



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 25th January, 2024 at 6.00 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 25th January, 2024, at 6.00 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: 25 January 2024

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 | |
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* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 25th January, 2024 at 6.00 pm

Place

Council Chamber - Farnham Town Hall, South Street, Farnham

Prayers

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

1 Apologies

To receive apologies for absence.

2 Disclosures of Interest

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs David Beaman, George Murray, Tony Fairclough, George Hesse, Andrew Laughton, Mark Merryweather, Kika Mirylees, John Ward, and Graham White.*
- (iii) *The following councillor has made a general non-pecuniary interest declaration in relation to being a councillor of Surrey County Council: Cllr Michaela Martin;*
- (iv) *Members are requested to make any 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 7 - 16)

To sign as a correct record the minutes of the Farnham Town Council meeting held on December 14th 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 I - Items for Decisions

7 Working Group Notes **(Pages 17 - 42)**
To receive the notes and any recommendations of the following Working Groups:
i) Community held on 10th January 2024 **Appendix B**
ii) Strategy and Resources held on 16th January 2024 **Appendix C**

To receive any verbal updates on the work of the Environment Working Group.

8 Precept 2023-24 **(Pages 43 - 46)**
To consider the report from the Strategy & Resources Working Group at **Appendix D** and agree the 2024-25 precept.

9 Risk Management Report **(Pages 47 - 52)**
To adopt the report from the Strategy & Resources Working Group on how the Council Manages its risks and endorse the work undertaken by the Working Groups in reviewing those risks. **Appendix E**

10 Planning and Licensing Applications **(Pages 53 - 62)**
To receive the minutes of the Planning & Licensing Consultative Group meetings held on 8th and 22nd January at **Appendices F, and G.**

Part 2 - Items to Note

11 Actions taken under the Scheme of Delegation
To receive details of any actions taken under the scheme of delegation not already reported.

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

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

14 Date of Next Meeting
To agree the date of the next meeting as 6pm on Thursday 14th March 2024.

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

Item 3 - Confidential Items

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

- i) Update on the Waverley Lane Appeal and the case conference with the Council's barrister.
- ii) Other matters arising from Strategy & Resources Working Group

Council Membership:

Alan Earwaker (Mayor), David Beaman, Mat Brown, Sally Dickson, Tony Fairclough, George Hesse, Chris Jackman, Andrew Laughton, Michaela Martin, Brodie Mauluka, Mark Merryweather, Kika Mirylees, George Murray, John Ward, Graham White and Tim Woodhouse

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FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

6.00 pm on Thursday 14th December, 2023

Place

Council Chamber - Farnham Town Hall

Councillors

Councillor Alan Earwaker (Mayor)
Councillor David Beaman
Councillor Mat Brown
Councillor Sally Dickson
Councillor Tony Fairclough
Councillor George Hesse
Councillor Chris Jackman
Councillor Andrew Laughton
Councillor Michaela Martin
Councillor Brodie Mauluka
Councillor Mark Merryweather
Councillor George Murray
Councillor John Ward
Councillor Graham White
Councillor Tim Woodhouse

Apologies for absence

Kika Mirylees

Officers Present:

Iain Lynch, Town Clerk, Iain McCreedy, Business and Facilities Manager.

There were 2 members of the public and 1 member of the press in attendance.

Prior to the meeting, prayers were led by Revd Jane Walker, Vicar of the benefice of Frensham.

C77/22 Apologies

Apologies were received from Cllr Mirylees.

C78/22 Disclosures of Interest

There were no disclosures of interest.

C79/22 Minutes

The Minutes of the meeting held on 26th October were agreed as a correct record.

C80/22 Questions and Statements by the Public

Barbara Rogers of Castle Street said that the state of the streets were appalling. She had personally swept leaves and cleaned litter in Castle Street but the state of cleanliness should be to a reasonable standard.

In response, the Mayor thanked her for what she did to keep Farnham looking good. He advised that the street cleaning was a matter for Waverley Borough Council and Farnham Town Council would take it up with the Borough Council.

C81/22 Town Mayor's Announcements

The Mayor introduced his announcements by noting it had been a very busy time for the community as well as for Farnham Town Council and he had been privileged be part of some key local community events.

These included:

- Being part of the judging panel for the Surrey Artist of the Year hosted by the New Ashgate Gallery and won by Lucy Nicholls for her amazing paper sculptures.
- The main remembrance service in November with over 350 people in the parade from Castle Street and well over 1000 people at the war memorial.
- The 220th Venison Dinner which included using the Byworth Cup for the Loyal Toast on the 400th anniversary of it being donated to the town by John Byworth.
- A full events programme, with the Christmas Lights Switch-on, the Civic Christmas carol Service with the Farnham Youth Choir, and the Christmas Market all ably arranged by the FTC team.

The Mayor advised that he had been delighted to join FTC contractors, Landform Consultants, to receive the British Association of Landscape Industries Association Principal Award for the repurposing of the Hale Chapels into the Hale Chapels Garden. This was an outstanding achievement for Farnham.

The Mayor concluded his announcements by wishing all councillors, staff and volunteers a very happy Christmas.

C82/22 Questions by Members

There were no Questions by Members.

C83/22 Working Group Notes

A) Environment

- I Cllr Brown reported that the Environment meeting in November had been very fruitful and had included a presentation by Ben McCallan of Surrey County Council. He had offered to work with Farnham Town Council to put its proposed Climate Action Plan alongside Surrey County Council's.

Cllr Brown reported that Libby Ralph of the Farnham Biodiversity Partnership had provided an update of its work, and particularly actions to support beaver and water vole habitats. The group had worked with FTC in creating a new wildlife area in Gostrey Meadow behind the old Bowls Pavilion. This had included a 'dead hedge' bee and bug hotels and a hibernaculum. A native hedge was also planned and raised beds for pollinator-friendly planting opportunities. This was an important green corridor in the town centre.

There had been a discussion on supporting the purchase of water ranger kits for volunteers to test water quality.

- 2 In terms of open spaces, Council noted the likely need for planning permission for the new 'Another Brick in the Wall' sculpture and agreed to support the community group with an application.

It was RESOLVED unanimously that Farnham Town Council submit a planning application in conjunction with Keppel Nowson to renew the current position of installing sculptures within the park.

- 3 Council noted the current position with Council allotments noting that renewals had recently been issued. It was noted these were still in paper form and suggested that consideration be given to future renewals being done electronically. It was agreed to increase the fees from October 2024. It was also noted that there was uncertainty over the ownership of the access to the six bells site and agreed it would be helpful if this were formally registered.

It was RESOLVED unanimously to:

- i) **Apply to register the access land to Six Bells Allotment for better management of the site.**
- ii) **Increase the cost of a single plot by £5:00 to £67.50 from October 2024.**

- 4 Council noted the outcome of a recent cemetery headstone application.

B) Strategy & Resources

Cllr White introduced the notes of the Strategy & Resources Working Group held on 5th December.

I Strategy Workshop.

Cllr White said that the workshop led by facilitator David Carden had worked well and one of the outcomes was the inclusion of £90,000 in the draft budget for additional support for Younger People activities in the coming financial year. There would be further consideration on whether the resources should be used to underpin and strengthen existing community groups providing services for young people or whether Farnham Town Council should create a new role to co-ordinate other organisations services or provide direct delivery of youth work. It was agreed that the costs and risks of direct delivery would need to be carefully considered with a preference to strengthen existing organisation such as Hale Community Centre, 40 Degreez and the Wreclesham Community Centre where there could be an early impact.

Council noted matters progressed since the Workshop, on climate issues, a planned review of the website, and a meeting with residents' groups and others on the Neighbourhood Plan update, town centre cleansing arrangements (considered by WBC to be difficult to extract from the wider contract), and the potential of future assets transfers with initial priority for these being:

1. Borelli Walk (after Brightwells is completed but excluding responsibility for the bridges),
2. The Brightwells green space (although this may be sought by the County Council)
3. Morley Road Recreation Ground (given its links to the allotments).

Council reaffirmed that none of the existing activities of the Council were to be stopped.

- i) **It was RESOLVED unanimously that the important focus in the short to medium term would be:**
Farnham Infrastructure Programme; Younger people; climate and sustainability; Neighbourhood Plan update; the impact of Brightwells; relationship with principal authorities given the financial pressures facing them; synergy with the emerging Business Improvement District; and consolidating and strengthening Farnham's position as a World Craft Town as part of the local economy.

It was noted that the next steps would be to create a five year business plan in conjunction with the facilitator with clear objectives, outcomes and resourcing. The existing vision was endorsed.

- ii) **It was resolved unanimously that the Council's vision be:**
Farnham Town Council strives to be the influential and effective voice for Farnham bringing together the views of all organisations working for the good of the town and enhancing the well-being of all the community.

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

2 **Dates and length of meetings**

Cllr White advised that after discussion with each Working Group and Lead Member there were some proposed adjustments to meeting times with the intent of balancing the needs of those who were employed and to avoid conflict with other meetings.

- iii) **It was resolved *nem con* that times for main meetings be as follows:**
- **Council 6pm**
 - **Community Working Group 10am**
 - **Environment Working Group 4.30pm**
 - **Strategy & Resources 2pm on Tuesdays.**
 - **Planning & Licensing 9.30 on Mondays**
 - **Task Groups to fit with membership with a preference for late afternoons.**

3 **Contracts and assets**

Council noted the report on contracts and assets and that a meeting with Ridgeway School was planned for 11th January, to which all councillors were invited, to

receive an update on plans for Gostrey Meadow. Council noted that it appeared the South Street Club appeared to have gone into liquidation and the future of the building was uncertain. It was also noted that the Government's Community Ownership Fund allowed investment in buildings owned by town and parish councils and for the purchase of assets that may be lost for the community.

- iv) **It was resolved unanimously that Officers investigate whether:**
- 1) **The Community Ownership Fund was suitable for Farnham projects;**
 - 2) **There were transfer of ownership opportunities from Waverley or Surrey, whether land or buildings;**
 - 3) **There were beneficial options, in discussion with the liquidators, for retaining the South Street Club building as a community asset.**

4 **Farnham Infrastructure Programme**

Cllr Beaman reported that he had taken on board comments from Councillors and the draft report at Annex I would form the basis for comments of the FTC position on the consultation draft design at the Farnham Infrastructure Programme Board on 15th.

Council discussed the various elements and had continuing concern over the impact of the right hand turn at the bottom of Castle Street both during construction phase and after with the potential to increase queuing in Downing Street. The idea of the bus stop outside the Queen's head being in a layby rather than in main traffic was important to avoid issues.

Other comments from the Working group agreed were that Park Row should have access for residents only but the restriction be lifted for events when Castle Street is closed; seating and bike racks should be placed between the street trees especially in the Borough and Downing Street to minimise additional clutter; the mini-roundabout at Bear Lane and High Park Road could be removed; the roadway in Castle Street north of Long garden Walk could be used for additional parking rather than wider footways.

Cllr Ward said he had been told putting the cycle route through Farnham Park would not solve the problem as an alternate to High Park Road, but he was not convinced. He had been told for many years that an HGV ban was not legal or enforceable but one has now been introduced. In terms of the negative impact of new kerbs in Castle Street on events, the Council should continue to fight against them. Similarly, he felt the crossing at Longbridge should be pushed for. Cllr Hesse agreed especially given the recent accidents, and since the Town Council was proposing changes that would result in savings, these could be used to fund the crossing. Cllr White said a crossing by the railway station was also required.

Council also agreed that mitigation of the effect of the works should have high priority in both North and South Farnham. Cllr Martin advised that the county councillors were seeking for the rear of Woolmead to be two way during the works to minimise disruption.

After further discussion,

- v) **It was RESOLVED unanimously that an amended response including comments set out below and agreed at Council be endorsed:**
- **The provision of a cycleway along High Park Road is not supported (Nem con with one abstention)**

- There was no need to widen the pavement on the west side of Woolmead Road from the Royal Deer Junction to its junction with Bear Lane (*Nem con* with three abstentions)
- Widening the pavement outside Castleton Dentists was not required and should be retained to provide parking spaces for residents to partially offset the loss of parking spaces elsewhere on Castle Street (*Nem con*)
- The delivery bay proposed to be located adjacent to the two disabled parking spaces should be moved to avoid any conflict with deliveries taking place outside hospitality venues (*Nem con* with four abstentions)
- Should the taxi rank be moved to its proposed new location the ironstone would need to be strengthened by bonding with resin (*nem con*).

5 Reports of Task Groups

Cllr Martin reported that the Infrastructure Planning Group had received a good presentation by Elaine Martin (SCC) on the design of the Town Centre Scheme which formed the background to the comments agreed at Council. There had also been a good meeting with community groups on 23rd November at the start of the Neighbourhood Plan update. Andrew Longley (WBC) had given an interesting presentation on preparing the new Waverley Local Plan. There would be a joint call for sites with information shared for the Neighbourhood Plan and Local Plan. FTC next steps would be to begin looking at where infrastructure could be improved to support development.

Cllr Beaman advised that Waverley had been successful in defending the challenge against Local Plan Part 2 but the expected protection of Neighbourhood Plans to 5 years was still awaiting the Government's announcement.

There was concern that two appeals have now been approved where the Inspector had said Neighbourhood Plans were permissive despite being part of the Borough Development Plan. If a principal were established that neighbourhood plan site allocations are only permissive, then land allocation is meaningless.

After being proposed by Cllr Ward, seconded by Cllr Martin :

- vi) **It was RESOLVED unanimously that the matter of the 'permissive' interpretation be raised with the Secretary of State, Michael Gove and the Planning Inspectorate having taken advice from Steve Tilbury (FTC Planning advisor) and Locality.**

6 Consultations

Council welcomed the consultation the Traffic Camera Enforcement to help with the management of HGVs.

