



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 12th September, 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 12th September, 2024, at 6.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to customer.services@farnham.gov.uk 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: 12 September 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	

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 12th September, 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 the Revd David Uffindell, Rector of Farnham St Andrew's Church. Councillors and members of the public are welcome.

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, Alan Earwaker, 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 5 - 10)

To sign as a correct record the minutes of the Farnham Town Council meeting held on 18th July at Appendix A.

4 Questions and Statements by the Public

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

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

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

6 Questions by Members

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

Part 1 - Items for Decisions

7 Working Group Notes (Pages 11 - 16)

- 1) To receive the notes and any recommendations of the Strategy and Resources Working Group held on 4th September 2024 **Appendix B**
- 2) To receive a verbal update on any relevant matters from the Communities & Culture and Environment Working Groups.

8 Notice of Conclusion of Audit 2023-24 (Pages 17 - 20)

To receive the External Auditor's Conclusion of Audit letter for the 2023-24 financial year at **Appendix C**, and welcome the Unqualified Audit.

9 Planning and Licensing Applications (Pages 21 - 34)

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 29th July, 12th August, and 2nd September at Appendices D, E, and F.

Part 2 - Items to Note

10 Actions taken under the Scheme of Delegation

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

11 Reports from Other Councils

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

12 Reports from Outside Bodies

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

13 Date of Next Meeting

To agree the date of the next meeting as Thursday 24th October 2024 at 6pm.

14 Exclusion of the Press and Public

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

Item 3 - Confidential Items

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

Council Membership:

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

6.00 pm on Thursday 18th July, 2024

Place

Council Chamber - Farnham Town Hall

Councillors

Councillor Alan Earwaker
Councillor David Beaman
Councillor Mat Brown
Councillor Tony Fairclough
Councillor George Hesse
Councillor Chris Jackman
Councillor Andrew Laughton
Councillor Brodie Mauluka (Mayor)
Councillor George Murray (Deputy Mayor)
Councillor Graham White
Councillor Tim Woodhouse

Apologies for absence

Sally Dickson, Michaela Martin, Mark Merryweather, Kika Mirylees and John Ward

Officers Present:

Iain Lynch, Town Clerk, Iain McCready (Business and Facilities Manager)

There were 5 members of the public and 1 member of the press in attendance.

Prior to the meeting, prayers were led by Revd Jacquelin Drake-Smith of St Peter's Wrecclesham.

C28/24 Apologies

Apologies were received from Cllrs Dickson, Martin, Merryweather, Mirylees and Ward.

C29/24 Disclosures of Interest

C30/24 Minutes

The minutes of the Meeting held on June 13th were agreed as a correct record.

C31/24 **Questions and Statements by the Public**

Mr Chris Butler raised a question about speeding traffic and noise in Castle Street and Castle Hill. It was clearly well above the legal limit with motorcycles speeding past cars and also making excessive noise despite the speed limit being 20MPH. he had spoken with the Polic & Crime Commissioner and the Borough Commander but they said there was nothing they could do. Whilst he knew this was not a FTC responsibility he wondered if pressure could be put on relevant authorities to install speed and noise monitors.

In response, Cllr White thanked Mr Butler for bringing the question and said he hoped the Farnham Infrastructure Programme proposals would assist in resolving some of the issues. However, he would have the matter raised at the next meeting of the Strategy & Resources Working Group to discuss what measures the Town Council could take.

Local resident Maxine Anderson drew attention to the phased reduction of speed limits in Guildford leading up to a speed camera and wondered if something similar could be introduced in Farnham to assist with problem.

C32/24 **Town Mayor's Announcements**

The Mayor said it was a great honour to welcome some special friends to Council - the Bürgermeister of Andernach, Claus Peitz, and the director of the Andernach City Orchestra, Betram Kleist who were visiting Farnham as part of an exchange with organised by the Farnham Andernach Friendship Association. All councillors, were welcome to join the group for a formal welcome in Victoria Garden on Friday 19th.

The Mayor had had a busy time since the last Council meeting including visiting the Kids Out event organised by the Rotary Club; presenting community grants to community organisations; welcoming visitors to the third UK Repair Café Conference at the UCA; attending the Farnham carnival, the handover lunch for the new Farnham Lions' President, the year six production of Aladdin at Potters Gate school; and Founders Day at More House School.

The Mayor had supported the Lord Lieutenant's reception for groups nominated to receive a King's Award for Voluntary service which this year included the farnham Repair Café and Tice's Meadow Bird Group. He wished them success.

During Armed Forces week, the Mayor had been joined by Brigadier Paul Evans OBE to raise the Armed Forces Week flag, and had hosted the family of former Farnham Mayor Brigadier Paddy Blagden CBE, for the unveiling of his name on the Notable Names of Farnham Wall. He had been recognised for his international work on de-mining.

The Mayor said he had a enjoyed a special opportunity to see the Heathland Artworks at the RSPB site (behind the Museum of Rural Life) and he encouraged everyone to visit the trail.

The Mayor, with Cllr Brown, had met with the judge for South and South East in Bloom and would be welcoming the judges of Britain in Bloom at then end of July.

The Mayor said he had been humbled to meet Martin and Tara Cosser who run Charlie's Promise, one of his Mayoral charities, and he looked forward to supporting them and their important work in helping young people understand the dangers of knife crime during the rest of his Mayoral year.

Finally, the Mayor advised that the 2024 Civic Service would take place in St Andrew's Church on September 15th.

C33/24 **Questions by Members**

There were no questions by members.

C34/24 **Working Group Notes**

I. Strategy & Resources

Cllr White presented the Notes of the Strategy & Resources Working Group meeting held on 9th July 2024 at Appendix B to the Council agenda.

Council noted that the quarterly finance report was as expected with income at 50.8% and expenditure at the expected level for the first three months. It was noted the External auditor had commented on the additional day allocated for the public inspection of the accounts. Cllr White advised that an additional application from the Museum of Rural Life for summer activities had been found in the junk mailbox and a grant of £1,500 had been allocated.

a) Task Groups

i) Younger People Panel

Cllr White reported that the Younger People Panel had considered in detail two proposals for the Younger People research one which was more traditional quantitative research whilst the other had an added dimension of training young people to survey other young people.

