent matters;
 - Officers delegated by the Town Clerk up to £5,000 within approved budgets.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate councillor(s).

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other Working Group budget headings or to an earmarked reserve as appropriate ('virement'). The Town Clerk is authorised to vire money between budget heads within each Working Group in association with the Lead Member of Strategy and Resources or the Lead Member of the relevant Working Group in order to reflect changing requirements throughout the year. Any such virement exceeding £10,000 is to be reported to the Council.
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of the HR Panel or Strategy and Resources Working Group. The RFO will inform Working Groups of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £25,000. The Town Clerk shall consult with the Leader and Mayor as soon as possible and report to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £10,000.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the Town Clerk/RFO and approved by the Council; banking arrangements may not be delegated to a Committee/Working Group. They shall be regularly reviewed for safety and efficiency. Where internet banking arrangements are made with any bank, the Town Clerk/RFO shall be appointed as the Service Administrator but will not approve transactions for payment or be a signatory on the accounts other than to transfer funds between Town Council approved accounts for investment purposes and for management of the account. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

5.2. The RFO shall prepare a schedule of payments requiring authorisation by two of the Council's Authorised Signatories. The two Authorised Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by signing the schedule. To indicate agreement of the details shown on any cheque or order for payment with the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or electronic payment slip. Electronic payments will be the primary method of payment.

A full list of payments which have been authorised by members will be available for inspection and review at the Strategy and Resources Working Group at least quarterly, and any payments above £100 will be published on the Council's website for transparency purposes.

Any Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information but will be available to those councillors authorising payment.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, as soon as is practicable.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Town Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Strategy and Resources Working Group
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations);
 - c) fund transfers and investments within the Councils banking arrangements provided that a list of such payments/balances shall be submitted to the next appropriate meeting of Strategy and Resources Working Group.
- 5.6. For each financial year the Town Clerk and RFO shall draw up a list of due payments including direct debits and Standing Orders which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund, utilities and regular maintenance contracts and the like for which the Strategy and Resources Working Group may review for the year in consultation with and under the scheme of delegation for the Town Clerk provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to.
- 5.7. A record of regular payments made under 5.6 above shall be reviewed and signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants the Strategy and Resources Working Group shall allocate expenditure within any limits set by council and in accordance with any policy statement approved by council. and be subject to ratification by resolution of the Council. The Town Clerk shall be authorised to approve small grants in accordance with the decision of Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Changes to account details for suppliers, which are used for internet banking may only be changed on verified notification by the supplier and supported by hard copy authority for change signed by two of the Town Clerk/RFO/ bookkeeper/accountant/a member. A programme of ad hoc checks of standing data with suppliers will be followed.
- 5.12. Corporate credit cards and trade card accounts opened by the Council shall be in the name of the Council and be specifically designated to named officers, as approved by the Town Clerk, and shall be subject to automatic payment in full each month. Personal credit or debit cards of members or staff should not normally be used.

6. Instructions for the making of payments

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.

- 6.2. Following authorisation under Financial Regulation 5 above, the Town Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by electronic transfer (BACS, CHAPS) cheque or other instructions to the Council's bankers provided evidence is retained showing which members approved the payment
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule shall be signed by two members of council (three for payments above £15,000) with the approval instruction countersigned by the Town Clerk. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the payment counterfoil.
- 6.6. If thought appropriate by the Council, payment for regular payments and services such as salaries, utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are reviewed and signed by two members and any payments are reported as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.7. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the Town Clerk's PIN and Passwords which shall be retained in the Council's safe in a sealed dated envelope. This envelope may not be opened other than in the presence of two councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments. Any councillors/staff/contractors (eg accountant or bookkeeper) who are issued with a banking device or password are required to submit them on termination of office or contract along with any access passwords.
- 6.8. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or Town Clerk.
- 6.9. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.10. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.11. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or

saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.12 The RFO shall maintain a petty cash float of up to £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- 6.13 Income received on an ad hoc basis may occasionally be paid into the petty cash float but must be separately receipted in full and accounted for otherwise must be banked, as provided elsewhere in these regulations. A separate balance of income received from mayoral or civic events or donations may be kept in the safe, up to a maximum of £5,000, to be used to top up petty cash, but all transactions will be recorded in a designated cashbook in the accounting software.

Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

- 6.14 Designated Officers may make official purchases on commercial cards or procurement cards as authorised by the Town Clerk, subject to agreed limits and each statement being reviewed by the required number of Councillors set out in Regulation 5.2. The overall Council limit of the Commercial Cards is set at £25,000.

7. Payment of salaries

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or the HR Panel.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts. The Council may use an external payroll provider and updated payroll information shall be provided to Council or the appropriate Committee or Working Group on a regular basis and detailed records kept
- 7.3. Any increments payable in accordance with staff contracts shall be reviewed and implemented by the Town Clerk and reported to the HR Panel. The salaries for posts recruited by the Town Clerk under the scheme of delegation shall be within the FTC Job Evaluation Scheme/paybands.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by council.
- 7.8. The Town Clerk may employ temporary or agency staff where the business case supports this.

8. Loans and investments

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council or the annual direct debit process set out in 5.6 above. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Town Clerk/RFO.

- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk during the budget setting cycle.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be recorded intact, banked as required, or retained securely in the safe as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust or Charity Appeal managed by the Council shall be paid into the appropriate bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).
- 9.11 The RFO may direct that a terminal for the electronic payments of goods or services may be used to facilitate ticket sales of donations. All transactions shall be separately recorded and a reconciliation undertaken monthly as part of the bank reconciliation process.

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained. Order books shall be controlled by the RFO.
- 10.2. All councillors and officers are responsible for obtaining value for money at all times.
- 10.3. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used where appropriate.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk/RFO shall act after consultation with the Mayor and Leader); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.
- To use the Contract Finder website to advertise contract opportunities
 - Set out the procedures to be followed in awarding new contracts
 - To publicise the award of new contracts
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Regulations 2015 (as amended).
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 27 and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 and above £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or relevant officer shall strive to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £10,000 and above £5,000 officers shall strive to obtain two quotes or estimates and the Town Clerk shall have the discretion to determine the successful contractor. For individual purchases under £5,000, the Town Clerk shall have discretion to achieve the best value for goods or services. Otherwise, Regulation 10.3 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quotation or estimate.
- j) Should it occur that the Council, or the Town Clerk under delegation, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- k) Due regard shall be given to 'fair trade' alternatives and the promotion of sustainable development, and the Council's commitment to carbon reduction in the purchase of goods and drawing up of specifications
- l) Where possible, opportunities should be afforded to local businesses to quote for the provision of goods and services.

12. Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council/Town Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

- 14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council or approved budgets, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where appropriate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where appropriate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. Assets above £1,000 shall be recorded on the register and an inventory of other relevant items shall be maintained.

15. Insurance

- 15.1. Following the annual risk assessment (per Regulation 17), the Town Clerk/RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The Town Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Working Group at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or the Strategy and Resources Working Group.

16. Charities

- 16.1. Where the Council is sole managing trustee of a charitable body the Town Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18 Transparency

The Council will comply with the requirements of the Local Government Transparency Code 2015 (or any subsequently amended version). Payments above £100 and contracts above £5,000 will be published on the Council's website.

19 Materiality

In defining 'materiality' for decisions that have been delegated (Part 3 of the Openness of Local Government Bodies Regulations 2014) and need to be recorded in accordance with the Regulations, a sum above £10,000 is considered material.

20. Suspension and revision of Financial Regulations

- 20.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 20.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The FTC Regulations are based on the Model Financial Regulations produced by the National Association of Local Councils (NALC) in July 2019 adapted to the Farnham context.

This version revised March 2023.

Next scheduled review 2025.

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Farnham Town Council Scheme of Delegation to the Town Clerk Updated March 2023

Introduction

The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk may delegate these duties and powers to other Officers within the Council.

The Town Clerk is also the Council's Proper Officer/Head of Paid Service and Responsible Financial Officer and responsible for the day-to-day management of the organisation.

Extent of Delegation

- I.0 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- I.1 The Town Clerk will exercise these powers in accordance with:
 - approved budgets
 - the Council's Financial Regulations
 - the Council's Standing Orders
 - the Council's Contract Procedure rules
 - the Council's Procurement Strategy
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements
- I.1. The Town Clerk may do anything pursuant to the delegated power or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- I.2. Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
 - such authorisations being in writing
 - only be given to an Officer below the delegating officer in the organisational structure
 - only being given where there is significant administrative convenience in doing so
 - the Officer authorised by the Town Clerk acting in the name of the Town Clerk
 - such authorisation not being prohibited by statute.
- I.3. A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

General Matters

2. The Town Clerk is authorised to:
 - 2.1. Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
 - 2.2. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
 - 2.3. Institute and appear in any legal proceedings authorised by the Council.
 - 2.4. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Farnham).
 - 2.5. Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Mayor of the Council, or chairman of the Committee or Task Group concerned and, where appropriate, the Leaders of all political groups on the Council about the need for the change and about convenient alternative dates and times.
 - 2.6. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor.
 - 2.7. Deal with day-to-day matters relating to the use of office accommodation space.
 - 2.8. Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Farnham and surrounding villages, organised by the Town Council and programmes of entertainment.
 - 2.9. Manage all the Council's current services including the following:
 - Tourism and events
 - Neighbourhood planning
 - Provision of street furniture
 - Services agreed under contract for other authorities and bodies
 - Website and other Council publications
 - Cemeteries
 - Community Enhancement
 - 2.10. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
 - 2.11. To apply for planning consent for the carrying out of development by the Council.
 - 2.12. To respond to consultations on planning applications and licensing applications subject to the comments of the Planning & Licensing Consultative Group.
 - 2.13. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
 - 2.14. To respond to complaints made under the Council's complaints procedure and to make such ex gratia payments in settlement of such complaints as are considered justified.
 - 2.15. To manage, monitor and review the Council's internal control procedures.
 - 2.16. To manage, monitor and review the Council's Corporate Risk Management Strategy.

