



FARNHAM TOWN COUNCIL

Agenda Council

Time and date

Thursday 29th April, 2021 at 6.30 pm

Place

Place: Remote Meeting by Zoom

<https://us02web.zoom.us/j/85679332976?pwd=ckx4VHZFL3dnRmVPQjRDZ0VNdGxSz09>

Meeting ID: 856 7933 2976

Passcode: 830027

To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 29th April, 2021, at 6.30 pm** in the To be held remotely via Zoom - Zoom Remote Meeting. The Agenda for the meeting is attached.

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

Questions by the Public

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

Members of the Public are welcome and have a right to attend this Meeting.



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 April 2021

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

Time and date

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Meeting ID: 856 7933 2976

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Prayers

Prior to the meeting prayers will be said by the Revd John Morris of St Thomas-on-The-Bourne. Councillors and members of the public are welcome to attend.

1 Apologies

To receive apologies for absence.

2 Disclosures of Interest

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Beaman, Blishen, Cockburn, Dickson, Edmonds, Gray, Hesse, Macleod, Martin, Merryweather, Mirylees, Neale, and Ward.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to him being a councillor of Surrey County Council: Cllr Macleod.*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to customer.services@farnham.gov.uk by 5pm on the day before the meeting.*

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

3 Minutes

(Pages 7 - 32)

To sign as a correct record the minutes of the Farnham Town Council meeting held on 11th March 2021 (Appendix A) and the minutes of the adjourned meeting held on 17th March (Appendix Ai).

4 Questions and Statements by the Public

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

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

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

6 Questions by Members

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

Part 1 - Items for Decisions

7 Working Group Notes (Pages 33 - 42)

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

- i) Tourism and Events held on 23rd March 2021 **Appendix B**
- ii) Strategy and Finance held on 20th April 2021 **Appendix C**

8 Year End Accounts 2020-21 (Pages 43 - 100)

The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on April 10th 2021 and are for formal approval by the Council prior for submission to the External Auditor.

- i) To receive a report on the 202/21 Outturn **Appendix D**
- ii) To receive the Summary 2020/21 Income and Expenditure Outturn **Appendix Ei, Eii**
- iii) To receive and agree the draft Report and Financial Statements for 2020/21 and earmarked reserves at 31st March 2020 **Appendix F**
- iv) To consider the final Internal Auditor's Report for the Year Ended 31 March 2021 and agree the Council's response to any issues raised **Appendix G**
- v) To approve the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return) **Appendix H**
- vi) To approve the variances list between the 2019/20 and 2020/21 Annual Returns as required. **Appendix I**
- vii) To approve the Annual Governance and Accountability Return for the Year Ended 31st March 2021 for signature and submission for External Audit **Appendix J**

9 Election to Working Groups 2021/22 (Pages 101 - 108)

To elect Working Groups, Task Groups and Panels in accordance with Standing Orders 15 at **(Appendix K)**

10 Appointment of Representatives to External Bodies 2021/22 (Pages 109 - 114)

To appoint Representatives to External Bodies for 2021/22 **(Appendix L)**

11 Revised Farnham Design Statement (Pages 115 - 146)

To receive and approve the Revised Farnham Design Statement April 2021 and submits the Statement to Waverley Borough Council as the Local Planning Authority for review and adoption as a material consideration. **Appendix M**

12 Planning and Licensing Applications (Pages 147 - 192)

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 15 March, 29 March, 12 April and 26 April at **Appendices N, O, P, Q.**

Part 2 - Items to Note

13 Calendar of Meeting Dates 2021/22 (Pages 193 - 196)

To note the calendar of meeting dates for 2021/22 at **Appendix R.**

14 Actions taken under the Scheme of Delegation

15 Reports from Other Councils

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

16 Reports from Outside Bodies

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

17 Date of Next Meeting

To note the date of the next meeting as the Annual Meeting and Mayor Making on Thursday 20th May 2021 at 7pm. It is planned that this meeting will be a physical meeting, held in accordance with any specific restrictions, in terms of numbers of attendees, that may apply at the time.

18 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) in view of confidential items under discussion relating to Awards and staffing matters.

Item 3 - Confidential Items

19 Services to Farnham Awards 2021

To note the proposed recipients of Services to Farnham Awards 2021 (**Exempt Appendix I**).

20 Staffing Matter

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

Council Membership:

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

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FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

6.30 pm on Thursday 11th March, 2021

Place

Remote Meeting by Zoom.

Councillors

Councillor Pat Evans (Mayor)
Councillor Alan Earwaker (Deputy Mayor)
Councillor David Attfield
Councillor David Beaman
Councillor Roger Blishen
Councillor Carole Cockburn
Councillor Sally Dickson
Councillor Paula Dunsmore
Councillor Brian Edmonds
Councillor John "Scotty" Fraser
Councillor Michaela Wicks
Councillor George Hesse
Councillor Andy MacLeod
Councillor Michaela Martin
Councillor Mark Merryweather
Councillor Kika Mirylees
Councillor John Neale
Councillor John Ward

Officers Presents:

Iain Lynch, Town Clerk
Katie Knowles, Governance and Community Engagement Manager
Iain McCready, Business and Facilities Manager

There were 3 members of the public and 1 member of the press in attendance.

Prior to the meeting, prayers were led by Revd Jane Walker, Vicar of the Benefice of Frensham and Area Dean of Farnham.

Prior to the meeting, a presentation was made by Gavin Stride, Director of Farnham Maltings on their current work programme and future plans as an organisation that was not just managing a building but

also concerned about the quality of people's lives. He outlined his aspirations to work collaboratively with the three tiers of local government to deliver projects that give positive outcomes for residents of Farnham. He said that when the Town Clerk asked to him to work collaboratively in response to the pandemic it was right to do so and the two organisations had grown closer as a result. He highlighted a programme of work that had evolved and was currently being developed around loneliness and isolation in partnership with Surrey County Council. Future plans include making better use of the outside spaces, improvements to the digital infrastructure for small businesses to connect and use and to trial running community events.

Councillors commended the valuable work undertaken at the Maltings and look forward to its re-opening on 12th April, subject to government guidelines.

C142/20 Apologies

There were no apologies for absence, all Councillors were present.

C143/20 Disclosures of Interest

There were no disclosures of interest beyond those for dual and triple hatted-councillors.

C144/20 Minutes

The minutes of the meeting held on 21st January were approved as a correct record.

C145/20 Questions and Statements by the Public

Isobel Robson provided an overview of Plastic Free Farnham. The focus of the group is single use plastic. Ms Robson would like to work with the Town Council to reach out to more residents in Farnham.

In response the Town Clerk advised the focus on climate change is through the work of Community Enhancement Working Group. FTC made a declaration to be plastic free in June 2019. It was proposed that Ms Robson meet with the Lead Member of the Community Enhancement Working Group, following the April Council meeting.

C146/20 Town Mayor's Announcements

The Mayor announced that the funeral of the late Brigadier Paddy Blagden CBE had taken place. Due to the current restrictions, attendance at the funeral was limited and the Town Council was represented by the Town Clerk. Paddy had a distinguished military career after which he was asked by the United Nations to set up their mine clearance office and served as Mayor of Farnham in 2013-14. The Mayor extended the Council's warmest wishes to his widow and family.

Since the last meeting, The Mayor had attended 45 virtual zoom meetings and 2 outside Farmer's Markets. A virtual reception was held the Surrey nominees for The Queen's Award for Voluntary Service. The Mayor's virtual coffee mornings were underway, covering three wards at each meeting with residents invited on a random basis.

The Mayor marked Commonwealth Day on Monday 8 March by raising the Commonwealth Flag outside the town council offices. She was joined by Colour Sergeant Dean Smith from the Princess of Wales's Royal Regiment.

The Mayor was presented with 200 face marks made by the Ahmadiyya Muslim Women's Association to mark International Women's Day on Tuesday 9 March.

Subject to the lifting of restrictions, the Annual Meeting and Mayor Making had been put back to the 20th May in the hope that a physical meeting may be held.

CI47/20 Questions by Members

There were no Questions by Members.

CI48/20 Working Group Notes

CI49/20 Community Enhancement

Cllr Hesse chaired the meeting on 27 January and presented the notes of the Working Group at Appendix B.

He reported that the 'Design a Carpet Bed' competition was won by a third- year student at South Farnham School and would be placed in a new bed in Gostrey Meadow.

Council noted that alternative film makers for Farnham in Bloom as John Collins had moved from the area. Cllr Hesse extended the groups thanks to Mr Collins for his work to help make Farnham in Bloom as success.

Cllr Hesse reported that a generous donation of £700 had been received from former resident Mr Richard Pettigrew who had moved back to the US. Members agreed a specimen tree with a hand-crafted metal guard to protect it, would be planted in Gostrey Meadow.

Council noted that £3,000 has been allocated from the 2020/21 budget to plant a mix of specimen and British Native Trees in Gostrey Meadow, Evelyn Borelli Garden and Batting's Garden.

Cllr Hesse advised that the Working Group proposed that the Memorial Bench in Gostrey Meadow, made by a graduate of UCA, be moved to the Evelyn Borelli Garden.

Cllr Hesse advised that the criteria for the Famous Names Wall has been reviewed and updated to enable those who had made a significant contribution to the Town to be recognised following a review of a nomination for Sir John Verney to be included. The proposal was that:

Those nominated must fall into three of the four following criteria: -

- They must either be born, lived for a significant period of time or died in Farnham.
- They must have contributed to the local community of Farnham in a remarkable way.
- Their achievements will or have outlived them.
- Their achievements are nationally or internationally renowned.

It was RESOLVED *nem con* that:

- 1. The revised criteria for including into the Famous Names Wall is adopted.**
- 2. Sir John Verney MC Bt is added to the list of Famous Names.**
- 3. The Gostrey Meadow Memorial bench be moved to the Evelyn Borelli Garden**

The notes were received and accepted from Community Enhancements.

C150/20 Cemeteries & Appeals

Cllr Cockburn presented the notes of the Working Group held on 28th January, 2021 at Appendix C.

Cllr Cockburn reported an appeal is proceeding advising that since the procedures had been regularised there were very few to consider.

Cllr Cockburn advised the Working Group is progressing proposals for the Hale Chapels. As a long-standing issue, a number of options had been explored over a number of years, including for Columbaria. The Group would be coming to a decision and recommendation to Council, which was welcomed by Councillors.

Cllr Cockburn reported the Cemetery regulations had been updated to reflect children's grave sizes.

**It was RESOLVED *nem con* that:
Council adopts the two additions to the Rules and Regulations regarding children's grave sizes.**

The notes were received and accepted from Cemeteries and Appeals.

C151/20 Tourism & Events

Cllr Earwaker presented the notes of the Working Group held on 3rd February at Appendix D.

Cllr Earwaker reported the Events Manager had been busy organising the forthcoming events and projects, as set out in the Notes. He advised that the Farnham Residents' Guide 2021 includes a calendar of events for the coming year and is delivered to every household.

Two new leaflets had been produced to support businesses in the Town. 'Open for Business' provided useful information and 'We are Farnham' provided more assistance in setting up for an online market space.

The notes were received and accepted from Tourism and Events.

C152/20 Strategy & Finance

Cllr Neale introduced the notes of the Strategy & Finance Working Group at Appendix E to the agenda.

Strategy & Finance had considered a full range of financial documents for Income and Expenditure reports were discussed noting the outturn would be in surplus as a result of additional grants received, the management of activity budgets to expenditure during the year along with reduced activity because of Coronavirus, and the management of vacancies.

Cllr Neale advised the Working Group had discussed and reviewed the Investment Strategy 2021/22 at Annex I to the notes.

The Working Group received a request from the Trustees of the Wrecclesham Community Centre to waive the second half of the year's rent given the ongoing closure as a result of Covid-19.

CI52a/20

It was RESOLVED *nem con* that:

- 1. The Investment Strategy 2021/22 at Annex 1 to these Minutes be adopted.**
- 2. The 2020/21 rent for the Wrecchesham Community Centre be waived.**

Cllr Neale advised that the Working Group considered the grants for 2021/22 detailed at Annex 2. Cllr Neale reported there had been some discussion about larger grants funded by service level agreements, and it was agreed that these would be reviewed in the forthcoming year. The Town Clerk advised these were revenue grants generally above £2,000.

A point of clarification on the grant allocation to Space to Grow was raised. The Town Clerk advised the project funding supported 15 people and Officers considered that it was a reasonable contribution from Town Council's resources for the benefits that would accrue. The Town Clerk further commented the Council supports Space to Grow in other ways and other applicants included work with Space to Grow. After discussion, it was agreed to agree the grant proposed but make an additional contribution in-kind from the In Bloom budget.

CI52b/20

It was RESOLVED *nem con* that:

- 1) The 2021/22 Grants at Annex 2 be approved;**
- 2) Any pledges for projects not yet confirmed be retained in earmarked reserves;**
- 3) The Town Clerk allocate funding from the returned grants from 2020/21 to maximise support for the agreed applications; and**
- 4) A review of the organisations supported by Service Level Agreements be undertaken in 2021.**

Cllr Neale reported the Working Group considered the appointment of a new Internal Auditor, following an external tender process.

CI52c/20

It was RESOLVED *nem con* that:

Mike Platten of Farsight Consulting be appointed as Internal Auditor for an initial period of three years.

Cllr Neale reported on the Risk Management Report at Appendix 3, which was reviewed annually. Each year, the Council reviews a range of risks affecting the organisation in each of the service areas and as a corporate body.

CI52d/20

It was RESOLVED *nem con* that:

- 1) The Risk Management report for 2020/21 be adopted.**
- 2) The updated Fire Safety, Health & Safety and Environmental Policies be adopted.**

Cllr Neale advised Standing Orders were reviewed by the Working Group to take account matters that had emerged from remote meetings.

Consideration was also given to the structure of the Working Groups and Task Groups. It was agreed that a review would be undertaken in the forthcoming municipal year in consultation with the Lead Members of the Task Groups.

CI52e/20

It was RESOLVED *nem con* that:

- 1) The Working Groups should continue to operate as they are with all decisions made at Full Council;**
- 2) The Planning & Licensing Consultative Group continue to meet fortnightly to prepare the Council's response on application for submission to the Planning or Licensing Authority under delegated authority;**
- 3) A review of the governance structure be undertaken in the forthcoming municipal year with a Task Group that includes the Lead Members of the Working Groups;**
- 4) The draft revised Standing orders at Annex 4 be adopted.**

The Council's Comments, Compliments and Concerns Procedure was reviewed by the Working Group. A point of clarification was raised in respect of the title of the document. The Town Clerk advised that the Council receive a number of compliments and generally responds well to concerns raised by residents, that tend not to become complaints.

CI52f/20

It was RESOLVED *nem con* that:

The Comments, Compliments and Concerns Procedure be adopted.

Task Groups

- 1) Cllr Neale reported on the Assets Task Group and provided an update on matters being progressed which were set out in the notes. Councillors discussed the costings for replacement toilets in Central Car Park and matters relating to the proposed site for the Ridgeway School café refurbishment of the toilets.
- 2) Cllr Neale introduced the main points from the Infrastructure Planning Group. The Task Group considered the Government's consultation on the National Policy Framework and the proposed Design Codes. Jenny de Quervain had drafted a Town Council response. Cllr Cockburn highlighted the implications of the Design Codes and the importance of community involvement from a range of groups in the development of the Codes. Cllr Cockburn further advised that both the Design Statement and Farnham Neighbourhood Plan would feed into the Design Codes.
- 3) Cllr Neale reported on the Farnham Infrastructure Programme and the consultation of the draft Optimised Infrastructure Plan. The feedback at the recent round of Local Liaison Forums has been constructive. Councillor Neale advised that the Town Council's response to the consultation would be covered at an extraordinary meeting of Strategy and Finance on 16th March before being presented to the adjourned Full Council meeting on 17th March.

It was noted Cllr Cockburn would be attending the Lower Weybourne Lane Inquiry on 17th March.

CI52g/20

It was RESOLVED *nem con* that:

The Council's draft response to Optimised Infrastructure Plan be deferred to the adjourned meeting of Full Council on 17th March at 6.30pm for further consideration.

- 4) Cllr Neale reported on the Cultural Task Group. Its main aim was to identify a cultural initiative in the Town Centre which would complement World Craft Town. Funding had been received from the three county councillors which needed to be matched funded to commission a scoping study for the project.

CI52h/20

It was **RESOLVED** with one objection and one abstention that:

- 1) **FTC match funds the Surrey County Councillors' contribution of £3,000 and seeks a similar contribution from WBC to appoint consultants to prepare the scoping report.**
- 2) **FTC waives Standing Orders Contracts to allow the Town Clerk to appoint suitably qualified consultants up to the value of £7,000 to carry out the scoping report.**

Cllr Edmonds requested his objection against the vote is recorded.

- 5) Cllr Attfield highlighted a decision under the Scheme of Delegation, supported by the HR Panel, to 'buy back' leave for some staff who had continued to work throughout the coronavirus period and accrued leave. The Town Clerk advised this was a pragmatic business decision and the cost would be met by the surplus in the staffing budget in 2020/21. The consequence of not taking this decision would result in staff taking leave at the beginning of the new financial year, at peak time when restrictions were being lifted.

Cllr Edmonds requested his objection to the Panel's decision was noted.

The Town Clerk advised under Coronavirus update, the office will be opened to the public on the 12 April, subject to step 3 restrictions being lifted and from 20 May, it was anticipated hybrid Council meeting could be facilitated.

Cllr Ward advised that Robert Jenrick, Secretary of State for Housing, Communities and Local Government, recently confirmed that with effect from 7 May (the temporary regulations enabling virtual meetings expires on 6 May), remote and hybrid meetings would be illegal and could not take place. Councils had been advised a change to primary legislation was required, but there was no time in the legislative timetable. This presented significant challenges for Councils, that FTC would also need to consider. Cllr Ward commented that over 50% of Waverley Councillors had indicated they would not attend in Chamber meetings from May.

CI53/20 **Planning and Licensing Applications**

Cllr Edmonds introduced the notes of the Planning & Licensing consultative Group at Appendixes F, G and H.

Cllr Edmonds highlighted a long-standing issue regarding the effectiveness of Waverley Borough Council's planning website. He advised Councillors and Officers spent a significant amount of time trying to access and download planning documents. Relating to this, information had been requested on the design and performance of the website, its level of reliability and the page download speed.

Councillors had highlighted the issues with Waverley Borough Council on several occasions and contrasted the performance of Waverley's website with that of neighbouring authorities which did much better.

Cllr Edmonds also highlighted the difficulties Farnham Town Council's Planning Officer experienced reporting the Council's concerns and observations. Councillors commended Jenny de Quervain for her perseverance, commitment and knowledge and valuable contribution to the Consultative Group.

It was RESOLVED *nem con* that:
The Town Clerk write a letter to Waverley Borough Council expressing these concerns.

C154/20 Actions taken under the Scheme of Delegation

Actions were discussed in the earlier part of the agenda.

C155/20 Reports from Other Councils

Cllr Ward reported the Boundary Commission are reviewing Waverley. The Borough Council had a compromise figure of 50 Councillors, a reduction of 7, although there had been a wide division of views.

C156/20 Reports from Outside Bodies

Cllr Cockburn reported the robustness of Farnham Neighbourhood Plan was being challenged by a Developer at the Appeal of Lower Weybourne Lane. The decision was pivotal in terms of the Plan's ability to defend other sites in the Town.

Cllr Cockburn reported on the work of the Biodiversity Action Plan Group which had now drafted a Biodiversity Action Plan that, when finalised, would go forward as Farnham's Policy Statement.

Cllr Cockburn commented there was a problem of anti-social behaviour at Langham's in terms of broken glass and dangerous litter which is part of a wider issue in the Town Council's green spaces.

C157/20 Date of Next Meeting

The Mayor proposed and Cllr Earwaker seconded that the meeting be adjourned to Wednesday 17th March 2021 at 6.30pm. This was agreed *nem con*.

The date of the next scheduled meeting was agreed as Thursday 29th April 2021 at 6.30pm.

The Mayor adjourned the meeting at 10pm

Chairman

Date



FARNHAM TOWN COUNCIL

Ai

Minutes Adjourned meeting of Council

Time and date

6.35 pm on Wednesday 17 March, 2021

Place

Remote meeting held by Zoom

Councillors

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

Apologies for absence

Apologies were received from Councillor Brian Edmonds.

Officers Presents:

Iain Lynch, Town Clerk
Iain McCready (Business and Facilities Manager)
Katie Knowles (Governance and Community engagement Manager)

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

C158/20 Apologies

Apologies were received from Cllr Edmonds

CI59/20 Farnham Infrastructure Programme

- I. The notes of the extraordinary meeting of Strategy and Finance held on 16th March 2021 were approved.
- II. The Mayor invited The Leader to introduce the Town Council's response to the Infrastructure Programme Optimised Infrastructure Plan at Annex 1.

Cllr Neale summarised the development of the Town Council's draft response to the Optimised Infrastructure Plan (OIP), Council were asked to consider. The draft response was also considered in detail at a meeting of Strategy and Finance held on 16th March.

The Town Mayor invited Councillors to review each section of the paper. The following observations were made:

1.5 Car Parks

Councillors discussed the retention of the Town Centre car parks. The council noted that individual car parks may change (such as when Brightwells Yard comes on stream), but car-parking capacity should be retained indefinitely.

1.11 Alternative Pedestrian Zone and, 1.12 Phasing of Pedestrian Zone installation including annex 1 indicative project plan.

Councillors considered the alternative pedestrian zone at paragraph 1.11 and the indicative project plan at paragraph 1.12. Cllr Macleod considered it should be put forward as a possible future extension to the pedestrian zone once the initial area was established and considered a success. Further, additional mitigation measures would be required as an important route through the Town would be blocked off.

The Town Clerk advised the debate at Strategy and Finance centred around the conflict between the idea of making South Street 2-Way and extending a larger pedestrian area to include East Street and whether the two were achievable.

It was agreed to insert the wording at paragraph 1.12 "Initial options should allow for a wider pedestrian Zone that could include" allowing for greater flexibility.

2.1 Shuttle-Bus Routes and Services

The shuttle bus routes were discussed in relation to areas not covered. Cllr Neale advised the routes were indicative only and it was agreed to make this clearer.

2.3 Park and Ride

Cllr Cockburn explained the Neighbourhood Plan reviewed park and ride extensively. Farnham's geography does not lend itself to park and ride. Asking people to drive further to then get on a bus, would not encourage people to come into the Town.

There was a consensus view that paragraph 2.3 generally reflected the Town Council's view. However, it was agreed additional wording to reflect the Council's serious doubts about the success of a park and ride scheme in Farnham due to its geography, be added.

2.4 North West Farnham Neighbourhoods

Councillors were supportive of this section and agreed it covered all the issues.

2.5 Wrecclesham Neighbourhood

Cllr Dunsmore reminded Council that a Wrecclesham bypass had been a longstanding issue for its residents and the wider Town.

Councillors discussed strengthening the wording to reflect the bypass is considered a high priority by the Council, considering the length of time residents have had to endure increasing traffic volumes and pollution and bridge strikes.

The Town Clerk referred to sections 3.4 and 3.5 where these issues were covered. It was agreed to strengthen the wording in section 2.5. to reflect these concerns.

2.6 South Farnham Neighbourhoods

Councillors discussed the level crossing and pinch point at the station. Cllr Cockburn commented that all possibilities had been looked at and this required a rethink. The traffic queuing on Station Hill was a problem but if the traffic could be kept moving round the Station, it would solve the problems at Hickley's corner.

Cllr Scotty Fraser highlighted the recently introduced train service to Guildford as a contributing factor.

Cllr MacLeod highlighted a consideration that Surrey Highways could take over the station approach road (currently a private road owned by Network Rail) and turn it into a public road. If traffic could be diverted across Firgrove Bridge and if the train service, station approach road and bridge could be addressed, the traffic situation in the area could be improved.

It was agreed that the adoption by Surrey County Council of Station approach road due its wider benefits be included.

Cllr Beaman highlighted Rowledge was not specifically mentioned. The Town Clerk advised wording relating to bus connectivity would be added at Paragraph 2.1.

3. Major Road Network

Cllr Cockburn raised the previous iteration the western bypass/strategic link that went through Farnham countryside that was not included. A strategic route to take the Hampshire traffic to the M3 was considered appropriate because of development in East Hampshire which has centred development on A325 and A31.

Cllr Beaman highlighted the evaluation of a western strategic road on benefits to a wider area, may be constrained by the terms of reference of the current study which considered the benefits to the Town only. Cllr Hesse in support of Cllr Beaman emphasised the wider economic benefit of a western bypass to Hampshire, that would be important in supporting justification of funding of a western bypass.

3.1 A31 Corridor

Cllr Cockburn highlighted that the Farnham Neighbourhood Plan sought to soften the A31, not urbanise it.

Councillors discussed whether the second paragraph reflect Council Policy. A majority of Councillors agreed the paragraph be amended. The Town Clerk's suggestion the second sentence at the 2nd paragraph be removed was agreed.

Cllr Fraser highlighted a roundabout could be a solution to Hickley's Corner. Councillors agreed it be included in the report.

Cllr Merryweather said given the choice between Firgrove Hill interchange and/or roundabout at Hickley's Corner, Councillors would support either or both rather than an underpass which is the least favoured option.

Cllr Neale explained the roadmap to pedestrianisation. It was agreed not to include it with the Town Council's submission.

It was agreed nem con that the Town Clerk send the Council's response with amendments as agreed. (Copy attached at Annex 1 to these minutes).

C160/20 **Exclusion of the Press and Public**

It was RESOLVED nem con:

To exclude members of the public and press from the meeting in view of the confidential contract matter under discussion.

Members received an update on a property matter.

The Mayor closed the meeting at 9.35pm

Mayor

Date

Farnham Infrastructure Programme

Farnham Town Council Response to Optimised Infrastructure Plan (March 2021)

Overview

Farnham Town Council (FTC) is a partner in the Farnham Infrastructure Programme (FIP). While FTC welcomes the publication of the *Optimised Infrastructure Plan (Draft February 2021)* (OIP) produced by the FIP Programme Team appointed to develop the FIP, the views expressed in the OIP are those of the FIP and not necessarily those of FTC. It is therefore appropriate for FTC to record its own views in this response to the OIP.

The OIP has been developed from the Programme's Terms of Reference, which include FTC's Key Principles and Objectives for the programme and it is against those that the Council has evaluated the OIP.

FTC represents all areas of the town and regards them as equal. However, for the purposes described below its response is presented in three sections:

1. Town centre aspects

The town centre is the critical community and economic hub for the town as a whole, so is considered first. Together with the Neighbourhood aspects that follow, the town centre elements are likely to be the lead projects going forward, partly for reasons of urgency and partly because their delivery is less complex than the Major Road Network (MRN) projects.

2. Neighbourhood aspects

The town centre depends on the neighbourhoods to survive. Any town centre changes create impacts on the Farnham neighbourhoods; also, the neighbourhoods have infrastructure improvement needs in their own right. FTC consider these in the context of mitigation needed for the town centre changes and the connectivity needs between the neighbourhoods and the town centre.

3. Major Road Network (MRN) aspects

Both the town centre and the neighbourhood improvements affect the MRN aspects. FTC consider these in conjunction with the issues relating to the major roads in their own right.

Where the Council has not commented on the options and proposals outlined in the OIP, FTC is generally content with the direction in the Plan. What the Council has highlighted below are areas where it has concerns relating to the Plan, or wishes to suggest how the options should be narrowed down during the next stage of the programme. The Council has also not repeated all of the details raised during the programme and in the public consultation responses that have been submitted by others separately. The Council see the Draft OIP and this response as addressing the main issues; with such a broad programme, it is not practical to cover all the details in one go.

FTC recognises the extraordinary uncertainties that currently exist. The big "known unknowns" at the present time relate to future traffic levels; impacts from climate change initiatives; the fallout from the Covid-19 pandemic; how people's lifestyles will change in the future, and how the community can be encouraged to adapt to these new

circumstances. These issues introduce questions relating to future traffic levels and people's movement habits. Amongst all this, the Farnham Neighbourhood Plan includes significant planned housing increases in Farnham, and there is substantial growth in the surrounding areas which impacts on the town's infrastructure. Current and existing forecasts should be incorporated in the FIP's plans and updated as relevant and reliable evidence is actively sought out.

Other factors that are difficult to quantify relate to a) future changes in government policy, either motivated by political changes or unseen events, and b) technological advances in transport, information and communications technologies, and c) modal shifts brought about by working from home etc. Hopefully, these will have positive effects that will reduce the ever-increasing traffic congestion. FTC takes the view that the programme team will have considered these issues, as best as anyone can at this point in time.

As illustrated by some of the examples that follow, FTC understands but fundamentally disagrees with the funding constraints that are placed on infrastructure spend. These constraints distort investment to such an extent that routine repairs, planned preventive maintenance and even day-to-day running costs of existing, perfectly fit-for-purpose, basic infrastructure are discouraged (if not banned) in favour of new one-off investment which actually increases the recurring spend funding shortfall. It is important that these constraints do not weaken or compromise the FIP output in any way that renders it sub-optimal (or, in other words, "penny wise and pound foolish"). It is important that a commuted sum should be applied to the scheme deliverables to provide an effective maintenance contribution.