It was Resolved *nem con* that

- 1) Westco Communications be commissioned to undertake its proposal at a cost of £11,850 to inform the 2025-26 budget;**
- 2) Participation People be commissioned to work with younger people on the basis of their proposal during the forthcoming academic year at a cost of £10,710;**
- 3) an additional allocation may be required to achieve the optimum outcomes from each proposal and that subject to a review of the outcomes, budget provision for further research may be beneficial for 2025-2026.**

ii) Neighbourhood Plan Task Group. Council noted that the timeline for the Neighbourhood Plan had been agreed by the Working Group to operate to the end of 2026 to be in general conformity with the emerging Local Plan update. The Government's King's Speech had included a large amount on planning with the National Planning Policy Framework to be changed with a consultation expected by the end of July. This meant timescales and other matters for Neighbourhood Plans and Local Plans were very uncertain. There was a Waverley councillor briefing being held on 30th July which may have further information. The Community briefing (rescheduled because of the General Election) would now take place on 11th September.

b) Cllr White reported that the Statutory Challenge on the Waverley Lane had taken place on 16/17 July. The Council's barrister had done a fantastic job on what was a very technical exercise. The merits of the case rested on paragraph 10c of the Neighbourhood Plan and the outcome depended on which way the Judge viewed it. The result was expected at the end of the summer. The case had demonstrated that the Neighbourhood Plan was very important and the Council was keen to have the community involved. Cllr Jackman said he was more assured that the Council had done the right thing and residents were very positive about the Town Council response to the offer of money to the Bourne Club if the Council withdrew its legal challenge.

- c) Cllr Murray reported on the Business Improvement District Board meeting. The Council loan of £30,000 had been received and was due back in November when the levy payments had been received. The Board was looking at Christmas lights contributions and setting up rangers/ambassadors to assist with a welcome to the town and help address issues of anti-social behaviour and shoplifting. Council discussed the role of these ambassadors (paid or voluntary) and noted there was a fine line between what these did and the roles of other agencies such as the police. Council noted all BID income was spent by the business-led board on business matters in Farnham.
- d) Council noted that a Website brief was being prepared based on issues identified by councillors and the surveys of staff and the public, and that another meeting of the Task Group would be held in August.
- e) Council noted that a pre-specification meeting had been held to help develop the Christmas Lights tender specification which would include options for lease or purchase. Some elements would be sought for 2024 with the new scheme in 2025. A meeting of the Task Group would be scheduled.
- f) Cllr White reported that the Gostrey Meadow Toilets, Storage and Playground Project architects drawings had been developed in accordance with the Council decision. However, there were some issues for further discussion and a meeting involving Cllrs White, Hesse and Murray and to which all councillors were invited would be held and reported back to full Council for approval. Council heard that a consultation on the playground element would be held in parallel with the submission of a planning application.
- g) Cllr Beaman introduced the report on the Farnham Infrastructure Programme. He advised that ostensibly Farnham Town Council was an equal partner in the Farnham Board, but FTC views were not being seen as important as they should be. Whilst the aim of FIP was for the good of the town he was not sure the town was ready and implementation would be difficult over an 18 month period, with significant disruption, that he felt residents and businesses do not appear to have appreciated. Cllr Beaman believed the role of the FIB Board should be changed for the implementation phase and involve businesses and residents.

Cllr Fairclough, as the Waverley representative on the Board, felt the Board was not perfect but a revised Board would face the same challenges. The Board gave Farnham councillors a voice which in turn gave residents a voice. He said the FIP must recognise the importance of Farnham business and he had been impressed by a meeting with residents and businesses instigated by the Surrey county councillors. He disagreed with the idea to disband or rebrand the board and suggested the principal objective was to improve communication with residents and businesses and to make it clear Farnham remained open for business.

In discussion other councillors agreed that communications with FTC, WBC and SCC working together was going to be very important with a single point of information such as the SCC website. It was clear that SCC would own the process and timelines, but FTC would also need to inform residents to help them understand things such as deliveries. It was suggested there needed to be a Communications Working Group which included representatives of all councillors, the BID and local businesses to begin sharing messages and promoting general awareness that the FIP was coming in 2025.

In conclusion Cllr Beaman said the FIP was good for the town.

- h) Cllr White advised that the agents acting for the owner of Dyas Yard (between Central Car Park and Downing Street) had been in discussion with the Town Council about potential options to transfer the land which could be beneficial. **It was RESOLVED *nem con* that Officers discuss potential options with Waverley Borough Council, Surrey County Council and agents for Dyas Yard to improve access to Downing Street.**

2. Community & Culture Working Group

Cllr Earwaker presented the Notes of the Community & Culture Working Group held on 10th July, attached at Appendix C to the Council Agenda. Council noted recent events and plans for future events and projects include World Craft Town and the suggestion to discuss with Waverley options to utilise unused building and make craft more visible with a hub, potentially in Waggon Yard. Council also noted the need for updated signage at entrances to Farnham.

Cllr Earwaker drew attention to the sponsorship position which was positive against the budget and thanked sponsors for their ongoing support.

On a proposal to host craft in the Tindle Suite, **it was RESOLVED *nem con* to purchase a display cabinet to show the artwork created by Fiona Byrne as part of the World Craft Town Residency.**

3. Environment Working Group

Cllr Brown provided an update on the work of the Environment Working Group advising that judging for South and South East in Bloom had taken place and the RHS Britain in Bloom judging would take place at the end of the month. He also announced that Green Flags had been awarded to West Street, Badshot Lea and Hale Cemeteries, and for Gostrey Meadow. He said the next Working group meeting would take place on 10th August.

Cllr Jackman encouraged everyone to attend the Tice's Meadow Bioblitz that was happening on 20 July.

C35/24 **Planning and Licensing Applications**

Cllr Laughton presented the minutes of the Planning & Licensing Consultative Group meetings held on 17th June and 1st and 15th July at Appendices D, E and F to the agenda. He wanted to draw attention to four particular issues:

1. Land at Bourne Wood. There had been two separate applications to vary conditions allowed for overnight filming to 2.30am. The Consultative Group noted strong demand to film in the Bourne Woods which brings significant local income to the Forestry Commission and indirect benefit to the local economy but was primarily protect local residents as well as wildlife from unnecessary filming noise and light pollution. FTC is seeking further clarification as to why night filming cannot be accommodated within the agreed conditions to 11pm.
2. West Street developments. The Consultative Group was keen to protect local residents from overdevelopment within the town centre areas, whether from new dwellings (17 West Street) or from odour and noise control from proposed exhaust flues for new food & beverage outlets (14-15 West Street).
3. The Luxe (Lion & Lamb Yard) licensing. At the recent licensing hearing It was suggested that the application to extend trading hours until 01.30am was premature and time

should be allowed to demonstrate that negative impacts (noise and cooking smells) on neighbours had been addressed. It was noted The Luxe could appeal this decision.

