



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 23rd October 2014 at 7.00pm

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 23rd OCTOBER 2014, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to Ginny Gordon, by 5 pm on the day before the meeting.

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. A maximum of 15 minutes will be allowed for the whole session.

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: 23rd October 2014

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 Full Council

Time and date

7.00pm on Thursday 23rd October 2014

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting, at 6.50pm, prayers will be said in the Council Chamber by the Revd Michael Hopkins from the Farnham United Reformed Church. Councillors and members of the public are welcome to attend.

Questions by the Public

The Mayor will invite members of the public present to ask questions on any Local Government matter, not included on the agenda. A maximum of 15 minutes will be allowed for the whole session.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Blagden, Cockburn, Frost, Hargreaves, Hill, J O'Grady, S O'Grady, Potts, Steel and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to her being a councillor of Surrey County Council: Cllr Frost.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*

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

- 3 Minutes**
To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 25th September 2014. **Appendix A**

- 4 Statements by the Public**
The Mayor to invite members of the public present to make statements on any item on the agenda.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

- 5 Town Mayor's Announcements**
To receive the Town Mayor's announcements.

Part I – Items for Decision

- 6 Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
- i) Community Enhancement held on 1st October 2014 **Appendix B**
 - ii) Strategy and Finance held on 14th October 2014 **Appendix C**

- 7 Planning and Licensing Applications**
To receive the minutes of the Planning & Licensing Consultative Group meetings held on: 29th September, and 13th October 2014 **Appendices D, E,**

- 8 Farnham Neighbourhood Plan**
To receive the draft Regulation 14 Farnham Neighbourhood Plan and associated documents including:
- Scoping Report
 - Sustainability Appraisal
 - Farnham Land Availability Assessment
 - Employment Land Review

Part 2 – Items to Note

- 9 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 10 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 11 Actions taken under the scheme of delegation**
Town Clerk to report on any relevant matters
- 12 Date of next Meeting**
To confirm the date of the next meeting as Thursday 2nd December 2014 at 7pm.

13 Exclusion of the Press and Public (if required)

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 14 of the agenda in view of the confidential items under discussion.

Part 3 – Confidential Items

13 Any Exempt Matters

The Town Mayor will close the meeting.

Membership:

Councillors: Jeremy Ricketts (Mayor), Jill Hargreaves, (Deputy Mayor), David Attfield, David Beaman, Patrick Blagden CBE, Carole Cockburn, Pat Frost, Carlo Genziani, Stephen Hill, Sam Hollins-Owen, Graham Parlett, Dr Jessica Parry, Julia Potts, Jennifer O’Grady, Stephen O’Grady, Susan Redfern, Roger Steel, John Ward

Distribution: Full agenda and supporting papers to all Councillors (by post)

Note: The person to contact about this agenda and documents is Iain Lynch, Town Clerk, Farnham Town Council, South Street, Farnham, Surrey, GU9 7RN. Tel: 01252 712667



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 1st October 2014

Place

Council Chamber, South Street, Farnham

Attendees:

Members: Councillors David Beaman, Carole Cockburn, Stephen Hill, Jessica Parry and Jeremy Ricketts.

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Amy Dawson (Community Enhancement Assistant)

In attendance: John Ely (Member of Farnham in Bloom Community Group)

1. Apologies

Apologies were received from Councillor Susan Redfern.

2. Declarations of Interest:

There were no declarations of interest.

3. Notes of Meeting held on Wednesday 18th June 2014.

POINTS	ACTION
The notes of the previous meeting were agreed.	

4. Farnham in Bloom Community Group Report

POINTS	ACTION
Members noted that high marks were given in the community sector of the South and South East in Bloom results.	
Members noted that the Farnham in Bloom Community Group would be taking part in the Autumn Big Pick Week along with the Heath End Gardeners group.	Community Enhancement and

<p>Members noted that there was a website called Zilch that could be used to advertise the Big Pick Week campaign.</p> <p>Members noted that the Community Group would be starting winter bulb planting and noted that Willow Way and Heath End was in need of more bulbs.</p> <p>Members noted that the Community Group would focus on using the 25th anniversary of Farnham in Bloom to get more people on board in 2015.</p> <p>Members were informed that Martin Billett was the new Chairman of the Community Group and thanked John Ely for what he had achieved.</p> <p>Members noted that Long Garden Walk was an area for improvement.</p>	<p>Projects Assistant to follow up.</p>
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John Ely (Member of the Farnham in Bloom Community Group) left the meeting at 09.40am.

5. South and South East in Bloom/Britain in Bloom Results

POINTS	ACTION
<p>Members noted the South and South East in Bloom judges' feedback.</p> <p>Members noted that Sainsbury car park was an area for improvement.</p> <p>Members noted that the horticultural marks were lower than others and could have been because the flowers had not bloomed enough in time for the judging days.</p> <p>Members noted that business premises needed to be improved.</p> <p>Members agreed that Hone's Yard should get a South and South East in Bloom Certificate of Excellence as the judges were very impressed by it.</p> <p>Cllr Hill asked if Farnham in Bloom should continue to enter competitions when it has already achieved top marks so many times. Members agreed that it was easier to get the community involved if Farnham in Bloom was in a competition.</p> <p>Members noted that 2015 would be the 25th year of Farnham in Bloom and agreed that it should be made special.</p> <p>Members noted that the Britain in Bloom results would be announced of the 16th October 2014.</p> <p>Members agreed that all individuals need to be thanked.</p> <p>Cllr Jeremy Ricketts suggested a Farnham in Bloom had a big celebration after the results were announced..</p>	

6. Sponsorship and Finance

POINTS	ACTION
<p>Members received an update on the latest budget and sponsorship.</p> <p>Members noted that the sponsorship income for 2014 was £14,540 which is considerably higher than 2013 level of £9,423.</p> <p>Members noted that the number of hanging baskets that were sponsored could be improved and that companies such as Sainsbury's who do not want to sponsor baskets should be asked if they could help in other ways such as to sponsoring events with in-kind contributions.</p> <p>Members considered taking down the baskets after judging days if they are not sponsored.</p> <p>Members noted that a private contractor had been hired to open and clean the public conveniences at the weekend.</p> <p>Members agreed to keep the budgets broadly the same for 2015/16.</p>	

7. Awards Evening

POINTS	ACTION
<p>Members noted that the Farnham in Bloom Awards Evening would be held on the 9th October 2014.</p> <p>Members noted that there would be a new presentation at the awards.</p> <p>Members agreed that there the new award be called the Mayor's Special Award and it would be given to a person or people that had made a special contribution to Farnham in Bloom. Members agreed that the first recipient would be Madge Green.</p>	

8. Allotments

POINTS	ACTION
<p>Members noted that the Allotment Liaison Group meets twice a year and a meeting had just been held.</p> <p>Members noted that the empty allotment plots had been revised and there were now 48 people on the waiting list. 11 were non-residents and 7 only want a plot on Morley Road.</p> <p>Members were informed that all allotment holders were part of a special seed scheme that gives them 50% off.</p> <p>Members received an update on the latest budget for the allotments and noted that staff allocations had been reviewed for 2014/15. Members noted that the expenditure on water was expected to be within budget.</p>	

9. Surrey County Council Highways Localism Project

POINTS	ACTION
Members noted the current level of activity on the Highways Localism project and that two of the Outside Workforce would be focused on the Highways Project once a week in the second half of the year.	

10. Street Furniture Update

POINTS	ACTION
Members noted that there was no update on the bus stop on Hale Road but Surrey County Council were progressing it. Members noted that the bus stops at the railway station had been removed and new bus stops would be installed in the following week. Members noted that the railings on the crossroad at the top of South Street had been driven into again and that Surrey County Council were reviewing whether they should be removed permanently if this could be justified on safety grounds. Cllr Jess Parry agreed to walk around the town and note any specific areas that need improving.	

Councillor Carole Cockburn and Iain Lynch (Town Clerk) left the meeting at 10.30am.

11. Farnham in Bloom Newsletter

POINTS	ACTION
Members agreed that the next issue of the Farnham in Bloom newsletter should be after the Britain in Bloom results and should be about the results and thanking everyone.	