FTC welcomes the proposals for quick wins that will elevate a number of long-standing pressures in the Town Centre and surrounding areas whilst the more detailed work on developing agreed proposals is undertaken. Specifically, the priorities on speed reduction (with 20mph zones) and removal of HGVs and are supported.

The Town Council has several key principles which predicate its response that follows:

- A western link road (incorporating a Wrecclesham bypass)
- Pedestrian focus for Farnham as a destination town is essential, with wider footways and increased pedestrian space to improve the shoppers' experience
- Mitigating the impacts of congestion and poor air quality
- Creating a transport hub around the station may obviate the need for the proposed Hickley's investment.

I Town Centre

The treatment of the town centre within the OIP is fundamental to the future of the town, not only in respect to what it provides for the community, but also to the economic health of the town's economy.

The OIP recognises that the centre is heavily compromised, at present, by traffic impacts and this affects the centre for residents and visitors in many respects, such as safety, accessibility, health and enjoyment. This particularly affects those businesses in the retail, leisure and hospitality sectors. There is general agreement that pedestrians need to be better provided for and at the expense of vehicle convenience if needs be.

The long-standing debate has been about how traffic can be reduced and some form of pedestrianisation introduced. During the FIP early phases and public consultations, the Council has noticed a growing public expectation that some form of pedestrianisation is desirable.

FTC is surprised that the Draft OIP has not explored further the pedestrianisation options in more detail, especially as other town centre aspects, such as park and ride, and car park provision, are affected by whatever pedestrianisation solution is adopted.

In response to these factors, FTC recommends that the OIP includes designs and modelling for a phased implementation of a pedestrian zone in the town centre that mitigates against any adverse impacts that may be expected. In essence, other measures should be introduced, prior to curtailing the vehicles, so that the town as a whole is not adversely impacted.

These are the specific recommendations (note they are listed as a set of objectives, not a phased order)

1.1 Pedestrian Zone

The key objective is to create a more attractive town centre, especially for pedestrians. Create a pedestrian zone that could include southern section of Castle Street (from St George's Yard), eastern section of West Street (from ex Post Office building), The Borough, western section of East Street (from Threadneedle Street - this is the delivery road for Brightwells, one-way northerly), Downing Street (northern section).

Vehicle Access

All vehicles prohibited, except for permitted vehicles: public transport, emergency vehicles, special delivery vans, mobility vehicles, cycles. Permits granted for private vehicle access to yards within zone. Strict etiquette controls on all vehicles allowed in zone.

Streetscene

High quality paving throughout, with patterned delineation defining a single width vehicle track and wider pedestrian space. Other landscaping features to be incorporated, including planting, seating, cycle stands, market stalls, various occasional event materials.

FTC would resist the perpetuation of 2-way, double width vehicle tracks, since that would undermine the creation of attractive street scenes, as outlined above, given the overall space available. The Council would expect there to be adjacent space for deliveries at the appropriate time; and buses to use smart, clean technology and real time information systems.

Deliveries

Daytime deliveries only by special light vans operating from delivery consolidation centre. Commercial delivery vehicles allowed access off peak in night-time period or phased according to night-time economy needs.

Cycle/Scooter Access

Allowed to share vehicle track, so long as proven not to impact pedestrian considerations.

1.2 Castle Street

This is the premier street of Farnham. New 7m central carriageway, surfaced with prestige material; 6m pavements with high quality paving; high quality streetscene with new planting; limited parking spaces for resident visitors. Residents to be offered alternate options for residents' parking.

Creation of *town square* in the wide (lower) pedestrian section of Castle Street to facilitate a vibrant café culture and event space.

1.3 East Street & Brightwells Connectivity

East Street streetscene quality to match rest of pedestrian zone. Eastern section reverts to roadway for vehicle egress from Threadneedle Street.

1.4 North Farnham Vehicular Access to Town Centre

New access road to be constructed on acquired land between Castle Hill and West Street. This would provide access to the Upper Hart car park from north Farnham, and potentially on to the western side of the town centre.

1.5 Car Parks

Since through traffic will have been eliminated with a pedestrian zone, it is envisaged that 'in/out' vehicles that stop in the car parks can still be accommodated without clogging the access roads. Hence it is recommended that existing car parks are retained for this reason and for personal safety, addressing concerns of accessing distant park and stride locations in the dark.

This facility might be reviewed some years hence if the modes of private transport change. That might then be a time to consider converting some car parks into 'community space'. The council recognises that individual car parks may change (such as when Brightwells Yard comes on stream) but car-parking capacity should be retained indefinitely.

1.6 Cycling Provision

Connected cycle ways to be provided, along the lines suggested in the Draft OIP. This topic to be subject to further consultation with local cycle groups.

1.7 Bus services

Not all town-centre visitors are either willing or able to drive, cycle or walk. All Farnham bus services and routes should be reviewed as part of the pedestrian zone creation.

FTC recommends the introduction of new key north-south and east-west routes to bring people directly to the town centre from the Farnham neighbourhoods, and also extend out to Rowledge. These would be in the form of 'shuttle services', operating at high frequency to encourage high passenger usage.

The key shuttle services, above, would go through the pedestrian zone, so that through connectivity is available to bus users.

1.8 Freight Consolidation

FTC supports, in principle, freight/delivery consolidation centres. These will need careful planning and locating. The Council would not favour placing such a centre in a

conspicuous town centre location that would conflict with the historic heart of the town.

Factors to consider include:

- a) operational issues relating to transfer of goods,
- b) optimum distance from town centre retail zone,
- c) accessibility for off-loading vehicles – so as not to add to congestion,
- d) realistic destination delivery times from off-load point.

One consolidation centre, should be near to the retail area, where goods can easily be transferred to small electric vans that can, unobtrusively, drop off small loads to the town centre shops and businesses. Such a centre should also provide courier delivery and collection for the businesses and public.

1.9 Other Road Changes

Consideration should be given to the possibility of Union Road, South Street and southern section of Downing Street becoming 2-way, so that north-south traffic can move to east of pedestrian zone. Park Row to be pedestrian/cycleway only except for access to the private parking.

1.10 Town Centre Character

FTC believes that the essential character of the town centre should be maintained going forward. This hinges around the conservation area strategy (refer to Farnham Town Centre Conservation Area Management Plan – FCAMP), that mandates retention of the heritage character whilst, sympathetically, introducing new features appropriate for the current era. FTC strongly opposes intrusive electronic signage but discrete smart technology would be welcomed.

1.11 Alternative Pedestrian Zone

Further consideration of a slightly larger pedestrian zone that includes South Street between the Royal Deer junction and Sainsburys car park should be made. The advantages of this would be a) improved pedestrian connectivity between the new Brightwells Centre and the historic town centre, b) removal of more through traffic, reducing the vehicle movements on the town centre access routes and furthering the 'in/out' concept, c) enabling improved north-south cycle and pedestrian route from station to town centre and further northwards.

1.12 Phasing of Pedestrian Zone installation

The proposal for pedestrianisation should be phased. Initial options in the OIP should allow for a wider pedestrian Zone. The proposal in the OIP for The Borough should be seen as a short-term enabling measure.

2 Neighbourhoods

In general, the Farnham neighbourhoods value their individual character features and want them at least protected by, if not enhanced equally by, the OIP. The main infrastructure considerations that the Council supports, arising from the Draft OIP, relate to impacts that derive from the town centre responses above and other improvements that are more specific than optioned in the OIP.

Specific recommendations:

2.1 Bus Routes and Services

Bus services in Farnham do not provide a useful travel option for many residents. Anecdotally, people say: 'not enough, not in the right places, expensive'. However, the difficulties in providing services in disparate neighbourhoods and the attraction of using privately owned vehicles are understood. For those with cars, they are the only reliable means of access even for the "last mile" or less if they are unwilling or unable to walk or cycle, be it due to age, infirmity, the need to transport shopping, children and pushchairs, or for personal safety.

If increased use of public transport is a realistic aim, in order to reduce traffic congestion, pollution and cross-town traffic movements, then a fundamental review of routes, service levels and fare structures is needed in consultation with the public, in order to configure a more effective overall service in the town that can still be financially viable to the operator,

FTC believes that modernising the service would help to improve its effectiveness and usage, eg more comfortable rides, on board technology, carbon free power systems, real-time information.

The Council notes that the OIP emphasises the Farnborough Road corridor bus services; but it is not clear why this particular route is highlighted against a more holistic review. FTC would like to see more emphasis on commuting and school routes in order to relieve cross-town car journeys and provide greater independence to children and their ferrying parents.

As an example, possible interconnecting circular shuttle routes for the North Farnham villages as suggested in the Town Centre section at 1.7 above) could be:

- a) Town centre – Shepherd & Flock – Water Lane – Badshot Lea Road – Lower Weybourne Lane – Weybourne Road - Farnham Hospital – town centre
- b) Town centre – Farnham Hospital – Hale Road – Upper Hale Road – Folly Hill - town centre

These anti-clockwise routes would connect all major schools and public facilities and the village centres themselves whilst avoiding congesting right turns.

2.2 Public Transport Hubs

FTC welcomes the development of modern transport hubs in Farnham – locations where buses, trains, cars, cycles and pedestrians converge and switch travel mode. Also, the provision of co-located community facilities (eg shops) so that a range of services is easily accessible. An obvious location would be around the station, an area that needs improvement in many ways as a local neighbourhood centre. There may be other potential hub locations in Farnham.

2.3 Park and Ride

FTC is less enthusiastic about the viability of *park and ride* car parks and seriously doubts the likely success of any Park and Ride scheme due to the geographic nature of the town; however FTC would not be averse to such facilities for visitors to the town and commuters, who have already travelled some way to reach the town. If the town centre is pedestrianised, eliminating through traffic volumes, then the Council contends that residents that still need to come by car would best be able to continue their

journey to a town centre car park (ie '*park and walk*') given the resource challenge of operating a park and ride scheme in a small market town.

FTC is unsure of the benefit in trying to create new *park and stride* car parks; some of the car parks are already a stride away from the town centre. A park and stride scheme at the top of Folly Hill would be seen as unrealistic.

2.4 North West Farnham Neighbourhoods

FTC is very concerned about the road and traffic issues in Upper Hale, Hale and Heath End. It is clear that the increases in arterial traffic through this neighbourhood have severely compromised pedestrian and cyclist safety, adversely affecting the well-being of this community. Failure to address this problem over the years has led to local opposition to town centre improvements, so now it is doubly important to ameliorate the problems.

FTC expects all practical mitigation measures that can be designed for the Farnham roads should be implemented at the enabling stages of the plans for the town centre.

FTC recommends that the neighbourhood be transformed into a 'village space' with appropriate streetscene and highway interventions that encourage and enforce severe traffic calming. At the same time the Council expects to see wider footways (more road space given to pedestrians) so that the pedestrian experience is less threatened by the proximity of moving vehicles. FTC also expects to see more, safe pedestrian crossing routes.

Mindful that the A3016 is part of the MRN, consideration should be given to the merits of making Upper Hale Road and Alma Lane one-way roads, thus freeing up some road space to achieve community benefits.

2.5 Wrecclesham Neighbourhood

Wrecclesham has experienced similar concerns to those described for north Farnham. The village centre, itself an important designated conservation area, has been blighted by ever-increasing traffic volumes, most arising from economic and housing developments, and population increases in surrounding areas.

FTC recommends that this area is also transformed into a 'village space', with appropriate streetscene and highway interventions.

A bypass connected to a strategic link road with the M3 would deliver town-wide benefits as outlined further below; this is a key priority for Farnham Town Council.

2.6 South Farnham Neighbourhoods

The main problem in this area relates to the impacts of the level crossing and the nearby convergence of numerous main roads including Hickley's Corner. The level crossing itself is a major pedestrian and cyclist hazard, that has been ignored for many years because it is in the 'too difficult' category, and because it requires the cooperation of the railway authorities to design an integrated solution.

A redesign of this whole area around the station would open up possibilities for creating a transport hub, a safer road environment and a workable active travel route to the town centre. With some more imagination, some of the space might be released for some associated economic, rather than housing development, that could defray the

capital costs. FTC is disappointed that the Draft OIP has not yet addressed this potential. FTC would expect to be fully involved in any emerging proposals.

2.7 North East Farnham Neighbourhoods

Any displacement of traffic from the town centre without mitigation would be unacceptable. Weybourne and Badshot Lea already suffer similar road and traffic disadvantages to Farnham's other neighbourhoods; narrow roads and the shortage of adequate on-street parking leads to congestion and anti-social parking at peak times when pedestrians (eg schoolchildren) are present and most vulnerable. At less busy times, the situation changes with speeding and anti-social driving becoming the key issues.

The proposals for a School Safer Street in Bullers Road are welcome, but for these road traffic problems, the community needs many of the measures proposed for the town centre to be expanded to this area:

- a) a blanket 20mph speed limit, encouraged by adequate signage and physical calming measures like speed bumps;
- b) pedestrian prioritisation with adequate paving, lighting and pedestrian crossings;
- c) improved capacity for cyclists and scooters;
- d) restrictions on HGV access (physical if necessary);
- e) a review of the layout of key traffic junctions, starting with the Water Lane roundabout, and
- f) a commitment to improve the maintenance of the existing road infrastructure, starting with the drains which continually flood.

While Weybourne and Badshot Lea have accepted a disproportionately large allocation of development in the Farnham Neighbourhood Plan, it is the only Farnham ward which has no designated 'Neighbourhood Centre.. Measures in the OIP could be a once-in-a-lifetime opportunity to start to correct that.

3 Major Road Network

FTC welcomes the detailed analysis and background information relating to the MRN that is included in the Draft OIP.

However, the range of potential options presented and the depth of justification for what is currently implied do not yet appear to have incorporated responses to various concepts that have been put forward by local people, and aspirations of the Vision Statement are being potentially reduced. Evaluation of Strategic Roads should relate to the benefits for the wider area that appear to be beyond the scope of the terms of reference of the current project. Neighbouring authorities are concentrating development with access to the A325 and A31.

In 2017 the Recrafting Farnham project, supported by RIBA South East, invested significantly in this subject; and other schemes have been suggested by various bodies and individuals in recent years. Yet there is no evidence these schemes, presented to the Programme, have been incorporated in the Draft OIP. All major highway interventions are, inevitably, expensive, so FTC would hope to see a thorough analysis of all options in due course and looks forward to contributing to the next stage.

FTC would also expect to see evidence that any potential schemes have been, or will be, evaluated thoroughly in terms of environmental and economic impacts, both short term and long term, before they are either progressed or discarded. In the post war

(circa 1947) era, some very progressive plans were discarded, only to have long term consequences that the Town is now having to deal with.

It is also important that any MRN schemes, proposed for the near term, consider the longer term opportunities that might be beyond the framework of the currently defined FIP. This again is the strategic approach, necessary to ensure that the long term is not compromised by short term decisions. Examples of this are covered below.

3.1 A31 Corridor

The Draft OIP considers many aspects relating to this area. Progression of the Hickley's Corner question needs, as a precursor, greater clarity on the town centre solutions (discussed above). The extent to which South Street and Firgrove Hill access is re-engineered to improve connectivity, depends on the level of traffic curtailment in the town centre. The Farnham Neighbourhood Plan seeks to soften the A31, not urbanise it.

FTC believes that the solution for the Hickley's junction itself, needs considerable work. The Draft OIP is suggesting that the 2004 proposals should be discarded. FTC is reticent to support the underpass proposal, as was, but other variations might still be favoured. For example, FTC strongly supports as an alternative, a proper interchange to interconnect the A31 and the A287 at the Firgrove Hill crossover (Firgrove Hill Interchange), if this is technically viable. Such a solution would deter traffic from the south funnelling into the town centre, providing instead easy routes west or east on to the bypass. It would also provide better A287 continuity via a strategic western bypass link, if that ever came to pass. This scheme could also be considered as a viable and affordable solution to the Hickley's problem. A roundabout solution at Hickley's should also be considered.

A much-needed active travel route could be provided between Red Lion Lane and Weydon Lane, restoring the historic connection. FTC is disappointed this and the Firgrove Hill Interchange options are not in the Draft OIP.

FTC agrees with technical improvements suggested for the Coxbridge and Shepherd and Flock roundabouts, however the Council would no longer support any highway intervention into the Shepherd and Flock conservation area.

3.2 Station Hill and Level Crossing

This is a difficult MRN technical challenge within the programme, linked to Hickley's Corner issues. FTC believes that a safe solution must be found for the level crossing problem within the programme. This is considered to be one of the biggest problems for the town.

Suggestions of a bridge or underpass at the level crossing are viewed with scepticism by FTC, in the absence of a technical viability and the impact on the nearby residential area. Similarly, it is unclear that a proposal for a pedestrian/cycle bridge 6m over the Hickley's junction would be an acceptable active travel option for the area.

The whole area enclosed by Hickley's, the station and Firgrove Hill seems, to FTC, to require a comprehensive, integrated solution in order to achieve:

- a) a safe environment,
- b) effective highways interconnection,
- c) effective active travel solutions,
- d) an attractive neighbourhood centre that incorporates a public transport hub.
- e) a resolution to the level crossing problems.

In order to progress improvements in this area, FTC would welcome the Station Approach Road being adopted by Surrey County Council.

3.3 North Farnham, A3016

The A3016 has been part of the MRN for generations, as will be apparent to north Farnham residents. As with many major roads, both within Farnham and elsewhere nationally, many people cannot avoid the growing intrusion that increasing populations and car usage cause.

Given that broad caveat, FTC does take the view that effective mitigation measures need to be taken on the area's main roads to provide an acceptable level of safety, healthy living and wellbeing for the north Farnham residents. Wider footways are essential which may necessitate single lane traffic and the option for one way traffic should be investigated. Along with other measures recommended in this paper (1.4) and in the Draft OIP, which will improve access to the town centre from the northern neighbourhoods, the Council hopes that the FIP will deliver improvements to this area, whilst also facilitating improvements in the town centre.

In conjunction with this package, FTC urges the FIP to continue evaluating a more significant new highway intervention, such as a western strategic link/ bypass to remove traffic from the A3016.

3.4 Wrecclesham

FTC supports, in principle, the construction of a Wrecclesham bypass, as outlined in the Vision Statement. The Council notes reservations that are expressed in the OIP, but would emphasise that Wrecclesham village centre is currently paying the price for facilitating housing developments and other traffic growth drivers (eg Bordon) that are not of Wrecclesham's making.

As with North Farnham, above, general increases in traffic are compounded by regular bridge strikes (two more at the beginning of March 2021) and the arguments relating to resident safety and wellbeing apply equally to Wrecclesham.

3.5 Western Bypass/Strategic link road

A western bypass has long been an aspiration for Farnham people. It is seen as the best way of diverting some traffic away from north Farnham and providing an alternative to the A287 route through the town centre. It would also alleviate the congestion existing in the constricted road at the St John's Church area in Hale.

A Western strategic link road could be considered to be a greater priority than Hickley's Corner improvements. FTC recognises that a western bypass will not become a reality within the timescales needed to create a pedestrianised town centre and to improve matters in north Farnham. The Council recommends that the FIP prioritises a western bypass/strategic link road in its strategic aims, so that it can ultimately form part of the long term MRN. FTC understands that a western bypass may require economic development to the west of the town to support its implementation.

FTC recognises that improvements at the A31 bypass/A287 junction are designed to facilitate effective routing of the A287 westwards so that it would ultimately transfer to a future western bypass.

FTC would recommend that all the above points be included in the OIP going forward.

Farnham Infrastructure Programme Farnham Town Council (FTC) Response to Optimised Infrastructure Plan (Draft February 2021)

Executive Summary

FTC's Response was ratified by Council on 17th March 2021. The full response is available at: [FTC-OIP-Consultation-Response-March-2021.pdf \(farnham.gov.uk\)](https://farnham.gov.uk/FTC-OIP-Consultation-Response-March-2021.pdf). This is a summary.

FTC represents all areas of the town and regards them as equal. As in the Plan itself, FTC has focussed on the Town Centre aspects first (as these elements are likely to be the lead projects), followed by the neighbourhood aspects, and finally the Major Road Network (MRN) aspects, which are at a preliminary stage and FTC would expect to return to these matters at a later date.

Where FTC has not commented on the options and proposals outlined in the OIP, it is generally content with the direction of the Plan. The areas highlighted in its response are where it has concerns relating to the Plan or wishes to suggest how options should be considered. Several key principles predicate FTC's response:

- A western link road (incorporating a Wrecclesham bypass).
- Pedestrian focus for Farnham as a destination town is essential, with wider footways and increased pedestrian space to improve the shoppers' experience.
- Mitigating the impacts of congestion and poor air quality.
- Creating a transport hub around the station may obviate the need for the proposed Hickley's investment.

Town Centre

The treatment of the town centre within the OIP is fundamental to the future of the town, not only in respect to what it provides to the community, but also to the economic health of the town's economy. There is general agreement that pedestrians need to be better provided for and at the expense of vehicle convenience if needs be.

FTC recommends that the OIP includes designs and modelling for a phased implementation of a pedestrian zone in the town centre that mitigates against any adverse impacts that may be expected. Other measures should be introduced first so that the town is not adversely impacted.

FTC recommends:

- Creation of a pedestrian zone that could include southern section of Castle Street (from St George's Yard), eastern section of West Street (from ex Post Office building), The Borough, western section of East Street (from Threadneedle Street – this is the delivery road for Brightwells, one-way northerly), Downing Street (northern section). Creation of a *town square* in the wider (lower) pedestrian section of Castle Street to facilitate a vibrant café culture and event space. Consideration should be made for connectivity between the new Brightwells Centre and the historic town centre.

- All vehicles prohibited, except for permitted vehicles, and permits granted for private vehicle access.
- High quality paving with patterned delineation defining a single width vehicle track and wider pedestrian space, and landscaping features.
- Daytime deliveries only by special light vans operating from a delivery consolidation centre. Commercial delivery vehicles allowed access off peak.
- New access road to be constructed on acquired land between Castle Hill and West Street to provide vehicular access from North Farnham to the town centre and Upper Hart car park.
- All existing car parks be retained as the pedestrian zone would eliminate through traffic and 'in/out' vehicles that stop in the car parks could be accommodated without clogging access roads. To review car parking in some years if modes of private transport change.
- Connected cycle ways to be provided and bus services and routes reviewed as part of the pedestrian zone creation. Shuttle buses operating at high frequency to encourage passenger usage.

Neighbourhoods

Farnham neighbourhoods value their individual character features and want them at least protected by, if not enhanced equally by, the OIP. FTC recommends:

- Fundamental review of the bus service, including modernisation, routes (particularly commuter and school routes), service levels and fare structures to configure a more effective service that can still be financially viable. Establishment of public transport hubs, where practical, such as at the station.
- Park and ride facilities for visitors to the town and commuters who have already travelled some way to reach the town. Residents that still need to come by car would be best able to continue their journey to a town centre car park.
- To implement all practical mitigation measures that can be designed for North West Farnham at the enabling stages of the plans for the town centre. The neighbourhood be transformed into a 'village space' with appropriate streetscene and highway interventions that encourage and enforce severe traffic calming and create a safer and improved pedestrian experience.
- Wrecclesham is also transformed into a 'village space' with appropriate streetscene and highway interventions. This is necessitated by the traffic growth already incurred and likely to increase, due to housing developments both in and around Farnham.
- A redesign of the area around the station area to open up possibilities for creating a transport hub, a safer road environment and workable active travel route to the town centre.
- To expand many of the measures proposed for the town centre to be expanded to the North East Farnham neighbourhoods (Weybourne and Badshot Lea).

Major Road Network

FTC considers the range of potential options presented and the depth of justification for what is currently implied do not yet appear to have incorporated responses to various concepts that have been put forward by local people, and aspirations of the Vision Statement are being potentially reduced. Evaluation of Strategic Roads should relate to the benefits of the wider area that appear to be beyond the scope of the terms of reference of the current project. Neighbouring authorities are concentrating development with access to the A325 and A31.

FTC recommends:

- Greater clarity on town centre solutions to identify options for Hickley's Corner. Connectivity at South Street and Firgrove Hill depends on the level of traffic curtailment in the town centre.
- A proper interchange
- An active travel route between Red Lion Lane and Weydon Lane and a possible Firgrove Hill interchange to interconnect the A31 and A287 at the Firgrove Hill crossover, if it is technically viable. A roundabout solution at Hickley's should also be considered.
- No highway intervention into the Shepherd and Flock conservation area.
- A progressive solution to the level crossing problems as a high priority.
- A western strategic link/bypass to remove traffic from the A3016 and a Wrecclesham bypass. Such routes would provide much needed relief for the current and predicted increases in traffic, whilst also helping further mitigation for the removal of routes through the town centre.

Farnham Town Council, 26th March 2021

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FARNHAM TOWN COUNCIL

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Report
Full Council

29th April 2021

Election of Working Groups 2021/22

- 1 Councillors have identified preferences for the Working Groups for 2021/22 in accordance with Standing Order 15.1 e. These are attached at Annex 1, in order of preference for each Working Group as indicated by each councillor.
- 2 Some councillors expressed a preference for only the Working Groups for which they were interested whilst others have given a priority listing for all the Working Groups. This does not mean they are expected to serve on every Working Group and may wish not to take up a provisional allocation as the workload would be high.
- 3 Standing Order 15.1 f states that the overall membership of the Working Groups will reflect as closely as possible the political make-up of the Council with the intention that as broad a range of councillors as possible is represented. By convention the Mayor is not appointed to Working Groups and can attend any Group ex-officio.
- 4 There are four Working Groups plus two Standing Task Groups (HR Panel) and the Planning and Licensing Consultative Group. Standing Order 15 f suggests (not mandatory) how places are to be allocated to ensure that those who are not members of the majority group are fairly represented. As such, with currently 4 out of 18 councillors, those who are not part of the majority group should have [at least] 22% of the available places or five places between the four Working Groups and representation on the Panels and Task Groups where possible. In practice, the Council has normally chosen councillors willing to serve rather than managing places proportionately. If a Task Group has more councillors wishing to serve than places available one place will be prioritised for a councillor not part of the majority group.
- 5 Councillors are invited to opt for or nominate for the remaining places, or withdraw if this is appropriate where there are more places than candidates. If there are more candidates than places available an election will take place for the vacant places only.

Working Groups

- 6 As a result of the preference exercise, Eight councillors expressed an interest in the Strategy & Finance Working Group, all of whom put the Working Group as a first preference. It is proposed that four of the five majority group councillors should be appointed and two of the three non-majority group be appointed. As a reminder, Lead Members of Working Groups are also Members of Strategy & Finance ex officio if not previously appointed.
- 7 In relation to the remaining Working Groups the following expressions of interest were received.

- **Community Enhancement Working Group** – Seven preferences for six places, three of whom put the Working Group as their first preference. Cllr Dunsmore would be deemed appointed as the only non-majority group councillor with a first preference, and the four majority group councillors expressing a preference would be appointed with a vote to select the remaining places from two other non-majority group councillors.
- **Cemeteries and Appeals Working Group** – There are seven preferences for six places. As such the proposal is that the six councillors expressing preferences 1-3 would be deemed to be appointed. Cllr Merryweather expressing a fourth preference would not be appointed.
- **Tourism and Events Working Group** – There are eight preferences for six places and as Cllr Mirylees would be deemed appointed as her first preference, and four of the five other majority group councillors should be appointed. One of the non-majority group councillors should be appointed – Cllr Cockburn as her fourth preference would not be appointed. A vote needs to be taken as to which four majority councillors expressing a second preference be appointed.
- **Planning & Licensing Consultative Group** – Six councillors have expressed a preference for the nine places available. The aim is, if possible, to have one councillor from each ward. Council may wish to appoint the nine councillors who have expressed a preference to be on the Consultative Group or elect one councillor per ward. The wards not currently represented are Castle, Shortheath & Boundstone, Weybourne & Badshot Lea.
- **HR Panel** – There are seven preferences for six places. The HR Panel has previously requested that the panel (as far as possible) retains consistency during the life of the Council. Six places should be appointed.
- **Services to Farnham Awards Panel.** The Panel meets to agree awards and to review nominations to external Trusts (such as the Dempster Trust, the Isabella Schroder Trust, the Hale Chapels Trust and the Farnham Parochial Charity) as and when vacancies occur for which the Council is to make appointments. The Mayor and Deputy Mayor are ex-officio members and there are places for two (normally) other councillors. Eddie Pearce is on the panel representing the Tindle News Group as the Awards were the Inspiration of Sir Ray Tindle CBE DL, and there is also provision for an additional independent representative.

Preferences have been received from three councillors. It is proposed that two of the three councillors be appointed.

- 8 As in previous years, it is proposed that Council is adjourned briefly so that each Working Group can elect its Lead Member to confirm the composition of the Strategy & Finance Working Group.

Recommendation: It is recommended that Council be adjourned for the holding of meetings of the Working Groups to elect Lead Members.

Task Groups

- 9 All Task Groups cease at the end of a Council year Council needs to confirm if the Task Groups are to be reconvened. The HR Panel (technically a Task Group of both Strategy and Finance and Council) and the Services to Farnham Awards Panel are Standing Panels and are expected to continue whilst the remaining Task Groups need a formal resolution to be re-established.

