



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 29th January, 2026 at 6.10pm or at the conclusion of the meeting of Council as Trustee of the South Street Trust, whichever is later.

### Place

Council Chamber - Farnham Town Hall.

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To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 29th January, 2026, at 6.10pm or at the conclusion of the meeting of Council as the Trustee of the Farnham South Street Trust whichever is the later** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

**Iain Lynch**  
**Town Clerk**

### **Members' Apologies**

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

### **Recording of Council Meetings**

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

### **Questions by the Public**

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

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



# FARNHAM TOWN COUNCIL

## Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: 29 January 2026

Name of Councillor .....

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

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Place

Council Chamber - Farnham Town Hall, South Street, Farnham

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### Prayers

Prior to the meeting prayers will be said by the Revd David Uffindell, Rector of St Andrew's Church Farnham, in the Council Chamber. 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, Alan Earwaker, Tony Fairclough, George Hesse, Andrew Laughton, Mark Merryweather, Kika Mirylees, George Murray, 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](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.*

*Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

*The Town Clerk has advised he is a Trustee of the Farnham Building Preservation Trust and will leave the room whilst the item (under the Strategy & Resources Working Group) is discussed.*

### 3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on December 18th 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 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 7 - 38)**

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

i) Community & wellbeing held on 15<sup>th</sup> January 2026

**Appendix B**

ii) Culture & Business held on 15<sup>th</sup> January 2026

**Appendix C**

iii) Strategy and Resources held on 19<sup>th</sup> January 2026

**Appendix D**

2 To receive any relevant verbal updates from other Working Groups

**8 Precept 2026-27 (Pages 39 - 42)**

To consider the report from the Strategy & Resources Working Group at Appendix E and agree the 2026-27 precept.

**9 Risk Management Report (Pages 43 - 46)**

To adopt the report at Appendix F 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.

**10 Planning and Licensing Applications (Pages 47 - 60)**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 12<sup>th</sup> and 26<sup>th</sup> January at Appendices G and H.

**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 19<sup>th</sup> March at 6pm.

To note the date of the Annual Town meeting of Electors is scheduled for Thursday 26<sup>th</sup> March.

To note the Mayor has agreed that the April Council meeting (approval of end of year accounts) will move to **Wednesday 29<sup>th</sup> April**

**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 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.**

- 1 Appointment of Contractor and related matters following tendering to undertake the construction of the Gostrey Amenity Building at Exempt Appendix 1
- 2 HR update

Council Membership:

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

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# FARNHAM TOWN COUNCIL

## B

### Notes

### Community & Wellbeing

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#### Time and date

4.00 pm on Thursday 15<sup>th</sup> January 2026

#### Place

Council Chamber - Farnham Town Hall

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#### Community & Wellbeing Members Present:

Councillor Matthew Brown  
Councillor Alan Earwaker (Lead Member)  
Councillor Andrew Laughton  
Councillor Graham White  
Councillor Brodie Maulauka  
Councillor George Murray

#### Officers:

Iain Lynch (Town Clerk) - Part  
Mo Ashdown (Community & Wellbeing Officer)

#### 1. Apologies

Councillor Tim Woodhouse.  
Councillor Chris Jackman

#### 2. Disclosures of interest

None

#### 3. Minutes

The notes of the previous meeting held on 4<sup>th</sup> September were agreed.

#### 4. Community and SLA Grants 2026/27

4.1 The Working Group considered the reports on proposed Community Grants at Appendix B to its agenda. An additional application from Smart Phone Free Childhood was considered at the meeting.

#### Recommendation:

**It is recommended that the Community Grants set out at Annex 1 and 2 are recommended for approval by Council.**

4.2 The Working Group considered the reports from Service Level Agreement organisations. During a series of meetings on the 7th, 8th, 12th & 15th January, the interested organisations reviewed their work in 2025/26 (year to date) and their plans going forward into 2026/27.

Cllr Maulauka left the meeting at 18:05

## **5. Other Matters**

The remaining agenda items (Farnham Neighbourhood Area Committee (NAC) pilot and Matters for future meetings) were deferred to the next meeting.

Meeting closed 18:45

## **7 Date of next meeting**

The date of the next meeting was agreed as Thursday 12<sup>th</sup> March at 4pm – 6pm.





# FARNHAM TOWN COUNCIL

## Report Community & Wellbeing

January 2026

### Community Grants 2026-27

#### Farnham Town Council Grants Programme for 26/27

##### 1. Summary

1.1 For 2026/2027, Council has increased the grants budget by £30,000 and allocated a total of £71,500 for Community Grants and £72,000 Service Level Agreement Grants. In addition there is £110,000 for supporting Younger People (outreach and school holiday activities); £2,500 for the Blackwater Valley Countryside Management Partnership; an increased grant of up to £25,000 towards Farnham Museum's running costs; and £3,500 for the Farnham and Hale Carnivals which are funded from service budgets.

1.2 This report summarises applications received for Community Grants in 2026/27 and for the Community & Wellbeing Working Group to recommend to Council to approve. Applications for general community grants of £37,121 have been proposed from a budget which in 2025/26 was £25,000.

Councillors agreed that an additional £30,000 be added to the grants budget to support community groups providing important services for local residents who were facing reductions in grants from principal authorities and to meet the increasing needs of community organisations.

	2025/26	2026/27 Budget	2026/27 Allocated to date	Balance Remaining
<b>Service level agreements SLA:</b>	£79,500	<b>£72,000</b>	<b>£72,000</b>	<b>£0</b>
<b>Youth Projects:</b>	£90,000	<b>£90,000</b>	<b>£76,950</b>	<b>13,050</b>
<b>Summer Holiday Activity Grants:</b>	£20,000	<b>£20,000</b>	<b>0</b>	<b>£20,000</b>
<b>In Year Community Grants:</b>	£25,000	<b>£71,500</b>	<b>£37,121</b>	<b>£34,379</b>
<b>Town Clerk Small Grants:</b> (in year allocation up to £250)	£2,000	<b>£2,500</b>	<b>£0</b>	<b>£2,500</b>
<b>Grants funded from other budgets</b>	£16,000	<b>£31,000</b>	<b>£31,000</b>	<b>0</b>
<b>TOTAL</b>	£232,500	<b>£287,000</b>	<b>£217,071</b>	<b>£69,929</b>

## 2. Background

2.1 The stated aims of the Community Grant Scheme are to enable local people to participate in voluntary groups and activities; help the Town's voluntary groups to improve effectiveness; ensure the provision of services, needed by the Town's residents, via the voluntary sector; support organisations which meet the needs of people experiencing social and economic difficulties; ensure that there is equality of access and opportunity for all Farnham Town residents to the services it provides and funds.

2.2 Funding is given based on need, merit of the project and overall benefit to the local community. Applicants must clearly show how any assistance given will benefit the people living in Farnham or the environment of Farnham and meet the criteria of the Council's aims and objectives as stated:

- 1 To enable local people to participate in the voluntary groups and their activities
- 2 To help the Town's voluntary groups to improve effectiveness
- 3 To ensure the provision of services needed by the Town's residents, via the voluntary sector.
- 4 To support organisations which meet the needs of people experiencing social and economic difficulties
- 5 To ensure that there is equality of access and opportunity for all Farnham Town residents to the services it provides and funds

Funding will normally only be awarded up to a maximum value of £2,500 and as matched funding. All funding given will be subject to monitoring and evaluation of the outcome of the grant.

2.3 Grants are not intended to provide ongoing general funding for projects. Grants are awarded for specific costs. Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant. Organisations should be not-for-profit and must have clearly stated aims and objectives. The activities of the organisation and in particular the project being considered for funding must be readily available to the community of Farnham in general. No award will be made where spending has taken place prior to approval. Normally at least 50% matched funding will be required for any level of grant funding.

Costs for general routine maintenance of buildings and equipment are not eligible unless agreed as part of a SLA agreement. Grants will not be awarded for organisations to pass on money to others. Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves. If a project is not completed, the funding must be returned and is generally done so or a further report for reallocation of any grant awarded is made.

Grants are available to complete a one-off project or project that will require funding for up to a maximum of three years where normally a tapering grant contribution will be considered.

2.4 A list of the proposed community grants is attached at Annex 2

## 3. Service Level Agreements

Budget Centre	Organisation	SLA allocations 2025/2026	SLA (Provisional allocations) 2026/27
4801	Farnham Maltings	£12,500	£12,500
4802	Citizens Advice (CASWS)	£25,000	£20,000
4803	40 degreez	£5,000 <i>(for general running costs only)</i>	£5,000 <i>(for general running costs only)</i>
4806	Hale Community Centre	£5,000 <i>(for general running costs only)</i>	£5,000 <i>(for general running costs only)</i>

4808	Hoppa Community Transport	£10,000 (an additional £5000 to support the Frimley Park Hospital Hopper Pilot was paid)	£15,000 (includes ringfenced £5,000 to support the Frimley Park Hospital Hopper)
4809	Brightwells Gostrey Centre	£10,000 (for general running costs only)	£10,000 (for general running costs only)
4812	Space2grow	£2,000	£2,000
4813	New Ashgate Gallery	£2,500	£2,500
	<b>TOTAL</b>	<b>£59,000</b>	<b>£72,000</b>

#### Youth Initiatives & Outreach

Budget Centre	Organisation	SLA allocations 2025/2026	SLA (Provisional allocations) 2026/27
4800	40 Degreez (SLA)	£30,000	£37,000
4800	Hale Community Centre (SLA)	£15,000	£15,000
4800	Jubilee Hub (SLA)	£15,000	£15,000
4800	Pilot School & Holiday Music Project	£0	£9950
	<b>TOTAL</b>	<b>£60,000</b>	<b>£76,950</b>

Farnham Town Council operates a 'light touch' service level agreement where organisations provide important social or community services that fit with the objectives of the Council.

Organisations that receive SLA contributions (usually £2,500 or above) can use their funding for general purposes as agreed and are groups that may receive funding over a longer period whilst their objectives and activities meet the outcomes desired by the Council.

Councillors met with all organisations in receipt of SLAs during January 2026. Collectively, all organisations were facing increased costs as a result of a number of factors such as the Government's increases on employers' national insurance contributions and other economic challenges.