4. Castle Street licensing issues. As The Farnham Infrastructure Project starts major street works a key change will be the widening of many pavements including in Castle Street. The Consultative Group is encouraging a 'pavement cafe culture' whereby outlets can increase tables and chairs on the pavements but is mindful to ensure there remains adequate walkways.

Cllr Laughton confirmed that Cllr Fairclough had stepped down from being a member of the Planning & Licensing Consultative Group.

C36/24 Actions taken under the Scheme of Delegation

The Town Clerk reported that a King's Counsel, Mr David Blundell, had been appointed under the scheme of delegation to represent the Council at the Waverley Lane Statutory Challenge. The appointment, authorised in conjunction with the Mayor and Leader, had been based on a reduced fee if the Council were not successful.

C37/24 Reports from Other Councils

- 1) Cllr Beaman announced that Waverley Hoppa had lost the Farnham Connects contract which had been awarded to a Woking-based organisation.
- 2) Cllr Fairclough announced that there had been a complete change of senior managers at Waverley Borough Council over the past twelve months. There was a new Chief Executive, a new Section 151 Officer and a new Monitoring Officer. He was involved in the recruitment of two new Strategic Directors and was impressed by the extraordinarily high quality of the candidates. He was confident Waverley was well-placed to face the challenges ahead.

C38/24 Reports from Outside Bodies

There were no reports from council representatives on outside bodies.

C39/24 Date of Next Meeting

The date of the next meeting was agreed as Thursday 12th September 2024 at 6pm.

The Mayor closed the meeting at 8.03 pm

Chairman

Date



FARNHAM TOWN COUNCIL

B

Notes Strategy & Resources

Time and date

2.00 pm on Wednesday 4th September, 2024

Place

Council Chamber - Farnham Town Hall

Strategy & Resources Members Present:

Councillor David Beaman
Councillor Mat Brown
Councillor Tony Fairclough
Councillor Andrew Laughton
Councillor Michaela Martin
Councillor Kika Mirylees
Councillor Graham White (Lead Member)

In Attendance: Cllr George Hesse, Cllr Chris Jackman

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

1. Apologies

Apologies were received from Cllr Murray.

2. Declarations of interest

There were no declarations of interest.

3. Minutes

The Notes of the previous meeting held on 9th July were agreed as a correct record.

4. Finance Report

- 1) **Finances.** Cllr White introduced the Finance report and the Working Group noted the Income and expenditure position to 31st August and the latest position on debtors, neither of which had matters of concern with the quarterly more detailed review due at

the end of October. The Working group noted that the latest BACS and direct debit payments were available for detailed inspection.

- 2) **Grants.** The latest position on grants and the grants timetable for 2024-2025 were set out at Appendix D with applications for both Community Grants and the Farnham South Street Trust invited between September and December 2024. The amounts available would be agreed at the budget setting in December with allocations taking place in January 2025. Organisations receiving a larger grant via a Service Level Agreement would be invited to discuss their applications with councillors in November. In discussion, it was agreed to recommend raising the maximum for community grants because of inflationary pressures from £2,000 to £2,500 noting this may not necessarily mean a higher allocation, depending on the overall agreed budget and the number of applications. It was also agreed to recommend the Community & Culture Working Group review the grants programme ahead of the 2026-27 application round.

Recommendations:

It is recommended that:

- i) **the 2025/26 Community Grants, South Street Trust and SLA Grant timelines be agreed;**
- ii) **the maximum sum for Community grant applications be increased from £2,000 to £2,500;**
- iii) **The Community & Culture Working Group review the process and range of grants allocated ahead of 2026-27 grants applications.**

- 3) **Budget setting timetable.** Cllr White introduced the key dates for the 2025-26 Budget and precept setting at Appendix E with each Working Group considering budgets required to take forward services under their remit in the year ahead during the autumn cycle of meetings. These would feed into the all-councillor Strategy briefing/workshop on November 28th and the Council budget setting meeting on 19th December, with the funding of the budget and the setting of the precept agreed on 23rd January 2025.

Recommendation:

It is recommended that:

The 2025/26 budget and precept setting key dates be agreed;

- 4) Other financial matters. **External Audit 2023-24.** The Working Group noted that an unqualified audit had been received from the Council's External Auditor PKF Littlejohn and thanked the Responsible Financial Officer (Town Clerk), bookkeeper (Sarah Cross), accountant (Claire Connell) and Internal Auditor (Mike Platten) for the work that went in to achieving this.

Recommendation:

It is recommended that the external auditor's Unqualified Audit for 2023-24 be welcomed.

5. Farnham Infrastructure Programme

Cllr Beaman introduced the report on the latest position on the Farnham Infrastructure Programme at Appendix H saying there were five main issues.

- i) **Correspondence on raingardens.** This was a complex matter, not subject to a great debate, but the concept had already been agreed and signed off by the County Council portfolio holder, and the supplementary paper by the Business and Facilities Manager outlined the expected sustainability and other benefits. He confirmed the maintenance was within the abilities of the Town Council team and was the scheme was expected to enhance the town centre from both environmental and safety perspectives. Cllr Fairclough suggested that there could be sponsorship opportunities for maintenance of

the raingardens and the Working Group noted that the existing planters would be redistributed to enhance other parts of Farnham.

- ii) **New stepped design feature at the top of Downing Street and West Street.** Cllr Beaman advised that a new design feature had been proposed to deal with the height levels at the top of Downing Street/West Street. The Working Group expressed concern over this being a potential hazard and Cllr Beaman suggested referring it to local disability groups for their consideration pending a design being circulated.
- iii) **Bus shelters in the Borough and West Street.** The Working Group noted there had been a further long discussion with the FIP Board representatives of all three councils with the programme team and the SCC bus stop specialist on the suitability of the bus shelters proposed for the Borough and West Street. Concerns remained over the fact that businesses did not appear to have been consulted; whether the bus shelters were suitable for the conservation area given their bulk and style, and over their robustness for future maintenance. The Working Group members were divided on which was the best design and whether shelters should be provided in those locations. The needs of bus users requiring shelter in inclement weather was considered to be important in making a decision. It was felt the right option had not yet been found.