It is recommended that the following be re-established as there is work to be done:

- **Assets Task Group**
- **Community Infrastructure Levy/Section 106 Task Group**
- **Infrastructure Planning Task Group**
- **Trees and Hedgerows Task Group**
- **Well-being Task Group**
- **Younger People Task Group**

10 Subject to Council's decision on Task Groups, the appointment to Task Groups will need to be agreed. In accordance with Standing Order 15 (f) membership of task groups does not need to conform to the political make-up of the council although in practice there should always be a space for the non-majority group on each Task Group. Other people outside the Council can be appointed to or co-opted onto Task Groups.

11 Subject to the decision on paragraph 8:

- The Well-being Task Group has two preferences for five places; Proposal that both be appointed with vacancies to be filled.
- The Infrastructure Planning Group has four councillors offering to fill five places; Proposal that all be appointed with the remaining vacancy to be filled.
- The Assets Task Group has six members for the five places; Proposal that council determine whether all six be appointed in view of workload in the year ahead or agree which five be appointed.
- The CIL/Section 106 Task Group has three preferences for the five places; Proposal that all three be appointed with the remaining two vacancies filled.
- The Trees and Hedgerow Strategy Task Group has one member offering to fill five places. Proposal that the work of the group be absorbed withing Strategy & Finance.
- Younger People Task Group. Five councillors for five places; Proposal all five be appointed.

Annex I has the proposals for each Task Group for consideration by Council.

Recommendation

It is recommended that:

- 1) **the candidates for the Strategy & Finance, Cemeteries and Appeals, Community Enhancement and Tourism and Events Working Groups be appointed as set out in Annex I along with any additional councillors to fill the remaining vacancies as set out in paragraph 4 -7 above;**
- 2) **the councillors willing to be on the Planning and Licensing Consultative Group be appointed;**
- 3) **the Working Groups elect their Lead Members (in order to do which the meeting be adjourned briefly) in order to confirm the complement of Strategy and Finance Working Group Members; and**
- 4) **Council determines which Task Groups be reappointed and the size and membership of each Task Group as set out in Annex I.**

Annex I

WORKING GROUPS 2021/22 **Member Preferences**

Working Group	Preferences for 2021/22	Proposal
Strategy & Finance Working Group (6 members plus Lead Members (LM) from working groups not already appointed to this Working Group)	Cllr David Attfield (1) Cllr David Beaman (1) Cllr Roger Blishen (1) Cllr Carole Cockburn (1) Cllr Pat Evans (1) Cllr George Hesse (1) Cllr John Neale (1) Cllr Mark Merryweather (1) Plus Any appointed Lead Member not already elected	1) Four of the following five majority group members be appointed: Cllr David Beaman Cllr Roger Blishen Cllr Pat Evans Cllr George Hesse Cllr John Neale 2) Two of the three non majority Group councillors be appointed: Cllr David Attfield (1) Cllr Carole Cockburn (1) Cllr Mark Merryweather (1) Plus Any appointed Lead Member not already appointed
Community Enhancement Working Group (6 members)	Cllr Paula Dunsmore (1) Sally Dickson (1) Cllr Michaela Gray (1) Cllr Mark Merryweather (2) Cllr George Hesse (2) Cllr Carole Cockburn (3) Cllr Pat Evans (4)	Proposal: i) Cllr Dunsmore be appointed as a councillor not part of the majority group. ii) The Majority Group Councillors be appointed: Sally Dickson (1) Cllr Michaela Gray (1) Cllr George Hesse (2) Cllr Pat Evans (4) iii) The final place be filled by Cllr Merryweather or Cllr Cockburn

Tourism & Events Working Group (6 members)	Cllr Kika Mirylees (1) Cllr Pat Evans (2) Cllr David Beaman (2) Cllr Roger Blishen (2) Cllr Sally Dickson (2) Cllr John Neale (2) Cllr Mark Merryweather (3) Cllr Carole Cockburn (4)	Proposal. 1) The following be appointed: Cllr Kika Mirylees 2) One of the two minority Councillors be appointed: Cllr Mark Merryweather 3) Four of the five majority councillors having a second preference be appointed Cllr David Beaman Cllr Roger Blishen Cllr Sally Dickson Cllr Pat Evans Cllr John Neale
Cemeteries & Appeals Working Group (6 members)	Cllr David Attfield (1) Cllr Michaela Martin (1) Cllr J Scotty Fraser (1) Cllr Kika Mirylees (2) Cllr Carole Cockburn (2) Cllr Pat Evans (3) Cllr Mark Merryweather (4)	Proposal. The following be appointed: Cllr David Attfield Cllr Michaela Martin Cllr J Scotty Fraser Cllr Kika Mirylees Cllr Carole Cockburn Cllr Pat Evans
Planning & Licensing Consultative Group (9 members – including one from each ward)	Cllr Roger Blishen (<i>Bourne</i>) Cllr John Neale (<i>Firgrove</i>) Cllr Michaela Gray (<i>Hale & Heath End</i>) Cllr Michaela Martin (<i>Moor Park</i>) Cllr J Scotty Fraser (<i>Upper Hale</i>) Cllr Brian Edmonds (<i>Wrecclesham & Rowledge</i>) Wards not yet represented: • <i>Castle,</i> • <i>Shortheath & Boundstone, Weybourne & Badshot Lea,</i>	Proposal: 1) All interested councillors be appointed 2) Additional councillors from other wards be sought Cllr Roger Blishen (<i>Bourne</i>) Cllr John Neale (<i>Firgrove</i>) Cllr Michaela Gray (<i>Hale & Heath End</i>) Cllr Michaela Martin (<i>Moor Park</i>) Cllr J Scotty Fraser (<i>Upper Hale</i>) Cllr Brian Edmonds (<i>Wrecclesham & Rowledge</i>)

** Ex officio if elected as mayor

Standing Panels

HR Panel (Task Group of Strategy and Finance) (6 Members) The preference is that the Panel remain as consistent as possible for the four year term of the Council	Cllr David Attfield Cllr Carole Cockburn Cllr Pat Evans (1) Cllr Michaela Gray Cllr Andy MacLeod Cllr Kika Mirylees Cllr John Neale	Proposal: A vote is taken to appoint six of the seven councillors offering to serve on the HR Panel.
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Services to Farnham Awards Panel (Task Group of Council) <i>Meets twice a year or as required</i>	Mayor Deputy Mayor Cllr David Attfield Cllr Kika Mirylees Cllr Pat Evans Mr Eddie Pearce (Tindle Newspapers)	Proposal: The Panel comprise: Mayor Deputy Mayor Mr Eddie Pearce (Tindle Newspapers) A member of the community And two of the following: Cllr David Attfield Cllr Pat Evans Cllr Kika Mirylees
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Task Groups (Reappointed on an annual basis if agreed by Council. Meet as required)	Preference for 2021/2022	Proposal
Infrastructure Planning Group (normally 5 members)	Cllr Carole Cockburn (1) Cllr John “Scotty” Fraser (1) Cllr Andy MacLeod (1) Cllr John Neale (1)	The following councillors be appointed: Cllr Carole Cockburn Cllr John “Scotty” Fraser Cllr Andy MacLeod Cllr John Neale
Assets Task Group (Task Group of Strategy and Finance) Meets as required (Normally 5 members)	Cllr David Attfield (1) Cllr Pat Evans (1) Cllr George Hesse (2) Cllr Paula Dunsmore (1) Cllr Mark Merryweather (2) Cllr John Neale (2)	Proposal: The following councillors be appointed: Cllr David Attfield Cllr Paula Dunsmore Cllr Pat Evans Cllr George Hesse Cllr Mark Merryweather Cllr John Neale

Wellbeing Task Group (Task Group of Strategy and Finance) (Normally 5 members)	Cllr Michaela Gray (I) Cllr John “Scotty” Fraser	The Task Group comprise: Cllr Michaela Gray Cllr John “Scotty” Fraser Three vacancies
Community Infrastructure Levy/ Section 106 Task Group (Task Group of Strategy and Finance) Meets as required (Normally 5 members)	Cllr Mark Merryweather (I) Cllr George Hesse (I) Cllr Paula Dunsmore	Proposal: The following councillors be appointed: Cllr Mark Merryweather Cllr George Hesse Cllr Paula Dunsmore Two vacancies
Trees and Hedgerows Group (Task Group of Strategy and Finance) Meets as required (Normally 5 members).	Cllr John “Scotty” Fraser	Proposal If there is no additional interest, the work of the Task Group feed straight into Strategy & Finance.
Younger People’s Task Group	Cllr Paula Dunsmore Cllr Pat Evans Cllr Michaela Martin Cllr Kika Mirylees Cllr John Neale	Proposal: The following councillors be appointed: Cllr Paula Dunsmore Cllr Pat Evans Cllr Michaela Martin Cllr Kika Mirylees Cllr John Neale

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FARNHAM TOWN COUNCIL

B

Notes

Tourism & Events Working Group

Time and date

9.30 am on Tuesday 23rd March, 2021

Place

Held remotely via Zoom

Attendees:

Members: Councillors Alan Earwaker (Lead Member), David Beaman, Roger Blishen, Michaela Martin and Pat Evans (ex-Officio)

Officers: Iain Lynch (Town Clerk) and Oliver Cluskey (Events Manager)

1. Apologies

POINTS	ACTION
Apologies were received from Cllr Neale. Cllr Mirylees joined the meeting at item 5.4 but had to leave shortly after.	

2. Disclosures of Interests

POINTS	ACTION
None were made.	

3. Notes of the last meeting

POINTS	ACTION
The notes of the last meeting held on 3 rd February 2020 were agreed.	

4. Recent events

POINTS	ACTION
1) Farmers Market Members discussed the market held in February which was very busy with controlled entry for an hour and a half. Members were	

informed that there were now stall holders in reserve and those who were present on the day traded very well.	
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5. Future events and projects

POINTS	ACTION
1. Farmers Market Members agreed that with the change in Government guidance on 12th April allowing non-essential retail to trade the top half of the carpark would be used again for more stalls from 25th April.	
2. Sustainability Festival Members were informed that over 30 stalls had applied. The Events Manager advised that with stalls only and no live music the event may be less impactful. Members to book live music for the band stand with circles sprayed on the ground for social distancing.	Events Manager to book live music.
3. West Street Market The Events Manager informed Members that WBC EHO had been contacted and a road closure had been applied for the Antiques market scheduled for 25th April. The road closure was to be confirmed. Members agreed to progress with SMT Markets for a trial general market in July.	Events Manager to book July market.
4. Music in the Meadow The Events Manager informed members that band availability had been gathered and was ready to confirm all dates but was on hold until a date for a youth event was decided. Members agreed for the Events Manager should organise a young people's showcase for young musicians on one of the Music in the Meadow dates. Members agreed that a separate youth event should be organised by the young people and organisations so that young people had ownership of the event. It was agreed for the Events Manager should discuss further with Cllr Mirylees and offer support.	Events Manager to schedule young people's showcase into MIM. Events Manager to discuss youth event with Cllr Mirylees.
5. Picnic in the Park Members agreed to continue with the 'swinging 60's' theme that was to follow the cancelled Farnham Carnival's 50's theme on the Saturday. The Events Manager informed member that World Craft Town would have a stall with a flower power theme and that 60's music and vintage car owners had been contacted.	Events Manager to progress 60's theme.
6. Gin and Fizz Festival With continued uncertainty and with a potentially large financial risk members agreed to release the reservation at the Maltings and to look into the possibility of holding the event in Gostrey Meadow. Events Manager to look into the license and investigate further	Events Manager to cancel Maltings booking and look at Gostrey Meadow as alternative venue.
7. Food Festival Members were informed that stall bookings were being taken and the event was being organised.	

8. October Craft Month The Events Manager advised that the Craft Coordinator's position was being advertised for interview at the beginning of April. 9. Literary Festival Members discussed what the event should be called with no final decision. The Events Manager informed members that the steering group currently had Blue Bear Bookshop, Stella Wiseman (Badshot Lea and Hale parish), Cllr Mirylees and the lead T&E Councillor. Waterstones had been contacted with no reply. Members agreed to ask the Maltings and WH Smiths as well as investigate local writers groups. Members agreed to hold the Festival in March 2022 around World Book Day.	Events Manager to contact Maltings and WH Smith
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6. Business Update

POINTS	ACTION
1. Business Leaflet The Events Manager informed members that the business leaflet (Agenda item 6) had been delivered to the addresses of businesses on the FTC database and also emailed. 2. BID The Events Manager informed Members that George Murray from Coffee Diem had joined the BID team and that two more retailers were needed to complete the Committee. Members suggested Paisley Cat and Hoops Velo as possibilities. Clare Laughland was unable to accept invitation. 3. Farnham Infrastructure Plan The Working group noted that councillors had recently been updated. 4. Makers spaces A detailed draft report by Toby Poolman had been sent to FTC. The Events Manager outlined 3 indicative models of co-working craft spaces with varying cost implications. This would require cross funding. It was agreed officers should explore further. 5. Vacant shop units Current vacancy rate was 10% (23 shops). Members viewed and discussed WBC's vinyl sticker concept to cover empty shop windows which would be funded by WBC from the ERDF funding they had received. Members rejected the concept as inappropriate for Farnham. The Events Manager had received another proposal whereby local crafts could be displayed in windows. It was agreed the Events Manager should explore further. 6. ERDF Fund Events Manager informed members that there was less than £1500 left of the original RHSS grant. There was a new Government grant, AGR which WBC was top slicing (around £300k) but disappointingly there was no proposed be no allocation to Town	Events Manager to contact Paisley Cat and Hoops Velo. Events Manager to explore further. Events Manager to explore further.

and parish Councils.	
7. We Are Farnham Members discussed the leaflet that was distributed to retailers to encourage sign ups. The website had been freshened up and there were many new shops on there. Members agreed to fund a social media campaign to raise awareness of the initiative.	Events Manager to progress.

7. Sponsorship

POINTS	ACTION
Members were informed that a meeting with Kidd Rapinet had been organised to confirm Summer sponsorship. The Invest in Farnham brochure was due to be printed imminently.	

8. Future meetings

POINTS	ACTION
Future meetings would now be held quarterly in January, April, July and October.	

9. Date of next meeting

POINTS	ACTION
The next meeting is scheduled for Wednesday 14 th July at 9.30am.	

The meeting ended at 11.15 am

Notes written by Oliver.Cluskey@farnham.gov.uk



FARNHAM TOWN COUNCIL



Notes Strategy & Finance Working Group

Time and date

9.30 am on Tuesday 20th April, 2021

Place

Town Clerk's Office - Town Offices

Attendees:

Members: Councillors John Neale (Lead Member), David Attfield, David Beaman, Roger Blishen, Brian Edmonds, Mark Merryweather, Carole Cockburn, Sally Dickson, Alan Earwaker and Pat Evans (ex-Officio)

Officers: Iain Lynch (Town Clerk), Iain McCready (Business and Facilities Manager) and Katie Knowles (Governance and Community Engagement Manager)

1. Apologies

POINTS	ACTION
There were no apologies for absence received. All Councillors were present.	

2. Declarations of interest

POINTS	ACTION
In addition to declarations of interests by double and triple hatted councillors the following declarations were made: 1) Cllr Merryweather as Portfolio holder for Assets at Waverley Borough Council in relation to Gostrey Meadow and Tice's Meadow. 2) Cllr Edmonds in relation to Plastic Free Farnham	

3. Minutes of the last meeting

POINTS	ACTION
The minutes of the meeting held on 2 nd March were agreed.	

4. Finance Report

POINTS	ACTION
i) The Working Group reviewed the 2020/21 outturn accounts for audit at Appendix B i, ii, iii. The Town Clerk introduced the Financial Year End Report at Appendix B iii. 2020-21 had been a challenging year against the backdrop of the coronavirus pandemic. Expenditure was significantly reduced with fewer events and activities able to take place. Working alongside community partners and volunteers the Coronavirus Hardship Fund had operated as separate part of the Town Council accounts and a range of new initiatives were undertaken. Additional costs had been incurred that enabled staff to work from home alongside additional measures that made the Town Hall and Depot a covid-safe environment. The adoption of Zoom meetings for decision making and consultation events had enabled transparency and engagement to continue in what would otherwise have been challenging circumstances. The Town Clerk explained the outturn for the Year ended 31st March set out at page 20 of Annex Biii. Whilst expenditure had significantly reduced this had resulted in a surplus of income over expenditure of £184,312. However, after income received for specific purposes (such as the Hardship Fund and Community Infrastructure Levy) and Council decisions that had not yet been able to be implemented were accounted for, the net income over expenditure was £64,120 to move to reserves. ii) The Working Group reviewed the cash & Investment reconciliation 2020/21 at Appendix C. The Town Clerk confirmed the Council's investments were not protected by the Government's Financial Services Compensation scheme since the Council had investments in excess of £500k. Cllr Edmonds asked if additional measures could be taken to protect Council investments. The Town Clerk advised the Council's Investment Strategy mitigates against risk. Investments would only be made in low risk, high liquidity, triple A rated investments. The Town Clerk introduced the explanation for significant variances at page 16 of Annex B iii to assist Members in understanding the 2020/21 Outturn. An explanation of variances that must accompany the Annual Governance and Accountability Return. Cllr Dickson asked that the increase in CCTV expenditure be explained (code 4190). The Town Clerk advised the increase was because of a move from analogue to digital cameras, additional traffic counting software and new cameras for traffic management purposes. These costs were be offset against a contribution from Surrey County Council. Cllr Cockburn asked for an update on the planters for social distancing. The Town Clerk covered the update under item 9, Town Clerk's update. iii) The Working Group noted the position on Debtors detailed at Appendix D and that there none were cause for concern.	Recommendation to Council: i) The Annual Governance Statement at section I; and ii) The Accounting Statements 2020/21 at Section 2 of the Annual Return be approved and signed by the Chairman.

iv) The Working Group reviewed and agreed the Asset Register as at 31st March 2021 at Appendix E. It was noted that the 2019/20 Asset value would be restated to include assets worth £5,069 omitted in the year end calculation. v) The Working Group reviewed and agreed the Draft Report and Financial Statements for 2020/21 including the outturn on reserves at 31st March 2021 and grant allocations during the year at Appendix F. vi) The Working Group reviewed and agreed the earmarked reserves. The Town Clerk explained Councils should review their earmarked reserves as part of the year end process. Whilst some reserves must be retained, Council had made specific proposals for the year end. These included the proposed creation of a new reserve for Youth facilities (£25k); an increase of £25k for Environmental projects; the addition of £40k into the Public conveniences budget as the project had slipped; the World Craft Town reserve increased by £5k and the tourism development by £20k to provide a contribution to a new destination centre or arts project if one were to emerge. The standard budgeted amounts would be added to their codes as expected and the Council Chamber earmarked reserve would reduce by £10k following the work undertaken in the year. The Working Group considered and agreed to undertake a review of the earmarked reserves in the Autumn 2021. vii) The Working Group noted the end of year Internal Auditor letter 2020/21 had not been received in time for the meeting but would be presented to Full Council for consideration. viii) The Working Group reviewed and agreed: The Annual Governance Statement at section 1 and The Accounting Statements 2020/21 at Section 2 of the Annual Return, for submission to Council. ix) The Working Group reviewed and agreed the list of direct debits and standing orders at Appendix I.	
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5. Reports from Task Groups

POINTS	ACTION
1) The Leader updated The Working Group on the Infrastructure Planning Group. The Town Council's response to the Optimised Infrastructure Plan had been submitted and the Town Clerk advised the Programme Team would attend a future informal meeting of the Council, to provide formal feedback to councillors. The Town Clerk updated The Working Group on a number of town centre issues advising that matters had been raised with Surrey County Council and that discussions are ongoing.	

The Working Group considered the Infrastructure Programme's 'quick wins'. Chris Tunstall had advised that the replacement of cobbles in Castle Street would be to a high specification. Further, the Programme Team were receptive to considering relocating the Taxi rank outside Lloyds Bank to the opposite side, which would support the Council's aspirations for a café area at that location.

Cllr Cockburn raised concerns about the lack of consultation or reference to Full Council about changes in the Town. Farnham Conservation Area Management Plan (FCAMP) had been jointly signed up to and sets out expectations in respect of street furniture including signage and bollards etc. A regular dialogue between Members and the Infrastructure Programme was endorsed by the Working Group.

The Working Group discussed the ongoing need for planters following easing of restrictions on 12 April and their impact on increased traffic. The Town Clerk highlighted Council had voiced its aspirations for pedestrianisation and the social distancing measures provided an opportunity to see how it might work. Cllr Merryweather commented the planters were installed because of Covid to facilitate social distancing and if the planters were to be considered as a forerunner to pedestrianisation, this should be communicated in a transparent way.

Following the closure of the consultation period for the HGV ban the Working Group discussed how it might be monitored to ensure compliance. It was noted the outcome of the consultation had not yet been published.

2) The Working Group received the notes of the Younger People Task Group held on 12th March at Appendix J. Katie Knowles reported that the meeting was attended by representatives of youth services that provided an update on their activities and gave feedback on the proposed youth shelter at Borelli Walk and officers are investigating external funding sources.

The Town Clerk advised Cllr Mirylees was looking to develop a project plan in the new council year to provide a clear focus for the Working Group's objectives.

3) Assets Task Group

The Working Group received the notes of the Asset Task Group held on 15 April at Appendix K and Annex I and noted an update on the following contracts:

1. Central Car Park Toilets

Farnham Town Council commissioned Drake and Kannemeyer to produce two designs for the refurbishment of the Central Car Park toilets. The Assets Task Group proposed a limited refurbishment. The Working Group reviewed indicative costs set out on page 50 of the report, that included management fees. Cllr Attfield advised Cllr Dunsmore had reviewed the costs and was largely satisfied.

It was agreed to recommend to Council to proceed with the refurbishment of the Central Car Park toilets at a cost of £90,000.

Cllr Dickson recorded her objection to the recommendation on the basis that she felt the proposed solution had not addressed the diversity issue. 2. The Play Area in Gostrey Meadow The Working Group noted the improvements that had been carried out within existing budgets. 3. Hale Chapels The Working Group received and reviewed plans from West Waddy Architects. A meeting of the Assets Task Group with the Cemeteries Working Group would be convened to consider them in detail. 4. Ridgeway Café Officers were still awaiting further scaled drawings from the Ridgeway School. 5. West Street Cemetery Gates Iain McCready had supervised the removal of the cemetery gates that would be taken to a forge in Guildford for cleaning and report on their condition prior to restoration. The Town Clerk advised each gate was listed. 6. CCTV A new CCTV cameras had been installed at Gostrey Meadow and the CCTV cameras situated in South Street outside the Methodist Church, and on Longbridge had been upgraded from analogue to digital. Cllr Beaman enquired whether there was provision for CCTV at Bishops Meadow. The Town Clerk advised Bishops Meadow was privately owned and that the Town Council had supported Trustee's in pursuing CCTV, with an option incorporate their scheme with the Depot scheme. Trustees had been content with the level of Officer support. The Working group noted all CCTV cameras were available to the Police via an IP address, although Officers tend to request footage of any incident rather than monitoring in real time.	
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6. Public and Community Assets

POINTS	ACTION
The Leader introduced an item relating to the following public and community assets. 1) Tice's Meadow 2) Farnham Museum 3) The Memorial Hall 4) Montrose House 5) Farnham Library The Working Group noted the updates received as to the current status of Tice's Meadow and Farnham Museum. After a detailed discussion regarding the other Town and community assets, and the extent to which the Town Council should be involved in assets that were the responsibility of other authorities, the Working Group agreed that a strategic paper should be	

prepared to be considered by the Working Group that clearly set out the potential role of the Town Council in relation to the different public assets.	
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7. Review of Council Policies

POINTS	ACTION
There were no Council Policies for review.	

8. Consultations

POINTS	ACTION
There were no Consultations to report.	

9. Town Clerk update

POINTS	ACTION
The Town Clerk informed the Working Group that a member of the outside work force, was about to complete the rare achievement of 25 years' service with Farnham Town Council. The Working Group endorsed a proposal to mark this and agreed the Town Clerk progress this in consultation with The Mayor and Deputy Mayor.	

10. Date of next meeting

POINTS	ACTION
The date of the next meeting will be held on Tuesday 15 June at 9.30am.	

The meeting ended at Time Not Specified

Notes written by Town.Clerk@farnham.gov.uk



FARNHAM TOWN COUNCIL

D

Report Council

Date: 29th April 2021

Year End Accounts 2020/21

I Summary

This report gives an overview of the 2020-21 accounts, variances and specific issues that arose during the year and should be read in conjunction with the notes of the Strategy & Finance Working Group which discussed the Year End in detail.

2 Overview

2020-21 was a unique year set against a background of the Coronavirus pandemic worldwide and with lockdowns and restrictions taking place that affected Farnham Town Council business activities. In addition, the Town Council had to operate in uncharted territory in supporting its communities meeting new needs and operating remotely for its decision-making processes. The Council showed foresight in agreeing an early scheme of delegation (March 2021) and adjustments in procedures to allow for both remote working and remote approvals of financial documentation, maintaining separation of duties but enabling payments to be made effectively. The adoption of Zoom meetings for decision making meetings and consultation events has enabled transparency and engagement in what would otherwise have been very challenging circumstances. Staff were equipped with tools to enable remote working where practicable and overall this has worked well. Grounds staff and office-based staff have been able to work in a covid-safe environment and as such the office has had staff working throughout the year based in the Town Hall and at the depot, with volunteers used in a covid-safe way as well.

Working alongside community partners and volunteers the Coronavirus Hardship Fund has operated as a separate part of the Town Council accounts; and a range of new support initiatives were undertaken. In addition to this, Farnham Town Council has been an active partner in the Farnham Infrastructure Programme, which has been resource intensive in staff and councillor time.

The circumstances led to great uncertainty in managing the Council finances and predicting the outturn but with the benefit of a two small Government Grants, prudent management of budgets, managing vacancies, difficulties in progressing some anticipated projects because of supply issues (as a result of both Coronavirus and Brexit) and additional income received as a result of the Farnham Infrastructure Programme, the overall outturn is positive.

Outturn

- 3 The overall income position (bearing in mind there are donations for the Support fund, a government grant and other earmarked contributions (such as for CIL), was broadly as budgeted £1,430,578 (against a budget of £1,400,327) whilst expenditure was significantly reduced with fewer events and activities able to take place at £1,246,266 (against a budget of £1,400,327). This has resulted in a surplus of income over expenditure of £184,312. However, this is not a straight surplus and some income will be held in earmarked reserves, as a result of the source of the income or Council decisions which have not yet been able to be implemented. This leaves a reduced net income over expenditure of £64,120 (2020: £19,063) to move to reserves.

Detail of how the movement to reserves is calculated is set out below:

Net income over expenditure:	£184,312
LESS	
Balance on contributions of Coronavirus Support fund	£29,422
Community Infrastructure Levy contributions:	<u>£15,570</u>
Earmarked commitments sub-total	£45,192
Agreed FTC sum to Hardship Fund from Covid EMR	£5,000
LESS	
Budgetted sum for Christmas Lights earmarked reserve	£5,000
Budgetted sum for Elections earmarked reserve	£5,000
Council decision for environmental project	£25,000
Delay in progressing Central Car Parks/Gostrey toilets	<u>£35,000</u>
Earmarked Reserves agreed commitments sub total	£70,000
LESS	
Pledges for agreed grants not in a position to proceed	£6,000
Business Improvement District pledged contribution	£15,000
Earmarked Reserves agreed commitments sub total	£21,000
LESS	
New Youth facilities EMR	£25,000
Addition to Tourism Development EMR	£5,000
Addition to World Craft Town EMR	£5,000
Addition to Toilets EMR	£5,000
Addition to general reserve	£3,120

Creditors and debtors

- 4 This year the Debtors figure is £10,077 (2020: £22,981). This is partly because there are payments on account with people who had paid for events we cancelled awaiting new invoices that will be matched off against them. None of the outstanding payments is cause for concern.

This year the creditors figure is £33,418 (2020: 14,026). The main reason for this relates to some £17,000 worth of disputed invoices. Nearly all of this is still due but we are not paying until we have resolved the outstanding elements.

Investments

- 5 The HSBC money market accounts are now paying only 0.01% for any investment up to two years. As a result, we have maintained the balance in the call account - hence the increase in

that particular account and the reduction to zero in the other three money market accounts as their terms expired.

General Reserves

- 6 Local Councils may keep general reserves in a range of 3 months to 12 months. The Council's current policy is to keep approximately six months' worth of reserves based on the precept or operating expenditure. The reserve this year will be £521,473 (2020: £518,353). The precept for the year ahead is £1,169,830 and the budget is £1,399,850 so the earmarked reserve represents 38% (4.5 months) of operating expenditure or 45% (5.3 months) of precept. For larger councils such as Farnham, the Practitioners' Guide now suggests a figure closer to three months is appropriate. However, many larger councils running services such as Leisure Centres found the past year particularly challenging as a result of Covid, and this section of the Practitioners' Guide may well need to be reviewed. This matter is also pertinent to Farnham in the context of taking on more services in the context of any local government re-organisation. It is proposed that the general reserve be reduced in the coming financial year to be closer to 3 months of net revenue expenditure unless the Practitioners' Guide is further reviewed.