12. Bick Pick Week Autumn – Provisional date: 26th October – 2nd November

POINTS	ACTION
Members noted the dates of the Autumn Big Pick Week. Members agreed to do a litter pick.	Community Enhancement Assistant to email all Councillors with a date

13. Winter Celebration 2014

POINTS	ACTION
Members noted that that Farnham in Bloom Winter Celebration would be taking place on Sunday 21 st December and would be run by the Community Group.	

14. Risk Assessments

POINTS	ACTION
Members reviewed and noted the risk assessments. No changes were proposed.	

15. Farnham Flood Plan and Flood Planning Workshop

POINTS	ACTION
Members noted that there would be a Farnham Flood Information Drop in at the Maltings on 29 th October 2014.	Team Leader Outside Services
Members noted that Surrey County Council, The Environment Agency, National Flood Forum, Thames Water and possibly Waverley Borough Council would attend with information.	
Members noted that at the Flood Information Drop in, Farnham Town Council would have a stall where people can sign up to be a flood warden or just contribute to their local flood plan.	

16. The Bourne Conservation Group

POINTS	ACTION
Members reviewed the Bourne Conservation Group Annual Report and commended the excellent work of the group as well as that done by the Bourne Residents' Association and Bourne Beautification project..	

17. Sustainable Drainage Projects

POINTS	ACTION
Members noted that Libby Ralph from the Farnham Rivers Group was looking at ways to introduce sustainable drainage systems into the town.	
Members noted that the Farnham Rivers Group would be applying for a community grant from Thames Water for the project.	

18. Community Clean Up Gangs

POINTS	ACTION
Members agreed that the alley way that joins the Central car park to the Borough needed the hedge cutting and the weeds killed.	

19. Items for Future Meetings

POINTS	ACTION
Members noted that dog fouling was increasing in the town centre and fines need to be pursued.	

20. Date of Next Meeting

POINTS	ACTION
It was agreed that the date of the next meeting would be Wednesday 26th November at 9.30am	

Meeting ended at 11.00am
Minutes taken by Amy Dawson



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 14th October 2014

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors Paddy Blagden, Carole Cockburn, Jill Hargreaves, John Ward,
In attendance: Jeremy Ricketts

Officers present:

Iain Lynch (Town Clerk), Rachel Hammond (Team Leader Corporate Governance), .

21. Apologies

Apologies were received from Councillors David Attfield, Pat Frost, Stephen Hill, Roger Steel

2. Declarations of Interest

There were no declarations of interest.

3. Notes of Meeting held on September 16th 2014

POINTS	ACTION
The Notes of the meeting held on 16 th September were agreed.	

4. Neighbourhood Plan

POINTS	ACTION
a) Members received details of the Member briefing for all councillors that had been facilitated by the Council's planning consultant on 13 th October and noted that no significant points had arisen. b) Members received the latest draft Neighbourhood Plan and background papers which would be published as the Regulation 14 Consultation on Site Options. The Working Group also received, at Appendix B, details of the proposed consultation schedule which had been circulated to all	Recommendations to Council that: 1. The draft pre-submission Neighbourhood Plan and associated documents including the Farnham Land Availability

<p>councillors.</p> <p>c) The details of all the sites (which included all those on the Waverley Borough Council Strategic Housing Land Availability Assessment) that had been assessed in detail by the Neighbourhood Plan Team/Infrastructure Planning Group in association with technical input from the Council's Planning Consultant were considered.</p> <p>d) Members noted the substantial analysis that had been undertaken and that the proposed densities on each individual site reflected the character and density of each of the areas in which the site was located.</p> <p>e) Members noted that the total number of houses that could be accommodated in Farnham, assuming there was sufficient provision of SANG (Suitable Alternative Natural Greenspace), was around 860. Members also noted that this number was between Scenario 4 and Scenario 3 in the Waverley Local Plan Consultation but there would be real difficulties in delivering Brownfield Land sites if the remaining SANG provision was used for Greenfield site development.</p> <p>f) Members noted that the Local Planning Authority had advised that it considered that it had no choice but to make SANG provision in Farnham Park available to all developers under its current policy. However, members believed that as landowner of Farnham Park Waverley could adjust its policy and decide to whom the SANG provision should be made available. Members noted that the SANG policy had been drawn up to deal with a different set of circumstances when greenfield land was not under threat and agreed to recommend to Council that a formal recommendation should be passed urging Waverley to amend its policy to ensure brownfield development could progress.</p> <p>g) Members noted that a number of people had asked whether Dunsfold Park should have a higher number of homes in order to enable the development to be more sustainable with a greater level of infrastructure being provided which would also reduce the need to develop on greenfield sites across the borough help retain the character of other communities across Waverley. It was agreed to propose to Council a formal recommendation to encourage development of sufficient size at Dunsfold Park that could support the necessary infrastructure needed and minimise the impact on surrounding areas.</p> <p>h) Members considered comments for the finalised response to the Waverley Local Plan Consultation [final copy attached for information at Annex I to these minutes].</p>	<p>Assessment be approved for the Regulation 14 consultation;</p> <p>2. The schedule for consultation be approved;</p> <p>3. Council agree to write to Waverley Borough Council urging that as the Special Protection Area (SPA) Avoidance and mitigation Strategy was developed to deal with a different set of circumstances, when the Countryside beyond the Green Belt was not under threat, Waverley Borough Council now only use Farnham Park SANG capacity for the mitigation of Brownfield development in Farnham;</p> <p>4. Council notes and welcomes the change of Waverley Borough Council policy regarding Dunsfold Park and encourages the development of a community of sufficient size to support the necessary infrastructure such as schools, shops and medical facilities, and minimise the impact on surrounding areas and roads.</p>
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5. Finance

POINTS	ACTION
<p>Quarterly Finance</p> <p>1) Members received the Summary and detailed accounts, noting that they were broadly as expected for the six month period.</p>	<p>Recommendations to Council that:</p> <p>1. Council welcomes the</p>

<p>Members noted the additional income which was related to the capital works at Wrecclesham Community Centre and would be partly offset by expenditure with some having been included in the 2013-14 financial year.</p> <p>2) Members received the Trial balance to 30th September and noted that the detailed paperwork for invoices and payments was available for inspection.</p> <p>External Audit</p> <p>3) Members welcomed the unqualified audit opinion received from the Council's External Auditor BDO as good news and congratulated officers for the hard work done in the background. The Working Group also noted the two items raised in the Auditor's issues arising report – the first being a small rounding discrepancy and the second being the fact that as the assets figure had been restated the 2013-14, they did not agree with the figures previously audited.</p> <p>Internal Audit</p> <p>4) Members received the first report from the Council's new Internal Auditor Mr Paul Hartley (attached at Annex 2) and discussed the issues arising and the Officers' comments on the issues. Members comments were as follows:</p> <ul style="list-style-type: none"> • VAT and petty cash issues. Noted officers' actions and that guidance had been reinforced. • Payroll and mileage. Noted that mileage rates had been harmonised with HMRC scale rates. Agreed that no further review of salary scales was needed at this point but that this matter would be considered again s and when any restructuring took place. • Assets and investments. Agreed that a new inventory should be undertaken and recommended to Council that a <i>de minimis</i> figure of £250 should be set, with the proviso that other items of lower value should also be listed as agreed by the Town Clerk and subject to review in due course. 	<p>Auditor's report and notes the Issues arising report.</p> <p>2. Council welcomes the first report from the Council's new Internal Auditor and agrees the comments from Strategy & Finance in relation to the issues arising.</p> <p>3. A <i>de minimis</i> level of £250 be set for small items included on the asset inventory.</p>
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6. Use of Council Crest

POINTS	ACTION
<p>Members received the report at Appendix F to its agenda setting out the proposed amended crest for use by community groups and similar not-for-profit groups.</p> <div style="text-align: center;">  </div> <p>Members considered the proposed agreement setting out terms for</p>	<p>Recommendations to Council that:</p> <ol style="list-style-type: none"> 1) Council notes the agreed image for license by community groups 2) the proposed criteria and terms of agreement which will be signed by the requesting organisation prior to any use is agreed be endorsed;

the use of the licensed crest and agreed that the words “agreed materials such as” should be added to point 4 of the proposed criteria. A copy of the revised Criteria is set out at Annex 3.