Recommendation:

It is recommended that Council decide on a preferred option from:

- 1) **An alternate shelter suitable for the Conservation area be considered (and if proposed by FTC that FTC take on future maintenance); or**
 - 2) **A shelter chosen by Surrey County Council and for which they would be responsible for future maintenance be taken forward;**
 - 3) **No shelter be provided but real time bus information be available at the bus stop.**
- iv) **Phasing programme for Town Centre Works.** Cllr Beaman advised that there was still no phasing information provided to the Town Council other than the works on the Riverside Walk between the Brightwells Yard development and Riverside Car Park would take place in November, and works in the Town Centre were expected to commence on January 13th.
 - v) **Camera enforcement for HGV control.** Cllr Beaman advised that Surrey CC was using portable camera enforcement for HGVs who were ignoring the road restrictions. It was noted that FTC officers were awaiting costs for a potential solution for permanent ANPR cameras which could be used by SCC for enforcement purposes for breaches of the HGV restrictions.

The Working Group also considered a complaint referred to it by Council on the continued speeding by vehicles in Castle Street. The Council noted that its powers were limited as enforcement was the responsibility of Surrey Police or the County Council. The Town Council had funded equipment and hi viz clothing for a Speedwatch Campaign but this had done little to deter offenders. It was noted that once the FIP proposals had been implemented with a raised crossing and narrower carriageway in Castle Street there should be some improvements.

It was agreed that FTC should endorse residents' concerns and raise these with both Surrey County Council and Surrey Police to see what additional action could be taken.

6. Reports of Task Groups

- 1) **Neighbourhood Plan Task Group.**

The Working Group received updates from recent meetings of the Neighbourhood Plan Task Group held on 8th and 29^h July and the 19th August.

- i) All councillors had received a copy of the draft response to the Government's National Planning Policy Framework, consultation attached at Appendix I to the agenda, which had been prepared by the Council's Planning advisor.

Recommendation

It is recommended that:

Subject to any further comments at Council, and a review of any co-ordinated responses by the National Association of Local Councils or others, that the FTC response be submitted.

- ii) The Working Group noted the response submitted to Natural England regarding the Surrey Hills AONB Boundary Variation report attached at Appendix J. A response back to a local resident raising the same concerns had confirmed that should the Statutory Challenge be successful, the area of land excluded because it had received planning approval for development, would remain under consideration and be reviewed for inclusion. The Working group noted that a second round of Statutory Consultation, primarily for extension areas in East Hampshire, would commence on 16th September.
 - iii) The Working Group discussed arrangements for the **Neighbourhood Plan Community meeting** being held on 11th September which would include a statement on the current position of work on the Neighbourhood Plan in the context of the Local Plan review and the fact that although a formula for new housing had been published by the Government, there was still no clarity over numbers given by Waverley nor whether this exceptionally high number (the equivalent of ten new schemes the equivalent of Dunsfold Park in the Borough) was deliverable. The Working Group asked that an invitation be extended to the Waverley Head of Planning to provide an update to the meeting.
 - iv) **Infrastructure Consultations.** The Working Group noted that a proposal prepared by the Council's Planning Advisor (Steve Tilbury) had been shared with Waverley BC who advised it was duplicating work they were undertaking which underlined the need for improved information sharing. Further discussions were taking place and would be report back to the Task Group, to ensure resources and timescales were optimised.
- 2) **Younger People Panel.** The Working Group received the notes of the meeting held on 16th August and welcomed the progress being made with the funded outreach work and the holiday activities programme. The Working Group also welcomed the start of the Westco Consultation and the proposed dated for the Participation People timetable scheduled to start at the end of the calendar year and building on the Westco report.
 - 3) **Website Task Group.** The Working Group welcomed the draft tender specification for the new website at Appendix L, noting that it would be advertised nationally but that local businesses would be encouraged to tender if appropriate for them.
 - 4) **Conservation Areas Advisory Panel.** It was noted that the next meeting was scheduled for 1st October, and that Waverley Borough Council had determined that the proposed St James Conservation Area did not merit Conservation Area status.
 - 5) **Infrastructure & CIL Task Group.** The Working Group noted that the Waverley Strategic Community Infrastructure Levy bidding round was open for applications until 25th October. Apart from the Gostrey Meadow project, no specific projects were identified apart from the potential (discussed at the end of the meeting) for the

conversion of the Waggon Yard redundant garages into World Craft Town workshops and a visitor centre.

The Working Group reviewed the unallocated CIL contributions and the Regulation 121B Monitoring Report submitted to Waverley Borough Council at the end of the 2023-24 financial year to consider whether a formal CIL round should be opened. It was agreed to recommend to Council that the current policy of supporting identified Infrastructure projects being led by the Town Council be endorsed and that a formal CIL round would not take place until 2026 after additional funding from developments had been received. It was agreed to recommend committing the remaining unallocated CIL receipts funding for the Farnham Infrastructure Project and the Gostrey Meadow improvements, noting that if applications elsewhere were successful, the funding could be reallocated. It was also noted that with FTC taking on responsibility for more land from Surrey and Waverley, there would be capital as well as revenue funding requirements.

Recommendation

It is recommended that:

- 1) The current policy of prioritising FTC led projects be continued with the current CIL funding;**
- 2) A community bidding round would take place in 2026 subject to sufficient funds being received**
- 3) The current earmarked allocation for environmental improvements and street furniture for the Farnham Infrastructure Project funding be increased to £100,000;**
- 4) An allocation of £150,000 for an additional contribution to the Gostrey Meadow playground project and the toilets and storage project.**

7. Consultations

The Working Group noted that the SCC EV charging consultation had not resulted in any comments from FTC councillors and that subsequent EV placements were likely to be based on a similar approach.

8. Anti Social behaviour

The Town Clerk briefed members on an inter-agency meeting that had taken place to address some of the recent anti-social activities that had taken place in the town centre and other parts of Farnham. It was noted that there had been no mention of activities by younger people which was very positive given the activities in recent years had involved groups of younger people. Recent activities had been the result of actions by a small group of adult perpetrators who were receiving focussed attention, as well as an increase in organised shoplifting and drug-related activity. A number of co-ordinated actions were agreed including shared information gathering and recording. The Town Clerk also advised that some additional CCTV was coming on stream as a result of the Section 106 funding from the Brightwells Yard project and some of this would cover the Youth shelter on Borelli Walk.