Earmarked Reserves

- 7 Council should review its earmarked reserves as part of the year end process to ensure they are still required or if there are different priorities. Some reserves must be kept as they are retained for specific purposes such as those agreed for Section 106 projects or CIL. Similarly, the sale of a capital asset such as the cemetery chapel in Green Lane should be spent on capital purposes and is retained as such. The bus shelters reserve is a commuted sum for replacement or repair of shelters installed by SCC.

The pledges listed are for grants agreed in the past two years for projects that are fundraising significant sums or awaiting progress, and will be released at the appropriate time.

During the year Council has made specific proposals for end of year earmarked funds for contributing to new young people's facilities and for a contribution to the potential acquisition of an environmental asset hence the proposed creation of a new account for Youth facilities (set at £25k) and the increase of £25k for Environmental projects. The addition of £40k into the Public conveniences budget reflects the slippage of this project and the proposal being considered at the April meeting to spend around £90k on the Central Car park toilets initially.

The World Craft Town reserve is increased by £5k, and the tourism development by £20k to provide for a contribution to a new destination centre or arts project if one were to emerge. The standard budgeted amounts for Christmas lights and elections are added to their codes as expected. The Council Chamber earmarked reserve is reduced by £10,000 following the work undertaken this year.

Assets

- 8 The Assets register has been updated to reflect purchases or refurbishments made during the year. The calculation of local authority assets is somewhat confusing as it is not a current valuation or an insurance valuation and does not take into account depreciation. A gifted asset is calculated at zero or £1.

The *Practitioners Guide* explains

"5.147 For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not

required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.”

“ 5.61 In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one-pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.”

As a reminder, longer term investments (such as that in the Local Authority Property Fund) are shown in the Asset Register rather than in the list of investments. When they are sold, the receipt will be taken as income in the year of sale.

The Assets value for 2019/20 has been restated to include assets worth £5,069 omitted in the year end calculation.

Comment on specific codes

- 9 Set out below is an explanation for significant or unexpected variances top assist Council in understanding the 2020/21 Outturn.

Income

Code	Detail	Last year	This year	Budget	Comment
I000	Hall income	£7,030	0	£5,500	Council decision to waive rent for Wrecclsham Community Centre
I065	CIL	£2,169	£15,770	0	CIL contributions for agreed projects – Earmarked reserve
I080	Allotment rents	£14,606	£15,306	£17,000	Relates to vacancies/ cancellations during year
I100/I120	Interment/grave purchase income	£89,704	£52,015	£70,000	Fewer burials this year. Possibly due to restrictions on numbers attending.
I200	Grants Income	£58,400	£46,817	0	Defra grant for Hardship fund (£16k) and Govt Covid grant (£30k) via WBC.
I201	Sponsorship	£32,899	£8,999	£31,000	Covid impact and fewer events
I202	Contributions	£8,210	£46,038	£8,000	Covers some in Bloom. This year SCC contribution to CCTV also included.
I203	Donations	£5,144	£37,034	0	Mostly hardship fund donations
I204	Bookings hire	69,966	£12,935	£55,000	Cancellation of events/markets
I205	Tickets sales	£16,763	0	£16,000	Cancellation of Gin Festival
I209	Seeds income	£1,219	£1,474	0	Balanced by expenditure - allotment holders
I300	Banners income	£6,620	£285	£7,000	Most banners cancelled because of covid. Offset by expenditure.

1910	Interest	£14,789	£6,157	£10,000	Historically low interest rates (0.1%)
1999	Miscellaneous income	£1,405	£6,496	0	Includes some donations for the hardship fund.

Expenditure

4003	Contracted services	£97,986	£70,414	£47,000	Includes public conveniences, Craft co-ordinator, Hale Chapels reviews, some agency staffing (should be 4002), cemetery pathways,
4020	Additional staffing	£8,326	£3,646	£11,200	Reduction as fewer events. Each event had additional covid staffing.
4030/ 4025	Training	£3,598	£2,285	£5,000	Staff and member training combined
4070	Protective clothing	£2,466	£4,024	£2,000	Additional covid requirements. Replacement uniforms for current and new staff.
4101	Venue hire	£3,677	0	£6,000	Covid impact. No external meetings or receptions. Gin Festival cancelled.
4170	Property Maintenance	£112,665	£101,800	£105,000	Includes Council chamber refurb and new sound system, new electrical and water connections at Gostrey, new gas provision at Depot; Gostrey path repairs; public convenience proposals; playground repairs
4181	Equipment maintenance	£4,148	£6,855	£3,500	Mostly grounds equipment repairs
4182	Equipment purchase	£33,840	£44,117	£25,000	Covid and remote working items. Planters for social distancing measures. Recycling bins, tree guards, play equipment, Gostrey. Covered costs from code 4310 too.
4190	CCTV	£10,582	£61,644	£20,000	CCTV upgrades (hardware and software) and new cameras (funded by SCC) for Infrastructure Programme analysis.
4310	New vehicles, machinery	£46,217	0	£15,000	Costs covered under code 4182
4415/4425/4426	Printing, publicity, advertising	£58,265	£35,564	£44,950	Fewer printed flyers and publications for events as a result of covid but additional advertising and covid-related printing.

4482/4483	IT Support and service software	£17,838	£24,507	£10,000	Additional remote working costs and software for modern.gov, Zoom and webinars
4525	Member training	£554	0	£2,000	Included under staff training.
4540	Civic & community functions	£6,579	£1,878	£7,500	Covid impact
4560	Bookkeeping, accounts, payroll	£6,164	£8,888	£6,000	Includes as misposting of £2,387 which relates to code 4170.
4625	Entertainment/performers	£13,372	£2,320	£12,750	Covid impact fewer events
4630	Event costs	£11,616	£1,987	£8,500	Covid impact fewer events
4641	Christmas Lights	£48,710	£49,834	£38,000	New additions in 2020 included St John's Church,
4643	Christmas lights 2022	£0	0	£5,000	Budgetted to go into earmarked reserve
4655	Banners	£6,866	£749	£7,000	Covid impact.
4805	Carnival	£1,500	0	£1,500	Cancelled because of covid
4807	Environmental /community initiatives	£13,970	0	£30,000	Moved into reserve
4821	Elections	£31,688	0	£5,000	Budgetted to go into earmarked reserve
4910	Loan repayments	£40,925	0	10,227	Loan repaid at end of previous year after budget agreed for 2020/21
6666	Bad debts	£900	(£170)	0	Two small payments written off. Uneconomical to pursue.

- 9 Attached at Annex 1 and Annex 2 are the explanation of variances that must accompany the Annual Governance and Accountability Return. In Section 4 of the Annual Return and in the Statement of variances, it can be seen that the Staff Costs have been restated. This is in line with a new Practitioners' Guide requirement of what can be in Section 2 Box 4 in respect of staff costs and which costs should therefore be presented in Box 6. The effect is that a sum of £5,026 (essentially travel and training) has been adjusted in the 2019/20 figures for both Box 4 (subtracted) and Box 6 (added).

Recommendation of Strategy & Finance Working Group to Council

It is recommended that:

- 1) the 2020/21 Outturn at the end of a difficult year be welcomed;
- 2) the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) be approved;
- 3) The Internal Auditor's report and officers' comments be agreed;
- 4) The updated Asset Register be approved;
- 5) The Report and Financial Statements for 2020/21 be adopted for signature;
- 6) The variances list for the Annual Return be agreed;
- 7) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.
- 8) The general and earmarked reserves be reviewed in the autumn.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Strategy & Finance							
Income	1,194,758	1,307,713	1,177,127	(130,586)			111.1%
Expenditure	674,229	639,445	603,077	(36,368)	16,080	(52,448)	108.7%
Net Income over Expenditure	520,529	668,267	574,050	(94,217)			
plus Transfer from EMR	0	-30,000					
less Transfers to EMR	63,369	50,192					
Movement to/(from) Gen Reserve	457,160	588,075					

Community Enhancement

Income	75,096	36,298	48,200	11,902			75.3%
Expenditure	382,941	335,635	418,800	83,165	31,318	51,847	87.6%
Net Income over Expenditure	(307,845)	(299,337)					
plus Transfer from EMR	0	-35,000					
Movement to/(from) Gen Reserve	(307,845)	(334,337)					

Tourism & Events

Income	174,236	19,933	92,000	72,067			21.7%
Expenditure	281,996	146,201	247,850	101,649	9,385	92,264	62.8%
Net Income over Expenditure	(107,760)	(126,268)					
plus Transfer from EMR	0	-5,000					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	(107,760)	(131,268)					

Cemeteries

Income	134,367	66,635	83,000	16,365			80.3%
Expenditure	129,716	124,985	130,600	5,615	17,032	(11,417)	108.7%
Net Income over Expenditure	4,651	(58,350)					
less Transfers to EMR	27,143	0					
Movement to/(from) Gen Reserve	(22,492)	(58,350)					

Summary Income & Expenditure by Budget Heading 31/03/2021

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,578,457	1,430,578	1,400,327	(30,251)			102.2%
Expenditure	1,468,881	1,246,266	1,400,327	154,061	73,815	80,246	94.3%
Net Income over Expenditure	<u>109,575</u>	<u>184,312</u>	<u>0</u>	<u>(184,312)</u>			
plus Transfer from EMR	0	-70,000					
less Transfers to EMR	90,512	50,192					
Movement to/(from) Gen Reserve	<u>19,063</u>	<u>64,120</u>					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Strategy & Finance</u>								
<u>100 Professional Services & Admin</u>								
4000 Salaries	27,987	28,966	47,500	18,534		18,534	61.0%	
4001 Agency/Contract Staffing	437	13,050	0	(13,050)		(13,050)	0.0%	
4003 Contracted Services	890	7,987	0	(7,987)		(7,987)	0.0%	
4030 Staff Training	320	2,045	1,500	(545)	2,000	(2,545)	269.7%	
4041 Staff Travel	4	0	0	0		0	0.0%	
4050 Staff Recruitment/Advertising	0	450	0	(450)		(450)	0.0%	
4140 Office costs / consumables	33	1,478	0	(1,478)	1,000	(2,478)	0.0%	
4170 Property Maintenance/Refurbish	1,795	22,721	0	(22,721)	2,250	(24,971)	0.0%	
4175 Graffiti Removal	550	0	0	0		0	0.0%	
4181 Equipment Maintenance	577	1,213	0	(1,213)		(1,213)	0.0%	
4182 Equipment Purchase	673	2,057	500	(1,557)		(1,557)	411.5%	
4195 Alarms - Fire, Security	1,569	575	0	(575)		(575)	0.0%	
4400 Stationery	24	0	500	500		500	0.0%	
4411 Publications, books etc	0	123	500	377		377	24.6%	
4415 Printing & Design (External)	0	385	0	(385)		(385)	0.0%	
4425 Advertising	33	131	0	(131)		(131)	0.0%	
4426 Publicity and newsletter	150	1,469	0	(1,469)		(1,469)	0.0%	
4440 Telephones	578	681	900	219		219	75.6%	
4455 Postages & Distribution	115	134	0	(134)		(134)	0.0%	
4460 Subscriptions & Memberships	507	1,315	0	(1,315)		(1,315)	0.0%	
4461 Licences	9	0	0	0		0	0.0%	
4480 IT Equipment	9,091	5,114	6,000	886		886	85.2%	
4481 Web Site	5,081	5,433	7,500	2,067		2,067	72.4%	
4482 IT Support	14,768	12,319	10,000	(2,319)		(2,319)	123.2%	
4483 Service software & support	0	10,252	0	(10,252)		(10,252)	0.0%	
4550 Bank Charges	1,611	1,842	2,600	758		758	70.8%	
4555 Legal & professional Fees	3,744	2,383	6,000	3,618		3,618	39.7%	
4560 Bookkeeping, accounts, payroll	6,614	8,888	6,000	(2,888)		(2,888)	148.1%	
4570 Audit Fees	3,775	4,150	4,500	350		350	92.2%	
4611 Plants and Flowers	42	0	0	0		0	0.0%	
4807 Environmental/community Initia	1,470	0	0	0		0	0.0%	
Professional Services & Admin :- Indirect Expenditure	82,449	135,162	94,000	(41,162)	5,250	(46,412)	149.4%	0
Net Expenditure	(82,449)	(135,162)	(94,000)	41,162				
<u>110 Governance & Democratic</u>								
4000 Salaries	83,324	65,882	75,800	9,918		9,918	86.9%	
4001 Agency/Contract Staffing	31,351	18,745	22,000	3,255		3,255	85.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 Contracted Services	455	350	0	(350)		(350)	0.0%	
4020 Additional Staffing & Events	0	240	0	(240)		(240)	0.0%	
4030 Staff Training	2,052	240	2,000	1,760		1,760	12.0%	
4041 Staff Travel	1,093	188	2,000	1,812		1,812	9.4%	
4050 Staff Recruitment/Advertising	0	645	1,000	355		355	64.5%	
4070 Protective Clothing	0	1,000	0	(1,000)	1,000	(2,000)	0.0%	
4101 Venue hire	0	0	2,000	2,000		2,000	0.0%	
4130 Insurance	9,540	8,275	11,500	3,225		3,225	72.0%	
4140 Office costs / consumables	535	0	500	500		500	0.0%	
4170 Property Maintenance/Refurbish	268	2,750	12,000	9,250		9,250	22.9%	
4182 Equipment Purchase	1,549	111	500	389		389	22.2%	
4400 Stationery	91	86	1,000	914		914	8.6%	
4410 Photocopying Charges	1,956	955	2,200	1,245		1,245	43.4%	
4411 Publications, books etc	316	0	1,000	1,000		1,000	0.0%	
4415 Printing & Design (External)	2,391	721	1,500	779		779	48.1%	
4425 Advertising	2,628	2,819	500	(2,319)		(2,319)	563.8%	
4426 Publicity and newsletter	365	836	5,500	4,664		4,664	15.2%	
4440 Telephones	867	1,021	1,350	329		329	75.6%	
4455 Postages & Distribution	1,171	1,185	2,950	1,765		1,765	40.2%	
4460 Subscriptions & Memberships	4,051	3,809	5,000	1,191		1,191	76.2%	
4461 Licences	21	0	0	0		0	0.0%	
4502 Mayoral Allowance 2019-20	2,700	0	0	0		0	0.0%	
4503 Mayoral Allowance 2020-21	0	2,700	2,700	0		0	100.0%	
4520 Members' Travel	11	0	200	200		200	0.0%	
4525 Members' Training	554	0	2,000	2,000		2,000	0.0%	
4540 Civic & Community Functions	4,160	1,878	5,000	3,122		3,122	37.6%	
4541 Christmas Civic Carol Service	769	375	2,000	1,625		1,625	18.8%	
4545 Twinning/Partnerships Expenses	1,025	0	1,000	1,000		1,000	0.0%	
4555 Legal & professional Fees	1,800	0	0	0		0	0.0%	
4630 Events Costs	83	0	0	0		0	0.0%	
4702 Equipment Hire	105	0	0	0		0	0.0%	
Governance & Democratic :- Indirect Expenditure	155,233	114,810	163,200	48,390	1,000	47,390	71.0%	0
Net Expenditure	(155,233)	(114,810)	(163,200)	(48,390)				
<u>120 Office & Customer Services</u>								
1000 Hall & Room Lettings Income	780	0	0	0			0.0%	
1203 Donations - Income	150	0	0	0			0.0%	
1999 Miscellaneous Income	1,357	319	0	(319)			0.0%	
Office & Customer Services :- Income	2,287	319	0	(319)				0

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	36,177	34,878	43,000	8,122		8,122	81.1%	
4001 Agency/Contract Staffing	16,715	27,971	13,000	(14,971)		(14,971)	215.2%	
4003 Contracted Services	6,700	6,688	0	(6,688)	1,754	(8,442)	0.0%	
4030 Staff Training	1,227	0	0	0		0	0.0%	
4041 Staff Travel	33	0	0	0		0	0.0%	
4070 Protective Clothing	40	0	0	0		0	0.0%	
4110 Rates, rent	19,149	19,461	25,200	5,739		5,739	77.2%	
4120 Energy Costs	5,200	902	4,000	3,098		3,098	22.5%	
4130 Insurance	0	319	0	(319)		(319)	0.0%	
4140 Office costs / consumables	2,945	4,021	3,250	(771)		(771)	123.7%	
4170 Property Maintenance/Refurbish	39,656	8,809	10,000	1,191		1,191	88.1%	
4181 Equipment Maintenance	132	24	0	(24)		(24)	0.0%	
4182 Equipment Purchase	5,734	(165)	0	165		165	0.0%	
4195 Alarms - Fire, Security	135	280	2,000	1,720		1,720	14.0%	
4205 Waste Disposal	412	866	500	(366)		(366)	173.2%	
4400 Stationery	2,642	391	1,500	1,109		1,109	26.0%	
4410 Photocopying Charges	174	174	400	226		226	43.4%	
4415 Printing & Design (External)	344	120	500	380		380	24.0%	
4440 Telephones	385	454	600	146		146	75.6%	
4460 Subscriptions & Memberships	32	1,008	0	(1,008)		(1,008)	0.0%	
4461 Licences	155	187	0	(187)		(187)	0.0%	
4482 IT Support	25	0	0	0		0	0.0%	
4483 Service software & support	0	59	0	(59)		(59)	0.0%	
4555 Legal & professional Fees	460	0	0	0		0	0.0%	
4999 Miscellaneous Expenses	0	17	0	(17)		(17)	0.0%	
Office & Customer Services :- Indirect Expenditure	138,471	106,462	103,950	(2,512)	1,754	(4,266)	104.1%	0
Net Income over Expenditure	(136,185)	(106,143)	(103,950)	2,193				
130 Grants								
4800 Grants	16,850	17,200	17,500	300		300	98.3%	
4801 Grant - Farnham Maltings	13,000	13,000	13,000	0		0	100.0%	
4802 Grant - Citizens Advice Bureau	17,500	17,500	17,500	0		0	100.0%	
4803 Grant - 40 Degreerz	2,000	2,000	2,000	0		0	100.0%	
4804 Small Grants	1,054	725	2,000	1,275		1,275	36.3%	
4808 Hoppa	10,000	10,000	10,000	0		0	100.0%	
4809 Gostrey Centre	10,000	10,000	10,000	0		0	100.0%	
Grants :- Indirect Expenditure	70,404	70,425	72,000	1,575	0	1,575	97.8%	0
Net Expenditure	(70,404)	(70,425)	(72,000)	(1,575)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Planning</u>								
4000 Salaries	34,747	28,726	36,000	7,274		7,274	79.8%	
4400 Stationery	0	0	300	300		300	0.0%	
4410 Photocopying Charges	348	347	800	453		453	43.4%	
4411 Publications, books etc	0	54	0	(54)		(54)	0.0%	
4440 Telephones	129	151	200	49		49	75.6%	
4455 Postages & Distribution	159	85	400	315		315	21.2%	
4482 IT Support	0	425	0	(425)		(425)	0.0%	
Planning :- Indirect Expenditure	35,382	29,788	37,700	7,912	0	7,912	79.0%	0
Net Expenditure	(35,382)	(29,788)	(37,700)	(7,912)				
<u>141 Elections</u>								
4821 Elections	31,688	0	5,000	5,000		5,000	0.0%	(5,000)
Elections :- Indirect Expenditure	31,688	0	5,000	5,000	0	5,000	0.0%	(5,000)
Net Expenditure	(31,688)	0	(5,000)	(5,000)				
6000 plus Transfer from EMR	0	(5,000)						
Movement to/(from) Gen Reserve	(31,688)	(5,000)						
<u>142 Neighbourhood Plan</u>								
4000 Salaries	7,646	3,144	10,000	6,856		6,856	31.4%	
4001 Agency/Contract Staffing	12,235	0	9,000	9,000		9,000	0.0%	
4140 Office costs / consumables	132	0	0	0		0	0.0%	
4415 Printing & Design (External)	2,758	88	0	(88)	1,748	(1,836)	0.0%	
4425 Advertising	535	0	0	0		0	0.0%	
4482 IT Support	468	128	0	(128)		(128)	0.0%	
4540 Civic & Community Functions	38	0	0	0		0	0.0%	
4555 Legal & professional Fees	4,000	0	0	0		0	0.0%	
Neighbourhood Plan :- Indirect Expenditure	27,812	3,359	19,000	15,641	1,748	13,893	26.9%	0
Net Expenditure	(27,812)	(3,359)	(19,000)	(15,641)				
<u>150 Other Operating Income/Costs</u>								
1900 Precept	1,102,922	1,146,027	1,146,027	0			100.0%	
1905 Local Parish Council Tax Grant	12,130	9,100	9,100	0			100.0%	
1910 Interest Received	14,789	6,157	10,000	3,843			61.6%	
1911 Dividends received	9,762	10,611	6,500	(4,111)			163.3%	
Other Operating Income/Costs :- Income	1,139,603	1,171,896	1,171,627	(269)			100.0%	0

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4910 Loan Repayments	40,925	0	10,227	10,227		10,227	0.0%	
6666 Bad Debt Write Offs	900	(240)	0	240		240	0.0%	
Other Operating Income/Costs :- Indirect Expenditure	41,825	(240)	10,227	10,467	0	10,467	(2.3%)	0
Net Income over Expenditure	1,097,778	1,172,136	1,161,400	(10,736)				
6001 less Transfers to EMR	55,000	0						
Movement to/(from) Gen Reserve	1,042,778	1,172,136						
155 Covid-19								
1200 Grants Income	0	30,132	0	(30,132)			0.0%	
1999 Miscellaneous Income	0	105	0	(105)			0.0%	
Covid-19 :- Income	0	30,237	0	(30,237)				0
4000 Salaries	0	22,684	0	(22,684)		(22,684)	0.0%	
4070 Protective Clothing	0	250	0	(250)		(250)	0.0%	
4140 Office costs / consumables	0	2,404	0	(2,404)		(2,404)	0.0%	
4182 Equipment Purchase	0	473	0	(473)		(473)	0.0%	
4415 Printing & Design (External)	0	5,323	0	(5,323)		(5,323)	0.0%	
4425 Advertising	0	7,200	0	(7,200)		(7,200)	0.0%	
4426 Publicity and newsletter	0	130	0	(130)		(130)	0.0%	
4455 Postages & Distribution	0	140	0	(140)		(140)	0.0%	
4482 IT Support	0	81	0	(81)		(81)	0.0%	
4611 Plants and Flowers	0	1,203	0	(1,203)		(1,203)	0.0%	
4999 Miscellaneous Expenses	0	1,285	0	(1,285)		(1,285)	0.0%	
Covid-19 :- Indirect Expenditure	0	41,173	0	(41,173)	0	(41,173)		0
Net Income over Expenditure	0	(10,936)	0	10,936				
160 Wrecclesham Community Centre								
1000 Hall & Room Lettings Income	6,250	0	5,500	5,500			0.0%	
1060 Section 106 contributions	3,931	0	0	0			0.0%	
Wrecclesham Community Centre :- Income	10,181	0	5,500	5,500				0
4003 Contracted Services	0	260	0	(260)		(260)	0.0%	
4140 Office costs / consumables	14	0	0	0		0	0.0%	
4170 Property Maintenance/Refurbish	2,969	580	3,500	2,920		2,920	16.6%	
4181 Equipment Maintenance	445	0	0	0		0	0.0%	
4182 Equipment Purchase	209	0	0	0		0	0.0%	
4195 Alarms - Fire, Security	1,576	1,325	1,700	375		375	77.9%	
4440 Telephones	800	912	500	(412)		(412)	182.4%	
Wrecclesham Community Centre :- Indirect Expenditure	6,013	3,077	5,700	2,623	0	2,623	54.0%	0
Net Income over Expenditure	4,168	(3,077)	(200)	2,877				
6001 less Transfers to EMR	3,931	0						
Movement to/(from) Gen Reserve	237	(3,077)						

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170 Community Development								
1204 Bookings/Hire	250	0	0	0			0.0%	
Community Development :- Income	250	0	0	0				0
4000 Salaries	31,725	27,861	25,000	(2,861)		(2,861)	111.4%	
4415 Printing & Design (External)	104	559	500	(59)		(59)	111.8%	
4426 Publicity and newsletter	0	70	0	(70)		(70)	0.0%	
4806 Hale Community Centre/Sandy Hi	1,000	1,000	1,000	0		0	100.0%	
Community Development :- Indirect Expenditure	32,829	29,490	26,500	(2,990)	0	(2,990)	111.3%	0
Net Income over Expenditure	(32,579)	(29,490)	(26,500)	2,990				
171 Community Safety & Well-being								
1202 Income - Contributions	0	40,558	0	(40,558)			0.0%	
Community Safety & Well-being :- Income	0	40,558	0	(40,558)				0
4000 Salaries	0	1,739	0	(1,739)		(1,739)	0.0%	
4003 Contracted Services	267	330	0	(330)		(330)	0.0%	
4120 Energy Costs	348	604	300	(304)		(304)	201.2%	
4181 Equipment Maintenance	0	225	0	(225)		(225)	0.0%	
4190 CCTV	10,582	61,644	20,000	(41,644)	5,947	(47,591)	338.0%	
4196 Crime Prevention	500	0	500	500		500	0.0%	
4415 Printing & Design (External)	0	705	0	(705)		(705)	0.0%	
Community Safety & Well-being :- Indirect Expenditure	11,697	65,246	20,800	(44,446)	5,947	(50,393)	342.3%	0
Net Income over Expenditure	(11,697)	(24,688)	(20,800)	3,888				
175 Localism - New Initiatives/Pro								
4000 Salaries	3,187	3,530	5,000	1,470		1,470	70.6%	
4175 Graffiti Removal	0	600	0	(600)		(600)	0.0%	
4807 Environmental/community Initia	10,500	0	30,000	30,000		30,000	0.0%	(30,000)
Localism - New Initiatives/Pro :- Indirect Expenditure	13,687	4,130	35,000	30,870	0	30,870	11.8%	(30,000)
Net Expenditure	(13,687)	(4,130)	(35,000)	(30,870)				
6000 plus Transfer from EMR	0	(30,000)						
Movement to/(from) Gen Reserve	(13,687)	(34,130)						
180 Farnham Infrastructure								
4000 Salaries	0	10,566	0	(10,566)		(10,566)	0.0%	
4001 Agency/Contract Staffing	0	2,011	0	(2,011)		(2,011)	0.0%	
4415 Printing & Design (External)	0	715	0	(715)		(715)	0.0%	