Financial Matters

3. The Town Clerk is authorised to:
 - 3.1. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
 - 3.2. Prepare a draft budget for consideration by the Council.
 - 3.3. Prepare the final accounts for each financial year.
 - 3.4. Operate the Council's banking arrangements including arranging overdrafts.
 - 3.5. Incur expenditure up to a maximum of £10,000 in line with the Financial Regulations on item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations.
 - 3.6. Pay all accounts properly incurred.
 - 3.7. Pay all subscriptions to organisations to which the Council belongs.
 - 3.8. Make all necessary arrangements for the provision of an internal and external audit service for the Council.
 - 3.9. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
 - 3.10. Incur expenditure on revenue items within the approved estimates and budgets.
 - 3.11. Incur expenditure on capital schemes within the Council's approved capital Programme.
 - 3.12. Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
 - 3.13. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
 - 3.14. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - a) the cost not exceeding the amount approved estimate
 - b) the tender being the lower price or the most economically advantageous to the Council according to the criteria set out in the tender documentation.
 - c) all the requirements of the Council's Financial Regulations and Standing Orders being complied with.
 - 3.15. Compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
 - 3.16. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
 - 3.17. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.

- 3.18. Authorise action for the recovery of debts.
- 3.19. Write-off debts up to the level set by the Council.
- 3.20. Maintain a Register of Assets and Inventory of Equipment.
- 3.21. Determine the Town Council's insurance requirements on the Council's behalf.
- 3.22. Make all necessary arrangements for the Council's insurances.
- 3.23. Determine Community Grant applications up to a value of £2,000 subject to approval by Full Council.
- 3.24. Determine Small Grants up to a value of £250.
- 3.25. Hold and manage a Petty Cash float up to a value of £500.

Staffing Matters

4. The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
 - 4.1. Appointments to posts including apprentices.
 - 4.2. Appointment of Team Leaders through an appointment panel which includes the Town Mayor
 - 4.3. Employment of temporary employees.
 - 4.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
 - 4.5. Management of staff performance.
 - 4.6. Control of discipline and performance, including the power of suspension and dismissal.
 - 4.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
 - 4.8. Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
 - 4.9. Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
 - 4.10. Approve payment of overtime.
 - 4.11. Agree minor variations to the condition of employment.
 - 4.12. Approve changes to the establishment structure.
 - 4.13. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
 - 4.14. Authorise training in line with the Council's policies.
 - 4.15. Authorise the provision of uniforms or protective clothing.

- 4.16. Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 4.17. Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 4.18. Agree to premature retirement on the grounds of duly certified ill health with the consent of the HR Panel.
- 4.19. Terminate employment during probation and to review salary on completion of probationary periods.
- 4.20. Commission legal and professional advice on staffing matters.
- 4.21. Implement contractual pay rises following the conclusion of the National Joint Negotiating Committee annual discussions having informed the HR Panel and Strategy & Resources of the outcome.

Property Matters

5. The Town Clerk is given authority to manage the land and property of the Council including:
 - 5.1. Agreeing the terms of any lease, licence, conveyance or transfer.
 - 5.2. The granting or refusal of the Council's consent under the terms of any lease.
 - 5.3. Variations of restrictive covenants of a routine nature.
 - 5.4. The granting of easements, wayleaves and licences over Council land.
 - 5.5. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
 - 5.6. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
 - 5.7. Exercising responsibility for the safe custody and maintenance of the civic regalia.

Urgency

6. The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

Emergency Planning

7. The Town Clerk is authorised to:
 - 7.1 Implement the Council's Emergency Plan and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

Procedural

8. The Town Clerk can:
 - 8.1 Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
 - 8.2 Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
 - 8.3 Appoint consultants and other professionals to carry out any function and provide any service under their control.

Health and Safety at Work Act 1974

- 9 To oversee the discharge of the Council's responsibilities under the Act.

Legal Proceedings

10. The Town Clerk is authorised to:
 - 10.1 Take and discontinue legal proceedings in any Court or at any Tribunal.
 - 10.2 Take Counsel's advice or instruct Counsel to represent the Council.
 - 10.3 Seek injunctions and commence proceedings for the purposes of:
 - enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
 - 10.4 Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
 - 10.5 Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
 - 10.6 Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
 - 10.7 Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act, General Data Protection Regulation and the Freedom of Information Act.
 - 10.8 Serve Requisitions for Information.

Date of Adoption

This Scheme of Delegation to the Town Clerk was reviewed and adopted by Council in March 2023

Review Date – 2026



Member Officer Protocol

POLICY

Adopted: March 2023

Review 2026

Policy details	
Purpose	The purpose of this Protocol is to guide councillors and officers of the council in their Relationships with one another
Date of last update	February 2023
Reason for most recent update	Updated to incorporate the NALC Dignity and Respect policy – merged with previous FTC Member Officer Protocol
Full Council approval	March 2023
Lead officer	Iain Lynch, Town Clerk
Publication (Int, W, MH)	Int, W, MH
Review due	2026

I. Introduction

- I.1. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.
- I.2. A strong, constructive, and trusting relationship between councillors and officers, underpinned by dignity and respect, is essential to the effective and efficient working of the council.
- I.3. This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government and of Farnham Town Council.
- I.4. The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. Councillor officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services. [The Mayor, Leader and] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way. It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise.

In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

- I.5. This Protocol covers:
 - The respective roles and responsibilities of the councillors and the officer;
 - Relationships between councillors and officers;
 - Where/who a councillor or an officer should go to if they have concerns;
 - Who is responsible for making decisions.

2. Background

- 2.1. This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment. The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles. The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

3. Roles of Councillors and Officers

- 3.1. The respective roles of councillors and officers can be summarised as follows:
- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
 - Councillors are responsible to the electorate and serve only for their term of office.
 - Officers are responsible to the council as a whole. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees/Working Groups.
- 3.2. **Councillors**
- 3.3 Councillors have four main areas of responsibility:
- To determine council policy and provide community leadership.
 - To monitor and review council performance in implementing policies and delivering services.
 - To represent the council externally.
 - To act as advocates for their constituents.
- 3.4 Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description. In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.
- 3.5 Officers can expect councillors:
- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice;
 - to act within the policies, practices, processes and conventions established by the council;
 - to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities;
 - to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines;
 - to treat them fairly and with respect, dignity and courtesy;
 - to act with integrity, to give support and to respect appropriate confidentiality;
 - to recognise that officers do not work under the instruction of individual councillors or groups;

- not to subject them to bullying, intimidation, harassment, or put them under undue pressure;
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation;
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures;
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority;
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly;
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council;
- respect the impartiality of officers and not to undermine their role in carrying out their duties;
- not to ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner;
- not to ask officers to exceed their authority where that authority is given.

3.6 **Mayor/Leader/ Chairs of Committees/Working Group**

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

3.7 **Officers**

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council. Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters. In performing their role, officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

3.8 **Officers must:**

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view;
- work in partnership with councillors in an impartial and professional manner;
- treat councillors fairly and with respect, dignity and courtesy;

- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation;
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions;
- respond to enquiries and complaints in accordance with the council's agreed standards;
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public;
- act with honesty, respect, dignity and courtesy at all times;
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy;
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly;
- to act within the policies, practices, processes and conventions established by the council.

3.9 Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

3.10 In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express their own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

3.11 There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and e.g. when acting as the Proper Officer.

4. The Relationship: General

4.1 Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

4.2 At the heart of this Protocol is the importance of mutual respect and also of civility. councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

- 4.3 Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively determined course of action.
- 4.4 Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public. A councillor who is unhappy about the actions taken by, or conduct of, an officer should:
- avoid personal attacks on, or abuse of, the officer at all times
 - ensure that any criticism is well-founded and constructive
 - ensure that any criticism is made in private
 - take up the concern with the chair and or Town Clerk as Head of Paid Service.
- 4.5 An officer should not raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol. Such matters should be raised with the Town Clerk in private and the Town Clerk will raise with the Leader/Mayor/political group Leader as appropriate.
- 4.6 Potential breaches of this Protocol are considered below.

5. Expectations

- 5.1 All councillors can expect:
- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
 - A working partnership;
 - Officers to understand and support respective roles, workloads and pressures;
 - A timely response from officers to enquiries and complaints;
 - Officer's professional and impartial advice, not influenced by political views or personal preferences;
 - Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
 - Officers to be aware of and sensitive to the public and political environment locally;
 - Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
 - Training and development opportunities to help them carry out their role effectively;
 - Not to have personal issues raised with them by officers outside the council's agreed procedures;
 - That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.
- 5.2 Officers can expect from councillors:
- A working partnership;
 - An understanding of, and support for, respective roles, workloads and pressures;

- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

6. Some General Principles

- 6.1 Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.
- 6.2 Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others. The Proper Officer (The Town Clerk) is the head of paid services and has a line management responsibility to all other staff.
- 6.3 Communications should be made directly through the Town Clerk/Proper Officer, unless it is agreed by the Town Clerk that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Town Council staff without the express approval of the Town Clerk.