3) approval of use of the Licenced Crest in accordance with the agreement be delegated to the Town Clerk

7. Elections 2015

POINTS	ACTION
<p>1) Members noted that the handover for councillors was the fourth day after elections i.e. 11th May 2015. In order to meet regulations, this meant that the Annual Meeting and Mayor Making would take place on 21st May with the meeting proposed for 14th May being a councillor briefing and opportunity to consider which Working Groups councillors wished to join.</p> <p>2) Members noted the offer of the Surrey Association of Local Councils (SALC) to attend a local event (such as the Christmas Market) to explain to people about the role of councillors. Members also agreed to provide details on the Council’s website about how to become a councillor.</p>	<p>Town Clerk to contact SALC</p>

8. Contracts Update

POINTS	ACTION
<p>1) Members received an update on the Public Convenience cleaning</p> <p>2) Members noted that the first tender for the West Street Chapel had been let</p>	

9. Town Clerk Update

POINTS	ACTION
<p>The Town Clerk provided a verbal update on a number of matters.</p>	

10. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Tuesday 2nd December 2014 at 9.30am</p>	<p>Town Clerk to circulate agenda</p>

Meeting ended at 11.40am

Notes written by Iain Lynch

Annex I to Appendix C

Mr Matthews Evans
Waverley Planning Policy
Waverley Borough Council
Council Offices
The Burys
Godalming
Surrey
GU7 1HR

Iain Lynch
Town Clerk
Telephone: 01252 712667
(Calls may be monitored or recorded)
E-mail: town.clerk@farnham.gov.uk
15th October 2014

Dear Matthew

Housing Scenarios Consultation: The New Waverley Local Plan (October 2014)

Farnham residents are justly proud of the green and spacious setting of their town. The protection of the town's green spaces and biodiversity has been a priority throughout the development of Farnham's Neighbourhood Plan. This has resulted in the environment, both built and natural, being the plan's first priority.

The town's residents understand the unique characteristics of the Special Protection Areas, which are close to the town and remain determined to preserve the integrity of these precious habitats. The town is seeking to ensure that Waverley Borough Council provides scientific evidence that the mitigation measures, currently in place, are working and that planning permissions, either alone or in combination, have not harmed the integrity of either the Thames Basin Heaths SPA or the Wealden Heaths SPA, which enjoy the same protection under UK law.

At the Town's and Parishes meeting on 29th September 2014, Farnham Town Council was pleased to hear that the Borough Council was not accepting the 470 dwellings per annum, currently reported housing need for Waverley, from the 2013 SHMA. The Town Council looks forward to working with the Borough Council in seeking to understand the appropriate number of dwellings per annum for the borough, in light of the landscape and various other restrictions the borough faces.

To respond to the numbered questions:

1. In response to the question on higher densities, Farnham Town Council remains resolute that the main aims of the Farnham Design Statement are respected. Farnham is made up of several attractive areas, each with individual and distinctive characteristics and each planning application must reflect the pattern of development in those areas. There can be no single density figure across the town.
2. Previous consultation on the Farnham Neighbourhood Plan has indicated that residents of Farnham will accept only limited development on green-field sites, to preserve the attractive setting of the town.
The Landscape Survey, commissioned by Waverley Borough Council, emphasises the strategic visual importance, high landscape value and high landscape sensitivity of many of the town's green spaces. Any future development on green-field sites must include buffer zones and landscaping, to soften the impact of the intrusive built form.

The Farnham Neighbourhood Plan has identified possible housing sites, which will be subject to consultation in November and December 2014. Residents have previously made it clear that they favour a number of smaller sites with lower densities, over large, high density development.

Badshot Lea is a specific example of an area, in which the town will resist an inappropriate amount of housing. The local community group is actively working with a group of developers, in order to plan development in that area, which will benefit the whole village. A large development on the outskirts of the town would not only be unsustainable in terms of access to services but would also destroy the essential balance of the village and the town. Farnham would wish to clarify whether Waverley Borough Council will be carrying out further consultation on individual site allocations and what the borough council's position will be on the results from the Farnham Neighbourhood Plan's consultation on these matters in November 2014. It is understood that the allocation of sites in the Neighbourhood Plan will be adopted by the Local Plan, subject to allocations meeting the level of objectively assessed need. Farnham Town Council will be happy to share the evidence collected as a result of the Neighbourhood Plan regulation 14 pre submission consultation, to assist in the allocation of strategic sites in the Local Plan.

3. It is essential to build in some villages, to maintain the vibrancy of those villages and support local facilities, such as village shops and schools. Housing in these villages must be of an appropriate amount and scale and must enhance the rural setting, not detract from it. Additional housing in these areas could also provide more leisure facilities for both young and old. Small play areas and enhanced recreation grounds could result.
4. Rural brown-field sites should be considered for housing as a first priority. There are several such sites within close proximity to a local centre, which could easily be developed before the need to develop green-field sites on the edge of settlements. Development at an appropriate scale could enhance the local economy and preserve the intrinsic natural beauty of other parts of the countryside.
5. Farnham Town Council strongly supports building on Dunsfold Park. This is a large brown-field site, which is under-utilised. A large housing development on this site could provide much of its own infrastructure.

Farnham Town Council would suggest that a development of 3,400 homes would not be large enough to generate the funding for this development. A larger garden village of around 5,000 dwellings could provide the funding required for school places, shopping facilities and other amenities on site, to reduce the need to travel and minimise the pressure on the A281.

Farnham Town Council would like to see evidence sought to support the level of development the borough council may plan to propose on this site, as development of the site with less than approximately 5,000 may not be able to sustain its own infrastructure and fund the necessary infrastructure requirements for this area.

Evidence from recent traffic surveys has not supported the view that the A281 cannot take the traffic from a large development at Dunsfold Park.

Roads around Farnham are more heavily congested than the A281 and will be expected to carry traffic from homes planned in neighbouring boroughs, in addition to increased traffic from the planned developments in Waverley. Documents in Waverley's supporting evidence demonstrate the current strain on roads around Farnham.

6. Strategic gaps are well-supported by residents across the town. They prevent the coalescence of settlements and define their borders. Urgent consideration should be given to a more detailed review of the Green Belt, which could further protect the important spaces between Badshot Lea and Aldershot and Rowledge and Frensham. A map is attached at Appendix I to this letter which indicates additional land around Badshot Lea that Farnham Town Council wishes to see added to the Green Belt Review.

The Green Belt serves five purposes:

- to check the unrestricted sprawl of large built-up areas;
- to prevent neighbouring towns merging into one another;
- to assist in safeguarding the countryside from encroachment;
- to preserve the setting and special character of historic towns; and
- to assist in urban regeneration, by encouraging the recycling of derelict and other urban land.

The CPRE describes green belt as a buffer between towns and town and countryside; whereby within their boundaries, damaged and derelict land can be improved and nature conservation encouraged.

The land around Badshot Lea, identified on the attached map meets the majority of the above criteria for consideration for Green Belt and Farnham Town Council proposes that this land also fulfils the Green Belt function.

7. Farnham Town Council would be opposed to any building in areas covered by the AONB and feels that a more effective use of existing brown-field sites would lessen the need for this to be an option. If housing cannot be located elsewhere and SANGS are proved to be ineffective or impossible to sustain, Waverley Borough Council should find evidence to support a lesser number of houses.
8. Waverley Borough Council should retain the AGLV designation, until the review on the Surrey Hills has been completed. The beauty of the countryside throughout the borough defines its essential nature and this should be protected.
9. Where local designations remain effective, they should be retained. The Strategic Gap between Badshot Lea and Aldershot should be retained and enhanced and other strategic gaps defined and protected. These are presented in Farnham Neighbourhood Plan's strategic housing assessment criteria. Farnham's spacious setting has been protected by the definition of Areas of Strategic Visual Importance and these should be retained. The land between the A31 and the residential areas of the town, at both the western and eastern entrances to the town, provides the green setting for the historic core. Similarly, the area between Castle Hill and Three Stiles Road provides open green space to the northern area of the town. Both Farnham Park and Frensham Common are described as Areas of Historic Landscape Value and these precious spaces must attract the maximum protection. The history of both sites is intrinsically linked to the history of the town. Frensham Common lies partly in the Wealden Heaths Special Protection Area and it must be stressed once again that the legal duties under the Habitats Regulations take priority over the restrictions of all other designations. Farnham Town Council would ask for clarification on segment FN11b in the landscape study. It doesn't seem logical that FN12 would be high landscape value, whilst segment 11b is not. The Town Council would welcome a second review of this area for clarification.