- vii) **It was RESOLVED unanimously that the proposed penalty for HGVs that flouted the restrictions was too low and should be the maximum allowed under the legislation.**

Council noted the details of infrastructure for the proposed solar panels in the Upper Hart Car Park were awaited but

- viii) **It was RESOLVED unanimously to congratulate WBC on the initiative and welcome the concept of solar panel power generation in appropriate**

locations such as the Upper Hart Car Park and seeks further details of the electrical infrastructure.

Council considered the consultation by SCC on amendments to waiting and parking restrictions and agreed individual councillors should respond directly on details in their own wards by the 4th January. In terms of the on-street parking charges Council expressed concern to ensure that the previous agreement for ringfencing income from Farnham to be spent in Farnham was not lost.

- ix) **It was RESOLVED unanimously that the FTC response included the need for the ringfencing and reinvestment of income back into Farnham improvements as was the original agreement for the introduction of on-street charging in the town.**

6 Town Clerk Update

Council noted that the Pay Agreement for 2023/24 had been agreed between The National Joint Council for Local Government Services including employer and union representatives and was being implemented in the December payroll in accordance with the scheme of delegation.

Cllr Dickson arrived at 7.25

C84/22 Budget 2024-25

Cllr White introduced the budget report from Strategy & Resources. It had been carefully considered by the Working Group along with detailed notes for specific lines of the budget to explain changes.

Council noted the draft budget had been drawn up based on a review of expenditure in 2023/24 and on the 2022/23 outturn and also in a context of continuing economic pressures and high inflation. It also takes into account evolving priorities of the new administration elected in May 2023 and the Strategy Workshop held on November 4th. The aim was to create a budget that delivered the aspirations of Council and the needs of the community but without increasing the precept level to a point that would leave a surplus at the end of the year.

Inflation had been running at a 40 year high and was not expected to return to its target rate until 2024. In drawing up the FTC budget, and mindful of the impact on residents, this was a cautious budget and with inflation provision kept low. A prudent approach for potential sponsorship and income from activities has been taken based on experience in 2023-24 but with an increase of some elements. Investment income with rising bank rates had been increased with the expectation that they would continue at a higher level. The potential impact of pressures on the budgets of principal authorities and the increasing likelihood that there may be a need to further top up or take on services such as street cleansing and litter collection to meet the aspirations of the local community was unknown and would need to be absorbed. It was hoped that there may be some contribution from the new Business Improvement District for matters such as CCTV to promote community safety, and the Christmas lights renewal but no assumptions had been made.

Council noted the addition of £90,000 to underpin and deliver much need support for younger people and that the budget included reallocated funding for a part time Democratic Service Officer and fundraiser/project officer to provide capacity to draw down additional external resources for projects being progressed by FTC. The environmental and community initiatives allocation had been maintained.

In discussion, Cllr Woodhouse asked that consideration be given to reducing print and making more publications online where possible.

Overall, Council agreed it was a good budget well put together and noted that how it would be funded in terms of precept level, fees and charges, or use of any reserves would be agreed at the January meeting.

It was RESOLVED Unanimously that Council set the 2024/25 budget at £1,806,950.

C85/22 **Planning and Licensing Applications**

Council received the Notes of the Planning and Licensing Consultative Group meetings held on 30th October, 13th November, 27th November, and 11th December at Appendices E, F, G and H of its agenda.

Cllr Beaman advised that Cala Homes had a short consultation planned for the latest Coxbridge proposals, and suggested the display boards be available at the Town Hall to enable a longer period for people to see what was proposed.

Concern was expressed by Council over the Thames Water response since they now said they have sewerage capacity for 320 homes which was a concern given their track record. On a proposal by Cllr Beaman, seconded by Cllr Murray, **it was RESOLVED *nem con* that Thames Water be asked to provide reassurance on the capacity of the their sewerage infrastructure.**

C86/22 **Actions taken under the Scheme of Delegation**

The Town Clerk advised that an insurance claim had been received on land taken over from WBC that related to an incident when it was under WBC ownership. This was being dealt with.

C87/22 **Reports from Other Councils**

1. Cllr Martin reported on the Your Fund Surrey allocation for each County Councillor. There was £50,000 to be spent by March 2025.
2. Council recorded its best wishes to Cllr Peter Clark who was stepping down as Deputy Leader of Waverley Borough Council for health reasons.
3. Congratulations were given to Cllr Fairclough on becoming Deputy Leader at Waverley Borough Council and on Cllr Murray on being appointed to the Waverley Executive.

C88/22 **Reports from Outside Bodies**

1. Cllr Beaman reported that the Wey Valley Community Rail Partnership was inviting bids for project funding by 31st December.
2. Cllr Hesse reported on the recent Farnborough Airport Consultative Committee and circulated a note of the points arising. There was concern expressed that Farnborough Airport was not fulfilling its role or legislative requirements. There had been a huge number of complaints over the proposed expansion of the airport.

C89/22 **Date of Next Meeting**

The date of the next meeting was agreed as 6pm on 25th January 2024.

The Mayor closed the meeting at 8.08pm

Chairman

Date

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FARNHAM TOWN COUNCIL

B

Notes Community Working Group

Time and date

10.00 am on Wednesday 10th January, 2024

Place

Council Chamber - Farnham Town Hall

Community Working Group Members Present:

Councillor David Beaman
Councillor Alan Earwaker (ex-Officio)
Councillor George Hesse
Councillor Andrew Laughton
Councillor Brodie Mauluka
Councillor Kika Mirylees
Councillor Graham White

Officers: Oliver Cluskey and Iain Lynch (Town Clerk)

1. Apologies

No apologies were received.

2. Disclosures of Interests

None were made.

3. Notes of the last meeting

The notes to the last meeting were agreed.

4. Recent Events

a) October Craft Month

Members were informed that there were over 100 events throughout the event with 40 free of charge and 90% of attendees rating them 'excellent'. A dedicated Social Media co-ordinator had been recruited for the first time which resulted in adding 200 followers to the Instagram page and a much more professional looking profile.

- b) Christmas Lights switch on
Despite challenging weather conditions in the lead up and on the day of the event, members agreed that the event had been a great success and noted the importance of the 500 performers from local schools and theatre groups in making it such a great Community event. A capacity crowd in Gostrey Meadow witnessed the switch on moment as well as a carefully orchestrated marriage proposal on stage.
Members noted that with many of the lights failing due to age, the Christmas lights were being tendered in 2024 with bids for sale or lease being welcomed.
- c) Christmas Market
Members agreed that despite no train service and rain in the morning, the turn out was once again very good with positive feedback from stallholders. The new circular Hoppa Bus route proved very popular on both North and South runs. Members discussed the impact of the FIP on this route with Park Road closed for traffic. The proposed FIP changes including raised kerbs in Castle Street would greatly reduce the number of stalls from 2025. There could also be potential issues with pavement licensing for cafes and restaurants using space previously used for stalls. This could potentially be lifted for special events. Members discussed potential use of Brightwells but it was suggested that this may depend on whether Surrey CC would charge a fee.

5. Future Events and Projects

- a) Music in the Vineyard
Members agreed to not book Music in the Vineyard in March as it clashed with Easter Sunday. January and February were booked with the Vic Cracknell Swing band and the Revivals Band.
- b) Literary Festival
Members were informed that the Literary Festival programme was almost complete apart from a small number of events from partners waiting to be received. Members discussed aspirations for the Festival which was in its third year in 2024. Members agreed that the Literary Festival was a great opportunity to support the arts, educate and promote literature throughout the Town.
- c) Walking Festival
The Events Manager expressed the need to get walk leaders to Help co-ordinate. An email had been sent to previous leaders. Members agreed that there should be more focus should on Farnham based walks.
- d) Music in the Meadow
Members agreed to an extended Music in the Meadow 'Folk Festival' to highlight the traditions and sustain the identity of Britain particularly in rural communities. Members discussed ideas of Morris dancing workshops for children, selling ale from local companies and starting the day with traditional folk music then gradually building up to modern folk music.
- e) Sustainability Festival
The Events Manager was due to have a first meeting with Farnham Community Farm and had no further update.
- f) Chillout Picnic
Members agreed to the proposed dates for the Chillout Picnic.
- 18th May, 15th June, 20th July, 17th August

Members discussed possibility of an alcohol vendor but it was agreed that people could bring their own and there would be more unnecessary licensing responsibility. Members noted the need to have license amended with limited Event days in existing license.

- g) Proms and Pop in the Park
Members agreed that the Change of name to 'Proms' had helped attract more people to the Carnival weekend event. Members noted the additional expense of a larger stage to accommodate an Orchestra.
- h) Gin and Fizz Festival
With the Maltings not available in September, Surrey Gin Festival in Loseley Park scheduled for 7th September, Members agreed to not proceed with the Gin festival in 2024.
- i) Markets
West Street Market
Members discussed again residents' concerns on vehicular access but agreed that due to safety concerns there should be no vehicular access under any circumstances apart from Emergency Vehicles. Members agreed to consider moving the market to Brightwells if it were an option.
- j) Activities for younger people
Members discussed that some of the £90K allocation in the precept for young people could be used to underpin activities over holiday periods and would be a way of extending provision and allow the funding to go further/be more sustainable than if Farnham Town Council were to just put on events.

Members were informed that in a recent visit to Reel Cinema, initial discussions were had around them hosting a gaming competition in partnership with Farnham Town Council. Members discussed the possibility of creating a Farnham Gaming convention and contacting local developers.

Members agreed to conducting research to determine what young people want and not work on assumption.

6. World Craft Town

Members discussed the key priorities for 2024-25 and aspirations for longer term. These objectives were only made possible with the higher budget allocation that had been agreed. Members were informed that there was now budget to keep the Craft Co-ordinator on throughout the year.

Members discussed the need for a more visual presence in and around Farnham and to improve the general marketing. Members noted that there were plans to have a Farnham Craft Town leaflet created for those visiting Farnham and who may not necessarily be comfortable using a mobile phone.

Members agreed to investigate the possibility of having a sculpture on Coxbridge roundabout to highlight Farnham as a World Craft Town and a destination for Craft.

Members discussed the idea of a Light Festival whereby local schools and craft groups created lanterns that were to be lit in Gostrey Meadow on 31st October to mark All Hallows day and also the end of Craft Month.

7. BID

Members noted that the BID ballot was successful in October and that the company was in the process of recruiting Directors as well as a new Town Centre Manager. It was also noted that the BID were keen to set up a new communication system called DISC that would help combat shoplifting which had become an issue recently.

8. Sponsorship

Members noted current sponsorship position and target for 2024. Two potential sponsors were suggested. Members noted that a non-financial agreement with Reel cinema had already been made whereby they had an advert in the Residents' guide in return for two advert films (Literary Festival and volunteers recruitment) on their screens.

9. Budget

Members commended the current budget position.

10. Community Update

Councillors received an update on younger people and community wellbeing issues.

Members noted that a Young People Directory for Farnham Town Council's website was currently under construction but still required further development by the website contractor. The directory would contain both activities and service providers for young people in Farnham. It is hoped that the directory would be up and running within the next month.

Members noted that the next Younger People Task Group meeting would take place on Friday 19 January at 10am with Andy Jeffery, Town Clerk at Godalming Town Council, giving a presentation on Godalming's youth service and what may be replicable in Farnham.

11. Community Grant Allocations 2024-25

I Service Level Agreements (SLA) 2024-25

The following SLA grant allocations with key partners were agreed by the Community Group for recommendation to Council, with Space2grow becoming an SLA partner organization. SLA organisations are those that receive a contribution to general running costs and projects on a regular basis and are subject to an agreement for what will be delivered. It was agreed that organisations with community buildings (Hale Community Centre, 40 Degreez and Brightwells Gostrey Centre) would receive a general contribution to running costs of £5,000. It was agreed that the SLA grants would not receive a specific inflationary increase. Consideration was given as to whether SLA organisations should receive a 2-year commitment of funding but agreed that that SLA grant recipients continue to provide an annual review of their work and requirements.

| Organisation | SLA (Provisional allocations) 24/25 |
|---|--|
| Farnham Maltings | £10,000 |
| Citizens Advice South West Surrey (CASWS) | £20,000 |
| 40 degreez | £5,000 <i>(for general running costs only)</i> |
| Hale Community Centre | £5,000 <i>(for general running costs only)</i> |
| Hoppa Community Transport in Farnham | £10,000 |
| Brightwells Gostrey Centre | £5,000 <i>(for general running costs only)</i> |
| Space2grow | £4,000 |
| TOTAL | £59,000 |

2 Community Grant allocations 2024-25

The following Community Grant allocations, totalling £16,895 were agreed by the Community Working Group for recommendation to Council. Community grants are for one-off projects up to a maximum of £2,000.

| Name of organisation | Farnham Town Council proposal |
|---|--|
| Badshot Lea Community Association | £1,100.00 |
| Challengers | £1,320.00 |
| Creative Response | £1,500 |
| FADEG. Farnham Art & Design Education Group | £600.00 |
| Farnham Assist | £600.00 |
| Farnham Brass Band | £195.00 |
| Farnham Voices Together Community Choir | £800.00 |
| Farnham Youth Choir | £1,000.00 |
| Green Up Britain | £415.00 (to come from FIB budget) |
| Hale Carnival Committee | £1,000.00 (to come from Events budget) |
| Helen Arkell Dyslexia Charity | £1,000 |
| Hive Helpers CIC | £750.00 |
| Home-Start in Waverley | £1,500.00 |
| Kind To Mind | £500 |
| New Ashgate Gallery Trust Ltd | £2,000.00 |
| Rowledge Tennis Club | £1,000.00 |
| Rural Life Living Museum | £1,030.00 |
| Weydon School | £1,500.00 |
| Wrecclesham Fete | £500.00 |
| TOTAL | £16,895 |

3 Further information required before funding agreed

Councillors requested that further information be sought from the following two community grant applicants before their requests could be considered:

Farnham Hygiene Bank (£1,000)

Whilst sympathetic to the cause, Councillors considered that the project, which was a request to fund storage space, was not eligible for community grant funding.