7 Councillors' access to information and to Council documents

- 7.1 Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.
- 7.2 The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law. The common law right of councillors is based on the principle that any member has prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council.
- 7.3 This principle is commonly referred to as the "need to know" principle. The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient.
- 7.4 The crucial question is the determination of the "need to know". This question must be determined by the Town Clerk. In some circumstances (e.g. a committee

member/Working Group Member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed.

- 7.5 In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms.
- 7.6 Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.
- 7.7 For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

8 Correspondence

- 8.1 Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent or blind copies" should not be employed. The Town Clerk may provide copies of correspondence from individual councillors to the Leader/Mayor or Group Leader where there are matters that need resolving or which could lead to the Council being brought into disrepute.
- 8.2 Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X." Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor.
- 8.3 Councillors should avoid copying in officers to matters of a party political nature.
- 8.4 It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear under the name of the Mayor/Leader/Chair/chair, but this should be the exception rather than the norm. Similarly Leader to Leader correspondence between Councils may be appropriate.
- 8.5 Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor. Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

9 Press and Media

- 9.1 Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation.

- 9.2 The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have.
- 9.3 Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol. An Officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.
- 9.4 Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the Town Clerk/Communications Officer.
- 9.5 The Leader of Council may act as spokespersons for the council (if appointed) in responding to the press and media and making public statements on behalf of the council but should liaise with the Town Clerk on all forms of contact with the press and media.
- 9.6 The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.
- 9.7 The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice 10 for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity, particularly at periods of heightened sensitivity such as elections of a referendum. The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>
- 9.8 For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place or to the Town Clerk..

10 If things go wrong

- 10.1 Procedure for officers: From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council follows a formal grievance protocol or procedure.
- 10.2 The Borough council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The Mayor/Leader of the council should not attempt to deal with grievances or work related performance or

line management issues on their own. There are Specific Panels appointed as part of the HR Panel to hear such cases.

- 10.3 The council delegates authority to a small group of councillors to deal with personnel matters. The law requires all employers to have disciplinary and grievance procedures. Through the grievance procedure, individual employees may raise concerns, problems or complaints about their employment in an open and fair way.
- 10.4 Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.
- 10.5 Procedure for councillors: If a councillor is dissatisfied with the conduct, behaviour or performance of the Town Clerk or another employee, the matter should be reported to the Mayor or Leader and then raised with the Town Clerk in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

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FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 6th February, 2023

Place

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

Planning & Licensing Consultative Working Group Members Present:

Councillor Michaela Martin (Chair)
Councillor George Hesse
Councillor John Neale
Councillor George Murray
Councillor Tony Fairclough
Councillor Alan Earwaker (ex-Officio)

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Fraser and Wicks.

In Councillor Fraser's absence, Councillor Martin was nominated Chair by Councillor Hesse, seconded by Councillor Murray.

2. Disclosure of Interests

Councillors Fairclough and Murray declared a non-pecuniary interest to WA/2023/00090 as they support the club with marketing and sponsorship.

Councillor Neale declared a non-pecuniary interest to WA/2023/00168 as the applicant is known to him.

3. Applications Considered for Key/Larger Developments

Farnham Castle

Councillors Fairclough and Murray were excluded from the discussion.

WA/2023/00090 Farnham Castle

Officer: Simon Brooksbank

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

Erection of storage/medical room; drilling for new bore hole and installation of water storage tank.

Farnham Town Council supports the addition of necessary facilities at Farnham Town Football Club.

Farnham Hale and Heath End

WA/2023/00087 Farnham Hale and Heath End

Officer: Rachel Lawrence

FARNHAM PARK CEMETERY, LAND AT HALE ROAD, FARNHAM GU9 9FL

Erection of funeral ceremony building with associated landscaping and parking.

Farnham Town Council strongly objects to the intensification of the use of this site previously designated as a woodland burial site and a Suitable Alternative Natural Green Space (SANG), a logical extension to Farnham Park, with the aim of mitigating harm to the Thames Basin Heath Special Protection Area. The Farnham Neighbourhood Plan allocates this land as SANG.

The scale and size of the proposed building, and its use as a mortuary, it totally inappropriate on this site with restrictions of 'no structures above ground'. The building has the capacity for large gatherings generating significant traffic in a highly congested area with limited parking facilities.

This application is not compliant with Farnham Design Statement, Farnham Neighbourhood Plan policies FNPI New Development and Conservation, FNPI0 Protect and Enhance the Countryside, FNPI1 Preventing Coalescence, FNPI2 Thames Basin Heaths SPA, FNPI3 Protect and Enhance Biodiversity, FNP30 Transport Impact of Development.

Farnham Weybourne and Badshot Lea

Amendments received

Added Block Plan

WA/2022/01528 Farnham Weybourne and Badshot Lea

Officer: James Kidger

THORNFIELDS, BADSHOT FARM LANE, BADSHOT LEA, FARNHAM GU9 9HY

Change of use of land to mixed use to provide 6 gypsy pitches for static caravans and the erection of 2 day rooms together with associated parking and landscaping.

Farnham Town Council maintains its strong objection to the gross overdevelopment of this site. Having been allocated for a net increase of 2 pitches in DS19 of eLPP2 with a description of 'This is an established single gypsy household site located on the west side of Badshot Farm Lane immediately south of Squires Garden Centre. The site has potential for intensification.' A net increase of 6 pitches is unacceptable. The site lies outside the Built-up Area Boundary of the Farnham Neighbourhood Plan, contrary to policy FNP 10 Protect and Enhance the Countryside, in Countryside beyond the Greenbelt with an adverse impact on the landscape LPP1 policy RE3.

WA/2023/00169 Farnham Weybourne and Badshot Lea

Officer: Rachel Lawrence

LAND CENTRED COORDINATES 485712 148597 WEST OF GREEN LANE, BADSHOT LEA, FARNHAM

Outline application with all matters reserved except access for 61 dwellings with associated parking, amenity and landscaping.

Farnham Town Council strongly objects to the proposed development of 61 dwellings on a green field west of Green Lane, south of the recently developed 105 dwellings, and stresses the importance of the site remaining part of the landscape and not becoming an extensive housing development.

Farnham is delivering new homes, especially in fields surrounding Badshot Lea, on allocated sites in the Farnham Neighbourhood Plan, agreed in consultation with its community. This is not a site allocated in the Farnham Neighbourhood Plan and is land Outside the Built-up Area Boundary, contrary to policies FNPI New Development and Conservation, FNP10 Protect and Enhance the Countryside, FNPI1 Preventing Coalescence between Farnham and Aldershot; Badshot Lea and Weybourne (specifically), FNP14 Housing Allocations and FNP30 Transport Impact of Development.

The cumulative impact of development must be considered. The narrow residential road through the newly developed site is insufficient as access for an additional 61 dwellings, having a negative impact on the amenity of the new residents. The local road network is congested on to Lower Weybourne Lane and subsequent junctions at Badshot Lea cross-roads and Weybourne Road. Green Lane is unsuitable for vehicles, being promoted as a cycling and pedestrian route. The development will have a negative impact on surface water flooding which has already increased following the development of the 105 dwellings to the north and exacerbated by the recently developed site to the south for 47 dwellings, also west of Green Lane, allowed at appeal, on a field with a history of flooding known as Latchmere!

Consideration must be given to other applications in the vicinity:

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

Outline Application for residential development of up to 140 dwellings with all matters reserved except for access (excluding internal roads) (revision of WA/2019/1905 under appeal reference APP/R3650/W/20/3262641). Appeal ref. APP/R3650/W/22/3310793.

WA/2022/00325 LAND SOUTH OF DEPOT AND EAST OF GREEN LANE BADSHOT LEA FARNHAM Outline planning application for 131 dwellings with associated parking, amenity and landscaping with all matters reserved except access. Appeal ref. APP/R3650/W/22/3312128.

If the LPA cannot demonstrate a 5YHLS, Local Plans and Farnham Neighbourhood Plan policies must still be considered, this does not render grants of planning permission automatic.

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.

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

4. Applications Considered

Farnham Bourne

CA/2023/00134 Farnham Bourne

Officer: Theo Dyer

86A TILFORD ROAD, FARNHAM GU9 8DS

GREAT AUSTINS CONSERVATION AREA REMOVAL OF TREE

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees especially in a conservation area covered by Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area and its setting. 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. A replacement tree should be planted in a suitable location.

NMA/2023/00133 Farnham Bourne

Officer: Sam Wallis

8 GREENHILL ROAD, FARNHAM GU9 8JW

Amendment to WA/2022/00038 - Minor variations to the design and siting of the proposed gym outbuilding.

This application is for an amendment to WA/2022/00338 not WA/2022/00038.

Farnham Town Council maintains previous comments that the outbuildings and accommodations above the garage must be conditioned ancillary, approved by the Heritage Officer and confirmed compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP5 Great Austins Conservations Area and its setting, FNP8 South Farnham Arcadian Areas, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD.

The site is bounded by trees and located within the Great Austins Conservation Area and South Farnham Arcadian Area. The Arboricultural Officer must review documentation relating to the assessment of the site's trees, protection of trees and tree roots, to ensure that there is no negative impact on the sylvan character of the area.