10. Waverley Borough Council's approach to identifying sites for travellers seems entirely appropriate. It is essential that the borough provides sufficient suitable sites across the area, to give maximum choice.
11. Waverley will never be a borough, which attracts large employers in great numbers. The rural nature of the borough and the lack of good communications mean that it is more attractive to smaller businesses, which can service the needs of bigger businesses in neighbouring boroughs. Waverley Borough Council is currently the largest employer in the borough. There is a large amount of redundant office space across Waverley, which could be adapted for housing and rural brown-field sites could be designated for mixed use, if the demand is there.
12. Farnham Town Council questions whether 470 homes a year can be delivered, while maintaining the integrity of the Special Protection Areas and without putting an intolerable strain on existing infrastructure. The Waverley Borough Council consultation document makes only a passing mention of infrastructure but this will be crucial to the deliverability of any new housing in Farnham and elsewhere. The town council questions the lack of consultation on infrastructure. The roads around the town, which struggle to cope with existing demand, will be expected to take the traffic from 20,000 new homes in adjacent boroughs and a minimum of 1800 homes in the town, itself. Schools at all levels are already unable to cope with local demand and there are existing problems with sewerage and water supply. The main towns in the borough are all historic towns with road systems that were not designed for modern traffic flows. In Farnham the frequent gridlock leads to poor air quality, below the EU accepted standard. The cumulative effect of increased housing must also take into account the impact on flood-risk. With fewer green spaces and more hard-standing, the possibility of increased flooding across the town becomes inevitable, especially if climate change affects future weather patterns.
13. Scenario 4 is the only possible scenario, which Farnham Town Council could support but feels that even this scenario is currently undeliverable. Any possible scenario relies on a co-ordinated approach to all development near the Special Protection Areas. The question of SANGS has to be addressed with some urgency, to ensure that brown-field sites within the town can be developed. The Farnham Neighbourhood Plan is very positive in its approach to development but that development must proceed in an orderly way, to preserve the character of the town for future generations and to protect its biodiversity.

In all four scenarios, Farnham is expected to take 1100 homes on brown-field sites, 590 of which have no SANGS allocation. This is currently undeliverable, as there remains a capacity of only 300 in Farnham Park. Without further SANGS provision, no brown-field site within the town will be able to take residential development.
14. In brief, Farnham Town Council feels that the consultation is lacking in depth. Housing numbers alone cannot provide the basis of a comprehensive consultation and the council seriously questions the area chosen for the SHMA. Farnham does not replicate the housing requirements of Woking or Guildford. The town has always had much closer connections with East Hants and Rushmoor, areas which have a much greater impact on our local housing needs and general infrastructure and where 20,000 new homes will be built. There should be detailed consultation on infrastructure, site allocations and, above all, the constraints of the Special Protection Areas.

It should be noted that Farnham Town Council was disappointed that many residents did not receive the consultation literature in the post. It would have been beneficial, as this

was the case, for the deadline to be extended, or for the exhibition to have travelled to these individual villages or areas, that were not properly notified of the consultation.

Farnham will soon have a Neighbourhood Plan which allows the residents to have a say in where housing should go in the town. It is disappointing that the Borough Council is not going to consult on site locations, as the other settlements who have been encouraged not to move forward with a Neighbourhood Plan until the Local Plan is further down the line, will not have a chance to give their views on site allocations.

With reference to the SHLAA 2014 update. There seems to be inconsistency as to what is and is not a strategic site. Many sites have been left out of the SHLAA due to size and expected yield. Then there are sites which appear in Appendix 7 (Potential Housing sites outside settlements), which has an estimated yield of 2 dwellings. It would seem reasonable for the LPA to indicate how far the public are accepting the sites indicated in the SHLAA by responding to this consultation.

Farnham Town Council would also question the effectiveness of the RAG scoring used for the SHLAA. The Town Council would assume that a site, identified as a “green” site, would be deliverable. However, SANG is not identified for any of these sites and with the increasing pressure on the dwindling capacity at farnham Park, many of these green sites are not deliverable.

The Town Council would welcome any questions the Borough Council may have in relation to its response to this consultation and looks forward to continuing to share evidence and information for the shared benefits for the Local Plan part I and the Farnham Neighbourhood Plan.

Yours sincerely

Iain Lynch

FARNHAM TOWN COUNCIL

INTERNAL AUDIT 2014-2015 – INTERIM REPORT NO. 1

I visited the Town Council Office on Wednesday 13th August 2014 to commence, and again on Thursday September 4th to continue, the Internal Audit process for 2014-2015. During the first visit I focussed on Petty Cash control and Payroll administration, and during the second, on Financial regulations, payments and income. A further visit will be made on 25th November to consider Risk Management, and further visits will be made as required throughout the year to continue the process, with a final visit in May/June 2015 to agree the Annual Return.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit plan.

This Interim Report covers the issues considered in the first two visits.

Recommendations are shown in **bold and underlined**, and any responses received from Council will be added to subsequent reports in *italics*.

A. BOOKS OF ACCOUNT

The Council uses RBS Omega system which works well for Councils of this size.

Entries are made onto the system at least weekly, and accounts are balanced monthly.

Council is registered for VAT and returns are submitted quarterly, the last being at 30/6/14.

A PWLB Loan for Office extension and improvements is being repayed by half-yearly direct debit.

B. FINANCIAL REGULATIONS

Council has adopted the General Competence Power, and as such use of S.137 is no longer required.

Standing Orders and Financial Regulations were reviewed in April 2013, and a further revision to bring these into line with the latest regulations and NALC models, including use of on-line banking, will take place in Autumn or Winter 2014.

Invoices received are checked, related to purchase orders where used, and authorised for payment.

Most payments are made by on-line banking, with two Members operating the release of funds on HSBC Net. Those payments still made by cheque have two Member signatures, as does the monthly sheet of payments by direct debit and standing order.

Budget control relating to payments is exercised by the relevant Officer.

New forms for payment procedures are currently being introduced, and a further review of the impact of these will be made in due course.

Most contracts are subject to the tender process, or multiple quotes, and Officers are aware of the multiple contract issue.

C. RISK MANAGEMENT

To be considered.

D. BUDGET & PRECEPT

To be considered.

E. INCOME

All Tariffs were reviewed for 2014-2015 year.

Income streams are – Cemeteries, Allotments, Farmers Market, Facilities hire including bandstand and Council chamber; and events.

Events management system is comprehensive and effective for income control. Allotment rents are controlled through an Edge system, and income is bulked for entry onto Omega.

Receipt book control is satisfactory, and income is banked regularly. Office safe has a suitable cash insurance limit. BACS income is reported to relevant Officer for income control.

Whilst there are some slow payers, especially on Market stalls, bad debts are rare.

VAT is charged on appropriate income, including some Cemetery services, and is passed on when charged by Banner installers. **One example of where this was not correctly processed is to be investigated.**

F. PETTY CASH

An Office float of £300 and a depot float of £25 are maintained to cover small, unexpected expenditure

Expenditure is satisfactorily controlled by use of a record sheet, rather than vouchers. Authorisation procedures are satisfactory.

VAT is recognised and allocated on Petty Cash payments, but guidance is needed for Staff as several items in May and June this year have been incorrectly made as VAT entries, and a few have been omitted when VAT was paid. These items are to be corrected prior to the next VAT return.

No income is taken into Petty Cash, and reimbursement takes place monthly.

G. PAYROLL

Payroll is carried out externally by Moorepay. Satisfactory procedures are in place for ensuring base salaries are correct, and that additional payments are properly authorised and recorded.

Overtime is normally compensated by TOIL, but for some staff and functions, extra hours at basic rate or overtime at contractual rates, is paid.

Staff costs are allocated through the RBS system to specific cost centres on a detailed basis.

Salaries are paid on Spinal Column Points, but scales allocated to jobs do not always accord with NALC/SLCC bands. **Council may therefore wish to consider a further job evaluation review of all posts, or bringing scales into line with benchmarks, once the structure and establishment is finalised.**

All staff are offered the opportunity to enrol in LGPS, and as such, new workplace pension legislation should present no problems.