9. Contracts & Assets update

Cllr Fairclough introduced the notes of the Assets Task Group held on the 22nd August at Appendix F.

- 1) The main item of discussion had been on the roof design for the Gostrey Meadow public conveniences, further set out at Appendix G. There had been a full and frank discussion on the options with the curved design favoured as it was more sympathetic to the setting,

would be preferable for solar panels and cleaning and would not make much difference in terms of cost. The Task Group had considered options and suggested improvements to extend the curve by the playground to create cover, and also glass bricks or alternate to add to the natural light. The Working Group noted that the initial playground consultation had begun prior to tendering the project. It was agreed to recommend, in view of his experience, that Cllr Jackman work alongside officers on the playground project.

Recommendation

It is recommended that:

- i) The curved roof design be approved for the Gostrey Meadow public conveniences;**
- ii) Plan A architects take forward the outline design for planning approval;**
- iii) Cllr Jackman work alongside officers in progressing the playground project.**

2) The Working Group received updates on a range of current projects including: the Gostrey Meadow gates; new asset tags for FTC property; the CNG gas supply at the depot; CCTV and maintenance at Wrecclesham Community Centre; resolving sound issues in the Council Chamber; the Hale Cemetery Water supply; and repairs to the Hart public conveniences.

3) The Working Group welcomed the positive news on arrangements being progressed for the Library Gardens lease and immediate improvements that would be undertaken once the initial tenancy at will had been signed.

10. Town Clerk update

The Town Clerk provided a number of updates including:

- i) A temporary planning permission for 18 months for the *A Hands Turn* sculpture had been granted. It was proposed that repairs now take place and that planning permission for an alternate location at the end of the current permission be sought with priority for a relocation to the Winifred Borelli Memorial Garden, adjacent to the University for the Creative Arts, which already contains other sculptures.
- ii) The Town Clerk updated members of a number of insurance related matters (none of which was subject of a formal claim)
- iii) The Business and Facilities Manager advised on action being taken to deal with unwanted invasive species.
- iv) The Town Clerk outlined details of an informal VIP visit at the end of September which was in preparation.
- v) The Working Group was saddened to hear of the sad death of former England cricketer Graham Thorpe whose achievements were on the Notable names of Farnham wall. It was hoped a further tribute could be made.
- vi) The Town Clerk advised of the death of former councillor Mike Hyman which would be announced by the Mayor at full Council and condolences passed to his family.

11. Matters for future meetings

No additional items were added to items for future meetings.

12. Date of next meeting

The date of the next meeting was agreed as Monday 14th October at 2pm.

The meeting ended at 5.25 pm
Notes written by town.clerk@farnham.gov.uk

Farnham Town Council
Notice of conclusion of audit
Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Farnham Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Farnham Town Council on application to: (a) <u>Iain Lynch, Town Clerk and RFO</u> <u>Farnham Town Hall, South Street,</u> <u>Farnham, GU9 7RN</u> (b) <u>email:customer.services@farnham.gov.uk</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of <u>£0.50</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Iain Lynch</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>5th September 2024</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

FARNHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

25/04/2024

and recorded as minute reference:

C/125/24 (3)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



www.farnham.gov.uk

Section 2 – Accounting Statements 2023/24 for

FARNHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,916,346	2,014,359	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,231,570	1,315,900	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	683,127	493,172	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	603,595	606,590	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,213,089	1,061,276	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	2,014,359	2,155,565	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	2,120,597	2,214,469	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,811,680	2,859,106	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

11/04/2024

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

25/04/2024

as recorded in minute reference:

C/125/24 (8)

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



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

FARNHAM TOWN COUNCIL– SU0036

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

30/08/2024



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 29th July, 2024

Place

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

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)
Councillor David Beaman
Councillor Brodie Mauluka
Councillor Mark Merryweather
Councillor George Murray
Councillor Graham White
Councillor Alan Earwaker (In attendance)

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Hesse and Woodhouse.

2. Disclosure of Interests

None received.

3. Applications Considered for Key/Larger Developments

NMA/2024/01325 Farnham Bourne

Officer: Michael Eastham

LAND AT BOURNE WOOD TILFORD ROAD FARNHAM FARNHAM

Amendment to wa/2020/0345 for a change to the hours

Following the withdrawal of the application WA/2024/01213 (Application under Section 73 to vary Condition 4 of WA/2020/0345 (No filming activities outside the hours of 07:00 and 21.00 Mon-Fri and 07:00 and 13:00 on Sat, with the exception of night filming activity. There shall be no filming or night filming activities on Sundays, Bank Holidays or Public Holidays) to allow filming for two nights until 01:00 between 27 August and 25 October 2024 and for filming until 02:30 for seven nights

between 28 October and 20 December 2024.), this non material amendment has been submitted. Farnham Town Council questions if night filming can be considered non material.

Farnham Town Council objects to filming hours until 01.00 and 02.30 as detailed within the covering letter; condition 5 allows filming to 23.00 hours. No details have been included as to why the extended time is needed, especially in the winter months with already reduced hours of daylight.

4. Applications Considered

Farnham Bourne

CA/2024/01279 Farnham Bourne

Officer: Theo Dyer

2B VICARAGE HILL, FARNHAM GU9 8HG

OLD CHURCH LANE CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

Farnham Town Council leaves to the Arboricultural Officer. Replacement trees must be planted. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

TM/2024/01278 Farnham Bourne

Officer: Theo Dyer

2B VICARAGE HILL, FARNHAM GU9 8HG

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER WA116

Farnham Town Council leaves to the Arboricultural Officer. Replacement trees must be planted. Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

NMA/2024/01267 Farnham Bourne

Officer: Sam Wallis

22 VICARAGE HILL, FARNHAM GU9 8HJ

Amendment to WA/2022/01455 - Kitchen extension: change of material to render & change of window colour & proportions. Garage: change from gable to hip roof & addition of roof light.

Garden: Change of material of retaining wall to brick & addition of steps down to lower lawn.

Farnham Town Council questions if the proposed changes are non-material. The impact on the Conservation Area must be considered.

WA/2024/01245 Farnham Bourne

Officer: Matt Ayscough

4 LEIGH LANE, FARNHAM GU9 8HP

Erection of extensions and alterations including link extension to existing detached garage.