TM/2023/00160 Farnham Bourne

Officer: Theo Dyer

LAMBSWOOD, 108 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3RB

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 12/08

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

CCI Climate Change and NE2 Green and Blue Infrastructure. Replacement trees should be planted in a suitable location.

PRA/2023/00093 Farnham Bourne

Officer: Sam Wallis

9 FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HN

Demolition notification: G.P.D.O. Schedule 2, Part 11, Class B: Demolition of single storey garage.

No comment.

WA/2023/00076 Farnham Bourne

Officer: Simon Brooksbank

THE KNOLE, 49 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3RD

Erection of extensions and alterations to outbuilding to form a new dwelling (revision of WA/2022/00140).

Granted under WA/2022/00140, although in conflict with Condition 4 of permission granted for WA/2017/1034, the proposed small dwelling is now coming in for extensions and alterations to enlarge it. Subdivided into an uncharacteristically small plot, contrary to the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and Conservation and FNP8 South Farnham Arcadian Areas, the proposed extensions and alterations leaves the dwelling with very little amenity space for future occupants.

WA/2023/00094 Farnham Bourne

Officer: Sam Wallis

9 FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HN

Certificate of lawfulness under section 192 for erection of an outbuilding and extension to existing driveway.

No comment.

WA/2023/00101 Farnham Bourne

Officer: Michael Eastham

33 AVELEY LANE, FARNHAM GU9 8PR

Erection of two storey and single storey extensions and alterations following demolition of existing attached garage, kitchen and chimneys; erection of outbuilding to provide garage, gym and home office.

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

WA/2023/00112 Farnham Bourne

Officer: Matt Ayscough

BRAMWELL HOUSE, MONKS WALK, FARNHAM GU9 8HT

Erection of single storey side extension and part single part two storey rear extension

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

WA/2023/00184 Farnham Bourne

Officer: Lauren Kitson

GABLES, 30C FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HT

Erection of a detached garage with storage room above.

A similar proposal was granted under WA/2022/02350. The garage with store above must be conditioned ancillary to the dwelling.

WA/2023/00195 Farnham Bourne

Officer: Matthew Roberts

THE CLUMPS, 8 CLUMPS ROAD, LOWER BOURNE, FARNHAM GU10 3HF

Erection of extension and alterations to existing porch.

Farnham Town Council has no objection to the extension and alterations to the existing porch. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00103 Farnham Bourne

Officer: Dylan Campbell

LAND KNOWN AS 17 FRENHAM ROAD, LOWER BOURNE, FARNHAM GU9 8HF

Erection of a dwelling with associated works following demolition of original dwelling.

As with planning application WA/2023/00123, Farnham Town Council notes that what built form on this site was dismissed at appeal and should be demolished before any planning application be considered for its replacement.

Farnham Town Council objects to this replacement dwelling, being as inappropriate as the dwelling dismissed at appeal, in size and scale, proposed materials and the further excavation required of this sensitive site close to the Bourne Stream.

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/2023/00123 Farnham Bourne

Officer: Dylan Campbell

LAND KNOWN AS 17 FRENHAM ROAD, LOWER BOURNE, FARNHAM GU9 8HF

Erection of a dwelling.

As with planning application WA/2023/00103, Farnham Town Council notes that what built form on this site was dismissed at appeal and should be demolished before any planning application be considered for its replacement.

Farnham Town Council raises objection to development that is not compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate

Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Given the history of the previous applications, permission should not be granted for anything other than a simply constructed building of modest proportions and conditions rigidly imposed to avoid a series of amendments. The visual and environmental impact must be considered given the site's sensitive location close to the Bourne Stream. The mass of domestic paraphernalia has had a negative impact on the visual amenity of the location and must not be included in subsequent development of the site. Enhanced planting of native species of trees and hedging must be included to soften future development and increase biodiversity – fences have a harmful effect on wildlife, wildlife corridors and biodiversity.

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

CA/2023/00071 Farnham Castle

Officer: Theo Dyer

CEDAR COURT, CASTLE HILL, FARNHAM GU9 7JF
FARNHAM CONSERVATION AREA WORKS TO TREES

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in a conservation area covered by Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and its setting. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

WA/2023/00098 Farnham Castle

Officer: Sam Wallis

9 LARKFIELD ROAD, FARNHAM GU9 7DB

Erection of an extension.

Objection has been raised by the neighbour at no. 7 of overlooking from windows on the east elevation. Farnham Town Council raises objection to this application unless the extension is confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD and has no negative impact on the neighbour at no. 7 from overlooking.

WA/2023/00104 Farnham Castle

Officer: Simon Brooksbank

THE OLD BAKEHOUSE, CLAYTON COURT, DOWNING STREET, FARNHAM GU9 7PG

Consent to display 1 non illuminated sign

The application has been correctly reassigned as non-illuminated though an application form is still not included on the portal. Farnham Town Council has no objection to the proposed sign.

WA/2023/00124 Farnham Castle

Officer: Sam Wallis

1 CASTLE COURT, CASTLE HILL, FARNHAM GU9 7JE

Erection extensions and alterations together with installation of solar panels on dwelling and garage.

Farnham Town Council objects to the proposed extensions and alterations to create a two storey mock Georgian façade. Proportions and materials, including window finishes, must be keeping to avoid conflict with existing adjoining dwellings, built as one block. Extensions and alterations must be complaint with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Firgrove

Amendments received

Plans amended to show proposed solar panels on elevations.

WA/2022/03066 Farnham Firgrove

Officer: Wanda Jarnecki

23 LONGLEY ROAD, FARNHAM GU9 8LZ

Erection of extensions and alterations; alterations to roofspace to form habitable accommodation including installation of rooflights and solar panels (revision of WA/2021/03012).

No comment.

WA/2023/00166 Farnham Firgrove

Officer: Sam Wallis

SHEEN HOUSE, 3 SHORTEATH ROAD, FARNHAM GU9 8SR

Erection of extensions and alterations following demolition of existing conservatory; erection of detached garage and office room following demolition of two existing garages; installation of photovoltaic panels to roof of dwelling and detached garage.

Although partially screened by trees on the front boundary of the dwelling, the proposed increase to the garage is excessive and will be dominate in the street scene, not compliant with Residential Extensions SPD. Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP16 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00167 Farnham Firgrove

Officer: Lauren Kitson

52 SOUTHERN WAY, FARNHAM GU9 8DF

Erection of extensions and alterations following demolition of conservatory.

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

Councillors Neale was excluded from the discussion.

WA/2023/00168 Farnham Firgrove

Officer: Sam Wallis

4 GROVE END ROAD, FARNHAM GU9 8RD

Extension to rear terrace with office room below.

Farnham Town Council raises objection to the potential for overlooking of the amenity spaces of no. 2 and no. 6 by the extending of the elevated terrace.

Farnham Hale and Heath End

WA/2023/00170 Farnham Hale and Heath End

Officer: Simon Brooksbank

OAKMEDE, BROOKLANDS WAY, FARNHAM GU9 9BU

Erection of an outbuilding for canine hydrotherapy business (Sui Generis use).

Farnham Town Council strongly objects to retrospective applications. This business has been operating from the garden for almost four years. Although the outbuilding is considered as permitted development by the applicant, the height must be clarified as the ground level appears to have been reduced.

Farnham Moor Park

TM/2023/00172 Farnham Moor Park

Officer: Theo Dyer

BOURNE BUILDINGS, ADJACENT 39 TO 43 GUILDFORD ROAD, FARNHAM GU9 9PY
APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT TO TREE PRESERVATION ORDERS WA308 AND WA261

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

WA/2023/00081 Farnham Moor Park

Officer: Tracy Farthing

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, RUNFOLD, FARNHAM

Non-material amendment to planning permission ref: WA/2021/01284 dated 16 December 2021 to remove Condition 11. (County matters planning application registered for County Planning Authority).

Farnham Town Council relies on the Community Liaison Group being best informed to monitor planning applications and provide comment as necessary.

WA/2023/00082 Farnham Moor Park

Officer: Tracy Farthing

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM GU10 1PB

Non-material amendment to planning permission ref: WA/2021/01283 dated 16 December 2021 to remove Condition 11. (County matters planning application registered for County Planning Authority).

Farnham Town Council relies on the Community Liaison Group being best informed to monitor planning applications and provide comment as necessary.

WA/2023/00083 Farnham Moor Park

Officer: Tracy Farthing

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM GU10 1PB

Non-material amendment to planning permission ref: WA/2021/01282 dated 9 December 2021 to remove Condition 11. (County matters planning application registered for County Planning Authority).

Farnham Town Council relies on the Community Liaison Group being best informed to monitor planning applications and provide comment as necessary.

WA/2023/00084 Farnham Moor Park

Officer: Tracy Farthing

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM GU10 1PB

Non-material amendment to planning permission ref: WA/2021/01285 dated 16 December 2021 to remove Condition 11. (County matters planning application registered for County Planning Authority).

Farnham Town Council relies on the Community Liaison Group being best informed to monitor planning applications and provide comment as necessary.

WA/2023/00099 Farnham Moor Park

Officer: Sam Wallis

2 LYNCH ROAD, FARNHAM GU9 8BZ

Erection of detached garage with ancillary accommodation.

Farnham Town Council objects to the inappropriate development in a prominent location to the front of 2 Lynch Road. Although partially screened by the green boundary to the front of the dwelling, the proposed size and scale of the proposed garage with residential accommodation above is intrusive, not compliant with Residential Extensions SPD.