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4425 Advertising	0	200	0	(200)		(200)	0.0%	
4426 Publicity and newsletter	0	700	0	(700)		(700)	0.0%	
4455 Postages & Distribution	0	2,861	0	(2,861)		(2,861)	0.0%	
Farnham Infrastructure :- Indirect Expenditure	0	17,052	0	(17,052)	0	(17,052)		0
Net Expenditure	0	(17,052)	0	17,052				
<u>199 Rechargeable Costs</u>								
4410 Photocopying Charges	0	0	0	0	381	(381)	0.0%	
Rechargeable Costs :- Indirect Expenditure	0	0	0	0	381	(381)		0
Net Expenditure	0	0	0	0				
<u>905 Conservation Area Capital Proj</u>								
1060 Section 106 contributions	38,000	0	0	0			0.0%	
Conservation Area Capital Proj :- Income	38,000	0	0	0				0
4003 Contracted Services	18,680	0	0	0		0	0.0%	
4170 Property Maintenance/Refurbish	7,711	0	0	0		0	0.0%	
4702 Equipment Hire	290	0	0	0		0	0.0%	
Conservation Area Capital Proj :- Indirect Expenditure	26,681	0	0	0	0	0		0
Net Income over Expenditure	11,319	0	0	0				
<u>907 Wrecclesham Village Gateway Pr</u>								
1060 Section 106 contributions	2,268	0	0	0			0.0%	
Wrecclesham Village Gateway Pr :- Income	2,268	0	0	0				0
Net Income	2,268	0	0	0				
6001 less Transfers to EMR	2,268	0						
Movement to/(from) Gen Reserve	0	0						
<u>910 Wrecclesham Community Centre R</u>								
4170 Property Maintenance/Refurbish	60	0	0	0		0	0.0%	
Wrecclesham Community Centre R :- Indirect Expenditure	60	0	0	0	0	0		0
Net Expenditure	(60)	0	0	0				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
930 Coronavirus Support Fund								
1200 Grants Income	0	16,685	0	(16,685)			0.0%	16,685
1202 Income - Contributions	0	390	0	(390)			0.0%	
1203 Donations - Income	0	31,061	0	(31,061)			0.0%	17,737
1999 Miscellaneous Income	0	797	0	(797)			0.0%	
Coronavirus Support Fund :- Income	0	48,932	0	(48,932)				34,422
4999 Miscellaneous Expenses	0	19,511	0	(19,511)		(19,511)	0.0%	5,000
Coronavirus Support Fund :- Indirect Expenditure	0	19,511	0	(19,511)	0	(19,511)		5,000
Net Income over Expenditure	0	29,422	0	(29,422)				
6000 plus Transfer from EMR	0	5,000						
6001 less Transfers to EMR	0	34,422						
Movement to/(from) Gen Reserve	0	(0)						
950 Community Infrastructure Levy								
1065 Community Infrastructure Levy	2,169	15,770	0	(15,770)			0.0%	15,770
Community Infrastructure Levy :- Income	2,169	15,770	0	(15,770)				15,770
4000 Salaries	0	0	10,000	10,000		10,000	0.0%	
Community Infrastructure Levy :- Indirect Expenditure	0	0	10,000	10,000	0	10,000		0
Net Income over Expenditure	2,169	15,770	(10,000)	(25,770)				
6001 less Transfers to EMR	2,169	15,770						
Movement to/(from) Gen Reserve	0	0						
Strategy & Finance :- Income	1,194,758	1,307,713	1,177,127	(130,586)			111.1%	
Expenditure	674,229	639,445	603,077	(36,368)	16,080	(52,448)	108.7%	
Net Income over Expenditure	520,529	668,267	574,050	(94,217)				
plus Transfer from EMR	0	(30,000)						
less Transfers to EMR	63,369	50,192						
Movement to/(from) Gen Reserve	457,160	588,075						
Community Enhancement								
200 Grounds Services								
4000 Salaries	16,818	24,227	21,000	(3,227)		(3,227)	115.4%	
4001 Agency/Contract Staffing	15,439	0	20,000	20,000		20,000	0.0%	
4003 Contracted Services	1,818	1,343	0	(1,343)	196	(1,539)	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4030 Staff Training	0	0	800	800		800	0.0%	
4041 Staff Travel	4	0	0	0		0	0.0%	
4070 Protective Clothing	2,426	2,774	2,000	(774)	945	(1,719)	186.0%	
4110 Rates, rent	4,125	4,192	4,300	108		108	97.5%	
4120 Energy Costs	366	257	1,200	943		943	21.4%	
4140 Office costs / consumables	274	343	0	(343)		(343)	0.0%	
4170 Property Maintenance/Refurbish	13,191	6,582	3,000	(3,582)	1,850	(5,432)	281.1%	
4175 Graffiti Removal	4,400	0	0	0		0	0.0%	
4176 Cleaning consumables- use 4140	0	0	500	500		500	0.0%	
4181 Equipment Maintenance	2,050	3,945	3,000	(945)		(945)	131.5%	
4182 Equipment Purchase	15,504	3,757	10,000	6,243		6,243	37.6%	
4195 Alarms - Fire, Security	2,328	420	1,300	880		880	32.3%	
4205 Waste Disposal	4,128	2,761	1,500	(1,261)		(1,261)	184.0%	
4300 Vehicle Costs - Fuel	5,338	3,557	5,000	1,443		1,443	71.1%	
4301 Vehicle Costs - LPG/CNG	339	339	2,000	1,661		1,661	17.0%	
4302 Vehicle Costs - Maintenance	6,971	5,830	5,000	(830)		(830)	116.6%	
4303 Vehicle Costs - Road Tax	1,050	1,020	750	(270)		(270)	136.0%	
4310 New Vehicles/Machinery	46,217	0	15,000	15,000		15,000	0.0%	
4400 Stationery	42	0	300	300		300	0.0%	
4425 Advertising	21	0	0	0		0	0.0%	
4440 Telephones	2,927	2,728	3,300	572		572	82.7%	
4460 Subscriptions & Memberships	0	20	300	280		280	6.7%	
4482 IT Support	335	0	0	0		0	0.0%	
4555 Legal & professional Fees	800	0	0	0		0	0.0%	
4610 Horticultural Supplies	3,044	535	10,000	9,465		9,465	5.3%	
4630 Events Costs	40	0	0	0		0	0.0%	
4702 Equipment Hire	1,125	25	0	(25)		(25)	0.0%	
4999 Miscellaneous Expenses	17	23	0	(23)		(23)	0.0%	

Grounds Services :- Indirect Expenditure **151,136** **64,679** **110,250** **45,571** **2,991** **42,581** **61.4%** **0**

Net Expenditure **(151,136)** **(64,679)** **(110,250)** **(45,571)**

201 Highways

1522 Surrey Highways Contract	5,160	0	0	0			0.0%	
Highways :- Income	5,160	0	0	0				0
4000 Salaries	5,000	4,353	5,500	1,147		1,147	79.1%	
4170 Property Maintenance/Refurbish	300	0	1,500	1,500		1,500	0.0%	
4175 Graffiti Removal	0	0	2,000	2,000		2,000	0.0%	
4807 Environmental/community Initia	2,000	0	0	0		0	0.0%	

Highways :- Indirect Expenditure **7,300** **4,353** **9,000** **4,647** **0** **4,647** **48.4%** **0**

Net Income over Expenditure **(2,140)** **(4,353)** **(9,000)** **(4,647)**

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205 War Memorial								
4170 Property Maintenance/Refurbish	0	8,011	5,000	(3,011)	8,000	(11,011)	320.2%	
4540 Civic & Community Functions	198	0	0	0		0	0.0%	
4610 Horticultural Supplies	1,000	0	0	0		0	0.0%	
4630 Events Costs	0	44	0	(44)		(44)	0.0%	
War Memorial :- Indirect Expenditure	1,198	8,056	5,000	(3,056)	8,000	(11,056)	321.1%	0
Net Expenditure	(1,198)	(8,056)	(5,000)	3,056				
210 Farnham In Bloom								
1201 Sponsorship Income (+VAT)	14,635	7,515	16,000	8,485			47.0%	
1202 Income - Contributions	6,510	5,090	7,000	1,910			72.7%	
1203 Donations - Income	3,264	5,273	0	(5,273)			0.0%	
1999 Miscellaneous Income	8	35	0	(35)			0.0%	
Farnham In Bloom :- Income	24,417	17,913	23,000	5,087			77.9%	0
4000 Salaries	62,600	66,019	77,000	10,981		10,981	85.7%	
4001 Agency/Contract Staffing	0	705	0	(705)		(705)	0.0%	
4003 Contracted Services	1,677	3,037	2,000	(1,037)	60	(1,097)	154.8%	
4020 Additional Staffing & Events	120	0	0	0		0	0.0%	
4041 Staff Travel	293	0	0	0		0	0.0%	
4101 Venue hire	417	0	0	0		0	0.0%	
4115 Water Charges	10	0	200	200		200	0.0%	
4120 Energy Costs	4,307	3,055	1,200	(1,855)		(1,855)	254.6%	
4140 Office costs / consumables	365	68	0	(68)		(68)	0.0%	
4170 Property Maintenance/Refurbish	1,176	1,051	0	(1,051)		(1,051)	0.0%	
4175 Graffiti Removal	2,439	6,000	0	(6,000)		(6,000)	0.0%	
4182 Equipment Purchase	2,657	21,612	10,000	(11,612)		(11,612)	216.1%	
4302 Vehicle Costs - Maintenance	0	738	0	(738)		(738)	0.0%	
4400 Stationery	77	0	500	500		500	0.0%	
4410 Photocopying Charges	326	325	750	425		425	43.4%	
4411 Publications, books etc	160	0	0	0		0	0.0%	
4415 Printing & Design (External)	1,386	480	3,000	2,520		2,520	16.0%	
4425 Advertising	1,459	826	500	(326)		(326)	165.1%	
4426 Publicity and newsletter	3,597	623	1,000	377		377	62.3%	
4440 Telephones	161	189	250	61		61	75.6%	
4455 Postages & Distribution	199	115	500	385		385	23.0%	
4460 Subscriptions & Memberships	334	0	0	0		0	0.0%	
4540 Civic & Community Functions	1,933	0	2,500	2,500		2,500	0.0%	
4610 Horticultural Supplies	5,067	7,284	10,000	2,716		2,716	72.8%	
4611 Plants and Flowers	15,961	15,344	10,000	(5,344)	2,591	(7,935)	179.3%	

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4613 Community Events/FIB Friends	1,831	0	1,000	1,000		1,000	0.0%	
4625 Entertainment - Performers	(40)	0	0	0		0	0.0%	
4630 Events Costs	1,311	0	0	0		0	0.0%	
4702 Equipment Hire	330	0	0	0		0	0.0%	
6666 Bad Debt Write Offs	0	70	0	(70)		(70)	0.0%	
Farnham In Bloom :- Indirect Expenditure	110,149	127,541	120,400	(7,141)	2,651	(9,792)	108.1%	0
Net Income over Expenditure	(85,732)	(109,628)	(97,400)	12,228				
220 Other Open Spaces								
1040 Open Spaces income	21,914	8	1,000	992			0.8%	
1204 Bookings/Hire	125	(25)	0	25			0.0%	
Other Open Spaces :- Income	22,039	(17)	1,000	1,017			(1.7%)	0
4000 Salaries	10,000	7,267	25,000	17,733		17,733	29.1%	
4003 Contracted Services	4,000	0	0	0		0	0.0%	
4181 Equipment Maintenance	0	0	500	500		500	0.0%	
4182 Equipment Purchase	0	6,734	0	(6,734)	1,500	(8,234)	0.0%	
4830 Blackwater Valley CMS	1,500	1,500	1,500	0		0	100.0%	
Other Open Spaces :- Indirect Expenditure	15,500	15,501	27,000	11,499	1,500	9,999	63.0%	0
Net Income over Expenditure	6,539	(15,519)	(26,000)	(10,481)				
225 Gostrey Meadow								
1203 Donations - Income	0	700	0	(700)			0.0%	
Gostrey Meadow :- Income	0	700	0	(700)				0
4000 Salaries	0	6,371	15,000	8,629		8,629	42.5%	
4003 Contracted Services	405	999	0	(999)		(999)	0.0%	
4130 Insurance	0	56	0	(56)		(56)	0.0%	
4170 Property Maintenance/Refurbish	570	30,049	10,000	(20,049)	5,290	(25,339)	353.4%	
4182 Equipment Purchase	0	8,172	0	(8,172)		(8,172)	0.0%	
4205 Waste Disposal	0	666	0	(666)		(666)	0.0%	
4415 Printing & Design (External)	0	116	0	(116)		(116)	0.0%	
4702 Equipment Hire	0	738	0	(738)		(738)	0.0%	
Gostrey Meadow :- Indirect Expenditure	975	47,167	25,000	(22,167)	5,290	(27,457)	209.8%	0
Net Income over Expenditure	(975)	(46,467)	(25,000)	21,467				
240 Allotments								
1080 Allotment Rents Income	14,606	15,306	17,000	1,694			90.0%	
1081 Allotment admin fee	1,000	638	200	(438)			318.8%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1209 Seeds income	1,219	1,474	0	(1,474)			0.0%	
Allotments :- Income	16,825	17,417	17,200	(217)			101.3%	0
4000 Salaries	9,303	8,453	12,000	3,547		3,547	70.4%	
4115 Water Charges	2,373	(158)	2,300	2,458		2,458	(6.9%)	
4130 Insurance	398	398	600	202		202	66.3%	
4140 Office costs / consumables	0	0	250	250		250	0.0%	
4170 Property Maintenance/Refurbish	38	35	2,000	1,965		1,965	1.7%	
4410 Photocopying Charges	109	108	250	142		142	43.4%	
4415 Printing & Design (External)	165	320	500	180		180	64.0%	
4425 Advertising	200	0	0	0		0	0.0%	
4426 Publicity and newsletter	245	78	0	(78)		(78)	0.0%	
4440 Telephones	64	76	100	24		24	75.6%	
4455 Postages & Distribution	139	74	350	276		276	21.2%	
4460 Subscriptions & Memberships	55	55	100	45		45	55.0%	
4482 IT Support	1,420	676	0	(676)		(676)	0.0%	
4483 Service software & support	0	172	0	(172)		(172)	0.0%	
4555 Legal & professional Fees	1,850	0	0	0		0	0.0%	
4614 Allotment seed costs recharged	1,904	1,161	0	(1,161)		(1,161)	0.0%	
Allotments :- Indirect Expenditure	18,261	11,447	18,450	7,003	0	7,003	62.0%	0
Net Income over Expenditure	(1,436)	5,970	(1,250)	(7,220)				
<u>250 Public Conveniences</u>								
1999 Miscellaneous Income	35	0	0	0			0.0%	
Public Conveniences :- Income	35	0	0	0				0
4000 Salaries	1,337	1,138	5,000	3,862		3,862	22.8%	
4001 Agency/Contract Staffing	4,423	3,375	0	(3,375)		(3,375)	0.0%	
4003 Contracted Services	34,385	34,594	38,000	3,406	7,802	(4,396)	111.6%	
4110 Rates, rent	3,081	3,131	3,500	369		369	89.5%	
4115 Water Charges	503	481	1,200	719		719	40.1%	
4120 Energy Costs	4,857	3,993	2,500	(1,493)		(1,493)	159.7%	
4140 Office costs / consumables	485	9	0	(9)		(9)	0.0%	
4170 Property Maintenance/Refurbish	2,096	3,729	33,000	29,271		29,271	11.3%	(35,000)
4176 Cleaning consumables- use 4140	0	0	1,000	1,000		1,000	0.0%	
4181 Equipment Maintenance	160	0	0	0		0	0.0%	
4182 Equipment Purchase	934	0	0	0		0	0.0%	
4555 Legal & professional Fees	330	3,000	0	(3,000)		(3,000)	0.0%	
Public Conveniences :- Indirect Expenditure	52,592	53,449	84,200	30,751	7,802	22,949	72.7%	(35,000)
Net Income over Expenditure	(52,557)	(53,449)	(84,200)	(30,751)				
6000 plus Transfer from EMR	0	(35,000)						
Movement to/(from) Gen Reserve	(52,557)	(88,449)						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260 Town Centre & Rural Dev								
1300 Banners Income	6,620	285	7,000	6,715			4.1%	
Town Centre & Rural Dev :- Income	6,620	285	7,000	6,715			4.1%	0
4000 Salaries	283	577	2,500	1,923		1,923	23.1%	
4003 Contracted Services	2,435	0	0	0		0	0.0%	
4115 Water Charges	350	1,055	0	(1,055)		(1,055)	0.0%	
4170 Property Maintenance/Refurbish	40	0	0	0		0	0.0%	
4175 Graffiti Removal	0	600	5,000	4,400		4,400	12.0%	
4400 Stationery	8	0	0	0		0	0.0%	
4425 Advertising	315	0	0	0		0	0.0%	
4426 Publicity and newsletter	0	60	0	(60)		(60)	0.0%	
4625 Entertainment - Performers	0	400	0	(400)		(400)	0.0%	
4650 Street Furniture	3,160	0	5,000	5,000	3,084	1,916	61.7%	
4655 Banners	6,886	749	7,000	6,251		6,251	10.7%	
Town Centre & Rural Dev :- Indirect Expenditure	13,478	3,442	19,500	16,058	3,084	12,974	33.5%	0
Net Income over Expenditure	(6,858)	(3,157)	(12,500)	(9,343)				
904 Victoria Garden								
4170 Property Maintenance/Refurbish	12,352	0	0	0		0	0.0%	
Victoria Garden :- Indirect Expenditure	12,352	0	0	0	0	0		0
Net Expenditure	(12,352)	0	0	0				
Community Enhancement :- Income	75,096	36,298	48,200	11,902			75.3%	
Expenditure	382,941	335,635	418,800	83,165	31,318	51,847	87.6%	
Net Income over Expenditure	(307,845)	(299,337)	(370,600)	(71,263)				
plus Transfer from EMR	0	(35,000)						
Movement to/(from) Gen Reserve	(307,845)	(334,337)						

Tourism & Events

300 Tourism								
1201 Sponsorship Income (+VAT)	3,125	0	0	0			0.0%	
1245 Advertising income	7,783	0	5,000	5,000			0.0%	
1999 Miscellaneous Income	5	4,965	0	(4,965)			0.0%	
Tourism :- Income	10,912	4,965	5,000	35			99.3%	0
4000 Salaries	17,856	17,224	24,000	6,776		6,776	71.8%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Agency/Contract Staffing	4,157	0	0	0		0	0.0%	
4003 Contracted Services	361	0	0	0		0	0.0%	
4115 Water Charges	24	0	0	0		0	0.0%	
4120 Energy Costs	145	171	500	329		329	34.1%	
4140 Office costs / consumables	8	0	0	0		0	0.0%	
4182 Equipment Purchase	165	0	0	0		0	0.0%	
4400 Stationery	0	0	200	200		200	0.0%	
4415 Printing & Design (External)	8,027	4,452	6,000	1,548		1,548	74.2%	
4425 Advertising	1,300	2,500	500	(2,000)		(2,000)	499.9%	
4426 Publicity and newsletter	340	309	1,000	691		691	30.9%	
4440 Telephones	64	76	100	24		24	75.6%	
4455 Postages & Distribution	2,920	3,017	1,500	(1,517)		(1,517)	201.2%	
4460 Subscriptions & Memberships	0	0	150	150		150	0.0%	
4461 Licences	230	70	300	230		230	23.3%	
4630 Events Costs	149	0	0	0		0	0.0%	
4800 Grants	50	0	0	0		0	0.0%	
4805 Farnham Carnival	1,500	0	1,500	1,500		1,500	0.0%	
Tourism :- Indirect Expenditure	37,298	27,818	35,750	7,932	0	7,932	77.8%	0
Net Income over Expenditure	(26,386)	(22,853)	(30,750)	(7,897)				
301 Hidden Heritage Project								
1200 Grants Income	10,900	0	0	0			0.0%	
1999 Miscellaneous Income	0	500	0	(500)			0.0%	
Hidden Heritage Project :- Income	10,900	500	0	(500)				0
4003 Contracted Services	5,056	0	0	0		0	0.0%	
4415 Printing & Design (External)	6,800	0	0	0	3,000	(3,000)	0.0%	
4425 Advertising	220	0	0	0		0	0.0%	
Hidden Heritage Project :- Indirect Expenditure	12,076	0	0	0	3,000	(3,000)		0
Net Income over Expenditure	(1,176)	500	0	(500)				
310 Events								
1201 Sponsorship Income (+VAT)	1,200	500	0	(500)			0.0%	
1202 Income - Contributions	1,700	0	1,000	1,000			0.0%	
1204 Bookings/Hire	67	704	0	(704)			0.0%	
Events :- Income	2,967	1,204	1,000	(204)			120.4%	0
4000 Salaries	12,089	13,607	23,100	9,493		9,493	58.9%	
4020 Additional Staffing & Events	645	200	0	(200)		(200)	0.0%	
4120 Energy Costs	371	182	0	(182)		(182)	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Office costs / consumables	15	0	0	0		0	0.0%	
4181 Equipment Maintenance	0	1,448	0	(1,448)	1,448	(2,896)	0.0%	
4182 Equipment Purchase	2,894	1,367	2,000	633	1,367	(733)	136.7%	
4410 Photocopying Charges	348	260	600	340		340	43.4%	
4415 Printing & Design (External)	4,252	1,182	3,000	1,818		1,818	39.4%	
4425 Advertising	1,065	405	0	(405)		(405)	0.0%	
4426 Publicity and newsletter	0	0	500	500		500	0.0%	
4440 Telephones	129	151	200	49		49	75.6%	
4455 Postages & Distribution	1,054	254	1,200	946		946	21.2%	
4461 Licences	558	240	750	510		510	32.0%	
4600 Tourism Developments & Events	2,850	7,780	12,500	4,720		4,720	62.2%	
4630 Events Costs	3,285	3	5,000	4,997		4,997	0.1%	
4702 Equipment Hire	29	0	0	0		0	0.0%	
4800 Grants	1,500	0	0	0		0	0.0%	
Events :- Indirect Expenditure	31,085	27,080	48,850	21,770	2,815	18,955	61.2%	0
Net Income over Expenditure	(28,119)	(25,876)	(47,850)	(21,974)				
311 Carnival Weekend (prev PITP)								
1201 Sponsorship Income (+VAT)	0	0	500	500			0.0%	
1203 Donations - Income	650	0	0	0			0.0%	
1204 Bookings/Hire	1,887	0	1,000	1,000			0.0%	
Carnival Weekend (prev PITP) :- Income	2,537	0	1,500	1,500			0.0%	0
4000 Salaries	738	973	1,550	577		577	62.8%	
4020 Additional Staffing & Events	195	0	300	300		300	0.0%	
4415 Printing & Design (External)	0	0	500	500		500	0.0%	
4425 Advertising	218	0	300	300		300	0.0%	
4625 Entertainment - Performers	960	0	1,000	1,000		1,000	0.0%	
4702 Equipment Hire	3,139	50	4,000	3,950		3,950	1.3%	
Carnival Weekend (prev PITP) :- Indirect Expenditure	5,250	1,023	7,650	6,627	0	6,627	13.4%	0
Net Income over Expenditure	(2,713)	(1,023)	(6,150)	(5,127)				
312 Food Festival								
1201 Sponsorship Income (+VAT)	3,025	0	2,500	2,500			0.0%	
1204 Bookings/Hire	20,852	0	17,500	17,500			0.0%	
Food Festival :- Income	23,877	0	20,000	20,000			0.0%	0
4000 Salaries	1,846	2,418	3,850	1,432		1,432	62.8%	
4003 Contracted Services	4,752	0	4,000	4,000		4,000	0.0%	
4020 Additional Staffing & Events	2,135	250	3,400	3,150		3,150	7.4%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Waste Disposal	491	0	750	750		750	0.0%	
4415 Printing & Design (External)	1,389	0	2,000	2,000		2,000	0.0%	
4425 Advertising	685	0	1,000	1,000		1,000	0.0%	
4426 Publicity and newsletter	0	155	2,500	2,345		2,345	6.2%	
4455 Postages & Distribution	595	318	1,500	1,182		1,182	21.2%	
4625 Entertainment - Performers	1,125	0	1,000	1,000		1,000	0.0%	
4630 Events Costs	194	0	0	0		0	0.0%	
4702 Equipment Hire	5,024	50	4,500	4,450		4,450	1.1%	
Food Festival :- Indirect Expenditure	18,236	3,191	24,500	21,309	0	21,309	13.0%	0
Net Income over Expenditure	5,641	(3,191)	(4,500)	(1,309)				
313 Music in the Meadow / Vineyard								
1201 Sponsorship Income (+VAT)	4,650	0	2,500	2,500			0.0%	
1204 Bookings/Hire	33	0	0	0			0.0%	
Music in the Meadow / Vineyard :- Income	4,683	0	2,500	2,500			0.0%	0
4000 Salaries	923	1,225	1,950	725		725	62.8%	
4001 Agency/Contract Staffing	0	228	0	(228)		(228)	0.0%	
4003 Contracted Services	0	106	0	(106)		(106)	0.0%	
4020 Additional Staffing & Events	1,679	1,171	2,500	1,329		1,329	46.8%	
4140 Office costs / consumables	30	10	0	(10)		(10)	0.0%	
4182 Equipment Purchase	206	0	0	0		0	0.0%	
4415 Printing & Design (External)	110	85	0	(85)		(85)	0.0%	
4425 Advertising	1,020	0	350	350		350	0.0%	
4426 Publicity and newsletter	305	40	500	460		460	8.0%	
4461 Licences	0	0	200	200		200	0.0%	
4625 Entertainment - Performers	3,705	1,920	5,000	3,080		3,080	38.4%	
4630 Events Costs	0	42	0	(42)		(42)	0.0%	
4702 Equipment Hire	50	0	0	0		0	0.0%	
Music in the Meadow / Vineyard :- Indirect Expenditure	8,027	4,826	10,500	5,674	0	5,674	46.0%	0
Net Income over Expenditure	(3,344)	(4,826)	(8,000)	(3,174)				
314 Christmas Switch-on								
1201 Sponsorship Income (+VAT)	0	0	2,500	2,500			0.0%	
1203 Donations - Income	540	0	0	0			0.0%	
1204 Bookings/Hire	3,416	17	1,500	1,483			1.1%	
Christmas Switch-on :- Income	3,956	17	4,000	3,983			0.4%	0
4000 Salaries	923	1,225	1,950	725		725	62.8%	

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4003 Contracted Services	750	0	0	0		0	0.0%	
4020 Additional Staffing & Events	1,220	320	1,000	680		680	32.0%	
4182 Equipment Purchase	27	0	0	0		0	0.0%	
4205 Waste Disposal	0	0	750	750		750	0.0%	
4415 Printing & Design (External)	805	0	1,500	1,500		1,500	0.0%	
4425 Advertising	500	34	400	366		366	8.5%	
4455 Postages & Distribution	686	254	1,200	946		946	21.2%	
4625 Entertainment - Performers	2,097	0	1,000	1,000		1,000	0.0%	
4630 Events Costs	43	0	0	0		0	0.0%	
4642 Christmas Lights - Power	0	0	1,000	1,000		1,000	0.0%	
4702 Equipment Hire	6,355	1,730	4,500	2,770		2,770	38.4%	
Christmas Switch-on :- Indirect Expenditure	13,407	3,563	13,300	9,737	0	9,737	26.8%	0
Net Income over Expenditure	(9,451)	(3,547)	(9,300)	(5,753)				
315 Heritage Open Days								
4415 Printing & Design (External)	1,312	0	1,500	1,500		1,500	0.0%	
4425 Advertising	50	0	0	0		0	0.0%	
Heritage Open Days :- Indirect Expenditure	1,362	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	(1,362)	0	(1,500)	(1,500)				
316 Christmas Market								
1201 Sponsorship Income (+VAT)	1,316	984	3,250	2,266			30.3%	
1204 Bookings/Hire	23,613	825	18,500	17,675			4.5%	
Christmas Market :- Income	24,929	1,808	21,750	19,942			8.3%	0
4000 Salaries	1,846	2,418	3,850	1,432		1,432	62.8%	
4003 Contracted Services	4,697	0	3,000	3,000		3,000	0.0%	
4020 Additional Staffing & Events	1,435	250	2,500	2,250		2,250	10.0%	
4415 Printing & Design (External)	1,957	0	1,500	1,500		1,500	0.0%	
4425 Advertising	827	0	500	500		500	0.0%	
4426 Publicity and newsletter	0	0	500	500		500	0.0%	
4455 Postages & Distribution	210	1,624	0	(1,624)		(1,624)	0.0%	
4461 Licences	42	0	0	0		0	0.0%	
4625 Entertainment - Performers	2,475	0	500	500		500	0.0%	
4630 Events Costs	347	1,010	0	(1,010)		(1,010)	0.0%	
4702 Equipment Hire	1,569	50	3,000	2,950		2,950	1.7%	
Christmas Market :- Indirect Expenditure	15,405	5,352	15,350	9,998	0	9,998	34.9%	0
Net Income over Expenditure	9,525	(3,543)	6,400	9,943				

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317 Spring & Sustainability Festiv								
1201 Sponsorship Income (+VAT)	523	0	750	750			0.0%	
1203 Donations - Income	540	0	0	0			0.0%	
1204 Bookings/Hire	1,732	109	1,000	891			10.9%	
Spring & Sustainability Festiv :- Income	2,794	109	1,750	1,641			6.2%	0
4000 Salaries	369	502	800	298		298	62.8%	
4003 Contracted Services	0	50	0	(50)		(50)	0.0%	
4020 Additional Staffing & Events	308	0	500	500		500	0.0%	
4425 Advertising	165	0	300	300		300	0.0%	
4426 Publicity and newsletter	150	0	0	0		0	0.0%	
4625 Entertainment - Performers	850	0	1,000	1,000		1,000	0.0%	
4702 Equipment Hire	1,625	0	2,500	2,500		2,500	0.0%	
Spring & Sustainability Festiv :- Indirect Expenditure	3,467	552	5,100	4,548	0	4,548	10.8%	0
Net Income over Expenditure	(673)	(444)	(3,350)	(2,906)				
318 Gin Festival								
1201 Sponsorship Income (+VAT)	3,425	0	2,000	2,000			0.0%	
1204 Bookings/Hire	3,800	0	2,500	2,500			0.0%	
1205 Ticket sales	16,763	0	15,000	15,000			0.0%	
1999 Miscellaneous Income	0	25	0	(25)			0.0%	
Gin Festival :- Income	23,988	25	19,500	19,475			0.1%	0
4000 Salaries	738	973	1,550	577		577	62.8%	
4020 Additional Staffing & Events	589	0	1,000	1,000		1,000	0.0%	
4101 Venue hire	3,250	0	4,000	4,000		4,000	0.0%	
4140 Office costs / consumables	8	0	0	0		0	0.0%	
4182 Equipment Purchase	0	0	2,000	2,000		2,000	0.0%	
4205 Waste Disposal	202	0	0	0		0	0.0%	
4415 Printing & Design (External)	841	0	1,500	1,500		1,500	0.0%	
4425 Advertising	890	0	600	600		600	0.0%	
4426 Publicity and newsletter	180	0	0	0		0	0.0%	
4461 Licences	44	0	0	0		0	0.0%	
4625 Entertainment - Performers	1,900	0	2,500	2,500		2,500	0.0%	
4630 Events Costs	6,164	0	3,500	3,500		3,500	0.0%	
4702 Equipment Hire	2,085	0	500	500		500	0.0%	
Gin Festival :- Indirect Expenditure	16,890	973	17,150	16,177	0	16,177	5.7%	0
Net Income over Expenditure	7,098	(948)	2,350	3,298				