No comment.

WA/2024/01284 Farnham Bourne

Officer: Anna Whitty

12 ANNANDALE DRIVE, LOWER BOURNE, FARNHAM GU10 3JD

Erection of extension and alterations together with alterations to part of integral garage to provide habitable accommodation following demolition of existing conservatory.

No comment.

WA/2024/01293 Farnham Bourne

Officer: Matt Ayscough

AMARAH, 21 OLD FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3HD
Certificate of Lawfulness under Section 192 for erection of a detached garage building.

No comment.

Farnham Firgrove

WA/2024/01280 Farnham Firgrove

Officer: Justin Bramley

PICCOLO, 11A ST GEORGES ROAD, FARNHAM GU9 8NA

Certificate of Lawfulness under Section 192 for erection of a single storey extension and alteration to north west elevation to replace existing window with entrance door.

No comment.

Farnham Moor Park

WA/2024/01270 Farnham Moor Park

Officer: Ninto Joy

5 LYNCH ROAD, FARNHAM GU9 8BZ

Erection of a part single storey part two storey extension and alterations.

No comment.

WA/2024/01273 Farnham Moor Park

Officer: Matt Ayscough

BELVEDERE HOUSE, 8 TEMPLES CLOSE, FARNHAM GU10 1RB

Construction of 3 dormer windows and installation of rooflight.

No comment.

WA/2024/01282 Farnham Moor Park

Officer: Justin Bramley

21 LONGLEY ROAD, FARNHAM GU9 8LZ

Certificate of Lawfulness under Section 192 for erection of an extension and entrance porch following demolition of existing conservatory.

No comment.

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

There were none for this meeting.

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/ Hearings or Appeals

There were none for this meeting.

9. Date of next meeting

Monday 12th August 2024 ay 9.30am.

The meeting ended at 10.24 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 12th August, 2024

Place

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

Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)
Councillor David Beaman
Councillor George Hesse
Councillor Brodie Mauluka
Councillor Graham White

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Hesse, Mauluka and Woodhouse.

2. Disclosure of Interests

None were received.

3. Applications Considered for Key/Larger Developments

Farnham Bourne

WA/2024/01399 Farnham Bourne

Officer: Tajinder Rehal

BOURNE TENNIS CLUB, THE BOURNE CLUB, 12 FRENHAM ROAD, FARNHAM GU9 8HB

Application under Section 73 to vary Condition 1 (approved plans) of WA/2023/01128 to allow for reorientation and increase in eaves height of approved building and addition of PV panels.

No comment.

Farnham Castle

Combined applications WA/2024/01359 and WA/2024/01360

WA/2024/01359 Farnham Castle

Officer: Michael Eastham

75 CASTLE STREET, FARNHAM GU9 7LT

Construction of roof terrace pergola.

Farnham Town Council questions the term ‘pergola’, the structure is more conservatory like. The colour is noted as anthracite, a lighter grey may be more appropriate for the Grade II Listed Building, RAL7038 for example.

WA/2024/01360 Farnham Castle

Officer: Michael Eastham

75 CASTLE STREET, FARNHAM GU9 7LT

Listed Building Consent for construction of roof terrace pergola.

Farnham Town Council questions the term ‘pergola’, the structure is more conservatory like. The colour is noted as anthracite, a lighter grey may be more appropriate for the Grade II Listed Building, RAL7038 for example.

Farnham Moor Park

Amendments received

Reduction of rear new build element to comprise 2 chalet bungalows.

WA/2024/00586 Farnham Moor Park

Officer: Simon Dunn-Lwin

THE JOLLY FARMER, GUILDFORD ROAD, FARNHAM GU10 1PG

Erection of extensions and alterations to first floor of main building to provide 2 flats following partial demolition of rear single storey element of the main building; erection of 3 dwellings and garages with associated works including parking.

The Surrey Hills AONB Adviser has no objection to the scheme. No further comment made.

Farnham Rowledge

PRA/2024/01393 Farnham Rowledge

Officer: Dana Nickson

MORE HOUSE SCHOOL, MOONS HILL, FARNHAM GU10 3AP

Demolition notification: G.P.D.O. Schedule 2 part 11 class B: demolition of timber frame educational buildings.

No comment.

WA/2024/01433 Farnham Rowledge

Officer: Michael Eastham

LEGEND ACRES, RIVER LANE, FARNHAM

Use of land for an additional 8 pitches for gypsy/traveller accommodation (part retrospective).

Farnham Town Council strongly objects to the intensification of the site to create 13 pitches. Additional built form will require the construction of dayrooms and parking bays to accommodate these pitches, resulting in overdevelopment of a site. The site is outside the built-up area boundary, in flood zone 2, bounded by flood zone 3, contrary to Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation: a), b), d), e), f) and g) and policy FNP10 Protect and Enhance the Countryside: e).

4. Applications Considered

Farnham Bourne

NMA/2024/01402 Farnham Bourne

Officer: Gillian Fensome

5 WICKET HILL, WRECCLESHAM, FARNHAM GU10 4RD

Amendment to WA/2023/00159 to alter the cladding on the front, sides and rear elevations; as well as removing it from the ground floor which will be rendered instead.

No comment.

WA/2024/01332 Farnham Bourne

Officer: Tajinder Rehal

TREETOP VIEW, 20A LONGDOWN ROAD, LOWER BOURNE, FARNHAM GU10 3JU

Application under Section 73 to vary Condition 4 (safeguarding of retained trees) of WA/2017/1883 to add a timeframe during which the condition applies.

Farnham Town Council requests a tree management plan to ensure the long-term maintenance of trees on this wooded site in the South Farnham Arcadian Area covered by Farnham Neighbourhood Plan policy FNP8.

WA/2024/01338 Farnham Bourne

Officer: Wanda Jarnecki

PLUM TREE COTTAGE, BURNT HILL WAY, WRECCLESHAM, FARNHAM GU10 4RN

Erection of extensions and alterations following demolition of outbuilding and carport.

No comment.

WA/2024/01362 Farnham Bourne

Officer: Matt Ayscough

8 LEIGH LANE, FARNHAM GU9 8HP

Erection of a two storey extension and alterations to elevations.

No comment.

WA/2024/01381 Farnham Bourne

Officer: Anna Whitty

53A FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3QE

Erection of extensions and alterations including link extension to existing detached garage and alterations to part garage to provide habitable accommodation following demolition of two storey elements; widening of existing vehicle access and driveway and erection of access gates with associated works.