WA/2023/00114 Farnham Moor Park

Officer: Wanda Jarnecki

4b SOUTH STREET, FARNHAM GU9 7RP

Replacement flat roof including provision of balustrade and decking: alterations to elevations.

No comment.

WA/2023/00126 Farnham Moor Park

Officer: Sam Wallis

NORDIC HOUSE, 2 COMPTON WAY, FARNHAM GU10 1QZ

Relocation of vehicle access and erection of brick piers and automated gates with associated works.

Farnham Town Council objects to this application as insufficient information has been included. For the safety of other road users, the applicant needs to show that a vehicle can be positioned off the highway in front of the proposed gates and visibility splays must be achieved without the loss of swathes of vegetation, in an area covered by Farnham Neighbourhood Plan policy FNP8 South Farnham

Arcadian Areas characterised by its green boundaries and trees. The new access must be approved by Surrey Highways.

Farnham Shortheath and Boundstone

WA/2023/00079 Farnham Shortheath and Boundstone

Officer: Sam Wallis

THORNHILL HOUSE, 21 BURNT HILL WAY, WRECCLESHAM, FARNHAM GU10 4RN

Extension to existing balcony with glass balustrades, alterations to elevations and removal of chimney stack (revision of WA/2022/02461).

Previously granted under WA/2022/02461. Farnham Town Council notes that the proportions of the new windows to the front elevation are not in keeping with the character of the dwelling. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00159 Farnham Shortheath and Boundstone

Officer: Lauren Kitson

5 WICKET HILL, WRECCLESHAM, FARNHAM GU10 4RD

Erection of an extension and alterations following demolition of car port and shed.

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

Farnham Town Council notes that the dwelling is located close to Surrey Wildlife Trust's Underdown Nature Reserve; one hectare of heath and mixed mature woodland, habit for a range of wildlife.

The Agent notes several times the potential removal of the mature adjoining boundary hedge, its replanting and a 1.8m high fence installed in its place while the hedge grows. The Agent states that 'the existing hedge along the front boundary will be retained or replaced if damaged during construction' but a section will be removed to create a vehicle exit.

Development must adhere to Climate Change and Sustainability SPD guidance and seek to have a minimum of 10% Biodiversity Net Gain. If a fence has to be installed, it must not be a barrier to wildlife and wildlife corridors. Surrey Wildlife Trust must be consulted.

Previous advice given on the erection of a fence by Surrey Wildlife Trust:

The Trust would advise that the erection of a fence is unlikely to add biodiversity value to this site. Fences can also impede the movement of species across an area preventing them reaching sources of food and reacting to changes in local conditions.

We would therefore advise that boundary hedging, using native hedging species such as hawthorn, beech, hornbeam, holly would add biodiversity value to a site, as advised by planning policy and national legislation.

If, however, a fence is required for this site for other reasons, we would advise that it is not

dug into the ground and small gaps are inserted at ground level for the passage of smaller animals such as the hedgehog.

Farnham Upper Hale

WA/2023/00105 Farnham Upper Hale

Officer: Wanda Jarnecki

POTTINGER HOUSE, ODIHAM ROAD, FARNHAM GU10 5AD

Erection of a pool house and creation of an outdoor swimming pool with associated works.

No comment.

Farnham Wrecclesham and Rowledge

TM/2023/00137 Farnham Wrecclesham and Rowledge

Officer: Theo Dyer Theo Dyer

ACORNS, 3 CHAPEL ROAD, ROWLEDGE, FARNHAM GU10 4AP

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 20/11

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 Decision

WA/2021/03002 Farnham Moor Park

Land Adjoining West Farm, TONGHAM ROAD, RUNFOLD, FARNHAM

Erection of 2 three bedroom detached dwellings and 2 detached single garages (amplified by Reptile Report received 01/06/2022). The appeal was **DISMISSED**.

N.B. There is a pending application WA/2022/03025 on the same site for two barn-like dwellings and garages, clad in horizontal black timbers.

Appeal Notifications

PRA/2021/01768 - APP/R3650/W/22/3292742

ABBEY BUSINESS PARK, MONKS WALK, FARNHAM

General Permitted Development Order 2015, Schedule 2, Part 3, Class O - Prior Notification application for change of use from offices (Use Class Former B1(a)) to 11 residential units (Use Class C3) Appellant's Name: Lady C Caffyn-Parsons (Burlingdale Ltd)

Linked appeal. Representations were provided June 2022 to lead appeal:

PRA/2021/01769 - APP/R3650/W/22/3292739 (Lead appeal)

ABBEY BUSINESS PARK MONKS WALK FARNHAM

General permitted development order 2015 schedule 2 part 3 class o - prior notification application for change of use from offices (use class former b1(a)) to 13 residential units (use class c3)

WA/2021/0214 - APP/R3650/W/22/3305207

HILLSIDE, THE GREEN, FARNHAM GU9 0HL

Erection of 3 dwellings including access, parking and amenity space following the demolition of existing dwelling and outbuildings (as amended by plans received 23/11/2021)(amended description).

Appellant's Name: T O'Brien (O and D Construction Limited)

Representations submitted to PINS quoting reference **3305207**.

APP/R3650/W/22/3305207 - WA/2021/0214 Farnham Upper Hale

HILLSIDE, THE GREEN, FARNHAM, GU9 0HL

Erection of 3 dwellings including access, parking and amenity space following the demolition of existing dwelling and outbuildings.

Farnham Town Council maintains its strong objection to the gross overdevelopment of the garden of Hillside. The amended proposal to create 3 dwellings instead of 4 does not lessen the negative impact on the location or address the issues of density, pattern of development or the proposed inadequate, inaccessible and dangerous parking provision.

The proposals have a negative impact on the street scene of The Green with bulk and mass, density and pattern of development, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI New Development and LPP1 policy TDI. The proposed parking spaces are inaccessible to the south of the property and a new entrance on to the Upper Hale Road is dangerous and inaccessible to egress and ingress in forward gear with inadequate inline parking spaces.

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.

6. Licensing Applications Considered

Minor Variation

Sainsbury's Water Lane, Farnham, Surrey, GU9 9N

Sainsbury's Supermarket Ltd

This application is for the change of licensing plans to following minor internal alterations and general refurbishment. No changes are to be made to the other licensable activities.

No comment.

7. Public Speaking at Waverley's Western Planning Committee

There were none for this meeting.

8. Date of next meeting

Monday 20th February 2023 at 9.30am.

The meeting ended at 12.15 pm

Notes written by Jenny de Quervain

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FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 20th February, 2023

Place

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

Planning & Licensing Consultative Working Group Members Present:

Councillor George Hesse
Councillor Michaela Martin (Chair)
Councillor John Neale
Councillor Tony Fairclough
Councillor George Murray

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Fraser and Wicks.

In Councillor Fraser's absence, Councillor Martin was nominated Chair by Councillor Hesse, seconded by Councillor Neale.

2. Disclosure of Interests

None were received.

3. Applications Considered for Key/Larger Developments

There were none for this meeting.

4. Applications Considered

Farnham Bourne

Amendments received

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.

Farnham Town Council's previous comments were based on a planning statement now superseded and designs in a document labelled 'Accompanying Photographs' dated 14 April 2022. Although the proposals now include character dormers to the front of the proposed dwellings, the excessive flat roof dormer to the rear still remains. Farnham Town Council objects to this application for two cramped, three bedroom dwellings being overdevelopment. New dwellings and extensions and alterations must be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00282 Farnham Bourne

Officer: Wanda Jarnecki

GREENCROFT, OLD FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3PU

Erection of extension and alterations including alterations to part of attached garage to extend a bathroom following demolition of conservatory.

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

WA/2023/00291 Farnham Bourne

Officer: Sam Wallis

5 LEIGH LANE, FARNHAM GU9 8HP

Erection of a dwelling and associated works following demolition of an ancillary outbuilding and demolition of annexe attached to existing dwelling (revision of WA/2022/01818).

Farnham Town Council objects to the increased built form compared with approved WA/2021/01750. The officer's report in refused WA/2022/01818 notes that the design "only acts to appear more out of keeping and visually intrusive". Although reduced in height compared to the refused application, the dwelling remains forward of the majority of dwellings along Leigh Lane and will still have "a detrimental impact to the low density pattern of development and semi-rural character along Leigh Lane". A new dwelling must be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP8 South Farnham Arcadian Areas, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines. Green boundaries must be conditioned to be retained; fencing is not appropriate in this semi-rural location.

WA/2023/00314 Farnham Bourne

Officer: Matt Ayscough

FOXCOMBE COTTAGE, 13 UNDERHILL LANE, FARNHAM GU10 3NF

Erection of extension to provide a two storey dwelling with alterations to elevations and fenestration; installation of solar panels and burner flue to roof; widening of existing vehicular access and associated landscaping (revision of WA/2022/03179).

As with withdrawn application WA/2022/03179, Farnham Town Council raises objection to the potential of overlooking from the proposed first floor extension, especially with the differing ground levels. Extensions and alterations must be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPPI policy TD1 Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

TM/2023/00240 Farnham Bourne

Officer: Theo Dyer

GREEN CROFT, 34A KILN LANE, LOWER BOURNE, FARNHAM GU10 3LU

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 10/14

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

TM/2023/00303 Farnham Bourne

Officer: Theo Dyer

COMBE RISE, 8 LATCHWOOD LANE, FARNHAM GU10 3HB

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 28/10

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure. A replacement tree should be planted in a suitable location.