The few expenses that are claimed by staff are correctly controlled. Mileage is paid at 40ppm, whereas the HMRC approved rate is now 45pp. **Staff contracts indicate the higher rate should be paid.**

Council has not adopted the Members Allowances scheme, and very few Members expenses are claimed.

H. ASSETS AND INVESTMENTS

A detailed asset register is maintained on a database, **but this could be enhanced to include date and cost of acquisition, and insured value.**

A separate inventory of small items could usefully be compiled. Minimum values for inclusion should be agreed.

The new PIPS form is to be amended to include a reminder to include new items on the register or inventory.

I. BANK RECONCILIATIONS

Comprehensive reconciliations are carried out monthly for Current Accounts and quarterly for investment accounts.

Investment accounts include four HSBC accounts of varying terms, maximum 12 months, and a CCLA fund.

Members are presented with reconciliations quarterly, but no physical check is made of bank statements.

J. YEAR END ACCOUNTS

To be considered.

K. TRUSTEESHIP

To be considered.

OTHER ITEMS

To be considered, including –

Procedures Manual

Loss of key staff policy

Retention of documents

Review of effectiveness of internal controls.

Staff Appraisals and Training records.

Council policies and business plan.

Paul Hartley

Internal Auditor

8th September 2014

The criteria for the licensing of the use of the Farnham Coat of arms be as follows:

- 1) Any organisation wishing to use the Crest must apply to the Town Clerk in writing
- 2) No change will be permitted except to add the name or motto of the organisation wishing to use the crest, such wording requiring the approval of the Town Clerk in writing
- 3) Approval for use of the Crest will be for an initial period of five years, renewable upon request for a further period of five years unless the Council determines otherwise. Approval at renewal will not normally be withheld unless the use of the crest has been considered inappropriate or that the organisation using the crest has acted in a manner considered by the Council to be detrimental to its reputation. The decision of Full Council in this regard shall be final.

Terms of agreement:

In addition to the above, each organisation will be asked to agree to the following:

- 4) You may use the Licensed Crest solely on your business cards, letterhead stationery, website, banners, shirts and marketing materials .
- 5) You will not display the crest in any manner that suggests you are an employee, councillor or representative of Farnham Town Council.
- 6) The Licensed Crest must not be used in any manner that expresses or might imply Farnham Town Council's affiliation, sponsorship, endorsement, certification, or approval of your organisation.
- 7) You will not combine the Licensed Crest with any other object, including, but not limited to, other logos, icons, words, graphics, photos, slogans, numbers, design features, symbols unless authorised in writing by the Town Clerk on behalf of Farnham Town Council
- 8) Except for size, which is subject to the restrictions in this Agreement, the Licensed crest must not be altered in any manner, including proportions, colours, elements, etc., or animated, morphed, or otherwise distorted in perspective or dimensional appearance.
- 9) You will not use the Licensed Crest in any way that would reduce or diminish the reputation, image and/or prestige of the Crest of Farnham Town Council
- 10) Farnham Town Council reserves the right to change or modify the Licensed Crest and to amend this Agreement at any time at its discretion and without notice. You will only use the most current versions of the licensed crest as notified to you from time to time
- 11) You acknowledge and agree that the Farnham Town Council is the owner of the Licensed Crest and you shall not dispute or challenge the validity of the Licensed Crest or the rights of the Town Council during the term of the Agreement nor shall you apply for or obtain registration of the Crest (or any confusingly similar word or logo) for any goods or services or any other use
- 12) You will inform Farnham Town Council of any unlawful (or allegedly unlawful) use of the Crest by any third party.
- 13) The Licensed crest is licensed for a period of five years and approval for use may be withdrawn with immediate effect if any terms of the agreement are breached without prior written approval of the Town Clerk on behalf of Farnham Town Council.
- 14) Farnham Town Council may terminate this Agreement on 14 days notice if you fail to remedy a breach of this Agreement when instructed to do so by the Town Clerk immediately if such breach is not capable of remedy. Breach of this Agreement may also lead to proceedings against you for infringement of copyright or an action which is prejudicial to the interests, reputation and credibility of Farnham Town Council
- 15) This Agreement is personal to your organisation. You must not assign or transfer all or any part of your rights or obligations under this Agreement.



FARNHAM TOWN COUNCIL

D

Notes

Planning & Licensing Consultative group

Time and date

9.30 am on Monday 29 September 2014

Place

Byworth Room, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr D Beaman
Cllr P Blagden
Cllr C Genziani
Cllr R Steel

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

1) Apologies for absence

Apologies received from Cllr C Cockburn

2) Declarations of Interest

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
Roger Steel	WA/2014/1464			Personal- advising objectors

3) Applications Considered by the Planning & Licensing Consultative Group on Monday 29 September 2014

CA/2014/0099 Farnham Castle

FARNHAM CONSERVATION AREA. Works to one Sycamore.
WEAVERS YARD, WEST STREET, FARNHAM

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

WA/2014/1568 Farnham Firgrove

Erection single storey side extension.
TAMARISK, WEYDON FARM LANE, FARNHAM, GU9 8QJ

Farnham Town Council has no objections subject to the materials matching the existing

WA/2014/1579 Farnham Moor Park

Installation of 2 roof lights.
5 ABBOTS RIDE, FARNHAM GU9 8HY

Farnham Town Council has no objections

WA/2014/1575 Farnham Moor Park

Erection of a two-storey extension following demolition of existing garage.
66 CROOKSBURY ROAD, FARNHAM
GU10 1QD

Farnham Town Council has no objections

WA/2014/1597 Farnham Moor Park

Listed Building consent for alterations to floor of detached barn and replacement doors.
HEWITTS FARMHOUSE, TONGHAM ROAD, RUNFOLD GU10 1PJ

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer

WA/2014/1590 Farnham Shortheath and Boundstone

Erection of extensions and alterations.
63 SHORTHEATH ROAD, FARNHAM, GU9 8SH

Farnham Town Council has no objections

WA/2014/1602 Farnham Shortheath and Boundstone

Erection of an extension.
114 GREENFIELD ROAD, FARNHAM GU9 8TQ

Farnham Town Council has no objections

WA/2014/1588 Farnham Wrecclesham and Rowledge

Erection of a single storey side extension.
116 BOUNDSTONE ROAD, ROWLEDGE GU10 4AU

Farnham Town Council has no objections

NMA/2014/0095 Farnham Firgrove

Amendment to WA/2013/1103 to construct dormer window. **Previous comments on 01.08.2013 were as follows: Approved after consideration and on the condition that the alterations in line with the particulars of the Farnham Design Statement.**

11 OLD FARNHAM LANE, FARNHAM GU9 8JU

Farnham Town Council has no objections

WA/2014/1617 Farnham Shortheath and Boundstone

Erection of a single storey rear extension.

15 MAGNOLIA COTTAGE, BOWER ROAD, FARNHAM GU10 4ST

Farnham Town Council has no objections

WA/2014/1649 Farnham Bourne

Erection of single storey extension and detached garage.

31 FRENHAM VALE, LOWER BOURNE, GU10 3HS

Farnham Town Council has no objections

WA/2014/1682 Farnham Bourne

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

WISTERIA, 5A GREAT AUSTINS, FARNHAM GU9 8JG

Farnham Town Council has no objections

TM/2014/0163 Farnham Bourne

Application for works to trees subject of Tree Preservation Order 12/08.

108 LODGE HILL ROAD, FARNHAM GU10 3RB

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

TM/2014/0158 Farnham Bourne

Application for works to fell a tree subject of Tree Preservation Order 1/00.

7 MANOR GARDENS, FARNHAM GU10 3QB

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

WA/2014/1677 Farnham Bourne

Erection of an outbuilding following demolition of existing chalet.

REDHILL HOUSE, TILFORD ROAD, FARNHAM GU9 8HS

Farnham Town Council has no objections

WA/2014/1659 Farnham Bourne

Erection of extensions and alterations to form a two-storey dwelling (revision of WA/2014/0876).

Previous comments on 02.06.2014 were as follows: Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement, but the Town Council regrets the loss of another bungalow in the area.

47A MIDDLE BOURNE LANE, FARNHAM GU10 3NJ

Farnham Town Council has no objections on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.

CA/2014/0104 Farnham Bourne

OLD CHURCH LANE, FARNHAM CONSERVATION AREA.