Since the Communities Working Group meeting, the Farnham Hygiene Bank have confirmed that a new storage space in Weybourne has been sourced with the assistance of Waverley Borough Council, so funding is no longer required.

Sight for Surrey (£750)

Grant funding to support monthly 'Meet Up & Catch Up' events across the county across 3-5 venues to enable the sensory impaired to meet socially. Councillors requested further information about where the Meet Up events would be taking place in Waverley, as no Farnham venue was confirmed.

Clarity was also sought following the low figure given for the percentage of people who live in Farnham that would benefit from the project (3.5%) whilst also stating that Sight for Surrey currently have 306 active clients in Farnham.

A decision on funding allocation, if any, to be made once further information is received.

4 Additional grant considerations

Farnham Repair Café (£1,000)

Councillors considered a grant request of £1,000 to support the 3rd UK Repair Café 1 day conference scheduled to take place at the Art Workers Guild in London in 2024. The grant would be used to contribute towards venue/catering costs, marketing and PR and travel/accommodation costs for staff.

Recommendation: That the full grant of £1,000 be given from the Community Initiatives Fund, however, the grant money should primarily be used towards the promotion and development of the Repair Café in Farnham with a portion of the grant to go towards the conference.

Farnham Youth Choir (FYC) (Up to £5,000)

Councillors considered making an additional contribution to Farnham Youth Choir to support a bursary for those who would not otherwise be able to attend the prestigious World Choir Games being held in New Zealand this summer. Since the Communities Working Group meeting took place, the Farnham Youth Choir sent in a proposal for an FTC funding contribution of £4,000.

Currently the trip will cost £4,029 per singer which includes flights, accommodation for seven nights in Auckland, their competition entries, food, transport, staff costs and insurance.

Fundraising activities to date have reduced the cost of this tour to £3,407 per singer. The FYC has so far secured £4,000 from crowdfunding.

30 singers have committed to travel to Auckland, of whom five are receiving financial support from the choir's funds, and a further five singers wish to travel but are unable to raise the required funds.

A grant of £4,000 could be used to subsidise all 30 singers who are currently committed and this would reduce everyone's cost by £133 to £3,304. Alternatively, an additional grant of £4,000 could be used to support the costs of those who receive a bursary for their termly subscriptions due to their financial circumstances.

Recommendation: to recommend up to £5,000 towards the costs of a bursary contribution to enable financially challenged choir members take advantage of being part of the World Choir Games. The Working Group had provisionally recommended £2,000 (subject to the formal request being received). *[After the meeting a formal request for £4,000 was received and was recommended by Strategy & Resources for approval]*

I Choose Freedom (Women's Refuge) (£2,000)

I Choose Freedom provide refuge to victims of Domestic Abuse. Councillors considered a grant of £2,000 to support children whilst they are in refuge to help them work through their trauma with play therapy. The grant would cover art, craft and play equipment.

Due to safeguarding the location of the refuge cannot be disclosed but they do fall within the required geographical catchment area.

The Community Working Group recommendation to Council is to fund £2,000 requested from the 2023/24 Community Initiatives Fund.



FARNHAM TOWN COUNCIL

C

Notes Strategy & Resources

Time and date

2.00 pm on Tuesday 16th January, 2024

Place

Council Chamber - Farnham Town Hall

Strategy & Resources Members Present:

Councillor David Beaman
Councillor Mat Brown
Councillor Alan Earwaker (ex-Officio)
Councillor Tony Fairclough
Councillor George Hesse
Councillor Andrew Laughton
Councillor Michaela Martin
Councillor Kika Mirylees
Councillor Graham White (Lead Member)

In attendance: Cllr George Murray
Cllr Chris Jackman (virtual)

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

1. Apologies

Apologies were received from Cllr Laughton for a late arrival.

2. Declarations of interest

A personal interest was received from Cllr Fairclough and Cllr Murray in relation to the Internal Auditor's report as they know him personally.

Cllr Beaman declared a pecuniary interest as a Trustee of Creative Response in relation to the item on grants..

3. Minutes

With the addition of Cllr Martin to the list of attendees, the Notes were agreed as a correct record.

4. Finance Report

Cllr White introduced the finance report at the 9 month period to the end of December noting that Income was running at 105% (which included some ringfenced CIL payments) whilst expenditure was running at 74%.

The Working Group reviewed the following documents to 31st December:

- Bank Reconciliation
- Income and Expenditure Report by account code and Committee
- Statement of Investments
- Reserves
- Outstanding aged debtors

In response to specific questions, the Town Clerk advised that Cemeteries income was unpredictable and there was usually an increase in activity in the final quarter. One non resident grave purchase and burial could be as much as £5,000 (50% reduction for residents).

In terms of advertising income, that mostly related to the Residents Guide and the aim was to cover the printing and distribution costs by advertising. In 2024, one advertisement had been done in exchange for two cinema advertisements promoting volunteering and the Literary Festival.

The Working Group reviewed the fees and charges for the year ahead. It also considered the issue of the commissioned charged on the Sum Up payment machine. It was agreed that the transactions by this method were small, and agreed that the costs should be absorbed, alongside normal banking charges paid by Council.

The Working Group recommended the 2024-25 Fees and Charges for adoption by Council (attached at Annex 1).

The Working Group discussed the Investment Strategy and 2024/25 Investment Plan (at Annex 2) and recommended it for adoption by Council.
Community Grants

The Working Group noted the proposed Community Grants 2024-25 and **agreed to recommend the Farnham Youth Choir request** (information arrived after the Community Working Group meeting) **for a contribution for bursaries to the World Choir Games be £4,000 from the 2023-24 Community Initiatives Fund.**

Closing of Accounts

The Working Group considered the timetable for the closing of the accounts for 2023-24, noting the challenges with the timing of Easter. The plan was to have the accounts closed and to get the paperwork ready for Strategy & Resources on 16th April and to Full Council on 25th April. The approved paperwork has to be submitted to the External Auditor by 30th June.

The accounting records for the financial year to which the audit relates, and all documents relating to those records, must be made available for inspection by any person interested, during a period of 30 working days set by the Council and including the first 10 working days of July.

Recommendation

The Dates for Public Inspection of the accounts in 2024 take place between Monday 3rd June and Friday 12th July.

5. Interim Internal Auditor's report

The Internal Auditor's Interim report (circulated to all councillors) was considered along with the recommendations and Officers' Report attached at Annex 3 to these Minutes.

The first visit covered the following:

- Review of opening balances and reporting of 22-23 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 6 months of financial year
- Testing of income – first 6 months of financial year
- Risk management and insurance
- Budget monitoring reports
- Arrangements for inspection of accounts
- Bank reconciliations.

The Internal Auditor noted that the Council continues to operate a satisfactory system of financial control and had a few recommendations for consideration by Council. These are attached, with the Officers' comments, at Annex 3.

The Working Group agreed the officers' recommendations for adoption by Council.

6. Precept Report 2024/25

The Working Group considered the draft precept report for recommendation to Council. Members were mindful of the pressures on the local community as a result of inflation and the wider economy and debated the potential use of reserves, many of which were earmarked for specific projects. It was noted that the Council had made a positive step in allocating £90,000 for improving support for younger people and also faced significant inflationary pressures itself. It was felt that scope for increasing income from fees and charges further was limited as increased targets had been set.

The Working Group felt that use of some reserves was appropriate and agreed to recommend use of £22,382. This would leave a modest increase of 9p per week (£4.93 per annum) in the precept per Band D property which matched the new investment in services for younger people. The Working Group noted all other cost pressures had been absorbed within the budget. The Working Group agreed to investigate whether an FTC leaflet could be included with Council Tax bills to explain the increase and focus on supporting younger people.

Recommendation:

- 1) Reserves of £22,382 be used to reduce the 2024/25 precept increase;**
- 2) The 2024/25 precept be set at £1,424,818 representing a Band D equivalent amount of £78.15 per annum or £1.50 per week.**

7. Risk Management Report

The Working Group considered the Risk Management Report noting that the Working Groups had reviewed the risks under their areas of responsibility.

The report is recommended for adoption by Council.

8. Financial Ombudsman Decision regarding Farnham Town Council Complaint

The Working Group received the Financial Ombudsman's report on a complaint submitted in April 2022 by Farnham Town Council into the refusal by HSBC to increase the Commercial Card limit as approved by Council, without a traceable personal financial check on one of the Council's individual signatories. This means that one of the account signatories (councillors or Town Clerk) would need to be checked even though their personal finances are not connected to the Council's finances.

Although financial institutions state that customers should take their case up with the Financial Ombudsman if unhappy with a decision, it turns out that the legislation does not allow for town or parish council cases to be considered by the Ombudsman. The decision in the Ombudsman case (PNX-4672897-PON2) is that they have no jurisdiction to look into the complaint by Farnham Town Council.

This clarification and decision has implications for all town and parish councils in the country and requires a change in the legislation or there will be no recourse for poor service or problems encountered by town and parish councils with financial institutions and this is a matter that should be taken up by the National Association.

Recommendation

Farnham Town Council raises the issue with the National Association of Local Councils and the local MP of the need to update the legislation to resolve the fact that town and parish councils have no access to the Financial Ombudsman to resolve financial disputes.

9. Farnham Infrastructure Programme

- 1 Cllr Beaman provided an update on the meeting of the Farnham Infrastructure Board in December when Cllr Oliver had expressed a desire for the work to commence in 2024.

Cllr Beaman reported on a discussion with the project officer that had taken place that morning and advised that the consultation results were still being reviewed. He expressed concern that the safety audit had concluded that a bus layby outside the Queen's Head was not a requirement and the stop would still be in-line despite the representations by the Town Council. It was noted that the bus operator could call a public inquiry on that issue (or others affecting operation) but this would likely delay implementation.

It was noted that SCC had booked two years road space to implement the project, and this was welcomed. It was also noted The Water Lane works were set for March and the 20MPH works in Hale were set for July/August.

- 2 Cllr Beaman also advised that the Town Council had written a letter of objection to the Farnborough Airspace Consultation. There was a demonstration being arranged for 27th January and councillors had received an invitation to attend. The Working Group felt attendance should be a personal decision and did not recommend formal representation.

10. Contracts & Assets update

The Working Group received an update of current contracts and assets at Appendix N.

It also received tabled Notes of the Assets Task Group meeting, to which all councillors were invited bring everyone up to speed on the plans for Gostrey Meadow.

The Working Group noted the update on Contracts and assets matters in its report at Appendix N. It also received tabled Notes of the meeting of the Assets Task Group on 11 January, to which all councillors had been invited, to discuss the plans for Gostrey Meadow improvements.

The Ridgeway School and their architects had traced the history of the concept, prior to FTC taking over the land, and the positive pre-application report from Waverley planners received at the end of 2023. They spoke of the value the scheme could have in giving more than work experience for their young people with severe learning difficulties and their goal was to produce youngsters who can communicate, are socially resilient and contribute to society. They estimated this would benefit 30-40% of their pupils and former pupils in the estimated 3-4 days a week initially they would use the facility.

The Task Group had been concerned about the cost and viability of the scheme and also the amount of time it would take for improvements to take place and for the proposed café to be built. The Task Group said the essential items for Gostrey Meadow were a new toilet block, storage and play ground and that a permanent hardstanding which could be used by mobile cafes be investigated and included into any new designs. The idea of a canopy was also raised.

The Task Group view was endorsed by the Strategy & Resources Working Group who agreed to recommend commissioning a new design without the proposed café. The Working Group also agreed that Farnham Town Council should support the Ridgeway School in its primary ambition in providing work opportunities for its pupils and past students and Cllr Murray offered to speak with some local organisations such as the spire Café and Jubilee Hall to see if they could assist.

Recommendation to Council

It is recommended that

- 1. Plan A Architects be engaged to provide a series of drawings including a new toilet block, a new play area, an area for increased covered and uncovered storage for event equipment; hard standing area suitable for concession use, a covered area /canopy area**
- 2. FTC support Ridgeway School in achieving their aim of providing work opportunities for their students.**

II. Reports of Task Groups

I Younger People Task Group

Cllr White introduced the report at Appendix O which set out a proposal for the indicative allocation of the new funding allocated for supporting younger people.

The Working Group noted the desire, expressed at the last Younger People's Task Group and at Strategy & Resources/Council in December, to make an immediate impact with some of this funding and commission research during the 2024/25 financial year to better understand needs and actions; and allocates some funding for other groups (eg sporting, cultural, community etc) to provide additional youth holiday schemes for those who would not normally be able to access/afford them. The funding for additional provision and outreach in central Farnham was recommended to be earmarked for 40 Degrees, in north Farnham earmarked for the Hale Community Centre and some additional resource covering Wrecchlesham and other parts of Farnham.

Part of the focus would be to effectively reduce levels of anti social behaviour in the town recognising the significant reductions in financial support from SCC for youth facilities. Cllr Beaman has suggested Council would have to consider how far FTC was drawn into a situation that might require ever greater financial support and officer time to pick up responsibilities for which FTC had no statutory requirement to provide. There would also be the need in the coming financial year (perhaps linked into the research proposed) to start seeking alternative funding after the ending of National Lottery support for activities at Hale Community in 2025.