Farnham Castle**PRA/2023/00330 Farnham Castle**

Officer: James Kidger

ABBAY HOUSE, HICKLEYS COURT, SOUTH STREET, FARNHAM GU9 7QQ

General Permitted Development Order 2015, Schedule 2 Part 3 Class MA - Prior Notification application for change of use of first floor from commercial business and service (Use Class E) to 2 dwellinghouses (Use Class C3).

Farnham Town Council objects to the change of use from office to residential and the negative impact on the future occupiers from noise and pollution, being adjacent to very busy A-road and traffic junction.

WA/2023/00321 Farnham Castle

Officer: Tom French

36 RED LION LANE, FARNHAM GU9 7QN

Installation of 13 roof mounted solar panels and associated works.

Farnham Town Council objects to the negative impact on the dwelling and streetscene from the solar panels mounted on the front roof elevation in the Town Centre Conservation Area, contrary to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP2.

TM/2023/00242 Farnham Castle

Officer: Theo Dyer

RUSTLINGS, CASTLE HILL, FARNHAM GU9 7JG

APPLICATION FOR REMOVAL OF TREE SUBJECT TO TREE PRESERVATION ORDER FAR23

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure. A replacement tree should be planted in a suitable location.

Farnham Firgrove**NMA/2023/00326 Farnham Firgrove**

Officer: Sam Wallis

36 EDWARD ROAD, FARNHAM GU9 8NP

Amendment to WA/2022/00748 change of external finishing replacing brick finish with white render finish to both single story side elevations and single story to the front elevation.

No comment.

WA/2023/00222 Farnham Firgrove

Officer: Matthew Roberts

28 HILLARY ROAD, FARNHAM GU9 8QX

Hip to gable and dormer roof extensions and erection of brick piers.

Farnham Town Council raises objection to this application unless the extensions are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Moor Park**NMA/2023/00215 Farnham Moor Park**

Officer: Sam Wallis

5 TEMPLES CLOSE, FARNHAM FARNHAM GU10 1RB

Amendment to WA/2022/00226 - Alterations to window size and positions - Removal of rooflight - Removal of windows / doors.

No comment.

NMA/2023/00300 Farnham Moor Park

Officer: Sam Wallis

12 STONEYFIELDS, FARNHAM GU9 8DX

Amendment to WA/2022/01985 for changes to the approved facing brick from the Furness Chapel Blend to a Michelmersh Freshfield Lane selected light blend.

No comment.

WA/2023/00235 Farnham Moor Park

Officer: Tom French

7 HOLLAND CLOSE, FARNHAM GU9 8DT

Erection of a garage with first floor extension; erection of a single storey extension and alterations following demolition of existing garage.

The northeast corner of the proposed two storey garage sits close to the boundary with no. 6. Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions,

Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00310 Farnham Moor Park

Officer: Tom French

30 CROOKSBURY ROAD, FARNHAM GU10 1QE

Certificate of Lawfulness under Section 192 for erection of extension and alterations to elevations.

Situated in the Surrey Hills Area of Outstanding Natural Beauty (AONB), LPP1 policy RE3 Landscape Character, Farnham Town Council objects to an application for a Certificate of Lawfulness under Section 192 being inappropriate for this area.

WA/2023/00322 Farnham Moor Park

Officer: Tom French

7 PARK ROAD, FARNHAM GU9 9QN

Erection of extensions and alterations; alterations to roof to provide additional habitable accommodation including dormer extension and rooflights.

The ground floor extension runs along the boundary with no. 9, the impact on the neighbours' amenity must be considered. Farnham Town Council raises objection to this application unless the extensions and alterations are confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00334 Farnham Moor Park

Officer: Matt Ayscough

6 WINTON ROAD, FARNHAM GU9 9QW

Alterations to fenestration of existing single storey extension.

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

PRA/2023/00337 Farnham Moor Park

Officer: Matt Ayscough

6 WINTON ROAD, FARNHAM GU9 9QW

Erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.84 M for which the height would be 2.99 M and for which the height of the eaves would be 2.75 M.

No comment.

Farnham Shortheath and Boundstone

TM/2023/00244 Farnham Shortheath and Boundstone

Officer: Theo Dyer

OWLPINES, 31A BURNT HILL WAY, WRECCLESHAM, FARNHAM GU10 4RP

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 26/08

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

response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

WA/2023/00351 Farnham Shortheath and Boundstone

Officer: Matthew Roberts

32 SHORTHEATH ROAD, FARNHAM GU9 8SL

Erection of extensions and alterations following demolition of existing porch and extensions.

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

Farnham Upper Hale

TM/2023/00243 Farnham Upper Hale

Officer: Theo Dyer

ST MARKS CHURCH, UPPER HALE ROAD, FARNHAM GU9 0LT

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER WA248

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

Farnham Weybourne and Badshot Lea

WA/2023/00289 Farnham Weybourne and Badshot Lea

Officer: Matthew Roberts

23 NEWCOME ROAD, FARNHAM GU9 9DJ

Certificate of Lawfulness under Section 192 for a roof extension.

No comment.

WA/2023/00329 Farnham Weybourne and Badshot Lea

Officer: Sam Wallis

11 LOWER WEYBOURNE LANE, FARNHAM GU9 9HQ

Certificate of Lawfulness under Section 192 for siting of a mobile home within rear garden for purposes incidental to the main dwelling.

Farnham Town Council objects to this application as permitted development where the impact on the neighbours' amenity from overlooking cannot be considered.

Farnham Wrecclesham and Rowledge

CA/2023/00299 Farnham Wrecclesham and Rowledge

Officer: Theo Dyer

LAND TO REAR OF 1 SCHOOL HILL, WRECCLESHAM, FARNHAM GU10 4PU

WRECCLESHAM 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.

TM/2023/00245 Farnham Wrecclesham and Rowledge

Officer: Theo Dyer

1 GREYSTEAD PARK, WRECCLESHAM, FARNHAM GU10 4NB

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 09/01

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

TM/2023/00246 Farnham Wrecclesham and Rowledge

Officer: Theo Dyer

BEECHPOINT, 2 GREYSTEAD PARK, WRECCLESHAM, FARNHAM GU10 4NB

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

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

PRA/2023/00328 Farnham Wrecclesham and Rowledge

Officer: Lauren Kitson

5 RIVER ROW COTTAGES, RIVER ROW, FARNHAM GU9 8UA

Erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.40m for which the height would be 3.37m and for which the height of the eaves would be 2.42m.

Although reduced by 0.6m to previously refused permitted development application PRA/2022/00368, Farnham Town Council strongly objects to this application as permitted development where the impact on the neighbours cannot be fully considered.

WA/2023/00234 Farnham Wrecclesham and Rowledge

Officer: Tom French

LITTLE BRAMBLES, 14 PROSPECT ROAD, ROWLEDGE, FARNHAM GU10 4AH

Erection of extensions and alterations together with alterations to existing attached garage to provide habitable accommodation following demolition of detached store.

Farnham Town Council objects to the proposed garage to the front of the dwelling not being compliant with Residential Extensions SPD. The neighbour's objection at Black Robin of overlooking from the proposed first floor extension is also noted. Extensions and alterations must be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD, LPPI policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00281 Farnham Wrecclesham and Rowledge

Officer: Matthew Roberts

ELBURY, 56 WRECCLESHAM HILL, WRECCLESHAM, FARNHAM GU10 4JS

Application under Section 73 to vary Condition 1 (approved plans) to allow for changes to ground floor elevations and floor plans.

Farnham Town Council objects to this application which goes beyond 'changes to the ground floor plan' as it incorporates a new extension in place of an outdoor covered seating area. The impact on the neighbour's amenity at Braeside must be considered as the built form will be close to the boundary and with the differing

ground levels, will sit higher than a standard ground floor extension, as raised in the original application WA/2020/0844.

WA/2023/00346 Farnham Wrecclesham and Rowledge

Officer: James Kidger

26 GARDENERS HILL ROAD, LOWER BOURNE, FARNHAM GU10 3HZ

Erection of 2 dwellings following demolition of existing single storey dwelling and outbuilding (revision of WA/2022/00536).

Farnham Town Council is disappointed by the increased built form and a new access on Gardeners Hill Road compared with approved WA/2022/00536. The proposed new dwellings must be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI0 Protect and Enhance the Countryside, LPP1 policy TDI Townscape and Design, RE1 Countryside beyond the Green Belt, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines. Green boundaries must be conditioned to be retained; fencing is not appropriate in this semi-rural location. The proposed new access for plot 2 on to Gardeners Hill Road must be approved by Surrey Highways.

5. Appeals Considered

Appeal Notifications

WA/2022/00293 - APP/R3650/W/23/3314867

LAND EAST OF BRIDLEWAY 186 CENTRED COORDINATES 486985 147072,
CROOKSBURY ROAD, FARNHAM

Erection of a stable and storage building.

Appellant's Name: Lylie Searle (Flannigan Estates Ltd)

Representations to PINS quoting 3314867.

WA/2022/00293 Farnham Moor Park

Officer: Philippa Smyth

LAND EAST OF BRIDLEWAY 186 CENTRED COORDINATES 486985 147072,
CROOKSBURY ROAD, FARNHAM

Erection of a stable and storage building.