Works to one Sycamore tree.

KENDAL COTTAGE, 14 OLD CHURCH LANE, FARNHAM GU9 8HQ

Farnham Town Council has no objections subject to the approval of the Conservation Officer

WA/2014/1681 Farnham Castle

Construction of tennis court and erection of a tennis court fence.

THE OLD VICARAGE, VICARAGE LANE, FARNHAM, GU9 7PR

Farnham Town Council has no objections

NMA/2014/0100 Farnham Firgrove

Amendment to WA/2014/0887 for change to size and shape of store building. **Previous comments on 02.06.2014 were as follows: Approved after consideration and on the condition that the extensions and alterations are in keeping with the street scene and Farnham Design Statement.**

12A FIRGROVE HILL, FARNHAM GU9 8LQ
Farnham Town Council has no objections

TM/2014/0156 Farnham Hale and Heath End

Application for works to a tree subject of Tree Preservation Order Far40.
ST MICHAELS, 46 THE CRESCENT, FARNHAM GU9 0LG

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

NMA/2014/0102 Farnham Moor Park

Amendment to WA/2014/0463 to install conservation roof light and alter design of tile-hung dormer sides. **Previous comments on 07.04.2014 were as follows: Farnham Town Council has no objections on condition that the extensions and alterations are in line with the Farnham Design Statement**

11 OLD COMPTON LANE, FARNHAM GU9 8BS
Farnham Town Council has no objections on condition that the extensions and alterations are in line with the Farnham Design Statement

WA/2014/1643 Farnham Shortheath and Boundstone

Erection of single storey extension and alterations, including front porch.
GARDEN END, TWYFORD LANE, WRECCLESHAM GU10 4RT

Farnham Town Council has no objections

TM/2014/0157 Farnham Shortheath and Boundstone

Application for works to trees subject of Tree Preservation Order 4/99.
1 LONGHOPE DRIVE, FARNHAM GU10 4SN

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

WA/2014/1675 Farnham Upper Hale

Erection of side extension.
68 OLD PARK CLOSE, FARNHAM GU9 0BE
Farnham Town Council has no objections on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.

CA/2014/0107 Farnham Wrecclesham and Rowledge

WRECCLESHAM FARNHAM CONSERVATION AREA.

Works to and removal of trees.

8 LUFFS COTTAGES, CHURCH LANE, FARNHAM GU10 4PX

Farnham Town Council has no objections subject to the approval of the Conservation Officer

WA/2014/1642 Farnham Wrecclesham and Rowledge

Erection of two storey extension and porch.

52 WRECCLESHAM HILL, WRECCLESHAM GU10 4JS

Farnham Town Council has no objections on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.

WA/2014/1617 Farnham Shortheath and Boundstone

Erection of a single storey rear extension.

15 MAGNOLIA COTTAGE, BOWER ROAD, FARNHAM GU10 4ST

Farnham Town Council has no objections

WA/2014/1593 Farnham Firgrove

Erection of 4 dwellings with associated works following demolition of existing building.

54-55 SOUTHERN WAY, FARNHAM GU9 8DF

Farnham Town Council has no objections

WA/2014/1577 Farnham Hale and Heath End

Application under Section 73A to vary Condition 18 of WA/2013/0612 to allow alterations to Plot 4.

Previous comments on 30.04.2013 were as follows: Approved after consideration and on the condition that the proposed dwellings are in line with the particulars of the Farnham Design Statement.

SITE OF 8BROOKLANDS CLOSE, FARNHAM GU9 9BT

Farnham Town Council has no objections

WA/2014/1591 Farnham Moor Park

Consultation on a County Matter; Non-material amendment to planning permission ref:GU02/0490 & WA/2002/0445 dated 27/05/2003, so as to allow the plans and drawings approved under that permission to be listed under Condition 1.

LAND AT HOMEFIELD SANDPIT, GUILDFORD ROAD, RUNFOLD GU10 1PG

Farnham Town Council has no comment.

WA/2014/1603 Farnham Moor Park

Application under Regulation 3 for the provision of an additional car park for a temporary period together with associated works. This application is accompanied by an Environmental Statement.

LAND AT RIVERSIDE, FARNHAM GU9 7UD

Farnham Town Council objects, the work has already started without planning permission being granted and this does not set a good example to the general public.

WA/2014/1564 Farnham Shortheath and Boundstone

Erection of a new dwelling; erection of detached garage following demolition of existing garage to 3 Wicket Hill to form access.

LAND AT 2 WICKET HILL, WRECCLESHAM GU10 4RD

Councillor Steel left the room at this point.

The Town Council is concerned that they think they remember plans already being granted for this plot, which are not shown on the plans for this application. Two dwellings would be over development of this plot and the Town Council strongly objects particularly as Wicket Hill is an unadopted road and traffic will be a problem.

Councillor Steel returned.

WA/2014/1578 Farnham Upper Hale

Erection of two storey extension following demolition of existing conservatory and detached garage.

4 TRINITY FIELDS, FARNHAM GU9 0SB

Farnham Town Council has no objections.

WA/2014/1595 Farnham Weybourne and Badshot Lea

Certificate of Lawfulness under Section 192 for construction of a rear dormer window.

34 ST GEORGES ROAD, BADSHOT LEA GU9 9LY

Farnham Town Council has no objections.

WA/2014/1586 Farnham Wrecclisham and Rowledge

Certificate of Lawfulness under Section 191 for the continued use of land as commercial fishery with ancillary car parking.

LAND JUNCTION WITH SUMMERFIELD LANE, FRENHAM HEIGHTS ROAD, ROWLEDGE

Farnham Town Council has no objections

DW/2014/0047 Farnham Castle

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.5m, for which the height would be 4.8m, and for which the height of the eaves would be 2.9m.

HOLLYS,43A CRONDALL LANE FARNHAM, GU9 7BG

Farnham Town Council has no comment.

WA/2014/1631 Farnham Moor Park

Change of use from shared accommodation (Class C2) to form 3 residential units (Class C3); external alterations; creation of replacement bin store.

THE LODGE, CAVELL HOUSE, ROMAN WAY, FARNHAM GU9 9RE

Farnham Town Council has no objections

WA/2014/1609 Farnham Moor Park

Consultation on a County matter; use of the existing Community Recycling Centre (CRC) without compliance with Condition 2 of planning permission ref: WA/1998/0559 dated 27/07/1998 in order to extend the hours of operation from 0800 to 1730 hours on Saturd

BOURNE MILL CRC, GUILDFORD ROAD, FARNHAM GU9 9PS

Farnham Town Council has no objections and welcomes the extended opening hours.

WA/2014/1607 Farnham Weybourne and Badshot Lea

Erection of single storey rear extension.

37 FIELD END, FARNHAM GU9 9HZ

Farnham Town Council has no objections

DW/2014/0049 Farnham Moor Park

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 8m, for which the height would be 3m, and for which the height of the eaves would be 2.8m.

10 SUMNER ROAD, FARNHAM, GU9 7JU

Farnham Town Council has no objections

WA/2014/1647 Farnham Moor Park

Erection of extensions and alterations, including roof extension with 6 dormer windows

GROVE HOUSE, COBBETTS RIDGE, FARNHAM GU10 1RG

Farnham Town Council has no objections

WA/2014/1671 Farnham Moor Park

Erection of extensions and alterations.

DURHAM HOUSE, 30EAST STREET, FARNHAM GU9 7SW
Farnham Town Council has no objections

NMA/2014/0101 Farnham Shortheath and Boundstone

Erection of single-storey extensions and alterations.
DERWENT LODGE,9A LONGHOPE DRIVE, FARNHAM GUI0 4SN
No plans received, but he application has already been refused.