The Working Group noted initial discussions had taken place with representatives of the Hale Community Centre, 40 Degreez and the pastor of Jubilee Church who were revamping their hall as a community hub.

Further discussions were planned and a further report would go to the next cycle of meetings. Councillors were concerned about the challenges facing 40 Degreez and considered how best to support them. It was agreed a meeting would be set up with 40 Degreez which would include

the Mayor and Cllr Murray. It was agreed that a follow up request would be made to for clarity over how the support for Hale would add value.

Recommendation

It is recommended that the indicative allocations be

- 1) £30,000 for additional town centre outreach earmarked for 40 Degreez as proposed in the SLA discussion.**
- 2) £30,000 for activities/outreach in Hale and Wrecclisham (allocations to be determined).**
- 3) £20,000 for research in 2024-25 on priorities, need and potential funding requirements by FTC for 2025 and beyond to continue to develop a future proof strategy for youth organisations within the FTC area**
- 4) £10,000 for programmed activities by partners to provide sustained activity for younger people over the longer holiday periods.**

2 Infrastructure Planning Group

Statutory Challenge

The Working Group received details at Appendix P of Mr Justice Julian Knowles decision to hold a one day hearing to consider the Statutory Review requested by Farnham Town Council on the Planning Inspectorate's decision on Waverley Lane. The 'rolled up hearing' would have three elements. The first on whether the extension of time request submitted by FTC's solicitor should be allowed. The second on whether the Aarhus Cost Capping Convention applied in this case and the third on the substantive merits of the request for leave to appeal.

The Working Group discussed the implications of the rolled up hearing and the cost implications and the advice from the Council's barrister (Exempt Annex 1)

Any detailed discussion on these points will need to be discussed in exempt session at Council by virtue of the legally privileged information.

The arguments for the Aarhus convention claim had to be submitted by 19th January, and a hearing date would be determined by the court, but was considered unlikely before April.

Cllr Martin and Cllr Murray left at this point.

Farnham Neighbourhood Plan

The Working Group noted that the Call for sites was underway and that Waverley had agreed to share the details with Farnham. The timescales for receiving the information were not clear and it was likely there would be a difference of opinion on what counted as a strategic site. Previously, 100 or less were dealt with under the Neighbourhood Plan, but Waverley were considering a lower number. This had still to be decided.

It was noted that the school places team had met with Waverley and all planning applications would be sent direct to the school places team in future. The Working Group heard that the CIL implications for helping meet school places was significant.

12. Consultations

This item was deferred.

13. Items for future meetings

The Working Group noted matters for future meetings included:

- 1) Community Lottery
- 2) Website and Communications Review
- 3) Council Business Plan 2024-2028
- 4) Boom Credit Union
- 5) Dependant Carers' allowances

14. Date of next meeting

The date of the next meeting was agreed as Tuesday 5th March at 2pm.

The meeting ended at 5.42 pm

Notes written by Iain Lynch

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FARNHAM TOWN COUNCIL

Annex 1 to Appendix C

Report Strategy & Finance Working Group

Date: 10th January 2024

Fees and Charges

Introduction

Each year as part of the budget preparation process, the council considers its fees and charges for the coming year and whether they should be maintained or increased. In the budget meeting in December, new targets were set for income, and some small adjustments are proposed for 2023/2024.

1. Cemeteries

The proposed fees and charges schedule is attached at Annex 1 to this report. Most are proposed to remain the same (subject to review by cemeteries and finance) with a rounding up of fees for simplicity.

2. Farmers' Market

The Farmers' Market fees are at £40 with a discount of 10% for those booking and paying for six markets at one time as this reduces the overall administrative costs for the Council. It is proposed the fee remains at the current rate of £40. The fee includes £10 per stall charged by Waverley Borough Council for use of the car park, so the income to FTC for the administration and running of the markets is £30 per stall. Charity stalls (e.g. for the tea tent, or for Hedgehogs selling Calendars) are made available with no charge.

Any producer who hires one of the Council's Gazebos is charged £18 plus VAT. Access to the electricity infrastructure is charged at £20 (with electricity included at no extra cost).

3. West Street Market

The income for FTC per stall is £15 excluding VAT and the cost for a gazebo is £25 excluding VAT. The income from a stall at the vegan market is £15 excluding VAT.

4. Events

The charges for events for 2024 are attached at Annex 2.

4.1 Gostrey Meadow

4.1.1 Large Events

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

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

| Event Type | Unit of Charge | Charge £ |
|-----------------------------|----------------|----------|
| Community Events. | Day | £ 150.00 |
| Commercial Events | Day | £ 500.00 |
| Community Commercial events | Day | £ 350.00 |

4.1.2 Fitness Sessions

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

| Frequency | Number of people per session | Annual charge |
|-----------------------------|------------------------------|---------------------|
| Once a week | 1-2-1 tuition | £ 80 |
| Multiple sessions each week | 1-2-1 tuition | £160 |
| Once a week | Group tuition | £160 |
| Multiple sessions each week | Group tuition | £320 |
| One off Session | | One off price – £20 |

4.1.3 Filming & Photographic Events

There is a minimum administration fee of £100 in addition to any hire charge which is dependent on the size, nature and number of crew and actors on site. Filming students may be awarded a discount. For more information about filming elsewhere in Waverley and prices please contact the Parks and Countryside department at Waverley Borough Council.

There have been no charges invoiced for filming and photographic events in 2023.

4.1.4 Access Keys

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

For the year ending March 2023, the total charge for vendors who hired of Gostrey Meadow was £5350 excluding VAT. There were 2 vendors: Sir Whippy and The Coffee Can.

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

Recommendations

It is recommended that:

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

5. Wrecclisham Community Centre

Annual lease (subject to review in 2023/24) of £8,000 plus VAT per annum.

6. West Street Chapel

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

7. Allotments

Council has resolved that the allotments operate at a break-even point. The allotments were remeasured in 2020 and rates adjusted for those allotments that were more than 20% smaller or larger than the typical plot size of £125sqm. The rate charged for a typical allotment is currently £60.50 or £0.48 per sq metre per annum rising to £62.50 in October 2024. There is a minimum fee charged of a half plot for all allotments under 62.5sqm.

The transfer of the allotments at Weybourne Road although agreed 9 years ago has still not been completed but once it has, additional income with some additional expenditure in terms of staff time maintaining the area will occur. The costs of the allotment society public liability insurance policy, which is around £2 per allotment holder is passed on to allotment tenants on top of the allotment fee.

- An administrative fee is charged for new allotment holders taking on an allotment to reflect the work involved. This fee is currently £50.
- Allotment holders joining with less than six months of the allotment year receive a discount of 50% with the loss of income partly offset by the administration charge. The allotment year (and charging period) runs from 1st October to 30th September.

8. Official Resident's Guide

The Residents' Guide is distributed to over 24,000 homes and businesses within the Farnham Town Council catchment area. The guide is a 245x172mm, colour publication that is professionally designed and printed. The Residents' Guide is 36 pages with advertising limited to no more than seven pages. The advertising costs (subject to negotiation if required) for 2024 are as follows:

| Outside back cover | Inside front Cover | One Page | Half Page | Quarter Page |
|--------------------|--------------------|----------|-----------|--------------|
| £2,500 | £2,000 | £1,750 | £1000 | £600 |

9. Miscellaneous

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

A) Council Chamber and Byworth Room

When the Chamber or Byworth Room is hired out to external community groups, the intention has been to recover the actual costs for caretaking and utilities within a hire fee approximately £20 per hour, plus consumables if necessary. The cost for commercial groups and businesses is £30 per hour. Bookings for hire during the daytime for Farnham community groups is currently free of charge as there are no additional cost involved in caretaking. Contributions for tea and coffee are requested for the Mayor's charity.

B) Banners:

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

- The cost of installation and taking down of a banner is charged by an external contractor. The current cost of installation and removal, which is charged to the customer now, is £70. (i.e. £140 in total)
- Rental per week £40.
- Administration fee of £50. (For a second banner in the same week, or a 2-week booking, there is only one admin fee payable.)

C) Photocopier use:

The photocopier is made available for ad-hoc copying to individuals via the reception desk. Costs are charged at 5p for a black and white copies and 10p for colour. The cost for the individual copies (without the paper cost or machine rental) is 0.3 and 3p respectively. It is recommended that these rates be maintained in 2024/25.

10. Farnham in Bloom

| | Charge | Cost to produce and maintain excluding basket or trough |
|---|--------------------------|---|
| Hanging Baskets | £80 | £32 |
| Troughs | £200 | £97 |
| Three tier planter | £500 | £200 |
| Statement planters | £800 | £400 |
| Weyhill Hanging baskets (30) troughs (13) | £1700 | £1,110 |
| Lion and Lamb Hanging baskets (6) troughs (6) and ground bedding, trees | Negotiate uplift in 2023 | £730 |
| Benches | £600 | £300 |

The charges in the table above are shown in the Invest in Farnham Brochure (available separately) apart from the cost to Weyhill and The Lion and Lamb Yard.

11. Cemetery Fees and Charges

These are set out at Annex I

Recommendation

It is recommended that the Fees and Charges as set out be adopted.



Farnham Town Council

FEES AND CHARGES FOR CEMETERIES 2024/2025

Effective 1st April 2024

Please note: Non-residents are those not residing inside the Farnham Town Council boundary and paying Farnham Town Council Council Tax

For graves purchased after 1st March 2008, the Exclusive Right of Burial (EROB) includes the right to erect first memorial. Before this date, there is a permit fee to erect a memorial.

Grave Spaces

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

| SERVICE | | Residents Fee (£) | Non-residents Fee (£) | VAT Group |
|--|--|-------------------|-----------------------|-----------|
| BURIALS AND INTERMENTS – All Cemeteries | | | | |
| Breakdown of Fees | | | | |
| A | Purchase of a Double Depth Adult Grave <i>Exclusive Rights of Burial (EROB) ONLY</i> | 2450 | 4900 | E |
| B | Purchase of a Single Depth Adult Grave <i>Exclusive Rights of Burial ONLY</i> | 2400 | 4800 | E |
| C | Interment Fee (Adult) <i>Payable at the time of interment</i> | 550 | 1100 | E |
| Calculating Burial Fees (Adults) | | | | |
| A + C | Double Depth Grave (Adult) <i>EROB and Interment</i> | 3000 | 6000 | E |
| B + C | Single Depth Grave (Adult) <i>EROB and Interment</i> | 3000 | 6000 | E |
| Other Burial Fees | | | | |
| Children under 12 years (in a children's plot) <i>Interment and Exclusive Rights of Burial</i> | | 400 | 800 | E |
| Interment of Cremated Remains in a Cremation Plot <i>First interment and Exclusive Rights of Burial</i> | | 1000 | 2000 | E |
| Cremation Plot <i>Exclusive Rights of Burial Only</i> | | 600 | 1200 | E |
| Re-opening for interment of cremated remains | | 350 | 700 | E |

| GARDEN OF REFLECTION – West Street Cemetery | | | |
|---|-----------------------------------|----------------------|---|
| Scattering of Ashes in Garden of Reflection (West Street) | 40 | | E |
| Granite Memorial Book Residents Package <i>Granite plaque and inscription added to Memorial Book for 25 years (scattering of cremated remains free of charge)</i> | 200 + inscription | 300 + Inscription | S |
| MEMORIALS – All Cemeteries | | | |
| Additional Inscription for graves | 115 (138) | | S |
| Right to erect a memorial, for graves purchased prior to 01/03/08 | 165 (198) | | S |
| Health and Safety - memorial fee | 55 (66) | | S |
| Fee for renewal of Memorial Permit after 12 months | 10 (12) | | S |
| MEMORIALS Kerb sets – Badshot Lea Kerb Sets; Additional fee to the Right to erect a memorial | | | |
| Right to erect a memorial with kerb sets, for graves purchased prior to 01/04/16 | £150 | | S |
| Right to erect a memorial with kerb sets after 01/04/16 | £300 | | S |
| MISCELLANEOUS | | | |
| Purchase of additional 5 years of Exclusive Rights of Burial | 250 | 500 | E |
| Transfer of Ownership | 75 (86) | | S |
| Local Agreement Fee (on application only) | 50 (60) | | S |
| Genealogy (per search) per hour | 10 (12) 20 minimum charge | | S |
| Turfing of graves after 1 year | 60 | | E |
| Levelling of Grave after 1 year | 40 | | E |
| Adopt a Memorial Bench (adopt whole bench for 10 years) | 520 | | E |
| Exhumation | Considered on an individual basis | | E |

Memorial sizes

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

Investment Strategy 2024/25

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

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

Investment objectives and practice

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

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

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

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

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

Investments will be spread over different providers where appropriate to minimise risk although it is recognised that the Council is not eligible to receive protection offered by the Financial Services Compensation Scheme as its investments total more than £500,000. Significant changes in credit ratings will be immediately reported to the Town Council and the Town Clerk/Responsible Financial Officer will take action within delegated powers to protect Town Council assets.

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

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

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

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

Specified investments

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

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

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

Non-specified investments

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

Liquidity of investments

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

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

Long term investments

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

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

End of year investment report

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

Review and amendment of regulations

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

Publication

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

Farnham South Street Trust

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

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

2024/25 investment plan

HSBC is the Town Council's banker. The majority of funds not required for immediate use are currently invested in HSBC Fixed Rate Interest Moneymarket accounts. Rates may vary from day to day and have generally been reasonably comparable with other providers of similar products. However, HSBC is amending the way it supports its customers and no longer offers overnight deposits. In 2023 and 2024 as the Bank of England Base rate has risen, interest rates have gradually increased. As a result, the balance of funds kept in the Call account (instant access) and the Public Sector Deposit Fund will be monitored to see if there is advantage to transferring more to other institutions (in accordance with this strategy) with better rates. Amounts will generally be invested for up to one year. During the forthcoming year, the Council will keep under review its banking arrangements and whether a move to another provider is advantageous. It will also consider whether it wishes to make a deposit with the local Credit Union (Boom) if it will be beneficial for local residents.