All organisations were commended on their work and varying activities and members felt it was appropriate to make some adjustments given the current economic pressures and needs of specific parts of the community, with increases proposed for 40 Degreez to further develop their youth provision including supporting Project Bracken which seeks to encourage and support young people to develop essential life skills in readiness for the world of work e.g. confidence/skills/experience/cv writing.

#### Recommendation

**It is recommended that the proposed grants set out above and at in Annex 2 be approved.**

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## Community Grants 2026/27

## Summary of Applications

	Name of organisation	Project Name	Total Project Cost	Grant requested	FTC Proposal
Arts & Crafts	FADEG [Farnham Art & Design Education Group]	Unseen Artists : Art from the Community	£900	£900	£900
Arts & Crafts	The Vine Centre	Art therapy	£4,366	£2,500	£0
Community	The Woodlarks Centre	TWC Community Brew	£1,985	£1,985	£425
Community	Farnham Voices Together Community Choir	Rehearsal and concert facilities	£3,035	£1,000	£560
Community	Farnham Brass Band	Friday Training Band	£613	£306	£306
Community	Hale Carnival Committee	Hale Carnival 2026	£27,800	£2,500	£0
Community	Farnham United Reformed Church ("The Spire Church")	The Pilgrim Project: New Chairs	£30,100	£2,500	£2,500
Community	Hamshire and Surrey Hills Men's Choir	Stay Healthy - Sing a Song	£2,800	£2,465	£400
Community	Wrecclesham Village Fete	Wrecclesham Village Fete	£3,000	£1,500	£750
Community	Parish of Badshot Lea & Hale	Friday Night Games	£3,773	£1,600	£1,000
Environment	Badshot Lea Village School	Garden Renovation	£750	£750	£500
Environment	Snailslynch Wood Community Project	Woodlands Improvement	£4,320	£2,500	£1,200
Environment	Badshot Lea Bloomers	Badshot Lea Community Garden	£1,852	£1,200	£1,000
Environment	Hive Helpers CIC	Resilience and Sustainability Project - Part 1	£4,850	£2,290	£1,500
Environment	Farnham Community Farm LTD	Cold Room	£7,200	£2,500	£2,000
Health & Wellbeing	St Peter's C of E Primary School PTFA	Keeping School Children Active: A New Daily Mile Running Track	£61,202	£2,500	£2,000
Health & Wellbeing	Mustard Seed Autism Trust	Happy and Healthy	£2,262	£2,000	£1,000
Health & Wellbeing	Rowledge Cricket Club	4 x New Sight Screens	£8,514	£2,500	£1,500
Health & Wellbeing	Helen Arkell Dyslexia Charity	Dyslexia Support in Farnham	£9,800	£2,000	£1,000
Health & Wellbeing	Frensham Pond Sailability	Sailaway	£5,250	£2,500	£1,750
Health & Wellbeing	Badshot Lea Tennis Club	Court improvements	£6,096	£2,500	£1,750
Health & Wellbeing	Sensory Services by Sight for Surrey	Living without Barriers - Benefits Service	£10,633	£1,000	£500
Health & Wellbeing	Headroom Young People's Charity	Family Therapy Service Pilot	£5,000	£2,500	£2,000
Health & Wellbeing	Creative Response Arts	Next steps: art outside the gallery II	£6,500	£2,500	£1,000
Older People	Farnham Assist	Seaside Treat Trip	£2,000	£1,000	£900
Younger People	Step By Step Partnership Ltd	Launch (Wellbeing and housing support for young people in Farnham)	£6,000	£2,500	£2,000
Younger People	1st Rowledge Rainbows & Guides	New Girl Guiding Uniform 2026	£900	£900	£900
Younger People	Home-Start in Waverley	Volunteer recruitment and training	£3,000	£2,500	£1,500
Younger People	Disability Challengers	Challengers Farnham Youth Scheme Summer 2026	£58,279	£2,000	£1,000
Younger People	40 Degreez	Sensory Garden	£1,588	£1,588	£800
Younger People	The Bourne Parish	Lunch Bags for Children summer 2026	£5,000	£2,500	£1,000
Younger People	Optimise Foundation	Empowering Y10 girls in Weydon and Heath End School remain active and enjoying sport	£5,301	£180	£180
Younger People	Hygiene Bank	Farnham & Aldershot Branch	£2,000	£500	£500
Younger People	Farnham Maltings	Farnham Maltings Youth Dance Company	£9,810	£2,300	£1,300
Younger People	Smartphone Free Childhood	PAPAYA Talks for Parents	£1,500	£1,500	£1,500
		<b>26/27 Funding</b>		<b>£63,964</b>	<b>£37,121</b>

Last Updated: 22.01.26

<b>25/26 Funding</b>	<b>£48,665</b>	<b>£19,374</b>
<b>YOY increase</b>	<b>31.44%</b>	<b>91.60%</b>

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# FARNHAM TOWN COUNCIL

# D

## Notes Culture & Business Working Group

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### Time and date

10.30 am on Thursday 15th January, 2026

### Place

Council Chamber - Farnham Town Hall

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### Culture & Business Working Group Members Present:

Councillor Alan Earwaker  
Councillor Andrew Laughton  
Councillor Michaela Martin  
Councillor Brodie Mauluka  
Councillor Kika Mirylees (Lead Member)  
Councillor Graham White

Officers: Oliver Cluskey and Megan Cross (Events Assistant)

#### 1. Apologies

There were no apologies.

#### 2. Declarations of Interest

None were made.

#### 3. Notes of the Last Meeting

Notes were approved.

#### 4. Review of Recent Events

Members discussed the recently launched 'Town of Culture' and agreed there was not enough capacity to get the application in by 31<sup>st</sup> March 2026.

##### a) October Craft Month

Members noted that 159 events were held throughout October and that visitor feedback was positive. Frensham Heights had become a key partner and sponsor and had hosted a successful launch event. Feedback showed that 88% of visitors were aware that Farnham is a World Craft Town, and that there were now 5,700 followers on Instagram as a result of sustained posting throughout the year. Members suggested that Farnham Craft Town should consider creating a TikTok account to further raise awareness among a younger audience.

Members agreed that the Farnham Lantern Festival was reaching new audiences and engaging residents who would not typically attend Farnham Town Council events. Members also agreed to change the date of the 2026 festival to either Thursday 29 October or Friday 30 October.

### **Recommendation to Council: Investigate setting up a TikTok account for Farnham World Craft Town**

#### **b) Christmas Lights Switch on, 15 November**

Members agreed that the Farnham Christmas Lights Switch-On was extremely busy, with Gostrey Meadow reaching full capacity, resulting in significant benefits, particularly for local hospitality businesses in the town centre.

Members noted that the new lighting scheme did not illuminate simultaneously in the Town at 4.30pm. Contractors had been made aware of this issue, which will be rectified for 2026.

Members were also informed that a meeting had been arranged with the new contractors to discuss the scheme.

#### **c) Christmas Market, 14 December**

Members agreed that the Market had been very successful, with what appeared to be record attendance. Feedback from visitors had been very positive, including from those travelling from as far away as Chichester. Members also noted and enjoyed the performance by the Michael Bubl   tribute act.

## **5. Future Events and Projects**

#### **a) Farnham Farmers' Market and other Markets**

Members noted that the Farnham Farmers' Market would continue on the fourth Sunday of the month (except December) but due to the impact of Farnham Infrastructure Programme on footfall, the Vegan Market organisers had decided not to go ahead in 2026. The following dates were proposed by ACVR Events for the use of Central Car Park for Markets in 2026:

31 May – Artist and Makers Market	21 June – Antiques and Vintage
20 Sept – Antiques and Vintage	4 Oct – Artist and Makers Market
29 Nov – Antiques and Vintage	

Members suggested contacting Frensham Heights to see which operator organised their market as the stalls were very good.

### **Action: Events Manager contact Frensham Heights**

#### **b) Music in the Vineyard**

Members were informed that Specsavers were confirmed as Silver sponsors of Music in the Vineyard and their sponsorship would help cover the cost of the bands. Specsavers would also be attending the events with a stand to engage with the community.

January – The Revivals Band (Charity: Hale Community and Youth Centre)

February – The Why Band (Charity: Bake Natter and Roll Farnham WI)

March – Brobed Stils (Charity TBC)

#### **c) Farnham Literary Festival**

Members noted that the Farnham Literary Festival programme was complete with over 60 events scheduled and that the brochure was about to go to print. Members were happy with the range of talks and workshops on offer and the political headliners.

Key Authors/Events included:

• Reeta Chakrabarti	• Alexander Armstrong
• Ruth Ware	• Lord Michael Heseltine
• Merlin Crossingham	• TJ Power and Dr Martha Deiros Collado
• Joel Dommett	• Jeremy Hunt and Vince Cable



Members expressed disappointment that Reel Cinema was still yet to be involved in the festival, despite attending meetings regarding the 2026 festival.

**d) Summer Events schedule**

Members were informed that the sustainability festival had officially been renamed the Farnham Wellbeing and Sustainability Festival, with an increased emphasis on a dedicated wellbeing zone. Cllr Mirylees requested that Hampton Estate be contacted regarding the possibility of delivering a talk, and that officers explore involvement from Compassion in World Farming.

Members were informed that officers were still in the process of booking bands for Music in the Meadow, and that all charity tea tent slots had now been allocated. Members requested that officers book a folk or folk-rock band for one of the dates.

Members were informed that The Hedgehogs had decided to continue with Farnham Carnival without the involvement of the Farnham Lions, and that World Music Day would take place the following day. Members expressed concerns regarding stewarding arrangements and the need for the event to comply with new legislation (Martyn's Law).

**e) Farnham Food Festival and Farnham Christmas Market**

Members discussed alternative options for the Farnham Food Festival and the Farnham Christmas Market in 2026 due to the impact of the Farnham Infrastructure Programme.

Members agreed to aim to proceed with closing East Street to traffic and using the green space at Brightwells for both events, and not to use The Borough or Castle Street in 2026. Members noted that, for the Farnham Food Festival, the cookery demonstration stage could be positioned as a central feature within Brightwells, with stalls facing away from the green space to help preserve the grass.