No comment.

WA/2024/01400 Farnham Bourne

Officer: Alistair de Joux

LAND CENTRED COORDINATES 485398 145835, TILFORD ROAD, FARNHAM

Erection of a dwelling and detached garage with associated works.

Objection is raised to the intensification of the access in this location, being hazardous to other road users, with limited visibility splays being achievable. Farnham Town Council relies on the County Highways Authority to review proposals to ensure safe access/egress on Tilford Road.

The site is located outside the built-up area boundary of Farnham's Neighbourhood Plan, in an area of High Landscape Value and Sensitivity. The proposed development must be compliant with policy FNPI Design of New Development and Conservation: a), b), d), e) and g) and policy FNPI0 Protect and Enhance the Countryside: d) and e).

The application form states that 'no trees or hedges are proposed to be removed as part of the application proposal'. Maintenance of trees is vital to extend their life and associated amenity - appropriate conditions must be included for the retention and on-going maintenance of trees and hedges to protect and enhance this countryside location.

WA/2024/01454 Farnham Bourne

Officer: Anna Whitty

ST EDMUNDS HOUSE, 2 CRAVEN CLOSE, LOWER BOURNE, FARNHAM GU10 3LW

Erection of extensions including integrated garage following demolition of existing garage.

No comment.

Farnham Castle

TM/2024/01423 Farnham Castle

Officer: Theo Dyer

BOURNE BUILDINGS, ADJACENT TO 39 TO 43, GUILDFORD ROAD, FARNHAM GU9 9PY

APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER

WA261

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

WA/2024/01320 Farnham Castle

Officer: Matt Ayscough

32 HALE ROAD, FARNHAM GU9 9QH

Erection of a single storey extension.

No comment.

WA/2024/01430 Farnham Castle

Officer: Justin Bramley

3 RED LION LANE, FARNHAM GU9 7QN

Certificate of Lawfulness under Section 192 for alterations to existing conservatory roof and elevations.

No comment.

Combined applications WA/2024/01431 and WA/2024/01432

WA/2024/01431 Farnham Castle

Officer: Simon Dunn-Lwin

4 THE BOROUGH, FARNHAM GU9 7NA

Alterations to elevations including a replacement shop front; alteration to first floor and roofspace to provide one flat.

Farnham Town Council requests a condition is included to restrict future occupiers of the dwelling from applying for on-street parking permits within the town centre controlled parking zone. This principle has been applied to other development in the town centre with limited or no on-site parking provision.

WA/2024/01432 Farnham Castle

Officer: Simon Dunn-Lwin

4 THE BOROUGH, FARNHAM GU9 7NA

Listed Building consent for internal works and alterations to elevations including replacement shop front.

Farnham Town Council requests a condition is included to restrict future occupiers of the dwelling from applying for on-street parking permits within the town centre controlled parking zone. This principle has been applied to other development in the town centre with limited or no on-site parking provision.

Combined applications WA/2024/01457 and WA/2024/01458

WA/2024/01457 Farnham Castle

Officer: Anna Whitty

GUILDFORD HOUSE, CASTLE HILL, FARNHAM GU9 7JG

Erection of a boundary wall with railings and two pairs of vehicle access gates together with alterations to driveway.

The application form states that there are no hedges and that no hedges will be removed. The Design and Access Statement lists under proposed works: Fully excavate existing hedgerow to the Castle Street boundary inclusive of the low-level stone wall and replace with new low-level wall reusing the existing stone with new brickwork edging. The Proposed Plan indications 'new hedgerow to replace existing'. Farnham Town Council requests confirmation of what plants the replacement hedge will consists of.

WA/2024/01458 Farnham Castle

Officer: Anna Whitty

GUILDFORD HOUSE, CASTLE HILL, FARNHAM GU9 7JG

Listed Building Consent for erection of a boundary wall with railings and two pairs of vehicle access gates together with alterations to driveway.

The application form states that there are no hedges and that no hedges will be removed. The Design and Access Statement lists under proposed works: Fully excavate existing hedgerow to the Castle Street boundary inclusive of the low-level stone wall and replace with new low-level wall reusing the existing stone with new brickwork edging. The Proposed Plan indications 'new hedgerow to replace existing'. Farnham Town Council requests confirmation of what plants the replacement hedge will consists of.

Farnham Firgrove

TM/2024/01356 Farnham Firgrove

Officer: Theo Dyer

16 LYNTON CLOSE, FARNHAM GU9 8US

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER WA300

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

WA/2024/01357 Farnham Firgrove

Officer: Matt Ayscough

27 RIDGWAY HILL ROAD, FARNHAM GU9 8LS

Erection of extensions and alterations following demolition of existing extensions.

No comment.

WA/2024/01368 Farnham Firgrove

Officer: Matt Ayscough

22 SOUTHERN WAY, FARNHAM GU9 8DF

Erection of single storey extensions.

No comment.

WA/2024/01379 Farnham Firgrove

Officer: Ninto Joy

101 GREENFIELD ROAD, FARNHAM GU9 8TH

Erection of extensions and alterations and construction of a raised patio.

No comment.

WA/2024/01420 Farnham Firgrove

Officer: Matt Ayscough

1 WEYDON HILL ROAD, FARNHAM GU9 8NX

Erection of extensions to bungalow to form a two storey dwelling.

Planning history shows permission under WA/2015/2255 for extensions to form a two storey dwelling and subsequent application for 2 dwellings on the site following the demolition of existing under WA/2018/2170. No comment.

WA/2024/01439 Farnham Firgrove

Officer: Matt Ayscough

51 RIDGWAY ROAD, FARNHAM GU9 8NR

Erection of extensions and alterations following demolition of existing conservatory and side extension together with removal of 2 chimney stacks.

No comment.

Farnham Heath End

TM/2024/01447 Farnham Heath End

Officer: Theo Dyer

REAR OF 1, 2 AND 3 WINTERBOURNE CLOSE, FARNHAM GU9 0DP

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 01/19

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/2024/01452 Farnham Heath End

Officer: Theo Dyer

11 ELM CRESCENT, FARNHAM GU9 0QW

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/07

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

WA/2024/01307 Farnham Heath End

Officer: Ninto Joy

27 WEST AVENUE, FARNHAM GU9 0RH

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

No comment.