It is considered prudent to monitor and plan to keep under review the financial. This will continue in the year ahead. Currently investments are held with The Cambridge and Counties Bank; HSBC, Nationwide Building Society and CCLA. In addition, the Council invests in the Local Authorities Property Fund, managed by CCLA. Although this is technically not a long-term fund, it is envisaged that funds will be invested for a longer period of time in order to recoup the initial costs of investments and fluctuations in the property market. Dividends are repaid to the Council as received and recorded separately in the Income account. In accordance with guidance, any investment are treated as expenditure and recorded in the accounts as such. Any receipt would be treated as income in the year it is repaid.

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

The Council has not yet agreed to borrow monies in advance of specific spending needs for 2024/25. However, some projects are proposed where this could be taken forward with Council approval if the financial benefits are advantageous. If required, borrowing approval would be sought from the Public Works Loan Board (PWLB).

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

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

January 2024

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FARNHAM TOWN COUNCIL



Annex 3 to Appendix C

Report Strategy & Resources

Officers' Comments on Internal Auditor's Report recommendations

1 The Bookkeeper should ensure that Councillor approval emails should be retained in payment run folders. This provides evidence that the payment run was authorised in line with financial regulations. (the bank does not retain records of who authorised payments).

Officers' Comments

Agreed and already implemented.

2 The Council may wish to explore extending the use of the purchase order system on the Rialtas accounting system, to replace the paper purchase orders currently used. This would improve commitment accounting and reduce workload in completing and authorising purchase orders on paper.

Officers' Comments

This is currently being investigated to see if the advantages outweigh some potential disadvantages. The current paper order pads (controlled stationery) mean that orders can be speedily made by officers who are not trained on the Accounting system and can be made immediately for orders made over the phone. The Internal Auditor's proposal could lead to a delay in the ordering of goods or services and/or an increased workload when the bookkeeper is in. Once the review is completed a further discussion will take place with the Internal Auditor with a report back to Strategy & Resources.

3 Fidelity insurance cover is set at £2million. Cash and investment holdings can exceed this balance. recommend that fidelity cover is added to the risk assessment, together with an explanation of mitigating controls in place to prevent transfer of monies above the insurance level out of the Council's bank accounts.

Officers' Comments

This matter was taken up with the Council's Insurers and has been included in the 2023-24 Risk Management Report. The ceiling above £2m who advised that a higher sum needs to be taken up with the underwriter. Strategy & Resources recommend a review and that any adjustment will be made at the Insurance renewal in April.

4 It is recommended that most recent bank statements or contract notes are made available to councillors carrying out the quarterly bank reconciliation review. This would provide assurance as to the location of all Council funds, not only the regularly reconciled accounts.

Officers' Comments

Agreed and being implemented by the bookkeeper

5 Transparency. 'The public view of the website is still not clear and transparency data is not easy to find. This should be reviewed, there is still an issue with how the website presents transparency data.

Officers' Comments

There have been some items that do not translate well from the modern.gov microsite onto the Council's website. This is being considered as part of the Review of the Website which has recently commenced and is being co-ordinated by Julie Jackson.

6 Sum up Card

The Internal Auditor suggested Council review whether charges be applied to cover costs of card supplier.

Strategy & Resources recommend these costs are absorbed with banking charges.

FARNHAM TOWN COUNCIL



D

Report Council

Date: January 2024

Precept 2024/25

Introduction

- 1 This report is a report of the Strategy & Finance Working Group.
- 2 A local council precepts on the billing/collection authority (Waverley) for an amount which it requires to deliver its agreed programme of activities for the forthcoming year. Unlike the major precepting authorities (Waverley BC, Surrey CC, Surrey Police Authority) which set a rate for the various bands described as a Band D equivalent figure, a parish sets a budget and precept. This amount is payable by the collection authority, regardless of how much is collected, as a result of the levy set by the precepting council (eg Farnham) to be able to deliver its services. It is good practice however, to do the calculation to understand what the Band D levy (or Council Tax amount) is going to be, in both cash and percentage increase terms, as this helps explain the budget impact to electors.
- 3 As part of the provisional Local Government Finance Settlement (SFA) announced in December, the Government again announced additional funds available for Adult Social Care via a precept of 2%, on top of the 3% cap for principal authorities (or £5 if greater for shire district council Band D bills). A £13 increase is allowed for Police & Crime Commissioners.
- 4 The Government created legislation which allows a restriction on increases in Council tax. Town and Parish. Councils do yet not face the risk of being 'capped' and are increasingly taking on or contributing to services being cut or stopped as a result of pressure on the principal authorities. On 18th December, the Secretary of State confirmed that the referendum 'capping' principles will not be extended to the Town and Parish Council tier of local government. The Government has not previously set referendum principles for town and parish councils. This approach was contingent on town and parish councils taking all available steps to mitigate the need for council tax increases and the Government seeing clear evidence of restraint.
- 5 In 2023-24, the Local Councils sector as a whole received just 1.8% of money raised by Council tax (£708m out of £38.7billion). In recent years, more services have been taken on by the Town and Parish sector from principal authorities as a result of structural change or pressures on finance. In 2023/24 the average Parish increase was £4.54 (6.1%) whilst Farnham was again below average at 4.94%. The average council tax precept for Town and parish councils was £79.35 against the Farnham level in 2023/24 of £73.21. Overall there are

104 councils with a precept above £1m (including 11 above £2m and 4 above £3m), but the average for councils in a two tier area is £73,012 (compared with a unitary area of £87,916).

- 6 The table below shows how Farnham has consistently been prudent and managed to minimise its precept increases over the past decade, without negatively impacting on its wide range of services, and is significantly below the average for the sector. It is also below the average increase for principal authorities running at 2.8% on average over an eleven year period compared to 3.2% for principal authorities and 4.7% for parish councils per annum.

In 2013, Farnham's precept amount was £5.63 above the sector average whereas in 2023/24 it was £6.13 below the sector average despite having taken on extra land from Waverley Borough Council, significantly expanding the number of activities being run by the Council, and maintaining high standards of service which have been recognised by national awards.

| Year | FTC precept | Average national parish precept | FTC increase | National average parish increase | Capped National average - Principal authorities |
|---------|-------------|---------------------------------|--------------|----------------------------------|---|
| 2013/14 | £55.86 | £50.23 | 3.3% | 5.2% | 0.8% |
| 2014/15 | £56.87 | £52.37 | 1.8% | 4.3% | 0.8% |
| 2015/16 | £57.59 | £54.12 | 1.27% | 3.3% | 1.1% |
| 2016/17 | £59.83 | £57.40 | 3.89% | 6.1% | 3.1% |
| 2017/18 | £61.03 | £61.03 | 2% | 6.3% | 4.0% |
| 2018/19 | £62.62 | £64.04 | 2.6% | 4.9% | 5.1% |
| 2019/20 | £64.49 | £67.18 | 2.99% | 4.9% | 4.7% |
| 2020/21 | £66.09 | £69.89 | 2.48% | 4.0% | 3.9% |
| 2021/22 | £67.37 | £71.86 | 1.94% | 2.8% | 4.4% |
| 2022/23 | £69.76 | £74.81 | 3.55% | 4.1% | 3.5% |
| 2023/24 | £73.21 | £79.35 | 4.94% | 6.1% | 5.1% |
| | | Eleven year average | 2.8% | 4.7% | 3.2% |

Farnham's Budget 2024/25

- 7 In 2023, Farnham's provisional Band D tax base was set at 18,231.9 up from 17,973.5 based on an assumed collection rate of 98.5%. After exemptions in each area have been deducted, this percentage is multiplied against the Band D calculation in order to calculate the Band D number for each part of the Borough. This means the precept income (with no change) would be £1,334,818 up from £1,315,900 (an increase of £18,918).
- 8 At the Council meeting in December, Members approved expenditure of £1,806,950 with draft discretionary income of £359,750 (including more challenging sponsorship and events income targets) and (assuming no precept increase) a total income of £1,694,568. This represented a revised net budget of £1,447,200 and a shortfall of income of £112,382.
- 9 A 1% increase in precept would bring £13,348 of additional income for Farnham Town Council at a cost of approximately 73p per band D dwelling per annum.
- 10 The precept needs to be set in a context of continuing significant economic pressures particularly with energy costs and higher inflation for both the Council and for residents. Inflation over the past 12 months was at a 40 year high of 11% at the beginning of the year and falling to 6.7% (CPI, September 2023) or 8.9% (RPI) with the Bank of England expecting inflation will not reach its target inflation rate until the first half of 2025. Costs have risen significantly for many of the Council's activities.

- 11** It should be noted that the purchasing power of the precept has been eroded with increases being below inflation in the same way as interest and dividends below inflation erode the value of investments.
- 12** In determining the level of precept Council for the year ahead should consider whether it wishes to:
- 1) use any of its reserves to meet the shortfall;
 - 2) increase further the income targets for services, or
 - 3) set unallocated in-year savings targets.
- 13** Council could also consider other options such as reducing the precept level further by using more reserves; applying a freeze on the Farnham Town Council proportion of the Council tax; funding the agreed budget with an increase in the precept; or funding the budget with a combination of reserves, additional income and precept. However, some of these options may present a challenge in terms of future funding and the emerging priorities of the Council.
- 14** It is worth noting that the amount paid by a Band D council taxpayer in Farnham in 2023/24 was £2,260.5. 74% of the total went to Surrey County Council, 14% to the Police & Crime Commissioner, 9% to Waverley Borough Council and 3% to the Town Council.
- 15** Strategy & Resources Working Group debated these issues extensively and considered a number of recommendations it could make to Council on how the funding shortfall is met. It noted that if funded by the precept alone, the shortfall would represent an increase of £6.16 per Band D property per annum, or 12p per week, the equivalent to taking a Band D contribution to £79.37 per annum (or £1.53 a week). However, members were mindful of the cumulative effect on local residents with other Councils' increases and of the considerable uncertainty with world events and determined to reduce the impact and recommend using a £22,382 of reserves. The approved budget already included increased income targets for investment income, fees and charges and sponsorship. The net shortfall of £90,000 represents the significant new investment in supporting younger people and represents just 9p per week per Band D property.
- 16** This would mean the Farnham Town Council portion of the Council tax would increase by £4.93 per Band D property to £78.15 per annum (or £1.50 per week).

It is recommended that

- 1) Reserves of £22,382 be used to reduce the 2024/25 precept increase;**
- 2) The 2024/25 precept be set at £1,424,818 representing a Band D equivalent amount of £78.15 per annum or £1.50 per week.**

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FARNHAM TOWN COUNCIL



Report
Council

January 2024

Risk Management Review 2023-24

Introduction

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

Background

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

Identifying risks

- 6 In order to manage risk, an authority needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process.
- 7 The specific risks which individual authorities and service areas face varies in accordance with the range, nature, complexity and scale of the organisation. For this reason, each Working Group reviews its own risks in the autumn cycle of meetings to identify any key risks to achieving successfully priorities and service objectives.

- 8 There are some overall categories of risks which are covered by Strategy & Finance and Council as a whole.
- financial – loss of money;
 - security – fraud, theft, embezzlement;
 - property – damage to property;
 - legal – breaking the law or being sued;
 - IT – failure of IT systems or misuse; and
 - reputational – actions taken could harm the authority's public reputation.

Addressing risks

- 9 Risk is unavoidable, and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk within the organisation, is called internal control and may involve one or more of the following standard responses:
- **Tolerate** the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
 - **Treat** the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
 - **Transfer** the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
 - **Terminate** the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.
- 10 During 2023, Farnham Town Council undertook a number of activities to minimise risk. These included the refurbishment of the lift in the Town Hall due to operation failure. The lift is inspected every 6 months by FTC insurer Zurich and Liftsy the installer on an annual basis. A new Gas Boiler was installed in 2023 at the Town Hall replacing an old uneconomical one. The new boiler is more efficient. This year also saw the removal of two Lombardy Poplars from Haren Garden and Gostrey Meadow. These were identified and reported as needin to be felled due to disease during a separate tree survey conducted by Connick Tree Care. Regular inspections of cemeteries and allotments and of memorials were carried out. Continental Landscapes carry out regular inspections of the Gostrey Play area and FTC's insurer Zurich conduct their own survey annually on the play area. FTC are continuing to invest in pathway repairs to reduce potential trip hazards and remove dangerous trees. The Hale Chapels Garden, finished in 2023, helped with reducing FTC's risk due to the part demolition of the dilapidated buildings and the creation of a garden. Continual investment in training and personal protective equipment for staff keep staff safe. The Internal Auditor checks for any financial risks during three visits during the year. Legionella testing was undertaken by an external contractor.

Assessing risks

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

Managing risk

- 12 Some risks are managed through the Council's Insurance policies:
- The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).
 - The risk of damage to third party property or individuals as a consequence of the authority providing services or amenities to the public (public liability).

- The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).
- Loss of cash through theft or dishonesty (fidelity guarantee).
- Legal liability as a consequence of asset ownership (public liability).