Members agreed that officers should arrange a meeting with Brightwells and Surrey County Council to discuss this option and to assess the financial viability of the events.

**Action: Events Manager to speak to SCC regarding Brightwells and East Street**

**f) Library Garden Events**

Members discussed the potential to explore future events in the Farnham Library Gardens as paid, ticketed events with food and drink vendors. Suggested ideas included Shakespeare performances, plays, and operas during the summer months. Members noted that this could only be progressed once the lease had been formalised.

**Action: Events Manager to get update on lease**

**g) Proposed Events**

Members were informed of the dates proposed by the for future events. Members agreed that Farnham Town Council would support the principle of a Farnham Half Marathon, provided it did not clash with the Farnham Literary Festival.

**h) Abbeyfield Celebrating 40 years**

Members were informed that the Abbeyfield Wey Valley Society's 40-year celebration would take place on Saturday 19 September 2026 in Gostrey Meadow.

Members were also informed by Cllr White of the 35-year anniversary of Farnham's town twinning with Andernach, with celebrations planned for June, including a concert at Farnham Maltings involving the Farnham Youth Choir. Cllr Mauluka offered his support if required.

**6. Business Update**

**a) BID**

Members were updated on Business Improvement District (BID) matters. The Events Manager, Cllr Martin and Cllr Fairclough had attended BID board meetings. Members were informed that Farnham Town Council's relationship with the BID had become very challenging with the current set up and expressed concern for the future. Officers were requested to arrange a meeting with the BID Board to clarify and address Farnham Town Council's relationship with the BID going forward.

**Action: Events Manager to arrange meeting with Chair and Vice Chair of the BID**

## **b) Museum of Farnham**

Cllr Mirylees updated the Working Group on the current position of the Museum. Members were informed that Waverley Borough Council would need to put the management of the service out to tender through procurement. This development could affect Farnham Town Council's position. Members acknowledged that additional support was still urgently required and agreed to refer the matter to the Strategy and Resources Working Group.

Members noted that there were ongoing discussions about exploring a potential long-term partnership with the National Trust.

## **7. Sponsorship Update**

2025-26:

• Principal Summer: £3,000 Kidd Rapinet	• Principal Summer: £3,000 Shaw Gibbs
• Gold Food Festival: £1,000 Kidd Rapinet	• Gold Food Festival: £1,000 Bush Hotel
• Bronze Food Festival: £300 Durham House Chiropractic Clinic	• Silver October Craft Month: £500 Frensham Heights
• Christmas Lights Switch-On: £1,000 Shaw Gibbs	• Principal Christmas: £3,500 Laithwaites
• Bronze Christmas Lights Switch-On: £300 Ranger Home Care	• Gold Christmas Market: £1,000 Kidd Rapinet
• Gold Christmas Market: £1,000 Rowledge Family Vets	• Silver Music in the Vineyard: £500 Specsavers
• Principal Farnham Literary Festival: £3,000 Frensham Heights	• Silver Farnham Literary Festival: £300 Specsavers

Members were informed that Specsavers had just been confirmed as silver sponsors of Music in the Vineyard and Farnham Literary Festival.

Cllr White had begun conversations with a local business for potential sponsorship.

## **8. Financial Update**

Members noted current position.

## **9. Items for Future Meetings**

Members agreed that they would like to explore the idea of 'paid' events in the Library Garden once the lease had been granted. Events would be more 'high brow' and include theatre and opera.

Members discussed the further funding needed for the Museum building and agreed that the building itself would be an asset to the community

## **10. Date of Next Meeting**

Thursday 16th April 2026 at 10.30am.

The meeting ended at 1.15 pm

Notes written by Oliver Cluskey



# FARNHAM TOWN COUNCIL

## D Notes

### Strategy & Resources

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#### **Time and date**

2.00 pm on Monday 19th January, 2026

#### **Place**

Council Chamber - Farnham Town Hall

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#### **Strategy & Resources Members Present:**

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

#### **Officers:**

Iain Lynch (Town Clerk), Lucy Dorkins (Business & Facilities Manager --Part), Jenny de Quervain (Civic and Planning Officer - Part)

#### **1. Apologies**

There were apologies from Cllr Laughton.

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

The Town Clerk declared an interest as a trustee of the Farnham Building Preservation Trust and left the room for the discussion of this item.

#### **3. Minutes**

The Notes of the meeting held on 11 December 2025 were agreed as a correct record.

#### **4. Finance Report**

The Working Group received a comprehensive finance report covering the Council's financial position as at 31 December 2025.

Members noted the bank reconciliation, income and expenditure position, investment balances, earmarked reserves and the level of outstanding debtors with the Town Clerk responding to specific questions on individual budget lines. The position was broadly in line with expectations for the third quarter of the financial year, with variations explained by timing of income receipts and the phasing of expenditure against approved budgets.

Income was showing as 162% of budgeted income mainly as a result of the Coxbridge CIL receipt and higher than expected grant income. Expenditure was running at 96%, accounted for primarily by the playground project and professional advice for the Amenity Building prior to tendering.

The Town Clerk explained the earmarked reserves in detail, advising that the playground earmarked reserve was to be transferred to meet the capital cost of the project, but these were usually done at the final quarter. In terms of Tourism Development, it was noted this money could be used for the replacement finger-post arms. In terms of the Wrecclesham Gateway project, Cllr Martin offered to follow up with Surrey officers if she had details of the concerns to the location proposed.

The Working Group reviewed the proposed Investment Strategy for 2026, noting the importance of balancing security and liquidity and agreed the Strategy for adoption by Council.

#### **Recommendation**

**It is recommended that the Investment Strategy at Annex 1 be adopted.**

The Fees and Charges for 2026/27 were considered, with members noting that the proposals broadly maintained existing charging structures, with selective increases where justified by rising costs and market conditions. There was a new late payment fee of £20 proposed for allotment holders given the experience in 2025 which was costly in administration terms.

#### **Recommendation**

**It is recommended that the Fees and Charges for 2026/27 at Annex 2 be adopted.**

The Internal Auditor's Interim Review (January 2026) at Appendix I to the agenda and the accompanying officers' comments were received. Members noted the positive assurance provided, together with recommendations aimed at strengthening procedures and documentation, which officers were progressing. A specific recommendation on the new Assertion 10 would be considered by Strategy & Resources in March, and the comment on the backup Petty Cash float was noted as being in line with Financial regulations but would be reviewed with a view to maintaining a level in line with expected needs over the financial year.

#### **Recommendation**

**It is recommended that the Interim Internal Auditor's report be welcomed.**

The Committee noted information received from Guildford and Waverley Electoral Services indicating that the projected cost of the 2027 elections was estimated to be £12 per elector - a very significant increase from an estimated £70,000 to over £375,000. Members expressed concern at the scale of the increase compared with previous elections and agreed that this would need to be robustly challenged.

The latest BACS and cheque payments were reported as being available for inspection.

## **5. Precept Report 2026/27**

The Working Group considered the Precept Report for 2026/27. The report set out the financial context, budget assumptions and the options on the level of precept required to support the Council's agreed service priorities in the context of a year of great uncertainty with pressures resulting from local government reorganisation and taking on additional land from the Principal authorities. It was also noted that the level of income from investments would be reduced as a result of taking forward the capital projects and the reduced value of reserves. The Working Group noted the consistent and prudent management of the income and expenditure for more than a decade evidenced by increases continuously below the sector average increase and below the capped level of increases set by both the Borough and County Councils over the same period.

Members discussed the balance between maintaining service quality, meeting future liabilities and the impact on local taxpayers. They also discussed whether to set an in-year savings target or use some of the council reserves to reduce the potential increase in Farnham's proportion of the council tax, but the unexpected and significant increase proposed by Waverley Borough Council for the elections cost alone highlighted the financial challenges ahead.

After a long discussion, the Working Group agreed the recommended precept for 2026/27 for recommendation to Full Council should be a modest increase of 16p per week or £8.22 per annum which would still be below the 2025/26 sector average for a town or parish council.

### **Recommendation**

**It is recommended that the precept level for 2026/27 be £1,703,930 representing a cost of £91.67 per annum for a Band D property (£1.76 per week).**

## **6. Grants 2026/27**

The Working Group received an update on the proposed Community Grants and Service Level Agreement allocations for 2026/27, following consideration by the Community & Wellbeing Working Group.

Members were reminded that the budget had increased the sum available for Community grants by £30,000 allowing for further in-year allocations if required. A follow-up discussion was planned to finalise the Community & Wellbeing grant report for Council. It was noted that the Farnham Hospital Hoppa scheme had become the most used since its launch in 2025 and an additional allocation of £5,000 was proposed for 2025/26 as well as a contribution of £5,000 for 2026/27.

The Leader advised he had attended all of the SLA grant meetings this year and had been impressed by all the presentations.

The Working Group noted that the Community Initiatives Fund had a balance of £15,000 for 2025/26 and it was proposed by Cllr Beaman, seconded by Cllr Murray and agreed *nem con* that this be recommended to Council to be used as a contribution from Farnham Town Council to support the community Buy-a-brick campaign for the Farnham Museum.

### **Recommendation:**

**It is recommended that £15,000 be contributed to the buy-a-brick campaign for the Farnham Museum from the balance of the 25/26 Community Initiatives Fund.**

## **7. Gostrey Meadow Amenity Building**

The Working Group received an update on the Gostrey Meadow Amenity Building project. Members noted the assessments from the Council's professional advisers to the 11 bids received for the project and the arrangements for the four shortlisted contractor interviews scheduled for 21 January. The Town Clerk advised a report on the outcome and a recommendation would be made to Council in the confidential part of the meeting.

In terms of project management, Plan A had been appointed to undertake this role and would have regular site meetings with the Town Clerk and Business & Facilities Manager. It was agreed to recommend to Council that a small councillor reference group also be set up to discuss any issues that may arise.

### **Recommendation:**

**It is recommended that a councillor reference group comprising The Mayor, the Leader, Cllr Fairclough and Cllr Brown be established to work with officers during the construction of the Gostrey Amenity Building.**

The Working Group noted that an application for £600,000 of Strategic Community Infrastructure Levy funding had been submitted and that officers had responded to follow-up questions from Waverley Borough Council. A decision was awaited. Subject to funding, it was hoped that work would commence around Easter and would be completed by February 2027.