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319 Walking Festival								
1201 Sponsorship Income (+VAT)	0	0	500	500			0.0%	
1205 Ticket sales	0	0	1,000	1,000			0.0%	
Walking Festival :- Income	0	0	1,500	1,500			0.0%	0
4000 Salaries	0	628	1,000	372		372	62.8%	
4415 Printing & Design (External)	2,033	575	1,000	425		425	57.5%	
4425 Advertising	120	0	0	0		0	0.0%	
Walking Festival :- Indirect Expenditure	2,153	1,203	2,000	797	0	797	60.2%	0
Net Income over Expenditure	(2,153)	(1,203)	(500)	703				
320 Farmers' Market								
1204 Bookings/Hire	14,192	11,305	13,000	1,695			87.0%	
Farmers' Market :- Income	14,192	11,305	13,000	1,695			87.0%	0
4000 Salaries	4,342	3,291	7,000	3,709		3,709	47.0%	
4020 Additional Staffing & Events	0	1,215	0	(1,215)		(1,215)	0.0%	
4025 Farmers' Market Supervision	1,560	1,560	1,600	40		40	97.5%	
4140 Office costs / consumables	97	87	0	(87)		(87)	0.0%	
4410 Photocopying Charges	217	217	500	283		283	43.4%	
4415 Printing & Design (External)	0	0	500	500		500	0.0%	
4425 Advertising	1,045	200	2,000	1,800		1,800	10.0%	
4426 Publicity and newsletter	0	60	0	(60)		(60)	0.0%	
4440 Telephones	129	151	200	49		49	75.6%	
4455 Postages & Distribution	159	85	400	315		315	21.2%	
4461 Licences	4,334	2,314	4,250	1,936		1,936	54.4%	
4625 Entertainment - Performers	700	0	750	750		750	0.0%	
4702 Equipment Hire	0	0	3,000	3,000		3,000	0.0%	
Farmers' Market :- Indirect Expenditure	12,583	9,180	20,200	11,020	0	11,020	45.4%	0
Net Income over Expenditure	1,610	2,126	(7,200)	(9,326)				
330 Christmas Lights								
1201 Sponsorship Income (+VAT)	1,000	0	500	500			0.0%	
Christmas Lights :- Income	1,000	0	500	500			0.0%	0
4181 Equipment Maintenance	784	0	0	0		0	0.0%	
4641 Christmas Lights - Install	48,710	49,834	38,000	(11,834)		(11,834)	131.1%	
4642 Christmas Lights - Power	0	0	1,500	1,500		1,500	0.0%	
4643 Christmas Lights 2022	0	0	5,000	5,000		5,000	0.0%	(5,000)
Christmas Lights :- Indirect Expenditure	49,494	49,834	44,500	(5,334)	0	(5,334)	112.0%	(5,000)
Net Income over Expenditure	(48,494)	(49,834)	(44,000)	5,834				
6000 plus Transfer from EMR	0	(5,000)						
Movement to/(from) Gen Reserve	(48,494)	(54,834)						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
350 Craft Town/Craft Cities								
4001 Agency/Contract Staffing	1,000	0	0	0		0	0.0%	
4003 Contracted Services	1,500	9,070	0	(9,070)	3,570	(12,640)	0.0%	
4140 Office costs / consumables	7	3	0	(3)		(3)	0.0%	
4415 Printing & Design (External)	0	826	1,500	674		674	55.1%	
4425 Advertising	110	388	0	(388)		(388)	0.0%	
4426 Publicity and newsletter	0	430	0	(430)		(430)	0.0%	
4540 Civic & Community Functions	250	0	0	0		0	0.0%	
4555 Legal & professional Fees	394	0	0	0		0	0.0%	
4630 Events Costs	0	887	0	(887)		(887)	0.0%	
Craft Town/Craft Cities :- Indirect Expenditure	3,261	11,605	1,500	(10,105)	3,570	(13,675)	1011.7%	0
Net Expenditure	(3,261)	(11,605)	(1,500)	10,105				
351 DO NOT USE - USE 155								
4415 Printing & Design (External)	974	0	0	0		0	0.0%	
4455 Postages & Distribution	1,576	0	0	0		0	0.0%	
DO NOT USE - USE 155 :- Indirect Expenditure	2,550	0	0	0	0	0		0
Net Expenditure	(2,550)	0	0	0				
355 Business Support								
4415 Printing & Design (External)	79	0	0	0		0	0.0%	
Business Support :- Indirect Expenditure	79	0	0	0	0	0		0
Net Expenditure	(79)	0	0	0				
906 Craft Town 2019								
1200 Grants Income	47,500	0	0	0			0.0%	
Craft Town 2019 :- Income	47,500	0	0	0				0
4001 Agency/Contract Staffing	4,025	0	0	0		0	0.0%	
4003 Contracted Services	5,400	0	0	0		0	0.0%	
4182 Equipment Purchase	3,287	0	0	0		0	0.0%	
4415 Printing & Design (External)	3,509	0	0	0		0	0.0%	
4425 Advertising	290	0	0	0		0	0.0%	
4810 Externally funded grant	25,862	0	0	0		0	0.0%	
4999 Miscellaneous Expenses	7,000	0	0	0		0	0.0%	
Craft Town 2019 :- Indirect Expenditure	49,373	0	0	0	0	0		0
Net Income over Expenditure	(1,873)	0	0	0				
Tourism & Events :- Income	174,236	19,933	92,000	72,067			21.7%	
Expenditure	281,996	146,201	247,850	101,649	9,385	92,264	62.8%	
Net Income over Expenditure	(107,760)	(126,268)	(155,850)	(29,582)				
plus Transfer from EMR	0	(5,000)						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(107,760)	(131,268)						
<u>Cemeteries</u>								
400 Cemeteries								
1030 Commercial Lettings Income	9,000	9,000	9,000	0			100.0%	
1060 Section 106 contributions	27,143	0	0	0			0.0%	
1100 Interment Fees Income	39,115	24,895	30,000	5,105			83.0%	
1105 MOJ Reclaim/Grant	1,100	0	0	0			0.0%	
1120 Grave Purchases Income	50,589	27,220	40,000	12,780			68.0%	
1130 Memorials Income	7,070	5,450	4,000	(1,450)			136.3%	
1160 Cemeteries Other Income	350	320	0	(320)			0.0%	
1999 Miscellaneous Income	0	(250)	0	250			0.0%	
Cemeteries :- Income	134,367	66,635	83,000	16,365			80.3%	0
4000 Salaries	81,672	89,286	90,000	714		714	99.2%	
4001 Agency/Contract Staffing	0	0	1,000	1,000		1,000	0.0%	
4003 Contracted Services	2,440	0	0	0		0	0.0%	
4030 Staff Training	0	0	700	700		700	0.0%	
4110 Rates, rent	5,548	6,482	5,000	(1,482)		(1,482)	129.6%	
4115 Water Charges	969	636	1,300	664		664	49.0%	
4120 Energy Costs	0	0	300	300		300	0.0%	
4140 Office costs / consumables	0	19	0	(19)		(19)	0.0%	
4170 Property Maintenance/Refurbish	30,445	17,482	25,000	7,518	11,432	(3,915)	115.7%	
4175 Graffiti Removal	0	92	0	(92)		(92)	0.0%	
4205 Waste Disposal	1,733	1,390	1,000	(390)		(390)	139.0%	
4220 Memorials & Plaques	326	1,963	1,000	(963)		(963)	196.3%	
4225 Cemetery Memorial Maintenance	3,081	0	5,000	5,000		5,000	0.0%	
4400 Stationery	0	0	200	200		200	0.0%	
4415 Printing & Design (External)	0	250	0	(250)		(250)	0.0%	
4460 Subscriptions & Memberships	315	315	100	(215)		(215)	315.0%	
4482 IT Support	822	0	0	0		0	0.0%	
4483 Service software & support	0	396	0	(396)		(396)	0.0%	
4610 Horticultural Supplies	86	25	0	(25)		(25)	0.0%	
4611 Plants and Flowers	980	1,023	0	(1,023)		(1,023)	0.0%	
4702 Equipment Hire	0	25	0	(25)		(25)	0.0%	
Cemeteries :- Indirect Expenditure	128,416	119,385	130,600	11,215	11,432	(217)	100.2%	0
Net Income over Expenditure	5,951	(52,750)	(47,600)	5,150				
6001 less Transfers to EMR	27,143	0						
Movement to/(from) Gen Reserve	(21,192)	(52,750)						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
903 Hale Chapels								
4003 Contracted Services	1,300	5,600	0	(5,600)	5,600	(11,200)	0.0%	
Hale Chapels :- Indirect Expenditure	1,300	5,600	0	(5,600)	5,600	(11,200)		0
Net Expenditure	(1,300)	(5,600)	0	5,600				
Cemeteries :- Income	134,367	66,635	83,000	16,365			80.3%	
Expenditure	129,716	124,985	130,600	5,615	17,032	(11,417)	108.7%	
Net Income over Expenditure	4,651	(58,350)	(47,600)	10,750				
less Transfers to EMR	27,143	0						
Movement to/(from) Gen Reserve	(22,492)	(58,350)						
Grand Totals:- Income	1,578,457	1,430,578	1,400,327	(30,251)			102.2%	
Expenditure	1,468,881	1,246,266	1,400,327	154,061	73,815	80,246	94.3%	
Net Income over Expenditure	109,575	184,312	0	(184,312)				
plus Transfer from EMR	0	(70,000)						
less Transfers to EMR	90,512	50,192						
Movement to/(from) Gen Reserve	19,063	64,120						

Detailed Income & Expenditure by Account 31/03/2021

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Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Hall & Room Lettings Income	7,030	0	5,500	5,500			0.0%
1030 Commercial Lettings Income	9,000	9,000	9,000	0			100.0%
1040 Open Spaces income	21,914	8	1,000	992			0.8%
1060 Section 106 contributions	71,343	0	0	0			0.0%
1065 Community Infrastructure Levy	2,169	15,770	0	(15,770)			0.0%
1080 Allotment Rents Income	14,606	15,306	17,000	1,694			90.0%
1081 Allotment admin fee	1,000	638	200	(438)			318.8%
1100 Interment Fees Income	39,115	24,895	30,000	5,105			83.0%
1105 MOJ Reclaim/Grant	1,100	0	0	0			0.0%
1120 Grave Purchases Income	50,589	27,220	40,000	12,780			68.0%
1130 Memorials Income	7,070	5,450	4,000	(1,450)			136.2%
1160 Cemeteries Other Income	350	320	0	(320)			0.0%
1200 Grants Income	58,400	46,817	0	(46,817)			0.0%
1201 Sponsorship Income (+VAT)	32,899	8,999	31,000	22,001			29.0%
1202 Income - Contributions	8,210	46,038	8,000	(38,038)			575.5%
1203 Donations - Income	5,144	37,034	0	(37,034)			0.0%
1204 Bookings/Hire	69,966	12,935	55,000	42,065			23.5%
1205 Ticket sales	16,763	0	16,000	16,000			0.0%
1209 Seeds income	1,219	1,474	0	(1,474)			0.0%
1245 Advertising income	7,783	0	5,000	5,000			0.0%
1300 Banners Income	6,620	285	7,000	6,715			4.1%
1522 Surrey Highways Contract	5,160	0	0	0			0.0%
1900 Precept	1,102,922	1,146,027	1,146,027	0			100.0%
1905 Local Parish Council Tax Grant	12,130	9,100	9,100	0			100.0%
1910 Interest Received	14,789	6,157	10,000	3,843			61.6%
1911 Dividends received	9,762	10,611	6,500	(4,111)			163.3%
1999 Miscellaneous Income	1,405	6,496	0	(6,496)			0.0%
Total Income	1,578,457	1,430,578	1,400,327	(30,251)			102.2%

Expenditure Detail

Total Direct	0	0	0	0	0	0.0%
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Expenditure Detail

4000 Salaries	453,474	480,152	575,900	95,748		95,748	83.4%
4001 Agency/Contract Staffing	89,784	66,085	65,000	(1,085)		(1,085)	101.7%
4003 Contracted Services	97,968	70,414	47,000	(23,414)	18,982	(42,396)	190.2%
4020 Additional Staffing & Events	8,326	3,646	11,200	7,554		7,554	32.6%
4025 Farmers' Market Supervision	1,560	1,560	1,600	40		40	97.5%
4030 Staff Training	3,598	2,285	5,000	2,715	2,000	715	85.7%
4041 Staff Travel	1,428	188	2,000	1,812		1,812	9.4%

Detailed Income & Expenditure by Account 31/03/2021

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4050 Staff Recruitment/Advertising	0	1,095	1,000	(95)		(95)	109.5%
4070 Protective Clothing	2,466	4,024	2,000	(2,024)	1,945	(3,969)	298.5%
4101 Venue hire	3,667	0	6,000	6,000		6,000	0.0%
4110 Rates, rent	31,903	33,266	38,000	4,734		4,734	87.5%
4115 Water Charges	4,229	2,015	5,000	2,985		2,985	40.3%
4120 Energy Costs	15,595	9,163	10,000	837		837	91.6%
4130 Insurance	9,938	9,048	12,100	3,052		3,052	74.8%
4140 Office costs / consumables	4,947	8,442	4,000	(4,442)	1,000	(5,442)	236.1%
4170 Property Maintenance/Refurbish	112,665	101,800	105,000	3,200	28,822	(25,623)	124.4%
4175 Graffiti Removal	7,389	7,292	7,000	(292)		(292)	104.2%
4176 Cleaning consumables- use 4140	0	0	1,500	1,500		1,500	0.0%
4181 Equipment Maintenance	4,148	6,855	3,500	(3,355)	1,448	(4,803)	237.2%
4182 Equipment Purchase	33,840	44,117	25,000	(19,117)	2,867	(21,984)	187.9%
4190 CCTV	10,582	61,644	20,000	(41,644)	5,947	(47,591)	338.0%
4195 Alarms - Fire, Security	5,609	2,600	5,000	2,400		2,400	52.0%
4196 Crime Prevention	500	0	500	500		500	0.0%
4205 Waste Disposal	6,966	5,682	4,500	(1,182)		(1,182)	126.3%
4220 Memorials & Plaques	326	1,963	1,000	(963)		(963)	196.3%
4225 Cemetery Memorial Maintenance	3,081	0	5,000	5,000		5,000	0.0%
4300 Vehicle Costs - Fuel	5,338	3,557	5,000	1,443		1,443	71.1%
4301 Vehicle Costs - LPG/CNG	339	339	2,000	1,661		1,661	17.0%
4302 Vehicle Costs - Maintenance	6,971	6,568	5,000	(1,568)		(1,568)	131.4%
4303 Vehicle Costs - Road Tax	1,050	1,020	750	(270)		(270)	136.0%
4310 New Vehicles/Machinery	46,217	0	15,000	15,000		15,000	0.0%
4400 Stationery	2,884	477	4,500	4,023		4,023	10.6%
4410 Photocopying Charges	3,477	2,387	5,500	3,113	381	2,732	50.3%
4411 Publications, books etc	476	177	1,500	1,323		1,323	11.8%
4415 Printing & Design (External)	39,237	16,902	26,500	9,598	4,748	4,850	81.7%
4425 Advertising	13,696	14,702	6,950	(7,752)		(7,752)	211.5%
4426 Publicity and newsletter	5,332	4,960	11,500	6,540		6,540	43.1%
4440 Telephones	6,233	6,590	7,700	1,110		1,110	85.6%
4455 Postages & Distribution	8,984	10,147	10,000	(147)		(147)	101.5%
4460 Subscriptions & Memberships	5,294	6,522	5,650	(872)		(872)	115.4%
4461 Licences	5,393	2,811	5,500	2,689		2,689	51.1%
4480 IT Equipment	9,091	5,114	6,000	886		886	85.2%
4481 Web Site	5,081	5,433	7,500	2,067		2,067	72.4%
4482 IT Support	17,838	13,629	10,000	(3,629)		(3,629)	136.3%
4483 Service software & support	0	10,878	0	(10,878)		(10,878)	0.0%
4502 Mayoral Allowance 2019-20	2,700	0	0	0		0	0.0%
4503 Mayoral Allowance 2020-21	0	2,700	2,700	0		0	100.0%
4520 Members' Travel	11	0	200	200		200	0.0%

Detailed Income & Expenditure by Account 31/03/2021

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4525 Members' Training	554	0	2,000	2,000		2,000	0.0%
4540 Civic & Community Functions	6,579	1,878	7,500	5,622		5,622	25.0%
4541 Christmas Civic Carol Service	769	375	2,000	1,625		1,625	18.8%
4545 Twinning/Partnerships Expenses	1,025	0	1,000	1,000		1,000	0.0%
4550 Bank Charges	1,611	1,842	2,600	758		758	70.8%
4555 Legal & professional Fees	13,378	5,383	6,000	618		618	89.7%
4560 Bookkeeping, accounts, payroll	6,614	8,888	6,000	(2,888)		(2,888)	148.1%
4570 Audit Fees	3,775	4,150	4,500	350		350	92.2%
4600 Tourism Developments & Events	2,850	7,780	12,500	4,720		4,720	62.2%
4610 Horticultural Supplies	9,197	7,844	20,000	12,156		12,156	39.2%
4611 Plants and Flowers	16,982	17,569	10,000	(7,569)	2,591	(10,160)	201.6%
4613 Community Events/FIB Friends	1,831	0	1,000	1,000		1,000	0.0%
4614 Allotment seed costs recharged	1,904	1,161	0	(1,161)		(1,161)	0.0%
4625 Entertainment - Performers	13,772	2,320	12,750	10,430		10,430	18.2%
4630 Events Costs	11,616	1,987	8,500	6,513		6,513	23.4%
4641 Christmas Lights - Install	48,710	49,834	38,000	(11,834)		(11,834)	131.1%
4642 Christmas Lights - Power	0	0	2,500	2,500		2,500	0.0%
4643 Christmas Lights 2022	0	0	5,000	5,000		5,000	0.0%
4650 Street Furniture	3,160	0	5,000	5,000	3,084	1,916	61.7%
4655 Banners	6,886	749	7,000	6,251		6,251	10.7%
4702 Equipment Hire	21,725	2,668	22,000	19,332		19,332	12.1%
4800 Grants	18,400	17,200	17,500	300		300	98.3%
4801 Grant - Farnham Maltings	13,000	13,000	13,000	0		0	100.0%
4802 Grant - Citizens Advice Bureau	17,500	17,500	17,500	0		0	100.0%
4803 Grant - 40 Degreez	2,000	2,000	2,000	0		0	100.0%
4804 Small Grants	1,054	725	2,000	1,275		1,275	36.2%
4805 Farnham Carnival	1,500	0	1,500	1,500		1,500	0.0%
4806 Hale Community Centre/Sandy Hi	1,000	1,000	1,000	0		0	100.0%
4807 Environmental/community Initia	13,970	0	30,000	30,000		30,000	0.0%
4808 Hoppa	10,000	10,000	10,000	0		0	100.0%
4809 Gostrey Centre	10,000	10,000	10,000	0		0	100.0%
4810 Externally funded grant	25,862	0	0	0		0	0.0%
4821 Elections	31,688	0	5,000	5,000		5,000	0.0%
4830 Blackwater Valley CMS	1,500	1,500	1,500	0		0	100.0%
4910 Loan Repayments	40,925	0	10,227	10,227		10,227	0.0%
4999 Miscellaneous Expenses	7,017	20,836	0	(20,836)		(20,836)	0.0%
6666 Bad Debt Write Offs	900	(170)	0	170		170	0.0%
Total Overhead	1,468,881	1,246,266	1,400,327	154,061	73,815	80,246	94.3%

Detailed Income & Expenditure by Account 31/03/2021

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Total Income	1,578,457	1,430,578	1,400,327	(30,251)			102.2%
Total Expenditure	1,468,881	1,246,266	1,400,327	154,061	73,815	80,246	94.3%
Net Income over Expenditure	109,575	184,312	0	(184,312)			
plus Transfer from EMR	0	(70,000)					
less Transfers to EMR	90,512	50,192					
Movement to/(from) Gen Reserve	19,063	64,120					

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Farnham Town Council

Report and Financial Statements

Year ending 31st March 2021

Farnham Town Council

Financial Statements for the year ended 31 March 2021

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2021 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the Accounts**, providing information on amounts included in the statements.

This foreword provides a brief summary of the more important aspects of Farnham Town Council's activities and its financial position.

Basis of preparing the Financial Statements

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for medium-sized councils. The balance sheet does not therefore need to include the value of fixed assets such as premises, equipment and infrastructure, although they are included for completeness. The cost of services excludes depreciation and the accounts also exclude adjustments that would be necessary to meet accounting standards relating to the accounting treatment for retirement benefits, as compliance is not required.

External Auditor's Opinion

The External Auditor's Opinion is provided on an Annual Governance & Accountability Return provided to the Council's Auditors:

PKF Littlejohn LLP
Ref: SBA
2nd Floor
1 Westferry Circus
Canary Wharf
LONDON
E14 4HD

The figures provided in these statements are consistent with those provided in the Annual Governance & Accountability Return.

The Annual Governance & Accountability Return can be seen with the April 2021 Council Agenda and is also available online at www.farnham.gov.uk or on request from Farnham Town Council.

Farnham Town Council

Outturn for the Year ended 31st March 2021

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	£
Cost of services	1,246,266
Income received	<u>284,552</u>
Net spending	961,714
Precept on Waverley Borough Council	1,146,027

Amount transferred to balances for the year

184,313

This includes £34,422 held on behalf of the Coronavirus Support Fund

Capital expenditure

The funding for capital expenditure in the 2020/21 year was all from revenue (including grants) and balances. There was no borrowing in the year.

Statement of responsibilities for the Statements of Accounts

The Council is required to:

- Make arrangements for the administration of its financial affairs.
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2021 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor Pat Evans
Town Mayor (2020-21)
Farnham Town Hall
South Street
Farnham
Surrey GU9 7RN

Farnham Town Council

Income & Expenditure for the year ended 31 March 2021

Expenditure by Working Groups	Year ended 31 March 2021			2019/20
	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Finance (excluding precept)	619,934	112,754	507,180	582,393
2 Community Enhancement	335,635	36,298	299,337	307,845
3 Tourism & Events	146,201	19,933	126,268	107,760
4 Cemeteries	124,985	66,635	58,350	(4,651)
5 Coronavirus Support Fund*	19,511	48,932	(29,421)	-
*In addition FTC made a contribution of £5,000 from its Coronavirus reserve.				
Net cost of services	1,246,266	284,552	961,714	993,347
			£	£
Precept on the Borough Council			1,146,027	1,102,922
Total Surplus/(Deficit) for the year			184,313	109,575
Transfers to Earmarked reserves (grants received not yet spent, commitments and other provisions agreed by Council)			(181,192)	(115,512)
General Fund Surplus/(Deficit) for the year			3,121	(5,937)
Movement on General Fund balance and reserves:				
Balance brought forward			1,551,865	1,442,290
Surplus/Deficit for the year (prior to transfer of CIL, Section 106 funding, Coronavirus Support Fund and agreed earmarked reserves)			184,313	109,575
Balance carried forward			1,736,178	1,551,865

Farnham Town Council

Balance Sheet at 31 March 2021

	Notes	31 March 2021 £	31 March 2020 £
Fixed assets			
Tangible fixed assets	1, 3	-	-
Current assets			
Money Market deposits		1,766,053	1,411,453
Debtors (including VAT recoverable)	4	52,292	66,960
Bank/Petty cash		84,285	209,247
Mayor's charity funds held by council		7,649	7,194
Total current assets		1,910,279	1,694,854
Current liabilities			
Creditors and accrued expenses including commercial card and Mayor's charity funds	5	174,101	142,988
Total assets less current liabilities		1,736,178	1,551,865
Capital and reserves			
Earmarked Reserves	6	1,214,705	1,033,512
General Reserves		521,473	518,353
Total reserves		1,736,178	1,551,865

The Council had an outstanding Public Works Loans Board (No 478388) repayable on an annuity basis until 29/10/22. This was repaid in full during 2019/20.

The amount outstanding is: £NIL £NIL

The Notes on pages 6 to 10 also form part of the Financial Statements.

The Council falls within the Audit Commission's 'lighter touch' audit regime and so the external audit opinion is provided on the Annual Return, which includes a summary of the Income and Expenditure Statement and Balance Sheet.

The above statement presents fairly the financial position of the Council as at 31 March 2021 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in April 2021.

.....
Town Mayor 2020-21

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2021

I. Principal accounting policies

Accounting convention

The Financial Statements have been prepared in accordance with the CIPFA Accounting Guidance for Local Councils, which is recognised by statute as representing proper accounting practices, as applied to the accounts of local councils.

Fixed assets

The Council's Financial Statements are not required to include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is charged to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are valued in the Notes to the Financial Statements on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles set out in 'Governance and Accountability – A Practitioners' Guide' and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

- Land, operational properties and equipment, infrastructure and community assets are valued at the original purchase price, or the value at first recording of the asset. These values remain unchanged until disposal.
- Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Assets considered to have no appreciable realisable value are recorded at their historic cost value or given a £1 nominal value.

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

Debtors and creditors

The Council's Financial Statements are maintained on an accruals basis. Amounts due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

Stocks and work in progress

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2021
(continued)

2. Pension costs

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council and are auto-enrolled into the scheme as required.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations. The next triennial review is due in 2022.

3. Fixed assets (following revaluation 31st March 2014 in line with external auditor's latest guidance)	31st March 2021	31st March 2020 (Restated)
Operational land and buildings (on historic cost basis)	£	£
Council Offices	270,568	270,568
Other Public Buildings	279,634	277,562
Wrecclesham Community Centre	206,110	206,110
Depot	143,058	142,187
 Vehicles and equipment		
Vehicles	135,793	135,318
Audio and Visual Systems	35,453	26,156
Christmas Decorations	113,285	108,562
Civic Insignia	14,814	14,814
Grounds Equipment	115,345	89,628
Computers, telephones and office equipment	93,142	86,369
Other	27,011	27,011
 Infrastructure assets		
Bus shelters	59,707	59,707
Town Centre CCTV	99,858	43,324
Boards and Signs	15,277	15,277
Street furniture (Litter bins, lampposts, Seats)	21,879	21,878
 Community assets		
Cemeteries	429,138	403,554
Allotments and Gardens	83,769	40,960
Long-term investments		
CCLA Local Authorities Property Fund	250,000	250,000
Total value	2,393,841	2,218,985

The 2020 Fixed Asset value has been restated to include £5,069 assets which were previously omitted

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2021
(continued)

4. Debtors and prepayments	2021	2020
	£	£
Debtors	12,578	24,981
Value added tax	39,714	41,979
Prepayments	-	-
	52,292	66,960

5. Creditors and accrued expenses	2021	2020
	£	£
Creditors	33,418	14,226
Pensions/PAYE/NIC creditor	11,181	8,144
Income in advance	22,650	25,134
Accruals	95,270	81,465
HSBC Commercial Card	6,994	7,036
Mayor's charity funds held by Council	4,588	6,983
	174,101	142,988

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.21	Comments
Election/By-election Fund	£40,000	Election/By-election costs. WBC invoices after an election.
Legal Expense fund	£30,000	To cover unforeseen legal costs.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£35,000	Provision for unforeseen expenditure.
Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Committed sum from SCC for bus shelter refurbishment
Gostrey Meadow/public space enhancements	£65,000	Includes upgrades and bandstand.
Additional CCTV	£50,000	To fund programmed investment.
Environment	£75,000	Provision for environmental initiatives
Cemetery Chapels	£160,000	Major repairs required for the Chapels.
Cemetery Enhancements	£40,000	Programme of works to footpaths and memorials.
IT investment	£15,000	To fund required investment/ upgrades.
Tourism Development	£30,000	To fund improved services.
Public Conveniences	£150,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£100,000	Unforeseen/emergency repairs provision
Council Chamber	£10,000	Replacement furniture and equipment
Christmas Lights	£45,000	To fund the purchase of future Christmas Lights
Sub-total	£923,000	

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2021
(continued)

Total Earmarked (b fwd from previous page)	£923,000	
Capital Receipts	£115,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
World Craft Town	£25,000	To fund expenditure related to World Craft Town activities
CIL	£17,940	Community Infrastructure Levy receipts received and not yet spent
COVID-19	£20,000	To fund expenditure resulting from the COVID-19 pandemic
Wrecclesham s106	£6,199	The unspent balance of s106 receipts for landscaping at Wrecclesham and for Wrecclesham Gateway project
West St Railings s106	£27,144	The unspent balance of a s106 receipt for work currently underway on the West Street Railings project.
Youth Facilities	£25,000	To fund expenditure on facilities for young people
Coronavirus Support Fund	34,422	The unspent balance of the Coronavirus Support Fund as at 31 st March 2021
Business Improvement	15,000	To support emerging business support activities including the Business Improvement District
Enterprise 19	2,000	Pledge for new Café project when ready to proceed
Frensham Ponds Sailability	2,000	Pledge for building project when ready to proceed
TS Swiftsure	2,000	Pledge for refurbishment project when ready to proceed
Total Earmarked Reserves	£1,214,705	
General	£521,473	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£1,736,178	

7. Contingent liabilities

There were no contingent liabilities at 31 March 2021 (2020: none).