- 13 Areas where risk is managed by working with third parties include the following:
- Security for vulnerable buildings, amenities or equipment (eg Shield Security).
 - Maintenance of buildings, amenities or equipment.
 - The provision of services being carried out under agency/partnership agreements with principal authorities.
 - Banking and investment arrangements.
 - Ad hoc provision of amenities/ facilities for events to local community groups.
 - Equipment lease or hire where needed.
 - Professional services (planning, surveying, arboricultural, accountancy, legal etc.).
 - Health and safety (Contract with Worknest (formerly Ellis Whittam) for an annual inspection and advice, external training for first aid, evac chair etc;

Workplace Health and Safety

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

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

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

- 15 Farnham Town Council has an annual General Risk Assessment Report commissioned from Worknest (Ellis Whittam). The current Inspection is due on the 23rd January having been deferred by Worknest and a report based on the day-long examination of the systems in place at the Council will be presented once received. The key findings of the report after the most recent visit by Johnny Daffue on the 26th January 2023 are set out below.

| | Storage | COSHH | Fire | COSHH |
|------------------|---|---|--|---|
| Identified issue | Chemicals are stored in an open electrical cupboard Store hazardous substances in their original containers and not in proximity to electrical equipment. obtain an appropriate | Compile a list of the hazardous substances used, created or stored on, or transported from the premises. Obtain the required Safety Data Sheets (SDS) and complete the appropriate | Carry out or commission a specific fire risk assessment. | Ensure staff are appropriately trained in handling COSHH products |

| | | | | |
|---------------------|---------------------------------|-----------------------------|------------|------------|
| | cupboard to store the chemicals | Assessments if so required. | | |
| Risk Level | Medium | Medium | Medium | Medium |
| Officer Responsible | I McCreedy | I McCreedy | I McCreedy | I McCreedy |
| Completed | Yes | Ongoing | Date set | ongoing |

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

| | No. of Action Points | No. requiring immediate or short term action. |
|---------|----------------------|---|
| 2011/12 | 72 | 5 |
| 2012/13 | 39 | 2 |
| 2013/14 | 13 | 0 |
| 2014/15 | 7 | 1 |
| 2015/16 | 18 | 1 |
| 2016/17 | 29 | 5 |
| 2017/18 | 3 | 0 |
| 2018/19 | 3 | 2 |
| 2020/21 | 1 | 1 |
| 2021/22 | 6 | 0 |
| 2022/23 | 4 | 0 |
| 2023/24 | Awaited | Awaited |

16 External contractors undertake the following on behalf of the Council:

1. **Electrical Installations** – All buildings are tested every five years for the condition of its fixed electrical wiring. The Council Offices and the Depot were tested in early 2022, Wrecclisham Community Centre, West Street Chapel, Victoria Gardens, Gostrey Meadow toilet block, the Hart toilet block and the Central Car Park toilet block were tested in 2021 and are due again in 2026 Electrical Appliance Testing is undertaken annually for those items that require testing and periodically in accordance with the type of item as required.
2. **Gas Installations** – the boilers at the Council Offices and Wrecclisham Community Centre are safety-checked every year.
3. **The Lift** at the Council offices is inspected quarterly in accordance with insurance requirements.
4. **Fire** – A fire risk assessment was undertaken by an external consultant in 2011 and subsequently in house. There are no changes that have taken place that cause concern but a new external fire assessment is planned for 2024.
5. **Legionella** Testing takes place annually by an external contractor.
6. **Asbestos**. As required. Relevant items are marked to identify any asbestos risk.
7. **Risk**. The Council reviews risks regularly with its insurers (Zurich) when new areas/activities are introduced (eg supporting vaccination testing and the new playground inherited from WBC).

Financial risks and related Issues

17 The new General Data Protection Regulation has brought in new duties on protecting personal data and reporting where lapses occur. Any such breach is reported to Council.

18 The financial risks of the organisation are considered as part of the independent Internal Auditor's work. The most recent visit was in November 2023 with the Internal Auditor's Interim report reported to Council in January 2024. The Internal Auditor uses as a basis for his work the latest edition of *Governance and Accountability – a Practitioners' Guide to proper practices*, and the related

checklists therein. Potential loss of income is managed by having adequate reserves in accordance with audit guidelines and effective fidelity insurance cover. The current fidelity insurance cover is £2,000,000 however the internal Auditor has suggested reviewing this figure and raising it to £5,000,000, members should consider this level of increase after a review of the reserves. There is effective separation of duties to ensure that more than one person is involved in financial transactions to minimise the potential risk for fraud. Risks of absence of key personnel for an extended period are covered by the creation of process manuals on main areas of activity and work shadowing so other staff are aware of work requirements wherever possible and some key personnel insurance cover. In the event of an extended absence of the Town Clerk, locum support is available through the Surrey Association of Local Councils and elsewhere.

- 19 The Financial Regulations were last reviewed in 2023 with a review due in 2025 and Standing Orders in March 2023 due for review in March 2027.
- 20 In underpinning the Council's approach, Farnham Town Council readopted in 2021 its:
- Health and Safety Policy Statement
 - Fire Safety Management Policy Statement
 - Environmental Policy Statement
- These will next be reviewed in 2024.

Recommendations to Council

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

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FARNHAM TOWN COUNCIL

F

Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 8th January, 2024

Place

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

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)
Councillor Brodie Mauluka
Councillor Mark Merryweather
Councillor George Murray
Councillor Graham White
Councillor Alan Earwaker (ex-Officio)

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Fairclough, Hesse and Woodhouse.

2. Disclosure of Interests

Councillors Merryweather and Murray declared a non pecuniary interest to NMA/2023/02688 as members of Waverley's Executive Committee.

Officer declared a non pecuniary interest to WA/2023/02747 and WA/2023/02748 due to vicinity.

3. Applications Considered for Key/Larger Developments

Farnham Bourne

WA/2023/02750 Farnham Bourne

Officer: David Hung

EDGEBOROUGH SCHOOL, 84 FRENHAM ROAD, FARNHAM GU10 3AH

Erection of a detached changing room building with covered walkways; installation of solar panels on roof and associated landscaping following demolition of existing sheds.

Farnham Town Council supports improvements to the school's facilities.

Farnham Castle

NMA/2023/02688 Farnham Castle

Officer: Tracy Farthing

WEY COURT EAST, UNION ROAD, FARNHAM GU9 7PT

Amendment to WA/2023/00905 to relocate air conditioning units, as the addition of decoration fencing and a new car parking space.

No comment.

NMA/2023/02787 Farnham Castle

Officer: Simon Brooksbank

75 CASTLE STREET, FARNHAM GU9 7LT

Amendment to WA/2022/02935 & 02936 – roof, decking raised to roof. Updates to acoustic screen, post & railing platform lift, widening of rear door. Glazing of windows to rear. Minor tweaks to lift shaft. Ceiling & floor finishes.

No comment.

WA/2023/02636 Farnham Castle

Officer: Omar Sharif

THE BISHOPS TABLE, BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR

Application under Section 73a to vary Condition 1 (approved plans) of WA/2023/01400 to allow for alterations to fenestrations and addition of an external glass box to approved dwelling; erection of a car port and potting shed; replace approved boundary fence with brick wall to Bishops Coach House, 27F West Street, Farnham GU9 7DR.

No comment.

WA/2023/02678 Farnham Castle

Officer: Alistair de Joux

HEADWAY HOUSE, CROSBY WAY, FARNHAM GU9 7XG

Erection of 65 unit Extra Care development with associated communal facilities, parking and landscaping following demolition of existing building.

Farnham Town Council notes that the development includes the installation of air source heat pump for hot water to apartments and will include a Solar PV array to contribute to total energy demand and reduce CO2 emissions. The roof plans do not show the Solar PV array, can these drawings be provided?

Farnham Town Council appreciates the consideration has been given to materials used on adjacent housing and the wider area, including light-coloured rendered elevations. The expansive areas of white render on the proposed development are very stark and should be softened, an example being RAL 9002. This may also reduce reflected light into the biodiversity opportunity area of the water meadows.

Farnham Town Council welcomes Conditions inline with SCC as the Lead Local Flood Authority to ensure better provision for surface water management in this sensitive location within the Wey and tributaries management catchment.

Opportunities for rainwater harvesting and its use have been missed and management of rainwater is insufficient for the size of the site in flood zone 2, bounded by flood zone 3.

Farnham Town Council supports the objections of the Bishop's Meadow Trust to a gate for direct access on to the water meadow from the development. Access to the Bishop's Meadow and footpath 167 and others beyond is via Whitlet Close approximately 100m from the access to the development, private gates on to the water meadow are not acceptable. Additional trees should be planted on the

boundary with the Bishop's Meadow to provide screening of the development from the water meadow.

WA/2023/02747 Farnham Castle

Officer: Alistair de Joux

STORE (HARTS YARD), 114A WEST STREET, FARNHAM GU9 7HH

Erection of 3 dwellings with associated parking following demolition of existing curtilage listed building and unlisted garage building.

Farnham Town Council notes that the History and Constraints document is missing from the list of documents for this application. The planning history is relevant when considering the proposed three dwellings as they form part of the wider scheme in Harts Yard, WA/2020/0995 and WA/2020/0996 and subsequent variations granted Section 73 under WA/2023/00758.

Condition 13. of WA/2023/00758 must be applied if permission is granted: Condition 13. Notwithstanding the approved layout plan, further details of car parking, cycle storage layouts and access to refuse bins for occupiers of the development and refuse collection operators shall be submitted to and approved by the local planning authority, and the approved details shall be fully provided before the first occupation of the development. Thereafter the parking, loading and unloading and turning areas shall be retained and maintained for their designated purposes.

WA/2023/02748 Farnham Castle

Officer: Alistair de Joux

STORE (HARTS YARD), 114A WEST STREET, FARNHAM GU9 7HH

Listed Building Consent for erection of 3 dwellings with associated parking following demolition of existing curtilage listed building and unlisted garage building.

Farnham Town Council notes that the History and Constraints document is missing from the list of documents for this application. The planning history is relevant when considering the proposed three dwellings as they form part of the wider scheme in Harts Yard, WA/2020/0995 and WA/2020/0996 and subsequent variations granted Section 73 under WA/2023/00758.

Condition 13. of WA/2023/00758 must be applied if permission is granted: Condition 13. Notwithstanding the approved layout plan, further details of car parking, cycle storage layouts and access to refuse bins for occupiers of the development and refuse collection operators shall be submitted to and approved by the local planning authority, and the approved details shall be fully provided before the first occupation of the development. Thereafter the parking, loading and unloading and turning areas shall be retained and maintained for their designated purposes.

WA/2023/02777 Farnham Castle

Officer: Alistair de Joux

KINGSDOWN, CASTLE HILL, FARNHAM GU9 0AD

Application under Section 73 to vary condition 1 of WA/2023/00723 (approved plans) to allow alterations to size of basement area, addition of a balcony for Plot 7, alterations to elevations, roof alterations and size of garages.

No comment.

Farnham Hale and Heath End

WA/2023/02633 Farnham Heath End

Officer: Michael Eastham

LAND AT JUNCTION WITH UPPER HALE ROAD, SANDY HILL ROAD, FARNHAM

Construction and operation of an approximately 3.9km below ground potable water pipeline, with markers and chamber covers, and temporary plant, construction and laydown areas and associated development. This application is accompanied by an Environmental Statement. **Farnham Town Council welcomes ongoing discussions with Surrey Highways on the sectional road closure of Sandy Hill Road during the period April to October 2024. Other roadworks scheduled across Farnham during these months must be considered to avoid wider disruption.**

Farnham Rowledge

WA/2023/02741 Farnham Rowledge

Officer: Michael Eastham

LAND CENTRED COORDINATES 481846 144139 SOUTH OF 70, WRECCLESHAM HILL, WRECCLESHAM, FARNHAM

Erection of 26 dwellings (including 8 affordable) with formation of new vehicular access from Wrecclesham Hill, area of open space, landscaping and associated infrastructure.

Farnham Town Council strongly objects to the proposed erection of 26 dwellings at Land Centred Coordinates 481846 144139 South of 70, Wrecclesham Hill, Wrecclesham, Farnham.

The Farnham Neighbourhood Plan allocates sufficient sites for housing within policy FNPI4, in accordance with paragraph 14 of the NPPF December 2023. This proposed development is not an allocation for housing in the Farnham Neighbourhood Plan (3 April 2020), situated outside the built-up area boundary where the intrinsic character and beauty of the countryside must be recognised and safeguarded. The proposals would be harmful to the character and appearance of area beyond the urban edge and the brownfield Sawmill site, housing allocation FNPI4 I) situated within the built-up area boundary. The proposals are contrary to policy FNPI Design of New Development and Conservation, preserving the countryside from inappropriate development, with particular regard to d) the proposals do not respect the site and e) is not well integrated by new or existing landscape buffers, FNPI0 Protect and Enhance the Countryside, FNPI1 Preventing Coalescence, FNPI4 Housing Site Allocations. The site is within an area of Ancient Woodland and its 500m buffer and covered by Local Plan Part 1 policy RE1 Countryside beyond the Green Belt – Countryside which occurs beyond the designated Green Belt - and RE3 Landscape Character which seeks to ensure that new development respects and where appropriate, enhances the distinctive character of the landscape in which it is located - the area is designated Area of Great Landscape Value.

4. Applications Considered

Farnham Bourne

TM/2023/02714 Farnham Bourne

Officer: Theo Dyer

LAND OPPOSITE, 1 BEECH AVENUE, LOWER BOURNE, FARNHAM GU10 3JY
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 LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

Amendments received

Amended plans and updated reports to address consultation responses and objections to the application.

WA/2023/02071 Farnham Bourne

Officer: Michael Eastham

LAND CENTRED COORDINATES 484052 143748, FRENHAM VALE, LOWER BOURNE, FARNHAM

Erection of a dwelling with access and associated works.

Farnham Town Council maintains its objections to the proposed erection of a dwelling with access and associated works. This application must be considered with WA/2023/02027, together they facilitate further access for the proposed erection of seven dwellings including association access and parking.