## **8. Risk Management Report 2025/26**

The Working Group received the Risk Management Report for 2025/26 which would go to full Council.

Members considered the key risks identified and the reviews undertaken by individual Working Groups and the mitigation measures in place. The latest review by external advisor Worknest had just been completed and identified a number of matters for further review, some of which was availability of documentation on key risks. Officers were currently re viewing these and a further report would be prepared for Strategy & Resources along with proposed actions.

The report was agreed for recommendation to Council.

### **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.**
- iii) A further report be considered by Strategy & Resources Working Group on the actions required from the Worknest independent review in January 2026.**

## **9. Local Government Reorganisation**

The Working Group received an update on progress with Local Government Reorganisation, the preparations for the initial shadow meetings of the new West Surrey authority and findings from the Neighbourhood Area Committees (NACs)

Members noted the work being undertaken through the Neighbourhood and Area Committee pilots and the positive comments from county officers on the benefits of working with Farnham Town Council. Cllr Earwaker advised the emerging themes from each of the NACs were focussed

on wellbeing, younger people or both. An evaluation report had been prepared which was being submitted to the County Council Executive on 27<sup>th</sup> January. [Agenda for Cabinet on Tuesday, 27 January 2026, 2.00 pm - Surrey County Council](#)

Dates had also now been set for additional meetings of the NACS which was welcomed to continue the worthwhile work that had started in the successful pilot with a higher level of engagement with the community than in some of the other pilots. The Working Group noted the positive comments on the support given by Jenny de Quervain in enabling the Farnham NAC go so well.

The Mayor drew attention to the Surrey Association of Local Councils brochure, Strong and Vibrant Communities, which had been part funded by Farnham Town Council, outlining the role of town and parish councils in reorganisation and their benefits in a unitary structure, was received and welcomed. A copy can be found at [www.surreyalc.gov.uk/2026/01/salc-strong-vibrant-communities-report](http://www.surreyalc.gov.uk/2026/01/salc-strong-vibrant-communities-report). The report underlines the opportunities to maximise the benefits of town and parish councils in a new unitary structure and would be made available to candidates standing in the upcoming elections.

**Recommendation:**

**It is recommended that Council**

- 1) Welcome the continuation of the NACs in line with what Council had requested;**
- 2) Congratulate the Surrey Association of Local Councils on preparing an important and valuable document about the sector's contribution in a new unitary structure.**

**10. Farnham Infrastructure Programme**

The Working Group considered the latest position on the Farnham Infrastructure Programme, including phasing of works, the delivery of rain gardens and associated street furniture.

Members discussed progress on site, design and maintenance issues, and the importance of ensuring that completed works were fit for purpose and sympathetic to the town's character. The removal of the 'raingarden' outside Boots in the Borough was welcomed, but in line with Council's decision, it was hoped Surrey's proposed remediation works would enable the raingardens in Downing Street would be effective. It was noted that there was a proposal to install tree pits in the Borough in place of the 'rain gardens' and that if these were not possible, high quality planters should be used to allow additional greening and soften the landscape.

The Working Group noted the updated map of locations for Castle Street was still awaited from Atkins, and avoiding the mistakes of Downing street was essential so as not to impact on the character of Castle Street and minimise impact on events. It was important to continue to fight for the ironstones in Castle Street to be traditionally laid.

The Working Group welcomed the night works taking place to implement the crossovers in Downing Street and that the issue of excessive signage in Downing Street was being addressed. The Working Group agreed that if appropriate signs could be fixed to buildings as previously it would enable a reduction in clutter. It was agreed officers should progress this with Surrey and property owners. Members were concerned about the appearance of new sign boards in areas where they were in conflict with the County signboards policy, and the Mayor offered to speak with one specific business where this was a problem.

The Working Group raised concern about the redundant telephone boxes in the Woolmead which were still in situ and were hampering the opportunity to make improvements. It was agreed officers should make representation about the removal of these obsolete boxes.

In terms of the additional lighting proposed for Borelli Walk, Members noted the correct fittings for the lamp columns were on order. It was also noted that Waverley were considering a contribution to the trenching work that had been undertaken to supplement the agreed contribution of £20k from FTC to install additional lights near the Youth Shelter.

Members also discussed the need for improved landscaping at the South Street entrance to Borelli Walk once the Belisha Beacon was completed. Officers advised that this could be undertaken by FTC once the land had been transferred by Waverley under the Asset Transfer programme.

## **11. Contracts & Assets update**

The Working Group received a verbal update on contracts and assets. This included progress on the depot and Nursery Spring clean and the asset inventory review, with items identified for disposal subject to inspection by councillors. Changes to the public convenience cleaning arrangements were also discussed with a transition away from using contracted staff.

The Working Group noted costs for two replacement lawnmowers were being reviewed with a view to replacing ones approaching the end of their useful life from the machinery budget in the current financial year.

## **12. Potential Transfer of trusts to Farnham Town Council**

The Town Clerk left the room for the discussion of this item.

The Working Group received a report prepared by the Farnham Building Preservation Trust and an update from the Leader following discussions regarding the Council potentially becoming trustee of the Trust in place of the current trustees. It was noted the form of the trust would be similar to the Farnham South Street Trust and that a transfer would take place once the current asset was sold with the receipts of c £800 to £900k invested to be used for the objects of the Trust. As the current trust with Members and Trustees and a linked company limited by guarantee was involved for VAT purposes, legal and charity commission advice would need to be sought.

### **Recommendations**

#### **It is recommended:**

- 1) Farnham Town Council agree in principle to take on the Trusteeship of the Farnham Building Preservation Trust and takes necessary legal and other advice in conjunction with the Farnham Building Preservation Trust to achieve the optimum arrangement;**
- 2) A joint Working Group be established with the Trustees of the Farnham Building Preservation Trust to ensure a smooth transition and agree amended articles and the necessary changes required with the Charity Commission and Companies House;**
- 3) The Council takes on the Trusteeship once the sale of the property is completed with the intention that the Trustee manages a grant programme to deliver the objectives of the Trust with an advisory group including a representative of the Farnham Society and others with expertise in the objects of the Trust as required.**



- 4) A further report be submitted for decision of Council once the form of the revised Trust is prepared.**

Members also noted information from the Farnham Swimming Baths Trust and potential implications for Farnham Town Council as landowner. Further discussions were to be arranged.

**I 3. Review of Council Policies**

It was noted that because of the pressure of business on the agenda, consideration of new or revised Council policies had been deferred and would be brought to a future meeting with an additional meeting being considered.

**I 4. Town Clerk update**

The Town Clerk provided an update on current matters, including developments relating to Farnham Museum and the likely procurement of the museum management service; the potential for live streaming council meetings which would be included in the review of Standing Orders; arrangements for a forthcoming VIP visit linked to Farnham's Craft Town status; and preparations for the 35th anniversary visit from Andernach in June with the Oberbürgermeister and Bürgermeister of Andernach along with the concert by the Andernach City Orchestra.

**I 5. Date of next meeting**

The date of the next meeting was agreed as Monday 9<sup>th</sup> March at 2pm.

The meeting ended at 6.16 pm

Notes written by town.clerk@farnham.gov.uk

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## **Investment Strategy 2026/27**

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 fluctuates as a result of the 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-). Pooled investments that spread risk may be advantageous.

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 and this will be identified in the accounts.

### **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 followed by the South Street Trust and stated as its policy unless the Trustee otherwise decides.

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

### **2026/27 investment plan**

HSBC is the Town Council's banker. A significant proportion of funds not required for immediate use are 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.

HSBC no longer offers overnight deposits. As a result, an increasing proportion of funds invested in the Public Sector Deposit Fund (a pooled account to manage risk) on an immediate return basis. Funds are regularly 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 is considered prudent to monitor and plan to keep under review the financial investments. 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 property Fund investments 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 2026/27. However, if required the new amenity building in Gostrey Meadow may need PWLB funding if there is a shortfall from other funds. If required, borrowing approval would be sought from the Public Works Loan Board (PWLB) in accordance with the appropriate requirements.

It is not anticipated that the use of private sector treasury management advisors would be utilised in the year ahead.

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 2026**

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# FARNHAM TOWN COUNCIL

## Report Strategy & Finance Working Group

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**Date: January 2026**

### **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 challenging targets were set for income but there remains a shortfall in the agreed budget. Some adjustments are proposed for fees and charges 2026/2027 to help deliver the expected additional income.

#### **1. Cemeteries**

The proposed fees and charges schedule is attached at Annex 1 to this report. Most are proposed to remain the same with a rounding up of fees for simplicity. The estimated increase in income is £6,100.

#### **2. Farmers' Market**

The Farmers' Market fees increased from £40 to £45 in 205/26 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. 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 £35 per stall. Charity stalls (e.g. for the tea tent, or for Hedgehogs selling Calendars) are made available with no charge. It is not proposed to increase these further in 2026/27

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 Markets**

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. The markets have been affected by the uncertainty over the Infrastructure Programme works and no further increases are proposed.

#### **4. Events**

The proposed charges for events for 2026 are attached at Annex 2.

##### **4.1 Gostrey Meadow and other sites**

No increases are proposed for 2026/27 given the major infrastructure project with the new Amenity building starting in the year ahead and causing significant disruption.

#### 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 (excluding any repairs for damage caused).

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.

There have been no charges invoiced for filming and photographic events in recent years as most usage is for student or non-commercial purposes.

#### 4.1.4 Access Keys

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

For the year to date, the total charge for vendors who hired of Gostrey Meadow was £5809 excluding VAT. There were 2 vendors: Sir Whippy and Jamie's coffee. The proposal for 2026 will include electricity

Vendor Type	Summer Rate	Winter Rate
Ice cream	£70 per weekday, £90 weekend	£50 per day
Coffee	£50 per weekday £70 weekend	£25 per day

#### 5. Wreclesham Community Centre

Annual lease of £11,000 plus VAT per annum rising to and £12,000 in 2027/28.

#### 6. West Street Chapel

Annual lease of £10,000 plus VAT per annum (subject to review).