WA/2014/1685 Farnham Shortheath and Boundstone

Erection of extension.
3A THE SYCAMORES,SANDROCK HILL ROAD, WRECCLESHAM GUI0 4NR
Farnham Town Council has no objections

WA/2014/1652 Farnham Weybourne and Badshot Lea

Erection of extensions and alterations following demolition of attached garage.
6 BADSHOT PARK, BADSHOT LEA GU9 9JZ
Farnham Town Council has no objections

WA/2014/1674 Farnham Wrecclesham and Rowledge

Erection of boundary fence and gates (revision of WA/2014/0911).
MERRYTHOUGHT 30 GARDENERS HILL ROAD, LOWER BOURNE GUI0 3HZ
Farnham Town Council has no objections

WA/2014/1678 Farnham Wrecclesham and Rowledge

Erection of single storey extension and alterations to garage to provide additional habitable accommodation
5 HOLLIS WOOD DRIVE, WRECCLESHAM GUI0 4JT
Farnham Town Council has no objections

PC/2014/0019 Farnham Wrecclesham and Rowledge

Consultation from a neighbouring authority for 7 new dwellings including new access, carport and parking.
LAND WEST OF WOOD END, FULLERS ROAD, FARNHAM GUI0 4DF
No plans received so the Town council was unable to make any comment.

WA/2014/1473 Farnham Bourne

Erection of 2 dwellings together with alterations to vehicle access and associated works.
LAND AT 39 FORD LANE, WRECCLESHAM GUI0 4SF
Farnham Town Council is concerned that two houses on this plot is over development. Whilst understanding that the principle house needs substantial repairs it also needs to be in a substantial plot. The Town Council recognises that the house is in disrepair and sees some merit in a single property being erected in the rear to mitigate the cost of repairs and deplores garden grabbing, but in this instance agrees that it will enable the principle house to be brought up to standard.

The meeting closed at 10.50am

Notes by Ginny Gordon



FARNHAM TOWN COUNCIL

E

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 13 October 2014

Place

Byworth Room, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr D Beaman

Cllr P Blagden

Cllr C Cockburn

Cllr C Genziani (arrived at 9.50am)

Cllr R Steel

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

3) Apologies for absence

No apologies received

4) Declarations of Interest

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
Cllr C Cockburn	WA/2014/1721			Personal

3) Applications Considered by the Planning & Licensing Consultative Group on Monday 13 October 2014

WA/2014/1698 Farnham Bourne

Construction of new gate, access and associated works to provide vehicular access to the land.
BRAMWELL HOUSE, MONKS WALK, FARNHAM GU9 8HT

Farnham Town Council strongly objects and feels this proposed application will destroy the sylvan nature of Monks Walk

CA/2014/0109 Farnham Bourne

GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.
12 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Farnham Town Council has no objections subject to the approval of the Conservation Officer

WA/2014/1710 Farnham Bourne

Erection of extension and alterations.
18 FRENHAM VALE, LOWER BOURNE GU10 3HN

Farnham Town Council has no objections

WA/2014/1694 Farnham Bourne

Erection of two storey extension and alterations, following demolition of existing extension and garage.

5 GONG HILL DRIVE, FARNHAM GU10 3HG

Farnham Town Council has no objections

WA/2014/1728 Farnham Firgrove

Erection of extensions.
22 EDWARD ROAD FARNHAM GU9 8NP

Farnham Town Council has no objections

WA/2014/1696 Farnham Upper Hale

Erection of two storey side extension, single storey front and rear extensions following demolition of existing attached garage and sun room.

3 UPPER OLD PARK LANE, FARNHAM GU9 0AT

Farnham Town Council has no objections

WA/2014/1749 Erection of extension and alterations.

LITTLE WILLOWS, 9OLD CHURCH LANE, LOWER BOURNE GU9 8HH

Farnham Town Council has no objections subject to the approval of the Conservation Officer and provided all alterations and extensions are in sympathy with the Conservation Area

TM/2014/0168 Farnham Bourne

Application to fell a tree subject of Tree Preservation Order 28/10.

COMBE RISE, LATCHWOOD LANE, FARNHAM GU10 3HB

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

WA/2014/1745 Farnham Bourne

Erection of extensions and alterations.
12 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3ND

Farnham Town Council has no objections

CA/2014/0110 Farnham Bourne

Application to fell a tree subject of Tree Preservation Order WA116.

PINE TREE COTTAGE, 2D VICARAGE HILL, FARNHAM GU9 8HG

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

TM/2014/0177 Farnham Bourne

Application to fell a tree subject of Tree Preservation Order WA116.

PINE TREE COTTAGE, 2D VICARAGE HILL, FARNHAM GU9 8HG

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

WA/2014/1790 Farnham Castle

Application under Section 73A to remove Condition 2 of WA/2013/1636 (use restriction) to allow for part B1a (office) use to Units B & C. **Previous comments on 17.10.2013 were as follows:**

Approved after consideration

PLOT 12A, COXBRIDGE BUSINESS PARK, ALTON ROAD, FARNHAM GU10 5EH

Farnham Town Council has no objections

WA/2014/1751 Farnham Firgrove

Erection of a two-storey extension and alterations.

39 UPPER WAY, FARNHAM GU9 8RL

Farnham Town Council has no objections

TM/2014/0167 Farnham Firgrove

Application to fell a tree subject of Tree Preservation Order Far51.

19A THE FAIRFIELD, FARNHAM GU9 8AJ

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

TM/2014/0174 Farnham Hale and Heath End

Application for works to trees subject of Tree Preservation Order WA243.

3 ACORN KEEP, ROWHILLS, FARNHAM GU9 9BL

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

NMA/2014/0108 Farnham Moor Park

Amendment to WA/2009/1319 for addition of doors and window. **Previous comments on**

01.10.2009 were as follows: Farnham Town Council has no objections

MOOR PARK HOUSE, MOOR PARK HOUSE WAY, FARNHAM, GU10 1QP

Farnham Town Council requests that any changes or amendments be referred to the Listed Buildings Officer and the Residential Group that lives on the Moor Park Estate

TM/2014/0178 Farnham Shortheath and Boundstone

Application to fell trees subject of Tree Preservation Order 4/99.

4 LONGHOPE DRIVE, GU10 4SN

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

TM/2014/0172 Farnham Wrecclesham and Rowledge

Application for works to trees subject of Tree Preservation Order 20/11.

93 BOUNDSTONE ROAD, FARNHAM GU10 4AS

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

WA/2014/1748 Farnham Wrecclesham and Rowledge

Consultation under Regulation 3 for details of community use scheme for outdoor sports facilities submitted pursuant to Condition 3 of planning permission ref: WA/2013/0829 for construction of new sports pitches, reorganisation of playing field and new sc **Previous comments were as follows: Approved after consideration on 20.06.2013**

WEYDON COUNTY SECONDARY SCHOOL, WEYDON LANE, FARNHAM GU9 8UG

Farnham Town Council has no objections

TM/2014/0175 Farnham Wrecclesham and Rowledge

Application for works to a tree subject of Tree Preservation Order 08/07.

22A LICKFOLDS ROAD, FARNHAM GU10 4AE

Farnham Town Council has no objections subject to the approval of the Arboriculture Officer

Councillor Cockburn left the room

WA/2014/1721 Farnham Bourne

Erection of extensions and alterations.

LEIGH COTTAGE, TILFORD ROAD, FARNHAM GU9 8HR

This is the wrong address for the application and does not refer to this address at all, but to The Coach House (application below)

WA/2014/1721 Farnham Bourne

Erection of extensions and alterations

THE COACH HOUSE, LEIGH COTTAGE, TILFORD ROAD, FARNHAM GU9 8HR

Farnham Town Council strongly objects to the proposed alterations and extensions.

There is no direct access to the property other than crossing the neighbours' property, no curtilage in front of the building and the development is totally inappropriate for the area. Farnham Town Council feels this is opportunism for development in someone's garden.

Councillor Cockburn returned to the room

WA/2014/1693 Farnham Castle

Change of use of part of building (first floor) from ancillary residential to separate residential dwelling (Class C3).

47 CASTLE STREET, FARNHAM GU9 7JQ

Farnham Town Council has no objections subject to the approval of the Conservation Officer.

WA/2014/1691 Farnham Castle

Listed Building Consent for the display of non-illuminated signs.

38-39 THE BOROUGH, FARNHAM, GU9 7NW

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer

WA/2014/1690 Farnham Castle

Display of non-illuminated signs.

38-39 THE BOROUGH, FARNHAM GU9 7NW

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer and provided all materials used are wood and not plastic

WA/2014/1689 Farnham Castle

Alterations to elevations including Juliet balconies.

BORELLI WINE BAR, 3 BORELLI YARD, FARNHAM GU9 7NU

Farnham Town Council has no objections

WA/2014/1733 Farnham Wrecclesham and Rowledge

Erection of extensions and alterations.