The loss of trees and vegetation will result in more flooding on the site and on Frensham Vale, especially surface water flooding. The repositioning of the dwelling is not sufficient mitigation. The proposed dwelling is not compliant with Farnham Neighbourhood Plan policy FNPI, particularly sections d) does not respect the site; e) harmful rather than well integrated; f) increasing the risk of flooding on the site and access to it.

WA/2023/02651 Farnham Bourne

Officer: Graham Speller

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

Alterations to existing car port to provide additional habitable accommodation; creation of a parking area and new vehicular access following closing of existing vehicular access.

No comment.

WA/2023/02669 Farnham Bourne

Officer: Dana Nickson

RIDGE HOUSE, OLD FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3HE

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

No comment.

WA/2023/02737 Farnham Bourne

Officer: Matt Ayscough

LAUREL COTTAGE, SUNNYDELL LANE, WRECCLESHAM, FARNHAM GU10 4RB

Erection of extensions and alterations.

No comment.

WA/2023/02743 Farnham Bourne

Officer: Matt Ayscough

30 BURNT HILL ROAD, LOWER BOURNE, FARNHAM GU10 3LZ

Application under Section 73 to vary Condition 1 (approved plans) of WA/2022/02546 to allow for alterations to ground floor design and layout.

No comment.

WA/2023/02751 Farnham Bourne

Officer: Matt Ayscough

BRAMWELL HOUSE, MONKS WALK, FARNHAM GU9 8HT

Erection of a garage and garden store outbuilding.

No comment.

WA/2023/02759 Farnham Bourne

Officer: Matt Ayscough

2 BOURNE FIRS, LOWER BOURNE, FARNHAM GU10 3QD
Erection of a first floor extension and alterations to elevation.
No comment.

Farnham Castle

TM/2023/02779 Farnham Castle

Officer: Theo Dyer
CRUNDWELL COURT, EAST STREET, FARNHAM GU9 7TB
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.

WA/2023/02691 Farnham Castle

Officer: Graham Speller
FERNLEAF BEECH, EAST STREET, FARNHAM GU9 7TH
Alterations to front elevation.

No comment.

WA/2023/02693 Farnham Castle

Officer: Graham Speller
8 HIGH PARK ROAD, FARNHAM GU9 7JL
Erection of extensions and alterations to dwelling; erection of detached outbuilding following demolition of two existing outbuildings.

No comment.

WA/2023/02712 Farnham Castle

Officer: Dana Nickson
THE OLD VICARAGE, VICARAGE LANE, FARNHAM GU9 7PR
Erection of infill extension together with alterations to roof space of existing garage building to provide ancillary residential accommodation.

No comment.

WA/2023/02713 Farnham Castle

Officer: Dana Nickson
THE OLD VICARAGE, VICARAGE LANE, FARNHAM GU9 7PR
Listed Building Consent for extensions and alterations to garage building.

No comment.

Farnham Firgrove

WA/2023/02635 Farnham Firgrove

Officer: Matt Ayscough
54 UPPER WAY, FARNHAM GU9 8RF
Alterations to attached garage and roof space to provide habitable accommodation together with alterations to elevations.

No comment.

WA/2023/02656 Farnham Firgrove

Officer: Anna Whitty
26 SOUTHERN WAY, FARNHAM GU9 8DF
Erection of a single storey extension.

No comment.

Farnham Hale and Heath End

TM/2023/02730 Farnham Heath End

Officer: Theo Dyer

2 OAKTREES, FARNHAM GU9 0HF

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER WA143

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.

TM/2023/02732 Farnham Heath End

Officer: Theo Dyer

3 OAKTREES, FARNHAM GU9 0HF

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER WA143

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

WA/2023/02637 Farnham Hale and Heath End

Officer: David Hung

PIZZA HOUSE, 99A FARNBOROUGH ROAD, FARNHAM GU9 9AW

Application under Section 73 to vary condition 1 of WA/2009/1769 (restrictions on opening and delivery hours) to allow opening times to 23:30 weekdays and weekends and delivery times to 02:30 weekdays and weekends.

Farnham Town Council objects to the proposed changes to the delivery times to 02:30 7 days a week. It is believed that the business is already opening and providing a delivery service 7 days a week until 23:30, as per the premises licence and advertised online. Operating a delivery service to 02:30 7 days a week will have a negative impact on the neighbour's' amenity from vehicle movements and use of the premises.

Farnham Moor Park

TM/2023/02729 Farnham Moor Park

Officer: Theo Dyer

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

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA136

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

WA/2023/02643 Farnham Moor Park

Officer: Dana Nickson

13 BROOMLEAF ROAD, FARNHAM GU9 8DG

Erection of a pergola.

No comment.

WA/2023/02661 Farnham Moor Park

Officer: Dana Nickson

58 BRIDGEFIELD, FARNHAM GU9 8AW

Certificate of Lawfulness under Section 192 for the erection of an extension and alterations to elevations following demolition of existing extension (revision of WA/2023/02005).

No comment.

WA/2023/02663 Farnham Moor Park

Officer: Graham Speller

COMPTONS, COBBETTS RIDGE, FARNHAM GU10 1RQ

Erection of extensions and alterations with associated works.

No comment.

WA/2023/02665 Farnham Moor Park

Officer: Cindy Blythe

1 OAK TREE VIEW, RUNFOLD ST GEORGE, BADSHOT LEA, FARNHAM GU10 1PP

Erection of a dwelling and detached garage and associated works following demolition of existing outbuildings.

Farnham Town Council objects to the proposed new dwelling to the rear of 1 Oak Tree View in a backland position. Although outbuildings are located to the rear of Runfold St George's, residential dwellings follow a linear pattern. Development would conflict with Policies TDI and RE1 of the Local Plan 2018 and Farnham Neighbourhood Plan (2020) policy FNPI Design of New Development and Conservation, FNPI0 Protect and Enhance the Countryside (outside the Built-up Area Boundary) and FNPI1 Preventing Coalescence. The removal of the commercial use on the site will enhance biodiversity, especially in a location close to the SNCI of Tice's Meadow. Adding a dwelling will create twenty-four-hour use of the site, this will be harmful to the wildlife at Tice's Meadow SNCI.

WA/2023/02666 Farnham Moor Park

Officer: Graham Speller

2 OAK TREE VIEW, RUNFOLD ST GEORGE, BADSHOT LEA, FARNHAM GU10 1PP

Erection of ground floor infill extension and alterations to roof space including installation of rooflights to provide additional habitable accommodation.

No comment.

WA/2023/02739 Farnham Moor Park

Officer: Anna Whitty

THE SPINNEY, 17 CROOKSBURY ROAD, FARNHAM GU10 1QB

Erection of 2 outbuildings following demolition of 2 outbuildings.

Farnham Town Council notes that the proposed store outbuilding had been reduced considerably compared with previously refused applications.

Farnham Town Council maintains its objection to the garage to the front of the building line. Refused application WA/2023/01832, the officer states 'the proposed outbuildings would represent inappropriate development in the Green Belt, for which no special circumstances have been demonstrated to clearly outweigh the harm. The proposal therefore fails to accord with Policy RE2 of the Local Plan (Part 1) 2018, Policy DM14 of the Local Plan (Part 2) 2023 and the NPPF (2023).'

The applicant could submit separate applications for the garage and store outbuilding to allow the character and appearance and impact of the form and bulk of each to be assessed against Policy TDI Townscape and Design, Policy RE2 Green Belt, Policy RE3 Landscape Character (AONB) of the Local Plan (Part 1) 2018, Policy DM4 Quality Places through Design and DM14 development in the Green Belt of the Local Plan (Part 2) 2023 and the Residential Extensions SPD.

The fall back' position is also available to the applicant, though erroneously granted.

Farnham North West

WA/2023/02728 Farnham North West

Officer: Graham Speller

9 TOR ROAD, FARNHAM GU9 7BX

Erection of a single storey extension following demolition of conservatory.

No comment.

Farnham Rowledge

TM/2023/02684 Farnham Rowledge

Officer: Theo Dyer

45 SANDROCK HILL ROAD, WRECCLESHAM, FARNHAM GU10 4RJ

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 22/10

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.

TM/2023/02692 Farnham Rowledge

Officer: Theo Dyer

CEDAR BANK, YATESBURY CLOSE, FARNHAM GU9 8UF

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 07/11

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 LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

TM/2023/02756 Farnham Rowledge

Officer: Theo Dyer

ROSEWOOD, 50 ECHO BARN LANE, WRECCLESHAM, FARNHAM GU10 4NF

APPLICATION FOR WORKS TO TREE SUBJECT TO TREE PRESERVATION ORDER 03/11

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 LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

WA/2023/02709 Farnham Rowledge

Officer: Graham Speller

BRAMBLINGS, 22 QUENNELLS HILL, WRECCLESHAM, FARNHAM GU10 4NE

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

No comment.

WA/2023/02724 Farnham Rowledge

Officer: Graham Speller

GREEN END COTTAGE, MANLEY BRIDGE ROAD, ROWLEDGE, FARNHAM GU10 4BU

Erection of a 2m high boundary fence to replace existing 1.3m high fence.

Farnham Town Council objects to the inappropriate 2m high fencing being dominate in the street scene in an area covered by Local Plan Part I (2018) Policy RE1 Countryside beyond the Green Belt and Policy RE3 Landscape Character (ASVI). The CHA has recommended refusal due to obstruction to visibility splays.

Farnham Weybourne

TM/2023/02754 Farnham Weybourne

Officer: Theo Dyer

28 WOODBOURNE, FARNHAM GU9 9EE
APPLICATION FOR WORKS TO TREE 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.

TM/2023/02755 Farnham Weybourne

Officer: Theo Dyer

7 COPSE AVENUE, FARNHAM GU9 9ED

APPLICATION FOR WORKS TO TREE 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.

WA/2023/02707 Farnham Weybourne

Officer: Matt Ayscough

35 LOWER WEYBOURNE LANE, FARNHAM GU9 9HL

Erection of extensions and alterations following demolition of detached garage.

No comment.

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

Guildford Borough Council Application 23/P/02047

Tongham Services, A31, Tongham, Guildford, GU10 1DN

Installation of an electric vehicle charging hub.

No comment.

6. Appeals Considered

There were none for this meeting.

7. Licensing Applications Considered

There were none for this meeting.

8. Public Speaking at Waverley's Planning Committee

There are no items for Farnham on the agenda.

9. Date of next meeting

Monday 22nd January 2024.

The meeting ended at 11.33 am

Notes written by Jenny de Quervain



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 22nd January, 2024

Place

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

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)
Councillor George Hesse
Councillor Brodie Mauluka
Councillor Mark Merryweather
Councillor George Murray
Councillor Graham White

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Fairclough and Woodhouse.

2. Disclosure of Interests

Councillor Merryweather declared a non-pecuniary interest to WA/2024/00056 as he knows the applicant.

3. Applications Considered for Key/Larger Developments

Farnham Bourne

Amendments have been received

Amended and additional drawings

WA/2023/02273 Farnham Bourne

Officer: Alistair de Joux

BOURNE HALL, THE BOURNE HALL, VICARAGE HILL, FARNHAM GU9 8HG

Erection of four dwellings with associated parking and landscaping following demolition of existing building.

Farnham Town Council maintains its previous comments. A detailed Transport Management Plan and Construction Environment Management Plan is needed for this restrictive site. To minimise disruption, the limited parking spaces on Vicarage Hill must not be obstructed.

Farnham Castle

HRA/2024/00002 Farnham Castle

Officer: Dana Nickson

11 SOUTH STREET, FARNHAM GU9 7QX

Application under Regulation 77 of The Conservation of Habitats and Species Regulations 2017 for assessment of the proposal's effect on the integrity of the Special Protection site.

The application relates to PRA/2023/01814 General Permitted Development Order 2015, Schedule 2 Part 3 Class MA - Prior Notification Application for change of use from commercial, business and service (Use class E) to 7 dwellings (Use class C3).

No comment.

WA/2024/00040 Farnham Castle

Officer: Simon Brooksbank

75 CASTLE STREET, FARNHAM GU9 7LT

Installation of external CCTV and lighting.

Farnham Town Council notes that other residential accommodation is situated within the rear courtyard. Lighting must not have a negative impact on the residents of the adjacent dwellings. The CCTV must be limited to the area immediately around the building and courtyard and not have visibility into the adjacent dwellings.

WA/2024/00041 Farnham Castle

Officer: Simon Brooksbank

75 CASTLE STREET, FARNHAM GU9 7LT

Listed Building Consent for installation of external CCTV and lighting.

Farnham Town Council notes that other residential accommodation is situated within the rear courtyard. Lighting must not have a negative impact on the residents of the adjacent dwellings. The CCTV must be limited to the area immediately around the building and courtyard and not have visibility into the adjacent dwellings.

WA/2024/00077 Farnham Castle

Officer: Simon Brooksbank

75 CASTLE STREET, FARNHAM GU9 7LT

Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary Condition 1 of WA/2022/02936 (approved plans) to allow for alterations to design.

No comment.

WA/2024/00078 Farnham Castle

Officer: Michael Eastham

UNIT RU05, BUILDING D8, EAST STREET, FARNHAM

Application for advertisement consent to display one illuminated fascia sign and one illuminated projecting sign.

Farnham Town Council has no objections to the signage being compliant with Farnham Neighbourhood Plan Policy FNP4 a) would not appear dominant or overbearing, and b) the level of illumination would cause no significant harm to residential amenity.

Farnham North West

WA/2024/00061 Farnham North West

Officer: Dana Nickson

HEATHY PARK RESERVOIR, ODIHAM ROAD, FARNHAM

Certificate of lawfulness under Section 191 for use of the land for storage and distribution of vehicles(Use Class B8).