## 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 rose in 2025/26 to £67.50 in October 2025. 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 and is included in the allotment fee. A few allotment holders who do not take out the insurance must confirm they have adequate cover on their household insurance.

- An administrative fee is charged for new allotment holders taking on an allotment to reflect the work involved. This fee is currently £60. It is proposed this increase to £70.
- 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 1<sup>st</sup> October to 30<sup>th</sup> September.
- There has been an increasing problem of late payment for the allotment fee which has increased the number of half year payments when allotments are terminated. To offset this, it is suggested that a late payment fee of £20 be introduced to represent the additional administration involved for any outstanding rents after 8 weeks. This condition will be added to the Allotment lease renewals from October 2026.

## 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 limited negotiation if required) for 2026 are as follows:

Outside back cover	Inside front Cover	One Page	Half Page	Quarter Page
£2,500	£2,000	£1,750	£1,000	£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 statutory, or commercial groups and businesses is £35 per hour.

Bookings for hire during the daytime when the Town Hall is open to the public for Farnham community groups is currently free of charge as there are no additional costs involved in caretaking. Contributions for tea and coffee are requested for the Mayor's charity. It is proposed the community rate increase to £25 (out of hours) and £40 for commercial and statutory organisations.

### B) Banners:

- The Town Council manage the operation of banners over The Borough and Downing Street. 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 currently, is £70. (i.e. £140 in total)
- Rental per week £50.
- Administration fee of £60. (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 2025/26. The cost for a laminated sheet be charged at 30p per copy in addition.

## 10. Farnham in Bloom

	Charge
Hanging Baskets	£95
Troughs	£250
Three tier planter	£600
Statement planters	£900
Weyhill Hanging baskets (30) troughs (13) and carpet bedding	£3,200
Lion and Lamb Hanging baskets (6) troughs (6) and ground bedding, trees plus maintenance	£3,250
Benches	£750

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

## 11. Cemetery Fees and Charges

These are set out at Annex 1. Residents (those who pay their council tax covering the Farnham area) receive a 50% discount. Someone who have moved from their main home in Farnham to an adjacent area for care reasons are entitled to the resident discount for a period of 18 months from the sale of their home.

### Recommendation to Council

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



## Farnham Town Council

### FEES AND CHARGES FOR CEMETERIES 2026/2027

Effective 1<sup>st</sup> April 2026

**Please note: Non-residents are those not residing inside the Farnham Town Council boundary.**

For graves purchased after 1<sup>st</sup> 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
<b>BURIALS AND INTERMENTS – All Cemeteries</b>				
<b>Breakdown of Fees</b>				
A	Purchase of a <b>Double Depth</b> Adult Grave <i>Exclusive Rights of Burial (EROB) ONLY</i>	2,500	5,000	E
B	Purchase of a <b>Single Depth</b> Adult Grave <i>Exclusive Rights of Burial ONLY</i>	2,450	4,900	E
C	Interment Fee (Adult) <i>Payable at the time of interment</i>	6,00	1,200	E
<b>Calculating Burial Fees (Adults)</b>				
A + C	<b>Double Depth</b> Grave (Adult) <i>EROB and Interment</i>	3,100	6,200	E
B + C	<b>Single Depth</b> Grave (Adult) <i>EROB and Interment</i>	3,050	6,100	E
<b>Other Burial Fees</b>				
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>		1,100	2,200	E
Cremation Plot <i>Exclusive Rights of Burial Only</i>		650	1,300	E

Re-opening for interment of cremated remains	450	900	E
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GARDEN OF REFLECTION – West Street Cemetery			
Scattering of Ashes in Garden of Reflection (West Street)	40		E
Granite Memorial Book <b>Residents Package</b> <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 £ inclusive of VAT			
Additional Inscription for graves	140		S
Right to erect a memorial, for graves purchased prior to 01/03/08	200		S
Health and Safety - memorial fee	66		S
Fee for renewal of Memorial Permit after 12 months	15		S
MEMORIALS Kerb sets – Badshot Lea Kerb Sets; <u>Additional fee to the Right to erect a memorial</u>			
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	£90 inc VAT		S
Local Agreement Fee (on application only)	£60 inc VAT		S
Genealogy (per search) per hour	£20 ph £20 minimum charge Inc VAT		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)	£540		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.

## Proposed Stall prices for 2026-27

Please note all prices are net (VAT to be added)				
	Stalls price 2025-26	Estimated Number of stalls	Proposed booking fee 2026/27	Estimated increase of revenue
<b>Christmas Market</b>				
Castle Street / The Borough (3mx3m)	135	80	140	400
Castle St / The Borough half Mini Marquee (4.5mx3m inc ga	125	8	125	0
Castle St / The Borough Catering (3mx3m)	260	20	275	300
Bush Courtyard (Maybe not used due to FIP)	85	8	90	40
Ivy Club indoors (local makers) (Maybe not used due to FIP)	30	7	35	35
Ivy Club indoors (standard) (Maybe not used due to FIP)	60	5	60	0
Ivy Club courtyard (3mx3m space) (Maybe not used due to FIP)	70	4	70	0
Corner Pitch	50	35	50	0
Gazebo hire	35	15	35	0
Power 16amp	70	15	70	0
Power 32amp	85	5	85	0
One table	10	10	10	0
<b>Christmas Lights</b>	Total increase		Total increase	<b>775</b>
Standard pitch (3mx3m space)	80	25	85	125
Catering	160	5	160	0
Gazebo hire	35	5	35	0
Electricity 16 amp	55	5	55	0
Electricity 32amp	70	0	70	0
One table	7.5	0	7.5	0
<b>Food Festival</b>	Total increase		Total increase	<b>125</b>
Castle Street / The Borough (3mx3m)	135	75	150	1125
Castle Street Catering (3mx3m)	125	8	350	1800
Corner Pitch	50	35	50	0
Gazebo hire	35	15	35	0
Power 16amp	70	15	70	0
Power 32amp	85	5	85	0
One table	10	10	10	0
<b>Sustainability Festival (Rates to be agreed with and retained)</b>	Total increase		Total increase	<b>2925</b>
Charity/ non profit pitch	20	15	25	75
Non catering	60	10	65	50
Gazebo hire (income to FTC)	25		25	0
Power 16amp (income to FTC)	50		50	0
Power 32amp (income to FTC)	65		65	0
One table (income to FTC)	7.5		7.5	0
<b>World Music Day 28th June</b>	Total increase		Total increase	<b>125</b>
Standard pitch (3mx3m space)	80	12	80	0
Catering	160	5	160	0
Gazebo hire	35	3	35	0
Electricity 16 amp	55	5	55	0
Electricity 32amp	70	1	70	0
One table	7.5		7.5	0
<b>Farmers Market (Monthly)</b>	Total increase		Total increase	<b>0</b>
Standard pitch (3mx3m space), inclusive of VAT	37.5	40	37.5	0
				0
			Total increase	<b>0</b>
<b>Estimated annual additional income (less sustainability Festival)</b>				<b>3825</b>

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## FARNHAM TOWN COUNCIL

# E

### Report Council

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**Date: January 2026**

### **Precept 2026/27**

#### **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 announced in December 2025, the Government again announced additional funds available for Adult Social Care via a precept of 2%, on top of the 3% cap for principal authorities (or £5 if greater for shire district council Band D bills). A £15 increase is allowed for Police & Crime Commissioners and £5 for fire authorities.
- 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. In December 2025, 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 allowing greater flexibility to address community needs. Farnham has the 21<sup>st</sup> highest number of Band D properties out of the 10,236 parishes in England. It is the largest of the shire districts by Band D properties; 65<sup>th</sup> in the amount precepted and 2341<sup>st</sup> in the level of Band D.
- 5** In 2025-26, the Local Councils sector as a whole received just 1.8% of money raised by Council tax (£793m out of £44.1 billion). 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 2025/26 the average Parish increase was £6.34 (7.4%) whilst Farnham was again below average at 6.8%. The average council tax precept for Town and

parish councils was £92.22 against the Farnham level in 2025/26 of £83.45. Overall there are 150 councils with a precept above £1m (including 29 (11 in 2024/25) above £2m, and 12 (4 in 2024/5) above £3m). The highest precepted level for a town council is now £6.5m but the average for councils in a two tier area is around £79,400 (compared with a unitary area of £87,916).

- 6 The table below shows how Farnham has consistently managed to minimise its precept increases over the past twelve years, without negatively impacting on its wide range of services, and is significantly below the average for the sector.

In 2013, Farnham's precept amount was £5.63 above the sector average whereas in 2025/26 it was £8.77 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 including a new focus on supporting younger people, 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%
2024/25	£78.15	£85.88	6.7%	8.5%	5.1%
2025/26	£83.45	£92.22	6.8%	7.4%	5.0%
		13 year average	3.4%	5.2%	3.6%

### Farnham's Budget 2026/27

- 7 In 2025, Farnham has a provisional Band D tax base of 18,586.9, up from 18,398.9 based on an assumed collection rate of 99%. 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 £1,551,077 up from £1,535,300 (an increase of £15,777).
- 8 At the Council meeting in December, Members approved expenditure of £2,205,030 with draft discretionary income of £501,100 (including more challenging sponsorship and events income targets) and (assuming no precept increase) a total income of £2,052,177. This represented a shortfall of income at that stage of £152,853 which if funded by precept alone would be the equivalent of £8.22 per band D property per annum (16 pence per week). Since that time additional unexpected financial pressures have emerged with the proposed cost of the 2027 elections advised by Waverley Borough Council representing a 500% increase over the last election. The 2026/27 budget had included several key areas of growth including an additional £30,000 in grants for community organisation; £10,000 extra for younger people activities, £15,000 extra to support the Farnham Museum running costs; increases of some £15,000 in the Council's Business rates and utility bills; staffing increases



as a result of changes in National insurance rises and provision for a 3% national payaward as well as costs associated with local government reorganisation and land transfers being taken on; increases as a result of new legislation such as waste disposal and Martyn's law; increases in bookkeeping costs which had been pegged for a number of years; additional arboricultural requirements resulting from weather changes and additional land taken on; and estimated costs resulting from local government reorganisation. The Working Group noted the budget estimates had been prudent this year and if costs were higher than budget would result in reserves being used as well. The 2027/28 budget following the creation of the new West Surrey authority should be informed by a clearer set of information.