Farnham Town Council strongly objects to inappropriate development in the countryside, not being compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation and FNPI0 Enhance and Protect the Countryside, being outside the built-up area boundary, inappropriate in size, scale and materials in this setting. The site is inadequate as grazing and not sufficient in size for the proposed stabling. Inappropriate ornate gates, bollards and post box have been erected at the site; all unnecessary residential paraphernalia not required for stables. Enforcement must be notified of unauthorised development.

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.

WA/2022/01125 - APP/R3650/W/22/3311453

LAND AT OAST HOUSE LANE, FARNHAM

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

Appellant's Name: Mr Terence Lyons (Flavia Estates)

Representations to PINS quoting 3311453.

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 in to 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, LPPI 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.

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.

6. Licensing Applications Considered

Minor Variation

Morrisons Daily (formerly McColls), 3 School Hill, Wrecclesham GU10 4PU
Alliance Property Holdings Ltd

This application is for the change of name to “Morrisons Daily” from McColls and addition of conditions to promote the licensing objectives and enable alcohol delivery.

Farnham Town Council raised concern over limited parking facilities if delivery drivers were waiting for items for delivery. Objection was raised to the potential for alcohol to be ordered by persons under 18. Licensing objectives to be enforced and issues arising to be reported to Waverley Borough Council.

Street Trading

The Braai Club Limited

- The Running Stream Car Park, 66 Weybourne Road, Farnham, GU9 9HE.
- Friday-Wednesday
- 12-10pm
- Catering unit, 6 x 2 metres

No comment.

Best Farnham Kebab

- Long Garden Walk, Farnham, Surrey. Parking bays near Waitrose
- Monday-Wednesday 3pm-Midnight
- Thursday-Sunday 3pm-1am
- Hours of operation after 11pm pending successful application for a late-night refreshment licence
- Catering unit, 6 x 2.2 metres

Concern was raised regarding later hours. Environmental Health do not deal with licenses and Licensing has not received an application for late-night refreshments.

7. Footpaths and Rights of Way

Surrey County Council Public Footpaths

Temporary Closure of Public Footpath I25b Farnham, St Andrew’s Church Yard

The closure is necessary on the grounds of public safety due to the condition of the masonry on the west bell tower of the church, and associated repair works that will be taking place on or near the footpath.

The Temporary Closure Order is in place from 20 February 2023 for an initial period of 6 months. However this period will then need to be extended further, due to the scope of the works. The Secretary of State for Transport may extend the closure if necessary.

8. Public Speaking at Waverley's Western Planning Committee

There were none for this meeting.

9. Date of next meeting

Monday 6th March 2023 at 9.30am.

The meeting ended at 12.35 pm

Notes written by Jenny de Quervain

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FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 6th March, 2023

Place

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

Planning & Licensing Consultative Working Group Members Present:

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

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Fairclough, Fraser, Murray and Wicks.

In Councillor Fraser's absence, Councillor Neale was nominated Chair by Councillor Hesse, seconded by Councillor Martin.

2. Disclosure of Interests

None were received.

3. Applications Considered for Key/Larger Developments

Farnham Castle

NMA/2023/00427 Farnham Castle

Officer: Simon Brooksbank

THE BUSH HOTEL, THE BOROUGH, FARNHAM GU9 7NN

Amendment to WA/2020/1984 for internal alterations to the Bar and Kitchen Area, expansion of the Courtyard Pergola and minor non material amendments to proposed courtyard elevation.

No comment.

WA/2023/00433 Farnham Castle

Officer: Simon Brooksbank

THE BUSH HOTEL, THE BOROUGH, FARNHAM GU9 7NN

Application under Section 19 to vary Condition 1 of WA/2020/1985 (approved plans) to allow alterations to seating canopy and elevations, internal alterations to the bar and kitchen area.

No comment

Farnham Moor Park

WA/2023/00385 Farnham Moor Park

Officer: Michael Eastham

BRIGHTWELLS YARD, LAND AT EAST STREET, FARNHAM

Change of use of units 1-24 to Use Class E (a,b,c,d,e), units RU1-RU8 to Use Class E (b) (commercial, business and service) and unit L1 from Use Class D2 to Sui Generis (cinema). This application is accompanied by an Environmental Statement.

Farnham Town Council has no objections to the change of use to Class E for units 1-24 and unit L1 to Sui Generis.

WA/2023/00395 Farnham Moor Park

Officer: Michael Eastham

LAND AT EAST STREET, FARNHAM

Application under Section 106 of the Town & Country Planning Act to modify the legal agreement relating to WA/2016/0268 to allow amendment to the layout of the highway along East Street.

Farnham Town Council strongly objects to the proposed scheme in this application. Discussions have taken place between the Town Council, Surrey Highways, Waverley Borough Council and the Farnham Infrastructure Programme for alternative layouts in this section of East Street – changes to the location of the bus stops and pedestrian crossing in particular – superseding these plans. The aspiration is to have a scheme with access for buses and taxis only, as detailed in the early proposals.

Farnham Wrecclesham and Rowledge

WA/2023/00375 Farnham Wrecclesham and Rowledge

Officer: Simon Brooksbank

LAND CENTRED COORDINATES 481930 143953, WRECCLESHAM HILL, WRECCLESHAM, FARNHAM

Change of Use of land to storage (Use Class B8) and siting of up to 154 storage containers with associated works.

Farnham Town Council raises objection to the intensification of the use of the land in this location Outside the Built-up Area Boundary of the Farnham Neighbourhood Plan contrary to policy FNPI0 protect and Enhance the Countryside and LPP1 policies RE1 and RE3. This is a retrospective planning application with 58 containers storage containers already in use and a further expansion of 96 containers. The site adjoins the hazardous battery storage facility. Farnham Town Council raises objection to the increased vehicle movement to the site with access to 154 storage units 24 hours a day, 365 days a year. The safety of road users on the A325 and pedestrians on the footway and FP22 must also be considered as proposed improvements to the access and the public footpath were removed through WA/2022/00061.

4. Applications Considered

Farnham Bourne

TM/2023/00392 Farnham Bourne

Officer: Theo Dyer

ACORN COTTAGE, 28 AVELEY LANE, FARNHAM GU9 8PR

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR107

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

TM/2023/00412 Farnham Bourne

Officer: Theo Dyer

3 BOURNE FIRS, LOWER BOURNE, FARNHAM GU10 3QD

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 02/00

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.

WA/2023/00314 Farnham Bourne

Officer: Matt Ayscough

FOXCOMBE COTTAGE, 13 UNDERHILL LANE, FARNHAM GU10 3NF

Erection of extension to provide a two storey dwelling with alterations to elevations and fenestration; installation of solar panels and burner flue to roof; widening of existing vehicular access and associated landscaping (revision of WA/2022/03179).

Further representations have been received by the Council. Farnham Town Council supports the objections to the unneighbourly dominant extension and loss of privacy with the addition of the first floor. The distance between the proposed extension and no. 15 is not compliant with Residential Extensions SPD.

WA/2023/00356 Farnham Bourne

Officer: Tracy Farthing

1 GROVELANDS, LOWER BOURNE, FARNHAM GU10 3RQ

Erection of a detached dwelling with associated works.

Farnham Town Council maintains its strong objection to an in-fill dwelling in this location, with a history of refusals and dismissals (WA/2020/0764, WA/2021/0416 and attached WA/2021/02277) for an additional dwelling, following the granting of a large residential extension to 1 Grovelands under WA/2019/1295.

This proposed in-fill dwelling has been reduced in size in an attempt to position it away from the boundary with no. 2.

Grovelands is characterised by its larger dwellings with spacious gardens. The proposed dwelling is not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan FNPI, not respecting the character and the spacing of Grovelands.

A previous Inspector concluded that the proposed dwelling would be contrary to policy TDI of the Local Plan (2018) Part I 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 DI and D4 of the 2002 Local Plan. 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. 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. The same can be said for this application.

WA/2023/00366 Farnham Bourne

Officer: Lauren Kitson

CHERRY CORNER, 88 MIDDLE BOURNE LANE, LOWER BOURNE, FARNHAM GU10 3NJ

Erection of a single storey outbuilding to provide ancillary accommodation (retrospective).

Farnham Town Council objects to retrospective planning applications. The cabin must be conditioned ancillary to the dwellinghouse.

WA/2023/00367 Farnham Bourne

Officer: Sam Wallis

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

Application under Section 73 to vary condition 1 of WA/2022/01274 (approved plans) to allow an alteration to the design.

No comment.

WA/2023/00376 Farnham Bourne

Officer: Sam Wallis

WHITELADIES, 2 BEECH AVENUE, LOWER BOURNE, FARNHAM GU10 3JY

Erection of extensions and alterations to dwelling and erection of an outbuilding for ancillary residential use; installation of solar panels on roof of dwelling and outbuilding.

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

PRA/2023/00400 Farnham Bourne

Officer: Sam Wallis

30 FOX ROAD, LOWER BOURNE, FARNHAM GU10 3NZ

Erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.50 M for which the height would be 2.95 M and for which the height of the eaves would be 2.95 M.

Farnham Town Council notes that an application for a Certification of Lawfulness under Section 192, WA/2023/00401, has been submitted for erection of porch extension and alterations to roof to provide additional habitable accommodation including dormer extension, rooflights and Juliet balcony.