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2021
(continued)

Grants paid in the year

During the year Community grants were paid to the following organisations:

<u>Community Grants:</u>	<u>£</u>
1 st Rowledge Guides	450
Aldershot & Farnham Hockey Club	500
Andrew Windsor Almshouses	500
Blackwater Valley Countryside Partnership	1,500
Challengers Playcentre	750
Creative Response Arts Limited	800
Farnham Brass Band	350
Farnham Community Farm	1,500
Farnham Theatre Association	200
Hales Recreation Ground	850
Helen Arkell Dyslexia Centre	800
Homestart	500
New Ashgate Gallery	750
Opportunities	750
Roots for the Future	100
Rowledge Cricket Club	500
Rowledge Ringers	400
Rural Life Centre	1,500
Sandy Hill Inclusive Partnership	500
Space2Grow	500
The Parenting Space	1,200
Transition Town Farnham	300
Virtual Farnham	2,000
Woodlarks	1,000
	<u>18,200</u>

In addition, grants for services provided were made to:

40 Degreez	2,000
Brightwells Gostrey Centre	10,000
Citizens Advice Bureau	17,500
Farnham Maltings	13,000
Hale Community Centre	1,000
Waverley Hoppa	10,000
	<u>53,500</u>

Town Clerk Small Grants

	<u>£</u>
North Farnham Voice Leaflet	325
Farnham Sports Council	250
Walking Football	200
Farnham Repair Café	250
St Andrew's Allotment fee	31
	<u>1,056</u>

FARNHAM TOWN COUNCIL

INTERNAL AUDIT REPORT 2020-2021



Because of Coronavirus restrictions, I was unable to visit Farnham Town Council Offices in November as is normal for my first interim Internal Audit. Instead, I discussed a number of aspects of the Council's activities with the Town Clerk via Zoom.

During this discussion I reviewed the implementation of recommendations from last year's report, and considered staffing matters, website information, procedures for approving payments, special activities relating to Coronavirus, progress with devolvement of assets from WBC, and current budget position.

Email exchanges with Town Clerk took place in February 2021 and April 2021 to cover a number of items, and a specific Zoom meeting with Council's Bookkeeper was held on 17th March 2021 to consider all accounting procedures.

A further discussion with Business and Facilities Manager was held to consider aspects of Risk Management, and the Asset Register.

Year-end returns were considered remotely on 21st April 2021 with clarification achieved where required by email.

The comments below are in the order of the headings in the Annual Internal Audit Report section of AGAR. i.e.:-

- A. Accounting Records
- B. Financial Regulations compliance
- C. Risk Management
- D. Precept & Budget
- E. Income
- F. Petty Cash
- G. Payroll
- H. Assets and Investments
- I. Bank reconciliations
- J. Accounting Statements
- K. Exemption criteria (if applicable)
- L. Public Rights
- M. Trust Funds

Recommendations are shown in **bold and underlined**, and any responses received from Council have been added in *italics*.

A. ACCOUNTING RECORDS

Council continues to use the RIALTAS accounting software specifically designed for Town and Parish Councils. Accounting records have been kept up to date during the periods of restricted activity either by limited attendance at FTC Offices, or remotely, with access given to Council's Bookkeeper and Accountant.

Council has no outstanding loans, with all being repaid at the end of last financial year after 2020/2021 budget was agreed.

During the pandemic, FTC has led a Coronavirus Support Fund project with income raised by donations and a grant from Council. Grants to individuals in need are agreed by a panel of stakeholders, and implemented by FTC, usually in the form of purchases of household equipment. All entries for this are separately coded in the accounts.

FTC will need to consider how the residual balance (some £30,000) is to be shown in the end-of-year accounts.

FTC Officer's comments:

The detailed account for the Coronavirus hardship fund is held under a capital code and all expenditure and income (including a grant from DEFRA) is recorded there. At the end of the year, the outstanding balance will be carried forward explicitly as an earmarked reserve. VAT continues to be applied correctly relating to this account (i.e items are not for FTC and should not have VAT reclaimed)

Last VAT return was made in January as at 31/12/2020. Items purchased for the Coronavirus Support Fund were originally treated incorrectly for VAT, but this has now been adjusted and VAT on subsequent payments has been disregarded as the funds do not belong to FTC.

B. FINANCIAL REGULATIONS

Financial Regulations were revised and adopted in September 2020, **although the previous version is also available on the website (under Openness & Transparency – Publication of Information list)**

FTC:- Now removed

A resolution made 12th March 2020 specified a "Remote Payment Procedure" for use when staff/Member attendance at FTC Office is restricted, and gave Town Clerk additional delegated decision-making powers for use in specific pandemic related circumstances.

Payments over £100 required to be published on website have not been shown since 31/12/2019.

FTC:- Now added up to 1/9/2020 and 31/12/2020

17/3/21 - The next quarters payments have not been added.

FTC:- Figures to 31/3/2021 under preparation.

Annual Reports section of website does not include 2019-2020.

Standing Orders were revised and adopted by Council in line with latest NALC model, on 11th March 2021.

FTC Officer's comments:
Standing Orders adopted March 21 and updated on website.
The Annual Report and Financial Statement for 2019/20 was on website but at bottom of list rather than top because of the way the website was re-ordered in 2019.
Some end of year cheque payments were issued at end of March for invoiced and payments due by 31st March.

Expenditure procedures have been adjusted to accommodate remote working, with purchase invoices scanned, authorised and emailed for action and retention. The BACS run file and HSBC payment summary is emailed to Town Clerk for checking and subsequent issue to two Councillors for remote authorisation. No cheque payments are currently issued. Utility direct debit payments and use of fuel cards are monitored by Facilities Manager.

C. RISK MANAGEMENT

The annual external review of Health and Safety was carried out in October 2020 with generally satisfactory results. **Implementation of a programme of annual Risk Assessment reviews was recommended.**

All regular inspections of Allotments, Cemeteries, and other public access sites have continued during the year using risk assessment-based checklists.

The annual review of risk management was considered by Strategy & Finance on 2nd March and confirmed by Council on 11th March.

FTC Officer's comments:
Risk Management Report approved by Council March 2021.

Specific additional measures for Covid precautions have been implemented for the outside workforce.

D. BUDGET & PRECEPT

A comprehensive Budget review and budget calculation process took place in December. Various factors including grants, Council Tax collection rates, reduced income and a small increase in number of properties indicated that the budget for 2021-2022 may require use of Council reserves. A Precept of £1,169,830, Band D £67.37, an increase of 1.94%, was agreed.

E. INCOME

Whilst a few events have been able to be held during 2020, including some music events and one Farmers' Market, lower levels of sponsorship, stall rentals and event income have impacted overall on budget position.

Some cash income is still being received, and an amended procedure introduced because of Office closure works satisfactorily. Electronic records are kept of all income received.

F. PETTY CASH

No use has been made of the cash float or Mayor's petty cash float for some time. Corporate credit card usage is monitored, and additional cards are being considered for relevant staff.

G. PAYROLL

Payroll has operated normally, with input to external providers checked by Council's Accountant. I have been unable this year to carry out a spot check on salaries paid.

Council has not adopted the Members' Allowances scheme.

H. ASSETS AND INVESTMENTS

There has been little change to assets during the year with only a few minor purchases following the re-equipping exercise last year. All acquisitions and disposals are updated on the asset register and included on insurance when appropriate.

I. BANK RECONCILIATIONS

Reconciliations of current account are carried out twice weekly as usual, with Mayor's account and Call account done monthly.

End of year accounts have been reconciled although there is a small discrepancy in the pence figure of the Cambridge and Counties balance. This does not impact on the overall figures.

FTC Officer's comments:

A scribing error meant there was a difference of 7p. The relevant sheets have been adjusted and there is no difference to the Financial statements or reports because of rounding.

J. ACCOUNTING STATEMENTS

End of year statements for all accounts have been checked to accounting records, and proper account is taken of debtors and creditors in producing figures for AGAR.

K. EXEMPTION CRITERIA

(Not applicable)

L. PUBLIC RIGHTS

Correct, and indeed additional, display of information during 2020 satisfied public rights requirements.

M. TRUST FUNDS

FTC is the Trustee of the Farnham School of Science and Art, known as The South Street Trust.

The Trust operated as usual and extra checks were implemented to ensure that the Trust did not send out agreed grants for those who knew they were not able to deliver their proposed projects as a result of Covid19. Accounts will be finalised shortly and are subject to separate audit.

OTHER ITEMS

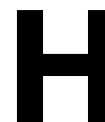
Website Accessibility Statement has been prepared and was updated last on 20th October 2020. However, it is not immediately apparent how to find this on the website!

Investment Strategy, Health & Safety Policy, Comments, Compliments & Concerns Procedures, Fire Safety Management and Environmental Policy have all been renewed during the year.

Paul Hartley
Internal Auditor
22nd April 2021

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Section 1 – Annual Governance Statement 2020/21



We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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Explanation of variances – pro forma

Name of smaller authority: **Farnham Town Council**
County area (local councils and parish meetings only): **Surrey**
Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Annex 1

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,442,290	1,551,865				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,102,922	1,146,027	43,105	3.91%	NO		
3 Total Other Receipts	475,535	284,551	-190,984	40.16%	YES		See below - most events were cancelled due to Covid-19.
4 Staff Costs - RESTATED	463,360	485,358	21,998	4.75%	NO		Restated 2019-20 due to the new definition of staff costs (less £5,026)
5 Loan Interest/Capital Repayment	40,925	0	-40,925	100.00%	YES		Loan repaid in full in 2019-20
6 All Other Payments - RESTATED	964,597	760,907	-203,690	21.12%	YES		See below. Spending patterns changed due to Covid-19. Restated 2019-20 due to the new definition of staff costs (plus £5,026)
7 Balances Carried Forward	1,551,865	1,736,178			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,627,893	1,857,988				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets RESTATED	2,218,985	2,393,841	174,856	7.88%	YES		2020 value has been restated for £5,089 additions which were previously omitted.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable
Variances of £200 or less are tolerable
BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Total other receipts

£106 income received in 19/20 - none in 20/21 - 71,342
Drop in Cemetery income - 40,339
No income for Highways Contract in 20/21 - 5,160
Fall in event income - most didn't run in 20/21 - 106,803
Income for Gostrey Meadow rec'd 19/20 - 21,914
Craft Town Grant 19/20 - 47,500
No income at Wrecclesham Community Centre 20/21 - 6,250
Reduction in precept support grant - 3,030
Reduction in interest received in 20/21 - 8,632
Reduction in Farnham in Bloom income in 20/21 - 6,504
Reduction in banner income in 20/21 - 6,335
Income for Coronavirus Hardship Fund - 48,932
Covid-19 grant income - 30,132
Contribution to CCTV work rec'd 20/21 - 40,558
Increase in CIL income in 20/21 - 13,601
Other differences, net - 398
- 190,984

Fixed asset additions

New computers & laptops 3,670
New AV equipment 9,297
Gazebos 3,103
Cemetery pathways & fencing 25,584
CCTV at Gostrey Meadow 2,072
New gardens @ £1 each 5
Bins 3,354
Play areas/ electrical works GM 39,450
Grounds planters & equipment 25,717
Christmas decorations 4,723
CCTV 56,534
Other items 1,347

174,856

0

All other payments

Covid-19 related expenditure 15,939
Coronavirus Hardship Fund expenditure 19,511
Craft Town 2019 expenditure - project completed 19/20 - 49,373
Higher spend on Cemetery maint in 19/20 - 16,645
Victoria Garden maintenance in 19/20 - 12,352
Conservation area maintenance in 19/20 - 26,681
World Craft Town increased spending in 20/21 - 9,544
Reduction in event costs - most didn't take place in 20/21 - 90,152
CCTV upgrade project in 20/21 - 51,062
Elections in 19/20 - 31,688
Neighbourhood Plan - project finished in 19/20 - 19,950
Farnham Infrastructure Project - new in 20/21 - 6,486
Higher spend on Grounds/Farnham in Bloom 19/20 - 79,459
(including new vehicle)
Increased spending at War Memorial in 20/21 6,811
Gostrey Meadow work in 20/21 39,821
Reduction in spending on Town Centre incl banners 20/21 - 10,036
Reduction in spending on Allotments - 5,964
Localism projects in 19/20 - 12,500
More work at Hale Chapels 20/21 - 4,300
Reduced spending at Wrecclesham CC in 20/21 - 2,936

Other differences, net

772

- 203,690

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Farnham Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 15 April 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	1,551,865.40	1,736,177.63
100	Debtors	22,981.28	10,077.70
105	VAT Control A/c	41,978.80	39,714.18
120	Sundry debtors	2,000.00	2,500.00
180	Cycle to work loan 1	0.00	1,876.42
181	Cycle to work loan 2	0.00	2,000.04
	Less Total Debtors	66,960.08	56,168.34
190	Provision re Cycle to work loa	0.00	3,876.46
500	Creditors	14,025.93	33,418.29
501	Commercial Card Balance	7,036.04	6,994.22
510	Accruals	81,464.68	95,269.85
525	PAYE/NI Creditor	8,144.29	11,180.79
550	Bandstand Deposits	200.00	0.00
560	Receipts In Advance	25,133.65	22,650.42
572	Mayor's Charity 2019/20	6,983.37	4,588.37
	Plus Total Creditors	142,987.96	177,978.40
	Equals Total Cash and Bank Accounts	1,627,893.28	1,857,987.69
200	Current Bank A/c 31141023	209,001.67	83,565.08
219	MM Call 90700304	225,365.64	1,027,094.26
230	MM Investment 90678864	100,000.00	0.00
236	CCLA Investment 0681180001PC	300,000.00	400,000.00
240	Cambridge & Counties Deposit	234,523.72	236,967.76
243	MM Investment 20762903	150,000.00	0.00
246	MM Investments 00775339	300,000.00	0.00
249	Nationwide 90130536	101,563.10	101,990.78
250	Petty Cash	244.67	720.33
270	Mayor's Charity A/C 51735365	7,194.48	7,649.48
	Total Cash and Bank Accounts	1,627,893.28	1,857,987.69

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Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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FARNHAM TOWN COUNCIL



Report to Council

29th April 2021

Appointment of Representatives to Outside Bodies 2020/21

- 1 Councillors have identified preferences for being the Council's representative on External Bodies for 2020/21 in accordance with Standing Order 15. These are attached at Annex 1. The Council's representative attends as an observer to gain an insight and report back to the Council. Council representatives cannot take a position of responsibility otherwise there may be a conflict of interest.
- 2 Councillors were asked to comment on whether it was appropriate to continue sending representatives to each organisation or whether there were new organisations to which the Council should appoint representatives. No suggestions were made for withdrawing membership from any group.
- 3 One potential new organisation is listed, although it is not known for certain that they have a mechanism to involve a Town Council representative.

Recommendation

It is recommended that:

- 1) **The councillors at Part 1 be appointed as listed;**
- 2) **Councillors appoint a representative from the list at Part 2 by show of hands and whether a reserve is also appointed; and**
- 3) **Nominations be received and agreed for a representative from the list at Part 3.**
- 4) **Nominations be agreed for the Outside bodies listed as Part 4 subject to confirmation that Town Council representation is requested.**

Annex I Part I

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2020/21

Outside Body	FTC Appointments 2020/2021	Those wishing to represent FTC 2021/22
Allotments Liaison Group	Cllr Paula Dunsmore	Cllr Paula Dunsmore Cllr David Attfield (Reserve)
40 Degreez	Cllr Andy MacLeod	Cllr Andy MacLeod
Badshot Lea Recreation Ground	Cllr Mark Merryweather Cllr David Attfield (Reserve)	Cllr Mark Merryweather Cllr David Attfield (Reserve)
Blackwater Valley Recreation and Countryside Management Committee	Cllr David Beaman	Cllr David Beaman
Bourne Recreation Ground	Cllr Roger Blishen	Cllr Roger Blishen
Brightwells Gostrey Centre	Cllr David Beaman	Cllr Roger Blishen
Farnham Biodiversity Group	Cllr Carole Cockburn Cllr Sally Dickson (Reserve)	Cllr Carole Cockburn
Farnborough Aerodrome Consultative Committee	Cllr Brian Edmonds Cllr John "Scotty" Fraser (Reserve) Cllr George Hesse (Reserve)	Cllr John "Scotty" Fraser
Farnham/Andernach Friendship Association	Cllr Paula Dunsmore Cllr Mark Merryweather (Reserve)	Cllr Paula Dunsmore
Farnham Rivers Management Committee (ideally to be a member of Community Enhancement Working Group)	Cllr George Hesse Cllr John "Scotty" Fraser (Reserve)	Cllr George Hesse Cllr John "Scotty" Fraser (Reserve)
Farnham River Watch	Cllr Michaela Martin Cllr John "Scotty" Fraser (Reserve)	Cllr Michaela Martin
Farnham Quarry Liaison Group	Cllr Michaela Martin	Cllr Michaela Martin
Farnham Visitors Forum	Cllr Alan Earwaker	Cllr Pat Evans
Hale Community Centre	Cllr Pat Evans	Cllr Pat Evans
Hale Recreation Ground	Cllr John "Scotty" Fraser	Cllr John "Scotty" Fraser
North East Hants & Farnham Clinical Commissioning Group	Cllr David Beaman	Cllr Roger Blishen
Runfold Quarry Community Liaison Group (Suez/Sita)	Cllr Andy MacLeod	Cllr Andy MacLeod
Surrey Association of Local Councils (2 representatives)	Mayor and Leader	Mayor and Leader

Waverley Towns and Parishes Meetings	Mayor and Leader (or Deputy Mayor)	Mayor and Leader (or Deputy Mayor)
Plastic Free Farnham (Any willing representatives)		Cllr George Hesse Cllr Kika Mirylees Cllr Carole Cockburn

Please note that if you are a Representative for Farnham Town Council, on an Outside Body, you will be expected to attend their meetings and report back to Council.

Annex I Part 2

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2020/21

Outside Body	FTC Appointments 2020/2021	Nominations for 2021/22
Farnham Maltings Association Council of Management	Cllr Pat Evans	Cllr Pat Evans Cllr Mark Merryweather Cllr John Neale
Farnham Crime Prevention Panel	Cllr Alan Earwaker	Cllr Pat Evans Cllr Mark Merryweather
Farnham Public Art Trust	Cllr John Neale	Cllr John Neale Cllr John Ward Cllr George Hesse (Reserve)
Farnham Sports Council	Cllr Carole Cockburn	Cllr Carole Cockburn Cllr Pat Evans
New Ashgate Gallery	Cllr Michaela Martin	Cllr Michaela Martin Cllr John Neale
North East Hants & Farnham Clinical Commissioning Group	Cllr David Beaman	Cllr David Beaman Cllr Roger Blishen
Surrey CC Farnham Local Group (2 places) ...if reconstituted	Cllr David Attfield Cllr John Neale	Cllr Attfield Cllr Pat Evans Cllr John Neale

Annex I Part 3

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2020/21

Outside Body	FTC Appointments 2020/2021	Nominations Required for 2021/22
Waverley Borough Council Farnham Air Quality Working Group	Cllr Sally Dickson Cllr Alan Earwaker Cllr John "Scotty" Fraser	
Wrecclesham Community Centre	Cllr Brian Edmonds	
Wrecclesham Recreation Ground Committee	Cllr Brian Edmonds	

Annex I Part 4

Outside Body	Representative 2020/21	Additional outside bodies where representation is thought to be beneficial
Creative Response		Cllr Andy MacLeod

Please note that if you are a Representative for Farnham Town Council, on an Outside Body, you will be expected to attend their meetings and report back to Council. If you are in a position of responsibility (Board Member, Trustee, Council of management) you could have a Disclosable Pecuniary Interest.

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FARNHAM TOWN COUNCIL



Report
Council

Date: 22nd April 2021

Revised Farnham Design Statement

1 Overview

The 2010 Farnham Design Statement has been reviewed in consultation with Residents' Associations, Community Groups and Councillors' over the past year.

An updated Design Statement is vital to support responses to planning applications and appeals and to be in line with changes to the National Planning Policy Framework (NPPF) and to align with the future National Model Design Code.

2 Process

Revisions have been made to consultation versions of the Design Statement and compiled into a format for review by Waverley Borough Council as the Local Planning Authority.

Version 1 – 10 January 2020

Version 2 – March 2020

Version 3 – May 2020

Version 4 – June 2020 followed by a survey-based consultation via FTCs website

Version 5 – September 2020 incorporating survey responses and councillor comments

Version 6 – April 2021 to Council

It is proposed that the version be adopted and submitted to Waverley Borough Council for review and adoption. Updated photographs will take place during this next stage and prior to adoption.

Recommendation

It is recommended that Farnham Town Council:

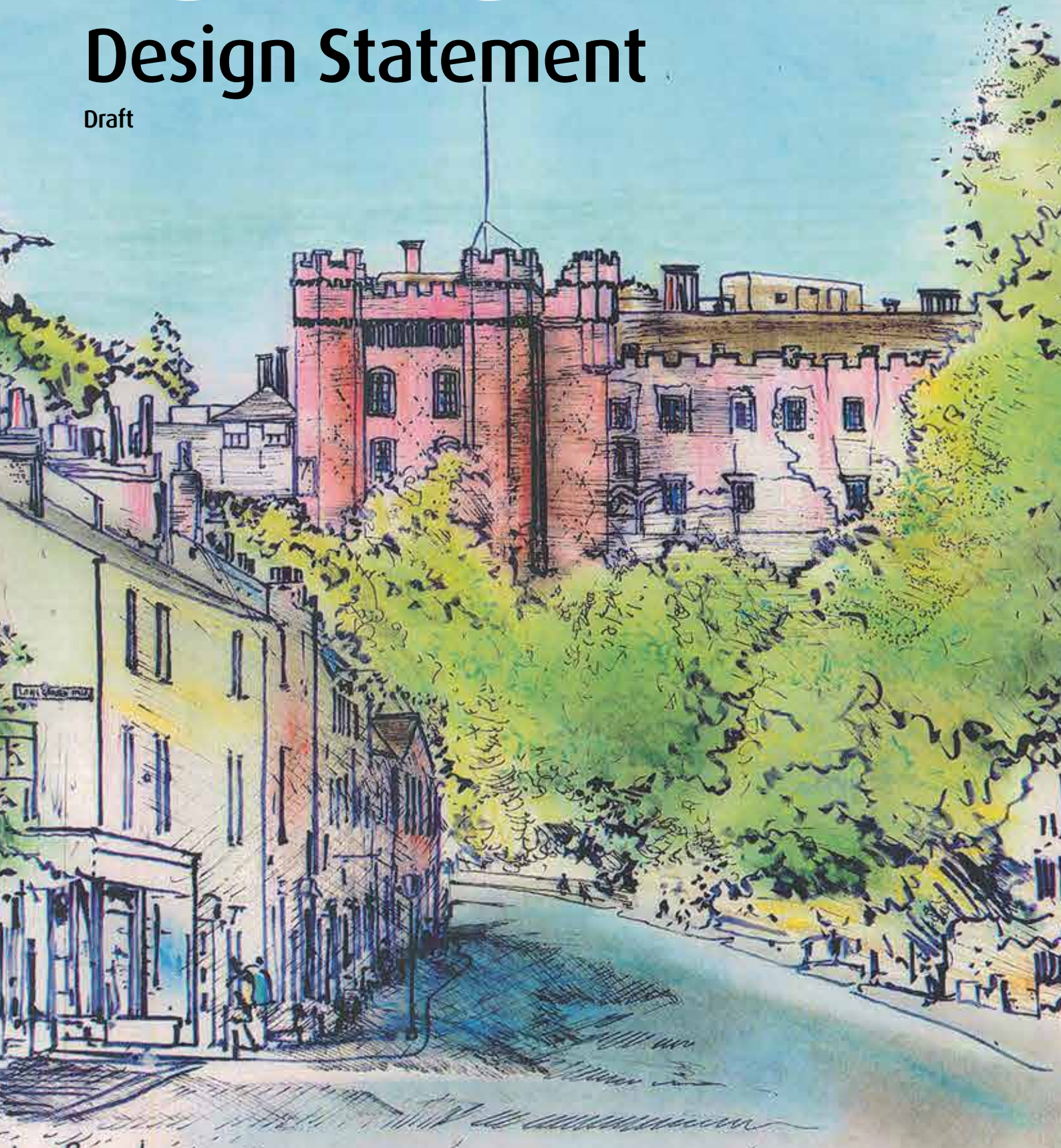
- 1) **Adopts the revised Farnham Design Statement;**
- 2) **Submits the Farnham Design Statement to Waverley Borough Council as the Local Planning Authority for review and adoption as a material consideration.**

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Farnham

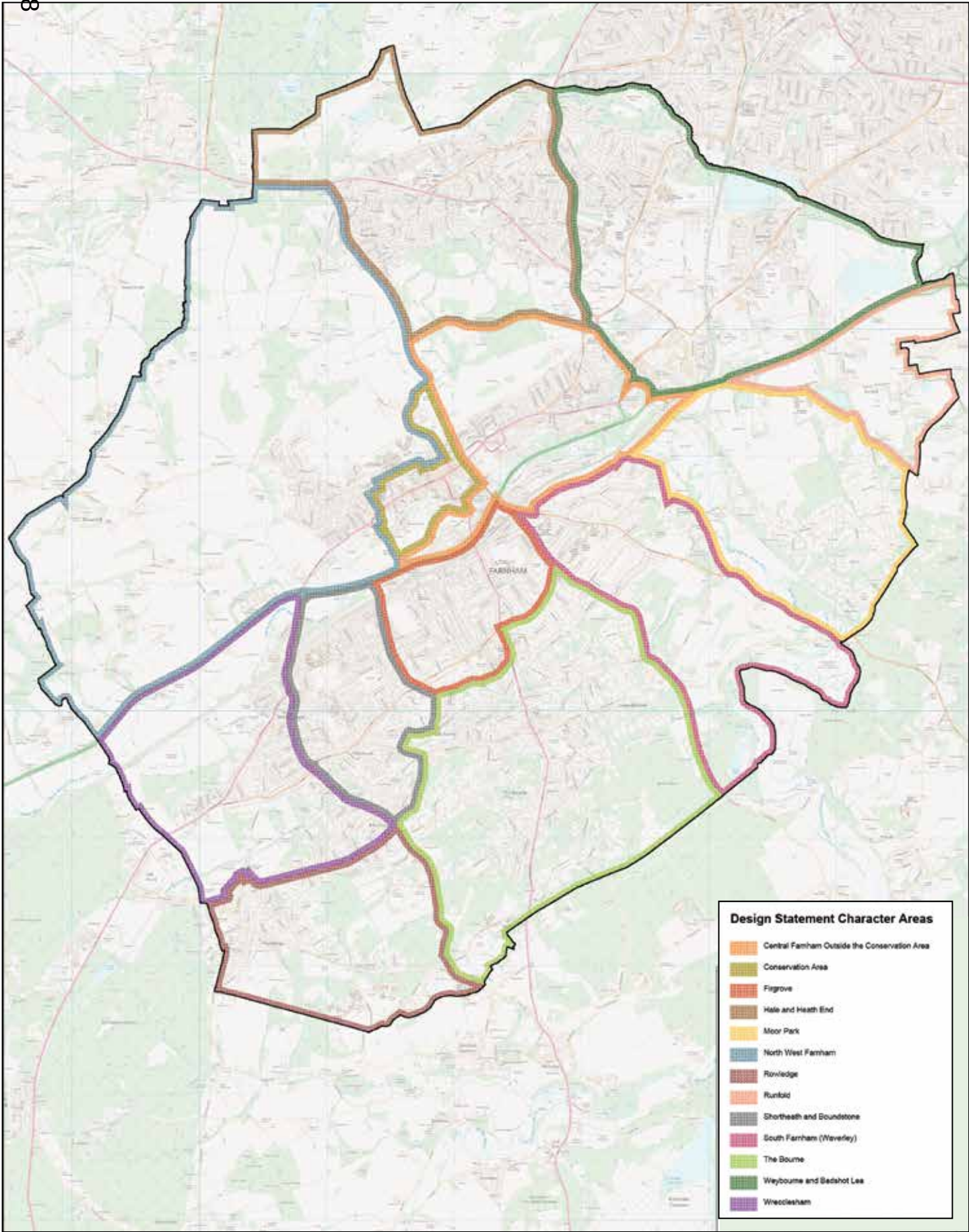
Design Statement

Draft



Farnham
Town Council

Page 117



4	Introduction
7	Historical Context
9	Infrastructure
13	Biodiversity
16	The Town
18	The University fro the Creative Arts
19	The Conservation Area
21	Central Farnham outside the conservation area
24	Firgrove
27	Hale and Heath End
30	Moor Park
33	North west Farnham
36	Rowledge
38	Runfold
40	Shortheath and Boundstone
42	South Farnham
46	The Bourne
50	Weybourne and Badshot Lea
54	Wrecclesham



Introduction and Policy Context

- 1.1

The revised Farnham Design Statement is intended to deliver the aims of the guidance in the National Planning Policy Framework by supplementing the planning policies in both Waverley Borough Council's Local Plan, Part I and in the Farnham Neighbourhood Plan. Its aim is to raise the standard of design in new developments across the town in keeping with the distinctive characters of every part of Farnham.
- 1.2