- 9 When the Council considers its precept it needs to bear in mind that a 1% increase in precept would bring £15,551 of additional income for Farnham Town Council at a cost of approximately 84p per band D dwelling per annum.
- 10 The precept needs to be set in a context of continuing significant economic pressures and the uncertainty over Local Government Reorganisation which have been reflected in the budget.
- 11 In determining the level of precept Council should consider whether it wishes to:
  - 1) use any of its reserves to meet the shortfall;
  - 2) increase further the income targets for services, or
  - 3) set unallocated in-year savings targets.
- 12 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 priorities of the Council particularly in the context of the creation of new Unitary Authorities in Surrey.
- 13 It is worth noting that the amount paid by a Band D council taxpayer in Farnham in 2025/26 was £2,481.23. 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 The Strategy & Resources Work considered the range of options set out above on how the funding shortfall could be met. However, with a number of unforeseen implications likely from the Local Government Reorganisation and the likely need to take on other services and property from the principal authorities in order to safeguard them for the local community, it was considered imprudent to eat too far into council reserves.
- 16 The Strategy & Resources Working Group therefore agreed *nem con* to recommend to Council a precept of £1,703,930 which equates to an increase of 16p per week (£8.22 per annum) and a total cost of £91.67 per Band D property per annum (£1.76 per week) for all the Town Council services. Interestingly, this would still be below the 2025/26 national average before any increases that may be applied in 2026/27.

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

**It is recommended that the precept level for 2026/27 be £1,703,930 representing a cost of £91.67 per annum for a Band D property (£1.76 per week).**

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## FARNHAM TOWN COUNCIL

# F

### Report Council

January 2026

## Risk Management Review 2025-26

### 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 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. 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 & Resources 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 that 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.

#### Assessing risks

- 10 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

- 11 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).
- 12 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) for an annual inspection and advice, external training for first aid, evac chair etc;

### Workplace Health and Safety

- 13 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

- 14 Farnham Town Council has an annual General Risk Assessment Report commissioned from WorkNest. The latest Inspection was undertaken on the 6<sup>th</sup> January 2026 by a new assessor and a report based on the day-long examination of the systems in place at the Council offices and in the Depot has been received. Some actions relate to data which needs to be provided to the assessor and these will be reviewed in the near future and progressed in the coming period.

The number of 'Actions required' as a result of the last six surveys are as follows:

	No. of Action Points	No. requiring immediate or short-term action.
2020/21	1	1
2021/22	6	0
2022/23	4	0
2023/24	3	0
2024/25	0	0
2025/26	59*	13*
*2025/26 survey currently being reviewed to identify follow-up documents required to be sent to assessor and actions required and will be discussed at next Strategy & Resources meeting		

- 15 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 was tested in February 2022, The Depot was tested in December 2025 – with a number of recommendations that will be implemented from within the 2025/26 budget. Wrecclesham Community Centre, West Street Chapel, Victoria Gardens, Gostrey Meadow toilet block, the Hart toilet block and the Central Car Park toilet block were tested in 2021 and are due again in 2026 – a date for the tests to be carried out is awaited. 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 Safety Checks** – the boilers at the Council Offices and Wrecclesham Community Centre are safety-checked annually.
  3. **Lift** - at the Council offices is inspected quarterly in accordance with insurance requirements.

4. **Fire Risk Assessment** – A fire risk assessment was undertaken by an external consultant in 2024 – Town Council Offices and 2025 in the Depot, Wrecclesham Community Centre, West Street Chapel, Gostrey Meadow toilet block, the Hart toilet block and the Central Car Park toilet block. All the remedial works were carried out.
5. **Legionella** - Testing takes place every other year, the last one was in 2024 – remedial works were carried out. The testing is done by an external contractor.
6. **Asbestos** - The legal requirement is to carry out an annual re-inspection. The most recent General Risk Assessment recommendation is to carry out Asbestos Management Survey.
7. **Risk.** - The Council reviews risk regularly with its insurers (Zurich) when new areas/activities are introduced or taken on (eg the new playground, vehicles). In 2025 the assessment led to the temporary removal of a new piece of equipment pending the manufacturer's advice.

#### **Financial risks and related Issues**

- 16 The 2018 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 and if required, the Information Commissioner.
- 17 The financial risks of the organisation are considered as part of the independent Internal Auditor's work. The most recent visit was in January 2026 with the Internal Auditor's Interim report being considered in January 2026. The Internal Auditor uses as a basis for his work the latest edition of The Practitioners' Guide is issued by the Smaller Authorities Proper Practices Panel (SAPPP), 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 was raised in 2024, at the suggestion of the internal Auditor, to £5,000,000.
- 18 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 formally reviewed with a revised version based on the latest NALC model due before the end of the financial year. Standing Orders are scheduled for review in March 2027 but may also be brought forward.
- 20 In underpinning the Council's approach, Farnham Town Council has the following policies:
  - Health and Safety Policy Statement
  - Fire Safety Management Policy Statement
  - Environmental Policy Statement

#### **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.**
- iii) **A further report be considered by Strategy & Resources Working Group on the actions required from the Worknest independent review in January 2026;**



# FARNHAM TOWN COUNCIL

## G

### Notes

#### Planning & Licensing Consultative Working Group

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**Time and date**

9.30 am on Monday 12th January, 2026

**Place**

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

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

Councillor Andrew Laughton (Lead Member)  
Councillor Alan Earwaker  
Councillor Brodie Mauluka  
Councillor Mark Merryweather  
Councillor George Murray  
Councillor Graham White  
Councillor Tim Woodhouse

Officers: Jenny de Quervain

**1. Apologies for Absence**

Apologies were received from Councillor Beaman.

**2. Disclosure of Interests**

None were received.

**3. Applications Considered from December 2025**

### Key/Larger Applications Considered

**Farnham Castle****WA/2025/02435 Farnham Castle**

Officer: Tajinder Rehal

UNIT A, FARNHAM RETAIL PARK, GUILDFORD ROAD, FARNHAM GU9 9QJ

Advertisement Consent to display 1 x internally illuminated box sign and trolley bay vinyl graphics.

**No comment.**

## **Farnham Moor Park**

### **WA/2025/02371 Farnham Moor Park**

Officer: Dana Nickson

HURLANDS LTD, 6 FARNHAM TRADING ESTATE, FARNHAM GU9 9NN

Construction of 3 uncovered padel courts with metal and glass enclosures and floodlighting; reconfiguration of existing car park and associated landscaping.

**No comment.**

## **Applications Considered**

## **Farnham Bourne**

### **TM/2025/02394 Farnham Bourne**

Officer: Theo Dyer

15 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3QN

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/05

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

### **TM/2025/02401 Farnham Bourne**

Officer: Theo Dyer

14 BOURNE FIRS, LOWER BOURNE, FARNHAM GU10 3QD

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

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.**

### **TM/2025/02437 Farnham Bourne**

Officer: Theo Dyer

GREEN OAKS, 2 WISLEY PLACE, WRECCLESHAM, FARNHAM GU10 4FA

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 06/18

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

### **WA/2025/02387 Farnham Bourne**

Officer: Sam Wallis

CANDLEMAS, 2 FOREST DRIVE, LOWER BOURNE, FARNHAM GU10 3HU

Installation of a dormer window(retrospective).

**Defer to meeting on 12 January 2026.**

### **WA/2025/02388 Farnham Bourne**

Officer: Sam Wallis

CANDLEMAS, 2 FOREST DRIVE, LOWER BOURNE, FARNHAM GU10 3HU

Erection of a single storey extension to house indoor swimming pool roof terrace (retrospective).

**Defer to meeting on 12 January 2026.**



**WA/2025/02360 Farnham Bourne**

Officer: Justin Bramley

61 FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3HL

Certificate of Lawfulness under Section 192 for erection of 1.9m vehicle entrance gates.

**No comment.**

**WA/2025/02409 Farnham Bourne**

Officer: Ninto Joy

4 CLUMPS ROAD, LOWER BOURNE, FARNHAM GU10 3HF

Certificate of Lawfulness under Section 192 for the stationing of a mobile home for residential use ancillary to the main dwelling.

**Farnham Town Council questions the use of an application for permitted development with the site being located in Green Belt (LPP2 policy RE2) and AONB and AGLV (LPP2 policy RE3).**

**WA/2025/02432 Farnham Bourne**

Officer: Tajinder Rehal

BUILDING AT OAK TREE FARM, TILFORD ROAD, FARNHAM GU9 8HU

Certificate of Lawfulness under Section 192 to formally establish that the building marked in red on the submitted location plan is in use for commercial, business and service (Use Class E) and can be used as such going forward.

**No comment.**

**WA/2025/02444 Farnham Bourne**

Officer: Tajinder Rehal

THE BAT AND BALL PUBLIC HOUSE, 15 BAT AND BALL LANE, FARNHAM GU10 4SA

Construction of an equipped children's play area (retrospective).

**Defer to meeting on 12 January 2026.**

**WA/2025/02452 Farnham Bourne**

Officer: Sam Wallis

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

Certificate of Lawfulness under Section 191 to confirm that works have commenced to implement planning permission WA/2022/00956 within the required time period.

**No comment.**

**WA/2025/02453 Farnham Bourne**

Officer: Sera Elobisi

25A UPPER BOURNE LANE, WRECCLESHAM, FARNHAM GU10 4RG

Erection of extensions and alterations together with increase in roof ridge height, installation of dormer and rooflight to provide additional habitable accommodation.

**Defer to meeting on 12 January 2026.**

**Farnham Castle****WA/2025/02365 Farnham Castle**

Officer: Dana Nickson

4A DOWNING STREET, FARNHAM GU9 7PB

Change of use of existing commercial building (Use Class E) to residential (Use Class C4) house of multiple occupancy (4 persons).

**Farnham Town Council raises concern for future occupants not having sufficient living space with only minimum standards being considered.**

**WA/2025/02366 Farnham Castle**

Officer: Dana Nickson

4A DOWNING STREET, FARNHAM GU9 7PB

Listed Building Consent for alterations to interior of building to provide a house of multiple occupancy.