WA/2023/00401 Farnham Bourne

Officer: Wanda Jarnecki

30 FOX ROAD, LOWER BOURNE, FARNHAM GU10 3NZ

Certificate of Lawfulness under Section 192 for erection of porch extension and alterations to roof to provide additional habitable accommodation including dormer extension, rooflights and Juliet balcony.

Farnham Town Council notes that an application for a Certification of Lawfulness under Section 192 will be assessed against a checklist with no opportunity for local policies and neighbours' comments to be considered. An application for prior approval, PRA/2023/00400, for erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.50m for which the height would be 2.95m and for which the height of the eaves would be 2.95m has also been submitted.

WA/2023/00411 Farnham Bourne

Officer: Matt Ayscough

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

Certificate of Lawfulness under Section 192 for alterations to roof space to provide additional habitable accommodation; installation of rooflights; alteration to elevation and removal of chimney.

Farnham Town Council notes that an application for a Certification of Lawfulness under Section 192 will be assessed against a checklist with no opportunity for local policies and neighbours' comments to be considered.

WA/2023/00424 Farnham Bourne

Officer: Simon Brooksbank

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

Application under Section 73 to vary Condition 1 (approved plans) of WA/2022/00906 with specific reference to the removal of the detached garage approved to plot A and associated re-alignment of Plot A; and to vary Conditions 2, 4, 6, 7, 8, 9, 12 and 13 to allow for revised phrasing of conditions.

Farnham Town Council objects to insufficient parking being provided with the removal of the garage. The plan shows two car parking spaces whereas the previous plan showed a double garage and two car parking spaces.

WA/2023/00451 Farnham Bourne

Officer: Matthew Roberts

LAND SOUTH OF BILBERRY DENE, GOLD HILL, LOWER BOURNE, FARNHAM GU10 3JH

Erection of a dwelling with carport and associated parking and vehicular access following demolition of existing garage.

Farnham Town Council objects to the eroding of the character of the area with the subdivision of gardens and the overdevelopment of the site, not being compliant with the Farnham Design Statement, Farnham Neighbourhood plan policy FNPI New Development and Conservation, FNP8 South Farnham Arcadian Areas and LPPI policy TDI. The southern boundary appears to consist of a wavy line, this cannot be acceptable as a redline boundary.

WA/2023/00452 Farnham Bourne

Officer: Simon Brooksbank

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

Erection of a single storey outbuilding to provide cookhouse and store following demolition of existing cookhouse and store.

Farnham Town Council has no objections to the replacement facilities. Consideration must be given to Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNP8 South Farnham Arcadian Areas, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Castle

Amendments received

Removal of the first floor rear roof terrace area with the addition of a timber lantern rooflight on the existing rear flat roof.

WA/2022/02222 Farnham Castle

Officer: Sam Wallis

PUMPHOUSE COTTAGE, 7 VICARAGE LANE, FARNHAM GU9 7PR

Erection of extension and alterations to elevations and fenestrations; creation of roof terrace and associated landscaping.

Farnham Town Council has no objections to the removal of the first floor rear roof terrace area with the addition of a timber lantern rooflight on the existing rear flat roof to address the issue of overlooking.

WA/2022/02223 Farnham Castle

Officer: Sam Wallis

PUMPHOUSE COTTAGE, 7 VICARAGE LANE, FARNHAM GU9 7PR

Listed Building consent for internal and external alterations.

Farnham Town Council has no objections to the removal of the first floor rear roof terrace area with the addition of a timber lantern rooflight on the existing rear flat roof to address the issue of overlooking.

WA/2023/00404 Farnham Castle

Officer: Lauren Kitson

5 LARKFIELD ROAD, FARNHAM GU9 7DB

Erection of a single storey extension and alterations to existing garage to provide habitable accommodation and alterations including decking area and screening following demolition of existing extension (revision of WA/2022/03009).

Farnham Town Council notes that a similar scheme was granted under WA/2022/03009 on 10 February. The Officer concluded that the proposals would not have a negative impact on no. 3. Extensions and alterations must be confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

WA/2023/00432 Farnham Castle

Officer: Lauren Kitson

FLAT 1 KEEP HOUSE, 32 CASTLE STREET, FARNHAM GU9 7JB

Listed Building Consent for waterproof protection to existing cellar and associated works.

Farnham Town Council has no objection subject to the approval of the Heritage Officer.

Farnham Firgrove

WA/2023/00415 Farnham Firgrove

Officer: Wanda Jarnecki

BLLENHEIM HOUSE, TILFORD ROAD, FARNHAM GU9 8DL

Erection of a single detached dwelling together with alterations to existing vehicular access and parking, new pedestrian access and associated works.

Farnham Town Council notes that a similar scheme was granted under WA/2019/1518 though the distance between the host and proposed dwelling has been reduced. New dwellings must be compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD, LPP1 policy TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

Farnham Hale and Heath End

WA/2023/00408 Farnham Hale and Heath End

Officer: Lauren Kitson

37 BROOKLANDS ROAD, FARNHAM GU9 9BS

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

The outbuilding is positioned close to the boundary of no. 83 and no. 87. Farnham Town Council notes that an application for a Certification of Lawfulness under Section 192 will be assessed against a checklist with no opportunity for local policies and neighbours' comments to be considered.

Farnham Moor Park

WA/2023/00381 Farnham Moor Park

Officer: Tom French

56 WAVERLEY LANE, FARNHAM GU9 8BN

Erection of a garage/carport.

Farnham Town Council objects to the proposed garage to the front of the dwelling, not being compliant with Residential Extensions SPD.

WA/2023/00382 Farnham Moor Park

Officer: Tom French

WINTON, OLD COMPTON LANE, FARNHAM GU9 8EG

Erection of an extension.

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

WA/2023/00398 Farnham Moor Park

Officer: Tom French

4 LYNCH ROAD, FARNHAM GU9 8BZ

Erection of extensions and alterations including removal of chimney stacks.

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

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

WA/2023/00419 Farnham Moor Park

Officer: Michael Eastham

PACE HOUSE, CAMBRIDGE PLACE, EAST STREET, FARNHAM GU9 7RX

Change of use from Class D2 (assembly and leisure) use as a fitness studio/gym with an ancillary café to Class E(d) Indoor sport, recreation or fitness with ancillary café.

Farnham Town Council has no objections to the change of use having previously been used as a fitness studio and ancillary café.

WA/2023/00420 Farnham Moor Park

Officer: Matt Ayscough

40 HALE ROAD, FARNHAM GU9 9QH

Certification of Lawfulness under Section 191 for an existing use and building works of a single storey extension.

No comment.

Farnham Shortheath and Boundstone

TM/2023/00445 Farnham Shortheath and Boundstone

Officer: Theo Dyer

COPSE BETWEEN BARDSLEY DRIVE AND LYNTON CLOSE, WRECCLESHAM, FARNHAM GU9 8US

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA300

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

WA/2023/00389 Farnham Shortheath and Boundstone

Officer: Tom French

1 CHESTNUT AVENUE, FARNHAM GU9 8UL

Alterations to garage to form ancillary accommodation.

Farnham Town Council raises objection to this application unless the outbuilding must be conditioned ancillary to the dwellinghouse.

Farnham Weybourne and Badshot Lea

TM/2023/00423 Farnham Weybourne and Badshot Lea

Officer: Theo Dyer

20 COPSE AVENUE, FARNHAM GU9 9ED

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 26/01

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

PRA/2023/00421 Farnham Wrecclesham and Rowledge

Officer: Sam Wallis

MERRYTHOUGHT, 30 GARDENERS HILL ROAD, LOWER BOURNE, FARNHAM GU10 3HZ

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6.97m, for which the height would be 3.21m, and for which the height of the eaves would be 3.68m.

Farnham Town Council notes that an application for a Certification of Lawfulness under Section 192 will be assessed against a checklist. PRA/2022/02944 for 'Erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6.97 M for which the height would be 3.21 M and for which the height of the eaves would be 3.68 M' was refused on 23 December 2022 as it was not lawful.

WA/2023/00399 Farnham Wrecclesham and Rowledge

Officer: Matthew Roberts

1 PEACE MEADOW CLOSE, LOWER BOURNE, FARNHAM GU10 3BZ

Certificate of Lawfulness under Section 192 for erection of detached outbuilding for use as a pool house and gym with construction of indoor swimming pool.

No comment.

WA/2023/00426 Farnham Wrecclesham and Rowledge

Officer: Lauren Kitson

1 WRECCLESHAM ROAD, WRECCLESHAM, FARNHAM GU9 8TY

Erection of an outbuilding following demolition of existing outbuilding.

Farnham Town Council raises objection to the size of the proposed replacement outbuilding and its potential negative impact on the neighbours from noise with its vicinity to the boundary. The outbuilding must be conditioned ancillary to the dwellinghouse and confirmed compliant with Farnham Neighbourhood Plan policy FNPI New Development and Conservation, FNPI 6 Extensions, Residential Extensions SPD, LPP1 policy TD1 Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Climate Change and Sustainability SPD. Character must be considered against Farnham Design Statement guidelines.

5. Appeals Considered

APP/R3650/W/22/3292739 Abbey Business Park, Monks Walk, Farnham GU9 8HT

PRA/2021/01769 The development proposed is conversion of office building to 13 residential (C3) units.

The appeal was **dismissed**. The proposal would not provide adequate natural light in all habitable rooms of the dwellinghouses, and for this reason prior approval is not granted in this case.

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

Monday 20th March 2023 at 9.30am.

The meeting ended at 9.35 am

Notes written by Jenny de Quervain

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