Farnham Moor Park

WA/2024/01417 Farnham Moor Park

Officer: Anna Whitty

AUSTINS PLACE, 40 COMPTON WAY, FARNHAM GU10 1QU

Erection of a dwelling with attached garage following demolition of the existing dwelling and garage/workshop; alterations and erection of extension of the existing indoor pool building.

No comment.

WA/2024/01473 Farnham Moor Park

Officer: Anna Whitty

19 ST GEORGES ROAD, BADSHOT LEA, FARNHAM GU9 9LX

Erection of a single storey extension; raising of ridge height and installation of dormers and rooflights to provide habitable accommodation in roofspace.

No comment.

Farnham North West

WA/2024/01405 Farnham North West

Officer: Tajinder Rehal

LAND AT AVALON COTTAGE, ALTON ROAD, FARNHAM GU10 5ER

Change of use of land and erection of a residential outbuilding following demolition of existing stable buildings.

Farnham Town Council requests a condition be included to restrict the outbuilding being used for overnight accommodation. The site is located outside the built-up area boundary of Farnham's Neighbourhood Plan, covered by policy FNPI0 Protect and Enhance the Countryside and policy RE3 Landscape Character: Area of Great Landscape Value.

WA/2024/01465 Farnham North West

Officer: Ninto Joy

17 HEATHYFIELDS ROAD, FARNHAM GU9 0BW

Erection of single storey extensions with alterations to elevations and installation of rooflights.

No comment.

WA/2024/01476 Farnham North West

Officer: Anna Whitty

23 TRINITY FIELDS, FARNHAM GU9 0SB

Erection of two storey extension and alterations to elevations together with insertion of pedestrian access gate following demolition of existing garage.

No comment.

Farnham Rowledge

WA/2024/01305 Farnham Rowledge

Officer: Matt Ayscough

11 CHERRY TREE ROAD, ROWLEDGE, FARNHAM GU10 4AB

Erection of two storey extension and alterations including dormers and rooflights following demolition of existing garage, conservatory and flat roof dormers; creation of additional vehicular access.

No comment.

WA/2024/01337 Farnham Rowledge

Officer: Tajinder Rehal

15 APPLELANDS CLOSE, WRECCLESHAM, FARNHAM GU10 4TL

Change of use of land to residential use associated with 15 Applelands Close.

No comment.

WA/2024/01383 Farnham Rowledge

Officer: Tajinder Rehal
26 SANDROCK HILL ROAD, WRECCLESHAM, FARNHAM GU10 4SX
Change of use of retail unit (Use Class A1) to provide additional residential accommodation (Use Class C3) together with alterations to elevations.

Farnham Town Council notes that this is a Building of Local Merit. Materials must match existing to maintain the character of the building.

WA/2024/01481 Farnham Rowledge

Officer: Tajinder Rehal
HORNBEAMS, 20 CHAPEL ROAD, ROWLEDGE, FARNHAM GU10 4AW
Erection of two dwellings and a detached garage building with associated works and access following demolition of existing dwelling.

Farnham Town Council objects to two dwellings proposed on this site, being out of character and overdevelopment with a large 3-storey dwelling and detached garage and a single-storey dwelling.

Farnham Weybourne

WA/2024/01361 Farnham Weybourne

Officer: Ninto Joy
13 FARNBOROUGH ROAD, FARNHAM GU9 9AQ
Erection of first floor extension.

No comment.

WA/2024/01364 Farnham Weybourne

Officer: Tajinder Rehal
16 CARTERS WALK, FARNHAM GU9 9AY
Insertion of door and sidelight to north elevation.

No comment.

WA/2024/01382 Farnham Weybourne

Officer: Ninto Joy
TAMARISK, OAKLAND AVENUE, FARNHAM GU9 9DY
Erection of a single storey extension following demolition of existing conservatory and removal of chimney; erection of an outbuilding.

No comment.

WA/2024/01463 Farnham Weybourne

Officer: Matt Ayscough
34 COURTENAY ROAD, FARNHAM GU9 9DN
Erection of a single storey extension and alterations to elevations together with installation of rooflight.

No comment.

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

National Planning Policy Framework Consultations

Proposed reforms to the National Planning Policy Framework and other changes to the planning system

Details can be view here:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>

Farnham Town Council to respond to the NPPF consultation via Neighbourhood Plan Task Group reporting into Strategy & Resources and on to Council on 19th September. The consultation closes at 11.45pm on Tuesday 24th September 2024.

For information

Odiham and North Warnborough Neighbourhood Plan 2014-2032 Consultation under Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended)

Odiham Parish Council is preparing an updated Neighbourhood Plan for the Parish. The updated Neighbourhood Plan and supporting information has been submitted to Hart District Council for the purposes of consultation, examination and, if appropriate, a referendum ahead of the Plan being 'made' (adopted) as part of the Development Plan for the area. This will then replace the current Odiham and North Warnborough Neighbourhood Plan 2014 – 2032, adopted in June 2017.

The Neighbourhood Plan and all supporting documents can be found at www.hart.gov.uk/odiham-north-warnborough-neighbourhood-plan

For information

St James, Farnham – Proposed Conservation Area

Earlier in the year Waverley received a submission from a group of local residents for the area around the former St James' Church to become a conservation area.

Waverley has now completed our assessment and concluded that the area does not hold sufficient special architectural or historic interest of which the character or appearance is desirable to preserve and enhance.

The report can be viewed here: www.waverley.gov.uk/CAAs

6. Appeals Considered

There were none for this meeting.

7. Licensing Applications Considered

New

South Street Town House, 46 South Street, Farnham, Surrey, GU9 7RP
Best End Restaurants Ltd

The application is for Late night refreshment 23:00-00:30 Sunday to Thursday and 23:00-01:30 Friday and Saturday (From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day); On and Off sales of alcohol 10:00-00:00 Sunday to Thursday and 10:00-01:00 Friday and Saturday (From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day); and Opening hours 10:00-00:30 Sunday to Thursday and 10:00-01:30 Friday and Saturday (From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day. An additional hour when the clock goes forward on the day which British Summer Time commences). The use of the roof terrace will cease at 23.00.

No comment.

8. Public Speaking at Waverley's Planning Committee/Hearings or Appeals

There were none for this meeting.

9. Date of next meeting

Monday 2nd September 2024 at 9.30am.

The meeting ended at 12.10 pm

Notes written by Jenny de Quervain