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

**WA/2025/02338 Farnham Castle**

Officer: Tajinder Rehal

FATFACE, 51 THE BOROUGH, FARNHAM GU9 7NW

Alterations and repair works to shopfront.

**No comment.**

**WA/2025/02339 Farnham Castle**

Officer: Tajinder Rehal

FATFACE, 51 THE BOROUGH, FARNHAM GU9 7NW

Advertisement consent for 1 illuminated fascia sign and 2 non illuminated signs.

**No comment.**

**WA/2025/02434 Farnham Castle**

Officer: Tajinder Rehal

7 ST GEORGES MEWS, FARNHAM GU9 7LX

Replacement windows and doors.

**No comment.**

**Farnham Heath End**

**TM/2025/02367 Farnham Heath End**

Officer: Theo Dyer

HALE COURT, FAIRVIEW GARDENS, FARNHAM GU9 0NQ

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

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

**TM/2025/02451 Farnham Heath End**

Officer: Theo Dyer

15 PARKSIDE, FARNHAM GU9 0JP

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 16/99

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

**WA/2025/02395 Farnham Heath End**

Officer: Wanda Jarnecki

20 ALMA LANE, FARNHAM GU9 0LA

Erection of single and two storey extensions, alterations together with dormer extension, rooflights to provide habitable accommodation in roof space; associated landscaping works.

**No comment.**

## **Farnham Moor Park**

### **TM/2025/02400 Farnham Moor Park**

Officer: Theo Dyer

4 ST GEORGES CLOSE, BADSHOT LEA, FARNHAM GU9 9LZ

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 03/18

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

### **WA/2025/02373 Farnham Moor Park**

Officer: Tajinder Rehal

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

Erection of a single storey dwelling with amenity space, parking and bin store following demolition of existing outbuilding; landscaping works to existing dwelling to facilitate parking.

**Farnham Town Council notes the planning history at this location.**

**Although the proposal is now for dwelling in the garden instead of alterations to the extension, Farnham Town Council maintains its objections to an additional dwelling at 10 Pine View Close and the negative impact on the living conditions of neighbouring occupiers in conflict with LPP1, LPP2, Farnham Neighbourhood Plan policies and NPPF, as highlighted by the Planning Inspector when dismissing the appeal (20 January 2025) to the refusal of application WA/2023/02067.**

**The Inspector concluded 'The conflict I have identified with WLP1 Policy TD1, WLP2 Policies DM1, DM4 and DM5 and FNP Policies FNP1, FNP15 and FNP16 results in a conflict with the development plan read as a whole.' 'I have found conflict with the FNP arising from the harms to both character and appearance and the living conditions of neighbouring occupiers. There is also conflict in these respects with the rest of the development plan and the Framework.**

### **WA/2025/02415 Farnham Moor Park**

Officer: Wanda Jarnecki

HOLLY HOUSE, SANDS ROAD, THE SANDS, FARNHAM GU10 1PX

Erection of extensions and alterations with addition of balconies; alterations to roof space to provide habitable accommodation with dormer windows and associated works including enlargement of existing tennis court; demolition of existing stable block accommodation.

**No comment.**

### **WA/2025/02457 Farnham Moor Park**

Officer: Justin Bramley

52 LYNCH ROAD, FARNHAM GU9 8BY

Erection of single storey extensions and alterations including open porch together with alterations to fenestration.

**No comment.**

## **Farnham Rowledge**

### **TM/2025/02439 Farnham Rowledge**

Officer: Theo Dyer

COETIR, 7C WRECCLESHAM HILL, WRECCLESHAM, FARNHAM GU10 4JN

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 21/05  
**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

**TM/2025/02450 Farnham Rowledge**

Officer: Theo Dyer

WAYWARD, 85 BOUNDSTONE ROAD, ROWLEDGE, FARNHAM GU10 4AT

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 12/99

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

**WA/2025/02361 Farnham Rowledge**

Officer: Wanda Jarnecki

MAYFIELD HOUSE, SWITCHBACK LANE, ROWLEDGE, FARNHAM GU10 4BB

Erection of extensions and alterations.

**No comment.**

**WA/2025/02396 Farnham Rowledge**

Officer: Wanda Jarnecki

RIVENDELL, 2A APPLELANDS CLOSE, WRECCLESHAM, FARNHAM GU10 4TL

Repairs and alterations to outbuilding including new roof.

**No comment.**

**WA/2025/02445 Farnham Rowledge**

Officer: Dana Nickson

LAND WEST OF FORMER CHERRY TREE INN, SCHOOL ROAD, ROWLEDGE, FARNHAM

Erection of a self-build / custom-build dwelling and detached garage with associated works.

**Defer to meeting on 12 January 2026.**

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

**Farnham Castle**

**WA/2025/02477 Farnham Castle**

Officer: Russell Brown

HAWTHORNS, HALE ROAD, FARNHAM GU9 9RL

Erection of 8 free-standing flagpoles for a temporary period.

**No comment.**

**WA/2025/02478 Farnham Castle**

Officer: Russell Brown

HAWTHORNS, HALE ROAD, FARNHAM GU9 9RL

Advertisement consent to display 8 non-illuminated free-standing flags for a temporary period.

**No comment.**

## **Farnham Heath End**

### **WA/2025/02496 Farnham Heath End**

Officer: Sam Wallis

FOXDENE, 108 UPPER HALE ROAD, FARNHAM GU9 0JW

Erection of 7 dwellings with alterations to access and associated works following demolition of existing dwelling and outbuildings.

**Farnham Town Council notes that this application is for 7 dwellings on the plot of land following demolition of existing dwelling and outbuildings. A previous application for 5 dwellings was withdrawn in 2019 following the County Highways Authority's objection to a new vehicular access to Upper Hale Road where it has not been satisfactorily demonstrated that visibility could be achieved over land within the applicant's control or ownership. A highways response is awaited for this application.**

## **5. Applications Considered**

## **Farnham Bourne**

### **TM/2025/02501 Farnham Bourne**

Officer: Theo Dyer

17 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3QN

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/05

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

### **TM/2026/00007 Farnham Bourne**

Officer: Theo Dyer

1 FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HN

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 15/09

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure.**

Deferred to meeting on 12 January 2026

### **WA/2025/02387 Farnham Bourne**

Officer: Sam Wallis

CANDLEMAS, 2 FOREST DRIVE, LOWER BOURNE, FARNHAM GU10 3HU

Installation of a dormer window(retrospective).

*For information, WBC is working with the applicant to regularise the works.*

**Application determined 8 January, permission granted.**

Deferred to meeting on 12 January 2026

### **WA/2025/02388 Farnham Bourne**

Officer: Sam Wallis

CANDLEMAS, 2 FOREST DRIVE, LOWER BOURNE, FARNHAM GU10 3HU

Erection of a single storey extension to house an indoor swimming pool with roof terrace over (retrospective).

*For information, WBC is working with the applicant to regularise the works.*

**The application will be on the WBC Planning Committee agenda on 21 January 2026 recommended for approval the report clearly sets out why there is no planning harm caused by the extension and that there is no detrimental impact on the neighbour property.**

Deferred to meeting on 12 January 2026

**WA/2025/02444 Farnham Bourne**

Officer: Tajinder Rehal

THE BAT AND BALL PUBLIC HOUSE, 15 BAT AND BALL LANE, FARNHAM GU10 4SA

Construction of an equipped children's play area (retrospective).

**Farnham Town Council notes that previous play equipment located in the pub garden was accepted. Objection has been made by the neighbour of overlooking from the top of the tower. Farnham Town Council requests that the applicant works with the LPA and neighbour to consider an alternative location within the pub garden.**

Deferred to meeting on 12 January 2026

**WA/2025/02453 Farnham Bourne**

Officer: Sera Elobisi

25A UPPER BOURNE LANE, WRECCLESHAM, FARNHAM GU10 4RG

Erection of extensions and alterations together with increase in roof ridge height, installation of dormer and rooflight to provide additional habitable accommodation.

**No comment.**

**WA/2025/02464 Farnham Bourne**

Officer: Omar Sharif

12 AVELEY LANE, FARNHAM GU9 8PW

Erection of a detached two storey self-build dwelling with associated amenity space and parking; demolition of existing outbuilding.

**Farnham Town Council notes the proposed demolition of the garage and subdivision of the plot; this is contrary to Farnham Neighbourhood Plan policy FNP1 New Development and Conservation and the Farnham Design Statement for the Bourne. Green boundaries and trees must be retained to maintain the character of the lane. Clarification is needed of the parking provision for both the host and proposed dwelling as located on a narrow lane with no capacity for on-street parking which would have a negative impact on the neighbours' and the character of the lane. A two-storey dwelling has the potential to overlook into windows of the neighbour on the opposite side of the lane.**

**Farnham Castle**

**PRA/2025/02507 Farnham Castle**

Officer: Tajinder Rehal

17 THE BOROUGH, FARNHAM GU9 7NG

General Permitted Development Order 2015, Schedule 2 Part 3 Class G - Prior Approval for change of use from commercial, business and service (Use Class E) to mixed use; change of use of upper floors to provide 1 dwelling.

**Included as proposal is for a 3-bedroom dwelling across first and second floor, retail on ground floor. No comment.**

**WA/2025/02485 Farnham Castle**

Officer: Anna Whitty

61 CASTLE STREET, FARNHAM GU9 7LN

Listed Building consent for installation of access handrails.

**No comment.**

**WA/2025/02503 Farnham Castle**

Officer: Wanda Jarnecki

17 STEPHENDALE ROAD, FARNHAM GU9 9QP

Erection of single storey extensions and alterations following demolition of existing conservatory and garage; construction of vehicular access crossover and provision of parking area.

**Farnham Town Council objects to the loss of on-street parking and grass verge having a negative impact on the neighbours, reducing available on-street parking, and character of the road where street trees and verges are a feature of the character area outside the town centre in the Farnham Design Statement and Farnham Neighbourhood Plan. The drawings show a space parallel to the front of the dwelling which could be accessible with the removal of the brick pier rather than the complete frontage.**

**Farnham Heath End**

**WA/2025/02471 Farnham Heath End**

Officer: Wanda Jarnecki

41 ALMA WAY, HEATH END, FARNHAM GU9 0QN

Erection of a single storey extension following demolition of existing conservatory.