4 LICKFOLDS ROAD, ROWLEDGE GU10 4AF

The Town Council objects to this application as it is overdevelopment of the site and there are concerns about the adverse effect on the residential amenities of the neighbours

WA/2014/1692 Farnham Wrecclesham and Rowledge

Erection of two storey extension and alterations to elevations following demolition of existing extension.

23 SANDROCK HILL ROAD, WRECCLESHAM GU10 4NR

Farnham Town Council is concerned about the possible adverse effect on the neighbours' amenities

WA/2014/1768 Farnham Bourne

Erection of single storey extension following demolition of existing conservatory.

THE ORCHARD, DENE LANE, FARNHAM GU10 3PW

Farnham Town Council has no objections

WA/2014/1771 Farnham Castle

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

25 LONG GARDEN WALK, FARNHAM GU9 7HX

Farnham Town Council has no objections

DW/2014/0052 Farnham Castle

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 4m, and for which the height of the eaves would be 2.25m.

4 BRICKFIELD COTTAGES, MIDDLE OLD PARK, FARNHAM GU9 0AW

The Town Council is concerned about the possible adverse effect on the neighbours' amenities

WA/2014/1786 Farnham Castle

Listed Building Consent for alterations.

39 WEST STREET, FARNHAM GU9 7DX

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer

WA/2014/1753 Farnham Moor Park

Erection of a dwelling and detached garage together with associated works (revision of WA/2014/1060). **Previous comments on 30.06.2014 were as follows: No objections. The effects of this proposed dwelling on the character of the area in relation to plot size and density would not be detrimental.**

11 MONKSHANGER, FARNHAM GU9 8BU

The effects of this proposed dwelling on the character of the area in relation to plot size and density would not be detrimental, but it is difficult to see the revisions and comment on the new plans submitted

WA/2014/1770 Farnham Moor Park

Change of use from cafe (Class A3) to take-away (Class A5).

10 THE GORGE CAFE, WOOLMEAD, FARNHAM GU9 7TX

Farnham Town Council objects to this proposed change of use due to the lack of parking available, late night use and the nuisance this would cause to local residents. It is an inappropriate location

WA/2014/1792 Farnham Moor Park

Construction of external alterations.

16 RIVERSIDE PARK INDUSTRIAL ESTATE, DOGFLUD WAY, FARNHAM GU9 7UG

Farnham Town Council has no objections

NMA/2014/0107 Farnham Shortheath and Boundstone

Amendment to WA/2010/1854 for amendments to front access to dwelling. **Previous comments on 25.11.2010 were as follows: Concerned about the possible subdivision of the property. This development should be conditioned for single occupancy dwelling only**

41 LONGHOPE DRIVE, WRECCLESHAM GU10 4SN

Farnham Town Council has no objections

WA/2014/1766 Farnham Upper Hale

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

22 FOLLY HILL, FARNHAM GU9 0BD

Farnham Town Council is concerned about the size of the proposed extensions and alterations in relation to the size of the plot

WA/2014/1783 Farnham Upper Hale

Certificate of Lawfulness under Section 192 for the erection of a front extension (revision of WA/2014/1346) **Previous comments on 11.08.2014 were as follows: Farnham Town Council is concerned about the size of the proposed extensions and alterations in relation to the size of the plot.**

Farnham Town Council is concerned about the size of the proposed extensions and alterations in relation to the size of the plot

WA/2014/1776 Farnham Weybourne and Badshot Lea

Erection of extensions and alterations.

81 LOWER WEYBOURNE LANE, FARNHAM GU9 9HW

Farnham Town Council has no objections

The meeting closed at 10.50am

Ms K Pearson
Planning Department
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The Burys
Godalming
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Iain Lynch
Town Clerk
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15th October 2014

Dear Kathryn

OBJECTION to WA/2014/0391

Planning Application: Land South of and opposite T S Swiftsure, Lower Weybourne Lane –

Further to the notification received to advise of changes to the application above, Farnham Town Council would reiterate that it strongly objects to this application.

FTC strongly objects to this application. It is completely at odds with the aim of the Farnham Design Statement, which seeks to ensure that all new development reflects and enhances the local character of individual areas. Badshot Lea is a strong community and residents work hard to protect its distinctive characteristics. Several similar applications have been refused. This is part of the important strategic gap, which local residents wish to preserve and which is highlighted for protection in the emerging Neighbourhood Plan for Farnham.

Granting permission for such a development on this site would be contrary to the guidance in saved policy NRM6 of the South East Plan. The Habitats Regulations state that development should be guided away from the five kilometre buffer zone, if sites are available elsewhere in the borough.

This is a greenfield site, which would require the provision of SANGS, if permitted. The current SANGS provision in Farnham Park would be seriously diminished were this to be granted using the existing SANGS and no further brownfield development would be allowed in the town as a result. This would be catastrophic for the town's economic development. Natural England have pointed out that it is the borough council's decision as to whether or not it allocates this development SANG capacity at Farnham Park.

Farnham Town Council urges Waverley BC as the Local Planning Authority to take the advice given by Natural England and choose not to allocate this development SANG capacity at Farnham Park.

In addition, Farnham Town Council urges the Waverley Borough Council as owner of Farnham Park to adapt its policy and only use Farnham Park for Brownfield land development to ensure that developments coming forward in the built up area of the Town can be accommodated.

The Badshot Lea community Group has carried out a thorough survey of residents' wishes as part of the Neighbourhood Planning process. There is a site, which residents are prepared to see developed but it is not in this location and successfully links several amenities in the village. The Localism Act seeks to give greater powers to the local community and local opinion must be taken into account. This site does not lead to the further cohesiveness of the village and should be resisted. It is not socially or environmentally sustainable.

There is a history of flooding in the local area and the road system struggles to cope with the existing amount of traffic. This application will exacerbate the current situation and the cumulative effects of similar applications must be taken into account.

It is clear that Badshot Lea is under great threat from unfettered development and it is essential that each application is seen in conjunction with others and that the residents of Badshot Lea get a fair hearing every time.

It is also essential that, before any development can take place in the village, priority is given to the provision of a controlled crossing at the Badshot Lea crossroads. This provision is long overdue and any increase in traffic will add to the current danger for pedestrians, especially the elderly and the very young.

Yours sincerely

Iain Lynch
Town Clerk

Mr T Bryson
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The Burys
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15th October 2014

Dear Tim

Planning Application: Land off Crondall Lane – WA/2014/1565

Farnham Town Council objects to this application. The SANG offered to mitigate the potential adverse effects of this development on the Thames Basin Heath SPA is not acceptable. The bespoke proposals for avoidance and mitigation are not appropriate for this development.

Farnham Town Council does not consider that the SANG at Church Crookham is suitable to facilitate further developments in its current state. In any case, the proximity of the proposed SANG to the development site is not practical. The SANG proposed for this development does not have open parking and where this may be considered reasonable for on-site SANG provision, in order for appropriate avoidance or mitigation for this site in Farnham, the SANG would require parking to facilitate visitors. Even if parking were to be available at the proposed SANG site, the distance from the development is not reasonable; the SPA is approximately 2.14km (as the crow flies) from the development site and the proposed SANG is 4.69km.

Most crucially, the assumption that visitors would travel by car, past the Special Protection Area, in order to access to the proposed SANG, cannot be acceptable. It is therefore not rational to assume that this will provide the necessary mitigation for the potential adverse effects on the TBH SPA.

It is essential that SANG is provided in association with this development and Farnham Town Council does not accept that this site cannot accommodate an on-site SANG if it were to be developed comprehensively, subject to the approval of Natural England. Whilst the wider landscape in this area has medium landscape value and high sensitivity, a sensitively designed development could still allow the countryside to penetrate close to the built up area of the town.

Furthermore, Natural England do not agree that the measures proposed will avoid or mitigate potential adverse effects on the Thames Basin Heath Special Protection Area. For this reason this application does not comply with saved policy NRM6 of the South East Plan, the Thames Basin Heath Delivery Framework or Waverley Borough Council's Thames Basin Heath Special Protection Area Avoidance Strategy.

In conclusion, the only way this site could be shown to be deliverable in the short/ medium term is for on site SANG provision as an integral part of the development.

Yours sincerely

Iain Lynch
Town Clerk