The site is operating as a used car sales business

<https://www.aandacarsales.co.uk/used/cars/>. A convoluted Certificate of Lawfulness Section 191 application for use as class B8 Storage or distribution was granted on 14 April 2020 under WA/2019/1179. This application is to extend the lawful use of the site to the rear of the reservoir structure.

The planning merits of the use, operation or activity on the land are not relevant in the assessment of a Certificate of Lawful Use. In considering whether to issue a certificate, an assessment must be made based entirely on the factual evidence available to the LPA Planning Officer.

Although not part of the application or evidence of its use, a significant amount of vegetation and trees have been removed from the site. Farnham Town Council would like to see the green boundary renewed rather than just a security fence around the site located opposite the Thames Basin Heath Special Protection Area.

4. Applications Considered

Farnham Bourne

WA/2024/00015 Farnham Bourne

Officer: Dana Nickson

THE LODGE, 100 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3RD

Certificate of Lawfulness under Section 191 for use of the detached garage as independent residential accommodation at first floor with extension to provide access in the form of an outside staircase and balcony, and alterations to the ground floor to provide ancillary residential accommodation to The Lodge 100 Lodge Hill Road.

No comment.

WA/2024/00021 Farnham Bourne

Officer: Graham Speller

1 PANNELLS, LOWER BOURNE, FARNHAM GU10 3PB

Erection of a roof extension.

No comment.

WA/2024/00031 Farnham Bourne

Officer: Graham Speller

20 UPPER BOURNE LANE, WRECCLESHAM, FARNHAM GU10 4RQ

Erection of extensions and alterations to bungalow including dormer windows, rooflight and juliet balcony.

No comment.

WA/2024/00044 Farnham Bourne

Officer: Anna Whitty

6 GONG HILL DRIVE, LOWER BOURNE, FARNHAM GU10 3HG

Erection of extensions and alterations to existing dwelling and erection of a detached ancillary outbuilding following demolition of 2 outbuildings.

Farnham Town Council objects to the proposed detached outbuilding/garage to the front of the building line not being compliant with the Residential Extensions SPD and having a negative impact on the landscape character of Local Plan Part I policy RE2 Green Belt and RE3 Landscape Character – Surrey Hills Area of Outstanding Natural Beauty (AONB) & Area of Great Landscape Value (AGLV).

WA/2024/00063 Farnham Bourne

Officer: Anna Whitty

HANNAH LODGE, 59A SHORTEATH ROAD, FARNHAM GU9 8SH

Certificate of Lawfulness under Section 192 for installation of bi-fold doors on ground floor rear elevation.

No comment.

WA/2024/00080 Farnham Bourne

Officer: Graham Speller

THE MURRELL, 8 GONG HILL DRIVE, LOWER BOURNE, FARNHAM GU10 3HG

Construction of swimming pool with associated works and landscaping; erection of pool plant shed.

Farnham Town Council notes that the proposals are to the rear of the dwelling. The landscape character of Local Plan Part I policy RE2 Green Belt and RE3 Landscape Character – Surrey Hills Area of Outstanding Natural Beauty (AONB) & Area of Great Landscape Value (AGLV) must be considered.

Farnham Castle

WA/2024/00076 Farnham Castle

Officer: Matt Ayscough

22 OSBORN ROAD, FARNHAM GU9 9QT

Erection of extensions and alterations to existing bungalow including alterations to attached garage to provide habitable accommodation

No comment.

WA/2024/00086 Farnham Castle

Officer: Anna Whitty

8 LONG GARDEN WALK, FARNHAM GU9 7HX

Installation of replacement windows.

No comment.

Farnham Firgrove

PRA/2024/00010 Farnham Firgrove

Officer: Dana Nickson

17 WEYDON HILL ROAD, FARNHAM GU9 8NX

Erection of a single storey rear extension which would extend 5.99 m beyond the rear wall of the original house for which the height would be 3.50 m and for which the height of the eaves would be 3.20 m.

No comment.

WA/2024/00042 Farnham Firgrove

Officer: Anna Whitty

6 LANGHAM COURT, FARNHAM GU9 8FL

Alterations to elevation to include juliet balcony and additional window.

No comment.

WA/2024/00059 Farnham Firgrove

Officer: Matt Ayscough

67 GREENFIELD ROAD, FARNHAM GU9 8TQ

Erection of single storey side & rear extension, porch and rebuild of garage; erection of entrance gates brick piers and wall, following demolition of existing garage.

Farnham Town Council notes that the outbuilding has been separated by a small gap between the rear wall of the proposed single storey extension and the outbuilding, compared with previously refused application WA/2022/02648.

Visually, the side extension and outbuilding look continuous. Although not a planning matter, the maintenance of the opposing walls will be difficult, especially the white rendered walls throughout the proposal.

The proposed patio in the application is 250mm lower than the previous application and the neighbouring fence to be repaired to match existing, the applicant is not proposing additional fence on the inside of the existing neighbouring fence in this application.

The refused and dismissed 2m high fence enclosing the front of the property is to be replaced with 1.8m brick piers, 1m white rendered walls between and decorative fencing above and a double gate for vehicle access.

New and replacement black window frames throughout and white render is out of character with the street scene and immediate area, the wider Firgrove area is not relevant in this case.

Farnham Heath End

WA/2024/00067 Farnham Heath End

Officer: Simon Brooksbank

LAND AT 2 SOUTH AVENUE, FARNHAM GU9 0QY

Certificate of Lawfulness under Section 191 to establish commencement of works granted under application WA/2020/1411 and that all pre commencement and planning obligations have been discharged.

No comment.

WA/2024/00087 Farnham Heath End

Officer: Graham Speller

16 NORTH AVENUE, FARNHAM GU9 0RD

Erection of extensions and alterations.

No comment.

Farnham Moor Park

TM/2024/00058 Farnham Moor Park

Officer: Theo Dyer

OAKOVER, 2 OLD COMPTON LANE, FARNHAM GU9 8BS

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 06/06

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 native species must be planted.

Amendments received

Additional plan of swept path analysis and amended site layout with path from cycle store to the driveway

WA/2023/02665 Farnham Moor Park

Officer: Cindy Blythe

1 OAK TREE VIEW, RUNFOLD ST GEORGE, BADSHOT LEA, FARNHAM GU10 1PP

Erection of a dwelling and detached garage and associated works following demolition of existing outbuildings.

Farnham Town Council maintains its objections to the proposed new dwelling to the rear of 1 Oak Tree View in a backland position. Although outbuildings are located to the rear of Runfold St George's, residential dwellings follow a linear pattern. Development would conflict with Policies TDI and RE1 of the Local Plan 2018 and Farnham Neighbourhood Plan (2020) policy FNPI Design of New Development and Conservation, FNPI0 Protect and Enhance the Countryside (outside the Built-up Area Boundary) and FNPI1 Preventing Coalescence. The removal of the commercial use on the site will enhance biodiversity, especially in a location close to the SNCI of Tice's Meadow. Adding a dwelling will create twenty-four-hour use of the site, this will be harmful to the wildlife at Tice's Meadow SNCI.

WA/2024/00009 Farnham Moor Park

Officer: Anna Whitty

26 ABBOTS RIDE, FARNHAM GU9 8HY

Erection of extensions and alterations following demolition of existing attached garage with additional hardstanding area (revision of WA/2023/01599).

No comment.

WA/2024/00013 Farnham Moor Park

Officer: Matt Ayscough

SWIFT HOUSE, MOOR PARK HOUSE WAY, FARNHAM GU10 1FH

Construction of a tennis court, including fencing, outbuilding and swimming pool.

No comment.

WA/2024/00014 Farnham Moor Park

Officer: Matt Ayscough

SWIFT HOUSE, MOOR PARK HOUSE WAY, FARNHAM GU10 1FH

Listed Building consent for construction of a tennis court, including fencing, outbuilding and swimming pool.

No comment.

WA/2024/00016 Farnham Moor Park

Officer: Anna Whitty

TANGLEWOOD, 27 CROOKSBURY ROAD, FARNHAM GU10 1QD

Certificate of lawfulness under section 192 for the erection of a pool house.

Farnham Town Council notes that the dwelling is located in the Surrey Hills Area of Outstanding Natural Beauty (AONB) and outside the built-up boundary of the Farnham Neighbourhood Plan. Proposals should be through a full planning application with consideration of Local Plan Part 1 policy RE2 Green Belt and RE3 Landscape Character – Surrey Hills Area of Outstanding Natural Beauty (AONB) & Area of Great Landscape Value (AGLV) and policy FNPI0 Protect and Enhance the Countryside, especially b) Protect the Green Belt, c) Conserve and enhance landscape and scenic beauty of the AONB and its setting.

WA/2024/00073 Farnham Moor Park

Officer: Anna Whitty

TANGLEWOOD, 27 CROOKSBURY ROAD, FARNHAM GU10 IQD

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

Farnham Town Council notes that the dwelling is located in the Surrey Hills Area of Outstanding Natural Beauty (AONB) and outside the built-up boundary of the Farnham Neighbourhood Plan. Proposals should be through a full planning application with consideration of Local Plan Part I policy RE2 Green Belt and RE3 Landscape Character – Surrey Hills Area of Outstanding Natural Beauty (AONB) & Area of Great Landscape Value (AGLV) and policy FNP10 Protect and Enhance the Countryside, especially b) Protect the Green Belt, c) Conserve and enhance landscape and scenic beauty of the AONB and its setting.

WA/2024/00079 Farnham Moor Park

Officer: Dana Nickson

KILNSIDE FARM, MOOR PARK LANE, FARNHAM GU10 INS

Erection of a replacement agricultural building following demolition of existing store.

Farnham Town Council notes that the replacement building is located in a candidate area for an extension to Surrey Hills Area of Outstanding Natural Beauty (AONB) and outside the built-up boundary of the Farnham Neighbourhood Plan, within an area covered by policy RE1 Countryside Beyond the Green Belt and RE3 Landscape Character Area of Great Landscape Value (AGLV) of Local Plan Part I and policy FNP10 Protect and Enhance the Countryside. See [Surrey Hills AONB Unit Proposed Extension Areas \(arcgis.com\)](https://www.surrey.gov.uk/arcgis.com)

Farnham Rowledge

CA/2024/00069 Farnham Rowledge

Officer: Theo Dyer

LANE BEHIND 8-10 THE STREET, WRECCLESHAM, FARNHAM GU10 4PR

WRECCLESHAM CONSERVATION AREA REMOVAL OF TREE

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 native species must be planted in an appropriate place.

WA/2024/00022 Farnham Rowledge

Officer: Dana Nickson

20 & 21 COLESON HILL ROAD, WRECCLESHAM, FARNHAM GU10 4QQ

Erection of extensions and alterations.

No comment.

WA/2024/00055 Farnham Rowledge

Officer: Anna Whitty

43 BOUNDSTONE ROAD, WRECCLESHAM, FARNHAM GU10 4TW

Erection of extensions and alterations following demolition of existing single storey extensions and detached garage.

No comment.

WA/2024/00056 Farnham Rowledge

Officer: Graham Speller

SUMMER HOUSE, THE LONG ROAD, ROWLEDGE, FARNHAM GU10 4EB

Erection of a single storey outbuilding.

Farnham Town Council objects to the proposed outbuilding close to the front boundary of the property. The ancillary accommodation shows a meeting/office space and bathroom, this could easily be accommodated in the extensive rear garden. The proposals will have a negative impact on the character of the street scene and are not compliant with Resident Extensions SPD being in front of the building line, Local Plan Part I policy REI Countryside beyond the Green Belt, Farnham Neighbourhood Plan policy FNPI0 Protect and Enhance the Countryside, in place to protect locations outside the built-up area boundary from inappropriate development.

WA/2024/00082 Farnham Rowledge

Officer: Cindy Blythe

48 ECHO BARN LANE, WRECCLESHAM, FARNHAM GU10 4NF

Alterations to existing ancillary building to provide a dwelling.

The address is incorrect, the application site is 48A Echo Barn Lane.

The History and Constraints document must be updated to include the planning history of Woodlands, 48A Echo Barn Lane.

Farnham Town Council notes its previous comments on approved WA/2018/1671 for the erection of the outbuilding to provide a triple garage with room above, were to include a Condition for the garage with room above 'to remain ancillary to the dwelling and not to be used as separate habitable accommodation'. The Officer included this Condition (see Condition 9.) and also included Condition 4. for obscure glazing to 1.7m in the front/southeast elevation – windows serving a gym. In this application, if the requirement for obscure glazing is retained, this would be required in all three bedrooms to 1.7m and only 'fan light' openings. These windows would be the only source of light and ventilation for bedrooms 2 and 3 whilst the principal bedroom is also served by a small window in the southwest elevation.

Condition 4. The first storey window located on the southeast elevation shall be glazed with obscure glazing to the extent that intervisibility is excluded to a point of 1.7 metres above the floor of the room that it serves, shall be 'fan light' opening only and shall be retained as such.

Condition 9. The proposed garage shall be used for purposes ancillary to the residential occupation and enjoyment of the dwelling known as Woodlands, 48A Echo Barn Lane, Wrecclesham, GU10 4NF only and shall not be occupied, let, or sold or otherwise disposed of as a separate dwelling and not used for any trade or business.

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

There were none for this meeting.

6. Appeals Considered

For information only.

Appeal decision in respect of WA/2022/03194 29 HURLANDS CLOSE, FARNHAM, GU9 9JF.
The appeal was DISMISSED.

7. Licensing Applications Considered

There were none for this meeting.

8. Public Speaking at Waverley's Planning Committee

There were none for this meeting.

9. Date of next meeting

Monday 5th February 2024 at 9.30am.

The meeting ended at 11.33 am

Notes written by Jenny de Quervain

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