**No comment.**

**WA/2025/02504 Farnham Heath End**

Officer: Wanda Jarnecki

ANNEX, 33 ALMA LANE, FARNHAM GU9 0LW

Certificate of lawfulness S192 for erection of two storey rear extension and single storey side extension.

**No comment.**

**WA/2026/00003 Farnham Heath End**

Officer: Matt Ayscough

6 OLD HEATH WAY, FARNHAM GU9 0QP

Erection of a rear extension.

**Proposed extension refused as Permitted Development under PRA/2025/01177. Refused under WA/2025/01521 due to harm to neighbour's amenity. This application sets back extension from neighbour's boundary. No comment.**

**Farnham Moor Park**

**WA/2025/02467 Farnham Moor Park**

Officer: Dana Nickson

UNIT 16, BADSHOT FARM, BADSHOT FARM LANE, FARNHAM GU9 9HR

Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary Condition 1 of WA/2024/02379 (approved plans) to allow alterations to elevations and internal layout.

**No comment.**

**WA/2026/00009 Farnham Moor Park**

Officer: Russell Brown

KILNSIDE PLACE, ST GEORGES ROAD, BADSHOT LEA, FARNHAM GU10 1FN

Application under Section 73 to vary Condition 1 of WA/2019/1022 (approved plans) to allow reduction in size of dayroom.

**Farnham Town Council seeks clarification as to the location of the proposed dayroom. The area marked as paddock appears to be a different size to the plan having been reduced by hardstanding and a building already in place. These queries will be clarified by the site visit. A Condition must be included to ensure that dayrooms are not used for overnight accommodation.**

**WA/2026/00008 Farnham Moor Park**

Officer: Anna Whitty

FIRBANK, GREENACRES, FARNHAM GU10 1QH

Erection of ground and first floor extensions and alterations together with creation of first floor balcony with external staircase; alterations to integral garage to provide habitable accommodation; demolition of attached shed.

**No comment.**

**Farnham Rowledge**

Deferred to meeting on 12 January 2026

**WA/2025/02445 Farnham Rowledge**

Officer: Dana Nickson

LAND WEST OF FORMER CHERRY TREE INN, SCHOOL ROAD, ROWLEDGE, FARNHAM

Erection of a self-build / custom-build dwelling and detached garage with associated works.

**It is noted in the application form that the hedging is to be enhanced with native species.**

**Farnham Town Council requests that green boundaries and trees must be Conditioned to be retained and enhanced to maintain the character of the road, especially close to the War Memorial.**

**WA/2025/02476 Farnham Rowledge**

Officer: Justin Bramley

9 COLESON HILL ROAD, WRECCLESHAM, FARNHAM GU10 4QQ

Erection of a two storey extension and alterations.

**No comment.**

**WA/2026/00006 Farnham Rowledge**

Officer: Wanda Jarnecki

VINERS MEAD, WRECCLESHAM ROAD, WRECCLESHAM, FARNHAM GU10 4PT

Listed Building consent for erection of a single storey extension and alterations to fenestration together with internal alterations following partial demolition of existing rear porch and removal of internal partition walls.

**No comment.**

**Farnham Weybourne**

**WA/2025/02491 Farnham Weybourne**

Officer: Justin Bramley

63 LOWER WEYBOURNE LANE, FARNHAM GU9 9HW

Certificate of Lawfulness under Section 192 for alterations to roofspace including a rear dormer to provide habitable accommodation.

**No comment.**



**WA/2025/02497 Farnham Weybourne**

Officer: Wanda Jarnecki

4A KNIGHTS ROAD, FARNHAM GU9 9BX

Erection of two storey side extension and single storey link extension with alterations to existing garage to provide habitable accommodation.

**No comment.**

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

**Surrey Hills National Landscape (AONB) Boundary Variation Project**

Notice Period for our proposal to extend Surrey Hills National Landscape by 129 square kilometres closes on 14th January 2026.

The notice period is a legal requirement for a landscape designation project and provides a final opportunity for the public and stakeholders to submit representations to Natural England on the draft proposal (known legally as a Draft Order). This follows two statutory and public consultations, where over 2000 respondents provided input.

*Natural England would like to thank everyone who has participated in the previous public consultations and acknowledge the significant involvement and investment from stakeholders and communities. We are not asking individuals or organisations to provide a representation if they have already submitted a response to one or both of the consultations. We are only asking for representations from those who wish to identify any outstanding issues with the proposal or assessment process, which they feel have not been addressed through the consultation period. If you represent an organisation, we would be grateful if you could disseminate the news of this next milestone in the project to your members.*

**No response required.**

**Farnborough Airport Planning Application**

This planning application seeks changes to the planning conditions controlling aircraft movements, aircraft weight categories and Public Safety Zones.

Within this new application, there are no proposals to increase the total number aircraft movements permitted. This would mean the current cap of 50,000 aircraft movements per year remains.

The application is seeking to vary Conditions 2 (aircraft movements) and 6 (aircraft weight), and to replace Conditions 7 (1:10,000 risk contour) and 8 (1:100,00 risk contour), of planning permission 20/00871/REVPP determined on the 22/02/2022, in order to:

- Increase the number of non-weekday aircraft movements from 8,900 to 13,500 per annum, and
- Amend the permitted annual flight movements weight category from 50,000–80,000 kg to 55,000–80,000 kg, retaining the overall cap of 1,500 movements (within this cap: aircraft between 50,000–55,000 kg that do not meet ICAO Chapter 14 (or equivalent) noise standards shall continue to be counted, and non-weekday movements within the revised category shall increase from 270 to 405) and to
- Replace Conditions Nos. 7 (1:10,000 risk contour) and 8 (1:100,000 risk contour) with a new condition to produce Public Safety Zone maps in accordance with the Department for Transport requirements

Farnham Town Council notes that Farnborough Airport's proposals represent over 50% increase in the number of weekend (non-weekday) flights and 50% increase of weekend (non-weekday) flights in the proposed weight category. It is also proposed that 27% of the higher category be at weekends.

Farnham alone has a population of 42,000 and the effect on residents is even greater when the total of all residents living under the flightpaths are taken into account.

The proposed significant increase of weekend flights will cause particular noise disturbance to residents at times used mainly for relaxation. Already there has been an "stacking" of commercial aircraft over Farnham awaiting slots at Heathrow and Gatwick and the airspace interactions between Farnborough/Heathrow/Gatwick need to be addressed in terms of the wider impacts on the local community. The change of flight paths have already caused material harm to Farnham residents and no further harm should be allowed. Clarification needs to be given over any proposed stacking for Farnborough and any future stacking for Heathrow, Gatwick and other airports with a flightpath over Farnham.

One other factor that has not been taken into account is that any increase in the number of flights at weekends will inevitably increase the level of traffic using local roads which are already heavily used and congested.

Farnham Town Council objects to the proposed increase in weekend (non-weekday) flights at Farnborough Airport.

## **7. Appeals Considered**

Appeal Notifications

**Planning Inspectorate Reference:** APP/R3650/W/25/3376673

WA/2025/01473 Farnham Bourne

Officer: Tajinder Rehal

ANNEXE, BROOKLANDS, DENE LANE WEST, FARNHAM

Erection of extensions and alterations to ancillary outbuilding including installation of PV panels and rooflights to provide a dwelling; installation of an access gate.

Appellant's Name: Mr Barry

The appeal will be determined on the basis of Written Representations followed by a site visit by the inspector.

**For information, Policy DM14 gives guidance of 40% increase in the Surrey Hills AONB/National Landscape. These proposals represent an increase of 146.49%.**

**FTCs objection 13 August 2026:**

**WA/2025/01473 Farnham Bourne**

Officer: Tajinder Rehal

ANNEXE, BROOKLANDS, DENE LANE WEST, FARNHAM

Erection of extensions and alterations to ancillary outbuilding including installation of PV panels and rooflights to provide a dwelling; installation of an access gate.

**This is the third planning application submitted by Michael Conoley Associates for an ever-increasing dwelling, having previously been granted permission under WA/2023/02539 for 'erection of extensions and alterations to existing outbuilding to provide ancillary residential**

accommodation (retrospective)' followed by WA/2024/02396 for 'alterations to elevation of ancillary outbuilding to provide a dwelling and installation of an access gate'.

The Surrey Hill AONB Planning Adviser previously requested conditions to restrict the use to ancillary to the dwellinghouse, remove permitted development rights to ensure no further enlargement, to use darker colours or timber cladding for the exterior, not have large suburban style windows incongruous in the AONB and no vehicular access should be provided to the building.

This application includes extensions to form a 3-bedroom single storey dwelling with bathrooms, a separate living room, study and utility. This is a gross increase on the internal floor area of the original outbuilding - Policy DM14 gives guidance of 40%. Additional works include planting of a hedge to separate the existing and proposed dwelling, storage of bins and additional hardstanding for parking.

The proposed erection of extensions and alterations to ancillary outbuilding including installation of PV panels and rooflights to provide a dwelling; installation of an access gate will negatively impact the character of the Surrey Hills National Landscapes/Surrey Hills Area of Outstanding Natural Beauty (AONB) & Area of Great Landscape Value (AGLV).

## **8. Licensing Applications Considered**

### **New**

M&S Simply Food  
Unit A, Farnham Retail Park, Guildford Road, Farnham GU9 9QJ  
Marks & Spencer Simply Food Ltd

An application has been received for a new premises licence. The application is for Off sales of alcohol and Opening hours 06:00-00:00 Monday to Sunday.

**No comment.**

### **New**

Hurlands Pickleball and Padel  
6 Farnham Trading Estate, Farnham GU9 9NN  
Kalm Kitchen Ltd

An application has been received for a new premises licence. The application is for On sales of alcohol 12:00-22:30 Monday to Sunday and Opening hours 06:30-22:30 Monday to Sunday.

**No comment.**

## **9. Public Speaking at Waverley's Planning Committee, Hearings or Inquiries**

There were none for this meeting.

## **10. Date of next meeting**

Monday 26<sup>th</sup> January 2026 at 9.30am.

The meeting ended at 11.30 am

Notes written by Jenny de Quervain

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