Paragraph 127 of the NPPF states that planning policies and decisions should ensure that developments:
- 1.2.1

• Will function well and add to the overall character of the area in the longer term
- 1.2.2

• Are visually attractive as a result of good architecture, layout and appropriate and effective landscaping
- 1.2.3

• Are sympathetic to the local character and history, including the surrounding built environment and landscape setting
- 1.2.4

• Establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive and distinctive places
- 1.3

Paragraph 128 goes on to state that design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and the local community about the design and style of emerging schemes is important.
- 1.4

Waverley Borough Council adopted its revised Local Plan Part I in February 2018. The reviewed Farnham Neighbourhood Plan was made by Waverley Borough Council in April 2020 and now forms part of the Borough's Development Plan. Local Plan Part 2 is under preparation and scheduled to be adopted in 2021 but site-selection for Farnham up to 2032 was delegated to the Farnham Neighbourhood Plan in Local Plan Part I. There is also a Farnham Conservation Area Management Plan, which was adopted as a material consideration in 2012 and important guidelines on residential extensions and shop fronts. All these documents play their part in decision-making for the town.
- 1.5

Policy TDI of the Local Plan Part I requires new development to be of a high quality and inclusive design that responds to the distinctive local character of the area in which it is located. This guidance is echoed in Policy FNPI of the Farnham Neighbourhood Plan, which states that new development in accordance with the Neighbourhood Plan will be permitted where it is designed to a high quality which responds to the heritage and distinctive character of the individual area of Farnham in which it is located.
- 1.6

The Farnham Conservation Area Management Plan which was adopted as a material consideration by Waverley Borough Council in October 2012, was created with collaboration between all three local authorities, the Farnham Society, the Farnham Public Art Trust, the Chamber of Commerce, and individual businesses and residents. All potential development in the Farnham Conservation Area should be subject to the guidance in this document.
- 1.7

The Shopfront Design Guide Supplementary Planning Document was adopted in July 2016 and should be consulted before any alterations to shopfronts or signage are finalised, together with Policy FNP3 and FNP4 in the Neighbourhood Plan. This is essential in the Farnham Conservation Area but also in the wider town centre.
- 1.8

The Residential Extensions Supplementary Planning Document was adopted in October 2010 and this document, together with FNPI6 of the Neighbourhood Plan, should be used in decision-making across the town.
- 1.9

In the Executive Summary of Living with Beauty, the report prepared by the Building Better, Building Beautiful Commission in January 2020, which will inform further national guidance, the authors instructed planners to ask for beauty, refuse ugliness and promote stewardship.
- 1.10

The report advocated an integrated approach in which all matters relevant to place-making are considered from the outset. It stated that beauty is revealed in the deep harmony between a place

- and those who settle there and preventing ugliness should be a primary purpose of the planning system.
- 1.11

The report also underlined the fact that the built and natural environments belong together. New developments should enhance the environment in which they occur, adding to the health, sustainability and biodiversity of their context.
- 1.12

High quality design, however, is not just about appearance; new housing should be future proofed. To secure truly sustainable development, all national and local policies should seek the highest possible standards of environmental performance.
- 1.13

This document has also been informed by the guidance in Building for Life 12, which seeks to raise the profile of local character and community involvement in decision-making.
- 1.14

The structure of the Design Statement is very simple. The town has been divided into its distinctive character areas and there are maps included at the
- beginning of each section, to show exactly which part of the town is being described. There are also sections on infrastructure and biodiversity, which raise issues that affect the whole area.
- 1.15

Certain guidelines are repeated, as the document is not necessarily intended to be read as a whole but the issue of sustainability is considered to be an essential consideration in every development. It is assumed that every development will fulfil the basic requirements of the four climate change policies in Local Plan Part I.
- 1.15.1

CC1 Climate change
- 1.15.2

CC2 Sustainable construction in development
- 1.15.3

CC3 Renewable energy
- 1.15.4

CC4 Flood risk management
- 1.16

It is also assumed that the natural environment policies will be rigorously applied to all development in Farnham.
- 1.16.1

NE1 Biodiversity and geological conservation
- 1.16.2

NE2 Green and blue infrastructure
- 1.16.3

NE3 Thames Basin Heaths Special Protection Area

The Design Statement has the following main objectives:

1.17.1

To ensure that all development in Farnham is locally inspired and of high quality and retains the distinctiveness of the area in which it sits.

1.17.2

To ensure that all development integrates well into its local surroundings by putting good design at the forefront of every planning decision within Farnham.

1.17.3

To ensure that development takes into account the existing topography spaciousness and landscape features of each character area.

1.17.4

To represent the views of local residents about future development in the areas in which they live and to ensure that the application of design policies respects these views.

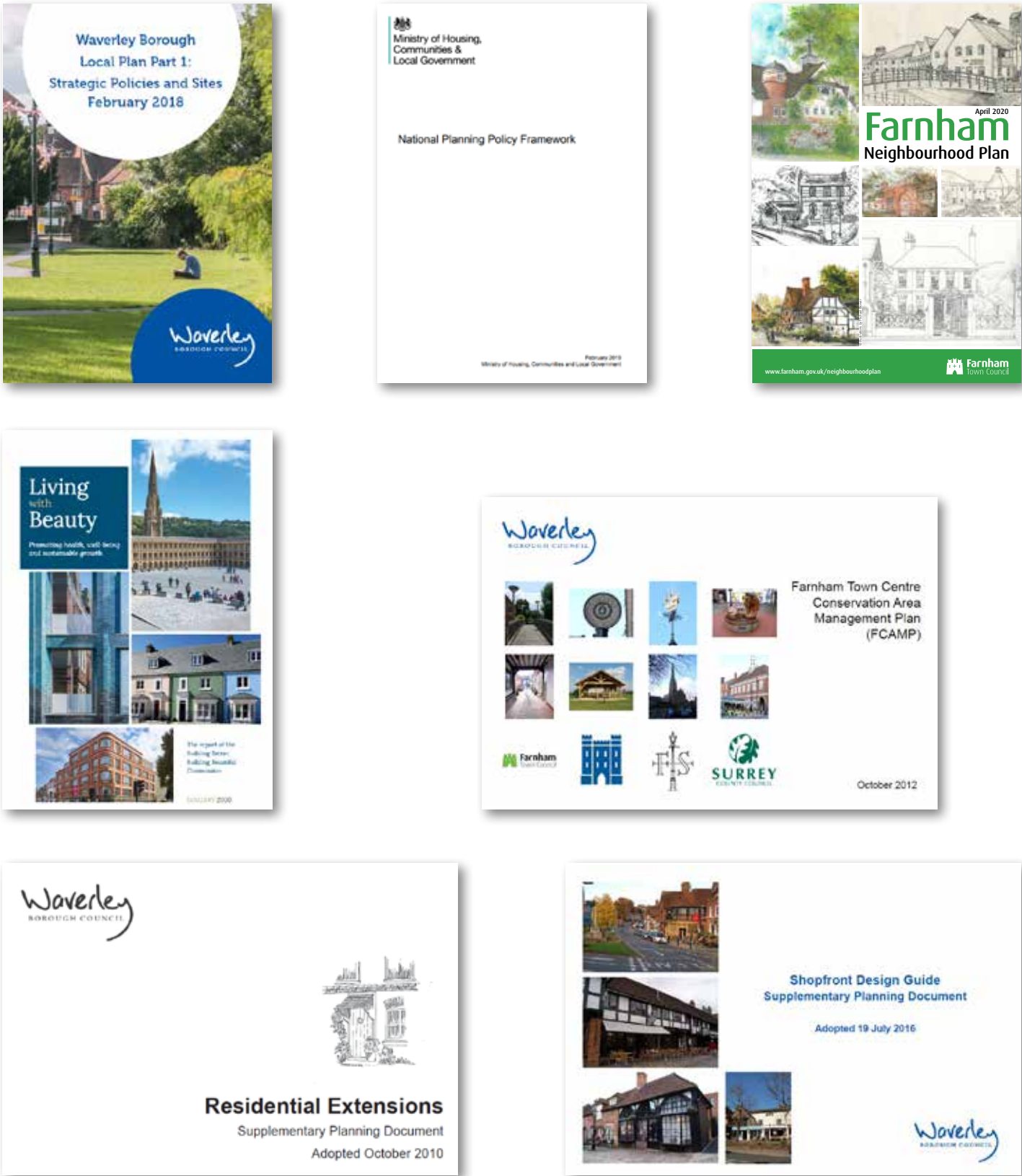
1.17.5

To ensure that biodiversity across the town is protected and enhanced by robust application of policies in Local Plan Part I and the Farnham Neighbourhood Plan.

1.17.6

To ensure a sustainable and attractive environment for future generations.

Relevant Planning Documents



Historical Context

- 2.1 Due to its geographical position, Farnham has been an important crossroads for centuries. Bronze and Iron Age people used it as a junction for their trackways and the Romans discovered its clay and started a thriving tradition of pottery, which continues to this day. A Roman villa and bath were found on the site of Roman Way, now a residential estate.
- 2.2 The Saxons named their village Fearnhamme, which is roughly translated as well-watered meadow by the ferns. In the Middle Ages, Farnham was already the site of a great market. Its location, midway between Winchester and London, made the market so successful that it rapidly developed into one of the largest in the area. In the 16th and 17th centuries wool became an important industry in the town and, later, wheat and hops, which grew in the rich soil of Farnham Valley, brought the town prosperity.
- 2.3 There are buildings all over the town, which recall this rich history. The Hop Blossom public house, close to historic Castle Street, The Wheatsheaf public house on West Street and The Shepherd and Flock public house, now at the centre of a busy roundabout, are just three examples.
- 2.4 The magnificent castle, which overlooks the town, was started in 1138. It was not only a fortification but also a resting-place for the Bishop of Winchester on his frequent journeys between his cathedral and the capital. The deer-park, which surrounds the castle, remains a treasured green space to this day.
- 2.5 Castle Street remains one of the most striking Georgian streets in England. The imposing facades and width of the roadway, as it rises towards the castle, is as impressive as ever. There is a small market at the foot of the street, near the old Corn Exchange, which serves to remind the town of its past.
- 2.6 The coming of the railway in 1849 secured Farnham's future as a market town. Its prosperity grew and residential development grew with it.





- Today the town is under threat from the pressure to build more houses, both infilling and on larger scale developments and from the increase in traffic in the town centre, which this development inevitably creates.
- 2.7 The A31 cuts the town in half, providing a fast link between Guildford and Alton. Before the road leaves the town at the Coxbridge roundabout, the land becomes agricultural. Farnham is surrounded by such land and it is important that the rural edges of the town remain protected.
- 2.8 There are a number of green spaces, which are of strategic importance to the town and which also need to be protected, such as the newly defined Strategic Gap between Weybourne and Aldershot and more obvious features such as Farnham Park, Bishop's Meadow and Gostrey Meadow. There are several smaller areas of recreation in the town centre and elsewhere in the town such as the Victoria Garden, on the site of the former swimming-baths, the Haren Garden, the library gardens, Borelli Walk and Middle Bourne Garden, all of which have added to the health and beauty of the town over the years.

- 2.9 Farnham boasts five conservation areas, all detailed within the Farnham Neighbourhood Plan and shown on the adjacent map. Each was designated for its special architectural and historic character. The Local Planning Authority is empowered to protect a conservation area from inappropriate development both within it and in relation to its setting and the Neighbourhood Plan contains specific policies for four of the areas, which are highlighted in the relevant character area design guidelines.
- 2.10 Waverley Abbey Conservation Area differs from the other four areas in several respects. The Cistercian monastery of Waverley Abbey has the most extensive remains of any of the Surrey religious houses. The Abbey itself is a scheduled ancient monument and its preservation should be secured by national and local policy.
- 2.11 Since the Bronze Age Farnham has been a centre for craft. The town boasts a unique collection of craft organisations and a huge variety of makers. It was designated as Craft Town England in 2013 and achieved World Crafts Council Craft City status in 2020.

Infrastructure in Farnham

- 3.1 Transport
- 3.2 Farnham remains an attractive and historic town but it is widely recognised by all the main authorities and by those who live or work in the town that it is blighted by the volume of traffic, which passes into and through the town centre, using an historically based road system, that is fundamentally unsuited to the varying needs of Farnham today. There have been several highways and traffic studies throughout the last thirty years but little has been implemented within the town, in order to improve the situation.
- 3.3 A solution to the existing problems caused by traffic remains a justifiable aim in itself but the prospect of increased residential or commercial development, either within or impacting upon the town, makes it imperative that an appropriate

- and achievable transport and traffic strategy is developed both for the shorter and longer term.
- 3.4 The historic road pattern in the town shows how Farnham is bisected by the A31, known inaccurately as the by-pass. It is a principal road and a primary route, part of the national primary route system. It remains an aim of Farnham Town Council to improve this road by extensive planting of shrubs and trees. The road forms part of the town and yet plays no part in the town's prosperity. Traffic is encouraged to make its journey between the Shepherd and Flock roundabout and the Coxbridge roundabout as quickly as possible and visitors are brought into the town from the east along Guildford Road, with no other possibility of entering the town centre. Residents would like to see more connectivity between the two halves of Farnham by reducing speed limits and restoring the right turn into South Street.



3.5 Two further principal roads (A287 and A325) pass directly through the town centre in broadly north-south and east-west directions. These routes provide connections to the principal road network in the south-east and beyond. In the absence of significant alternative routes around the town, apart from the A331, traffic seeking destinations many miles away passes through the town.

3.6 It is estimated, using accumulated traffic data from Surrey County Council, that some 270 Heavy Goods Vehicles pass through the town on a busy day, adding to air pollution and potential damage to listed buildings. Many of these vehicles have no business in the town but they use the route to save mileage, as they seek to connect with principal routes including motorways. In addition, many businesses in the town centre do not have rear servicing facilities with the result that delivery vehicles often block traffic lanes.

There is now in place a fifteen-year strategic plan, which seeks to improve the current situation both within the town centre and beyond. The Farnham Infrastructure Project is looking at measures, which will deliver short term improvements and effective regeneration of the town centre. There are also longer term plans to improve traffic flow throughout the town.

3.7 An important part of the infrastructure of the town is the comprehensive network of public footpaths, bridleways and unmade lanes, which provide corridors for pedestrians and wildlife alike. There are some cycle ways but more are needed to support sustainable transport and public health.

3.8 There is an extensive network of buses operated in and around Farnham, which serve all residential areas and which are fully accessible for people in wheelchairs. Most services are operated commercially, although certain journeys are operated on a subsidised basis, under contract with Surrey County Council, to meet an identified social need. There is, however, a low level of service with most routes operating hourly during the daytime with only a limited service during the evenings and on Sundays and Public Holidays. As a consequence, public transport does not offer an



attractive alternative to using private transport and there is significant reliance on the car to reach both the town centre and the station. There are ongoing initiatives to increase cycling routes within the town but the coverage is insufficient.

3.9 Farnham is served by a half-hourly rail service to London Waterloo via Woking. Journey times are approximately 58 minutes. There has been a recent introduction of a half-hourly train service to Guildford. The town's proximity both to London and to international airports at Heathrow and Gatwick make it a very attractive area in which to settle. Many travel by car to the station and there are frequent problems caused by traffic congestion at Hickley's Corner, the junction of the A31 and South Street. The barrier at the level crossing is closed frequently, for around 20 minutes in any one hour, causing traffic to queue for long periods. Parking at the station has been improved by the construction of an upper deck on the station car-park and restrictive measures have been implemented to improve the dangerous parking in the Great Austins Area but there remains a problem with on-street parking in certain residential roads within walking distance of the station.

3.10 There is widespread concern about development in adjacent boroughs, which will lead to further traffic along the A31 and increased use of the railway system. Traffic pollution is a major contributor to climate change and respiratory illness and its impacts need to be reduced.

Problems caused by excessive traffic

- 3.10.1 **Traffic congestion:** the one-way system through the town centre is narrow, with several signalled crossing points. Unloading, thoughtless parking or minor incidents cause gridlock. There is also increasing heavy traffic on narrow residential streets throughout the town.
- 3.10.2 **Environmental impact:** large commercial vehicles pass close to pedestrians, who are forced to walk on narrow pavements. Noise and fumes are both unpleasant and harmful to health and the town centre has been declared an Air Quality Action Area by Waverley Borough Council. There is also a detrimental visual impact caused by a large volume of traffic in an historic street scene.
- 3.10.3 **Pedestrian space:** the narrowness and poor condition of certain pavements adversely affects the attraction of the town. In certain places there is the risk of being struck by an overhanging wing mirror and there is regular damage to guard railings, as large lorries fail to negotiate the tight corners in the town. Comparable historic towns have achieved better standards for pedestrians.
- 3.10.4 **A31:** the Farnham "by-pass" forms a barrier to movement between the town centre and the major residential areas to the south of it. There is considerable congestion at peak times and a poor record of safety at Hickley's Corner. There is no access to South Street from the east and vehicles wanting to access the town centre must enter by Guildford Road and East Street. Furthermore, the lack of a right turn into Station Hill from the west forces traffic to travel through the town centre to access the station.
- 3.10.5 **Parking space:** there are currently eleven off-street car parks in the town centre, which provide around 2000 paying spaces and there is a significant amount of free parking along certain streets with time restrictions. There is a small amount of payment-controlled on-street parking within the Conservation Area. Any new residential or commercial development within the town centre must provide sufficient parking spaces.
- 3.10.6 **Highways maintenance:** the quality of highway maintenance in the town centre and beyond has often been severely criticised. Inappropriate and poor quality materials have been used in important areas of Farnham and this has a detrimental effect on the general appearance of the historic town.

3.11 Education

3.12 There are three state secondary schools within the area covered by this Design Statement. All are over-subscribed and numbers of children are projected to increase. There are also several expanding primary schools and two schools catering for children with special needs.

3.13 Further education is provided by two sixth-form colleges, which offer a range of courses and diplomas, and the University for the Creative Arts.

3.14 Medical facilities

3.15 Farnham is served by two major hospitals which are working to full capacity. The Royal Surrey at Guildford and Frimley Park, Frimley. A shortage of beds is a major problem and unrestricted development in Farnham and surrounding boroughs is causing acute strain on services such as Accident and Emergency. There is a modern Centre for Health within the town, which accommodates GP practices and has several beds for short-stay patients and a highly regarded Hospice, named after Phyllis Tuckwell, in Menin Way



3.16. Recreational facilities

3.17 Farnham boasts several sports clubs of a high standard. Thousands of children receive coaching in a variety of sports but there remains a shortage of open recreation space for these activities. It is essential that all green spaces are protected and further provision sought.



3.18 Village halls play an important role in community life in all parts of the town. These provide space for groups of both children and adults. There is live theatre, an amateur operatic society, choral societies and music and dance groups. The Farnham Youth Choir is internationally renowned and there is a flourishing Farnham Society and U3A, both attracting around a thousand members.

3.19 The Maltings has become one of the most successful cultural centres in the southeast. It is part of the rich heritage of craft within the town and works alongside the University for the Creative Arts, the International Textiles Research Centre, the Craft Study Centre and the New Ashgate Gallery. There is a continuous programme of arts activities in Farnham throughout the year.

Established in 1873, the Farnham Pottery in Wrecclesham continues to provide community based arts and crafts education and the Rural Life Centre on the outskirts of the town attracts visitors from across the region with its unique collection.

Biodiversity

4.1 The attractive natural environment and rich biodiversity of Farnham contribute to the characteristics of the distinctive areas within the town and help to give residents a feeling of well-being. There is a very active community of conservation groups including the Bishop's Meadow Trust, the Bourne Conservation Group, Friends of Farnham Park and Tice's Meadow Bird Group. There is a determination in the town to preserve and enhance biodiversity as well as to recognise the role of natural solutions in any future Climate Change strategy.

4.2 Farnham stands at a focal bridging point on the river Wey at the north-western corner of the Wealden geological complex, where the underlying geology changes across unusually short distances. This gives rise to an exceptionally varied landscape, ranging from open terrain on the high ground to the north to more closely wooded countryside in the south. The river Wey, together with its tributaries, many originating as rare chalk streams, is highly significant as a green corridor through the town,

both scenically and environmentally. It is bordered by areas of wetland, which are not only biologically diverse but are also an important component of the town's flood defences.

4.3 Within the built-up area of Farnham there is a Green Infrastructure, consisting of a patchwork of farmland, woodland, heathland, recreation grounds and reclaimed quarry sites. There are also many domestic gardens and allotments, covering an estimated 25% of the urban area. Some connectivity between these green sites is provided by valleys of the watercourses, a network of footpaths, roadside verges, hedgerows and railway embankments. Together, these help to maintain biodiversity by enabling species to move across the built-up area.

4.4 Many of the fine buildings in the town are the products of wealth generated by the earlier hop-growing industry. Both their large, mature gardens and their architectural features provide opportunities for wildlife, including birds, bats and small mammals. More mature parts of the town



- also provide small patches of grass, shrubs or trees, which make a significant difference to wildlife habitats and their connectivity. Later developments are generally less spacious with smaller gardens and building styles, which are less favourable to wildlife. However, over 100 significant green spaces of all sizes remain within the built-up area, ensuring that the town retains a considerable number of features, which are favourable for wildlife.
- 4.5 Within Farnham and its surrounding rural areas, from the Thames Basin Heath to the north through to the heathlands and commons to the south, there are many local biodiversity hotspots. In the area of south Farnham, known as Compton Fields, 1200 species have been recorded, including 39 moth species of conservation concern. To the east of Badshot Lea is Tice's Meadow Nature Reserve, a 56 hectare multi award-winning haven for wildlife on the site of the former Runfold Quarry. Nearly 200 species of bird have been recorded there, with many in the rare and threatened category breeding on the site. Pan-species are also observed with over 1300 currently listed. Ponds across Farnham Park and the Old Park support an important meta-population of great crested newts – a species that is under threat both nationally and internationally. Nationally important populations of sand lizards inhabit the Bourne Wood and the Farnham Heath RSPB reserve. All of these are flagship species that are indicators of Farnham's environmental health but they are sustained only by the wealth and variety of supporting species and habitats. Some species that inhabit the town, such as foxes, have adapted well to life in urban environments but there are others which have fared less well. Hedgehogs and swifts, for example, are in decline and specific measures must be taken in new developments, to ensure a future for them within the town.
- 4.6 The river Wey corridor, which runs through Farnham, is one of the town's greatest natural assets. It plays a vital point in the drainage of the area and makes a valuable contribution to the town's recreational and tourist amenities, in addition to boosting biodiversity. Aquatic species include water crowfoot, eels and native brown trout. Water birds seen along the river include kingfisher, heron, little egret, mallard, teal, tufted



- duck, mandarin duck, grey wagtail and swan. The defence system, built after the serious flood of 1968, has served the town well but there is now concern that future climate change could result in higher rainfall and increased flood risk both in the town centre and along the Bourne valley. More recent flood events have focused attention on the inadequacy of the town's antiquated sewerage and surface water drainage systems.
- 4.7 The Green Infrastructure is currently making a significant contribution to the sustainability of the town's character and biodiversity. However, there are global, national and local pressures, which are threatening this sustainability. Threats emanate from factors such as climate change, population growth, pollution and increased flood risk. The latter has been exacerbated by developments in the town encroaching ever closer to the watercourses. A further factor is the loss of green space, including removal of hedgerows, infilling by new buildings, increased use of impenetrable fencing and impermeable parking surfaces.
- 4.8 The spread of invasive alien species, such as gaultheria, rhododendron, laurel, Japanese knotweed and signal crayfish, is posing real threats to biodiversity. Some control of these impacts can be implemented through improved management but are best minimised by improved design of developments and a greater awareness in the planning process, both nationally and locally, of preserving the natural environment.

Biodiversity guidelines for new development

- 4.9.1 Environmental issues should be put at the forefront of all decision-making within Farnham.
- 4.9.2 All development proposals should be tested robustly against the natural environment policies in Local Plan Part I and assessed for the Biodiversity Net Gain which is likely to be achieved, using metrics authorised at the time.
- 4.9.3 All policies in the Neighbourhood Plan relating to green spaces in the town should be applied robustly. These include both landscape protection policies (FNP 10, FNP11, FNP 12 and FNP13) and leisure and well-being policies (FNP26 and FNP27).
- 4.9.4 Existing green spaces and wildlife corridors should be retained and ways sought in new developments to extend and enhance them.
- 4.9.5 Any proposed landscaping schemes should include wildlife-friendly trees and shrubs. Green walls and roofs should be encouraged.
- 4.9.6 Proposals for hedges and tree-lined roads should be included in applications. Any essential fencing should incorporate permeability for wildlife.
- 4.9.7 Exterior lighting systems should minimise light pollution, to avoid disruption of wildlife patterns.
- 4.9.8 Nesting sites for birds and bats should be included in new buildings or extensions.
- 4.9.9 Where appropriate, developments should incorporate features such as ponds, swift towers or bat houses.
- 4.9.10 Developments should make adequate arrangements for the control and use of surface water.
- 4.9.11 Developments will not be allowed in flood zones 2 and 3.
- 4.9.12 No development will be allowed within 20 metres of the main river.
- 4.9.13 No development, hard landscaping or other obstruction will be allowed within 9 metres of ordinary watercourses.
- 4.9.14 Sustainable drainage schemes, including measures to collect and utilise rainfall, should be included in all proposed properties.

5.0 The Town

- 5.1 The town centre, for the purposes of the Design Statement, extends from the Castle to the north to the railway line to the south and from Coxbridge Farm to the west and to the Shepherd and Flock and Six Bells to the east. The centre, itself, is delightfully compact, with countryside at both ends. It is important that the green entrances to the town and the green corridor along the A31 through the town are both maintained and enhanced.
- 5.2 Only approximately 4,000 people live within Farnham town centre itself and, as Farnham has grown through prosperity and the coming of the railway, settlements have been added to the town, each with its own history and unique character. These include Hale, Heath End, Weybourne and Badshot Lea to the north and the Bourne, Wreclesham, Rowledge and Moor Park to the south.
- 5.3 This area has been populated since the Ice Age, making it older than Stonehenge. The Romans exploited the local clay for their pottery and it is

this local clay that provides the warm red brick and tiles, which give the town its distinctive character, together with the ironstone cobbles along its numerous footpaths and alleyways.

- 5.4 The Saxons exploited the fertile soil and gave Farnham organised agriculture. The Saxon field systems are still recorded in road names and it was the Saxons, who built the first parish church, which is now St. Andrews. By the time the Normans decided to write the Domesday Book, there were six watermills in the Hundred of Farnham – a sign of considerable wealth.
- 5.5 Since earliest times Farnham has been a country town serving the surrounding countryside. As a medieval town Farnham drew on this area for its trade and commerce. It was the change in drinking habits from ales to bitter beers that brought wealth to Farnham. Bitters required hops and hops thrive only on greensand. Hops were very profitable and Farnham's hops were considered to be the very best, commanding a great premium on



the London market. The wealth generated made the growers rich and they built the finest domestic scale Georgian houses in the country.

- 5.6 As stated earlier, Farnham's importance was also due to the fact that it was situated between London and Winchester, where the kings would hold court. The Norman Castle was built in the 12th century and the Bishop of Winchester built his palace and deer-park in the 13th century. Thus kings and noblemen were regular visitors to the town. Farnham's road system is still based on Castle Street, the main route to the castle, Downing Street, where the toll was situated and West and East Street, which formed the key route from Winchester through the town to Canterbury.
- 5.7 Farnham Park is a key feature of the town centre and the views of both the park and castle from the south of the town provide a defining image of Farnham. The Park is well loved by local people. It is a green lung of the town and an area of great natural beauty. The Park is included in English Heritage's Register of Parks and Gardens of Special Historic Interest as a grade II site. It has been designated

a Site of Nature Conservation Importance and is also Local Nature Reserve.

- 5.8 The Bishop's Meadow is also a most important part of the town's green infrastructure. Bought by the community in 2009 and run by a trust, the 34 acres of natural beauty sit in the heart of Farnham and are bordered by the clear chalk-fed waters of the River Wey. The meadows are a haven for wildlife and an important part of the town's agricultural heritage. The site has been classified as a Site of Nature Conservation Importance and is home to egrets, kingfishers, grass snakes and voles among other species.
- 5.9 When the railway came to Farnham, the New Road, now called South Street was built, in order to connect the town centre to the station. Union Road was built to join it to the "long bridge" over the river. This was the first expansion of the immediate town centre. Victorian and Edwardian terraced houses were constructed not only for the brewery workers in the town but also for the new trade, which the coming of the railway had introduced.

6.0 The University for the Creative Arts

- 6.1 The University for the Creative Arts can trace its roots in Farnham back to 1866. It moved to its current site along Falkner Road in the 1960s and 1970s, when it was known as the Surrey Institute for Art and Design.

6.2 The university is a major economic driver in the town. It generates around five hundred jobs and contributes £1.7m per annum to local businesses and suppliers. UCA students contribute a further £12.0m to the local economy and work the equivalent of 700 jobs in the town.
- 6.3 The university has long-standing partnerships with the Farnham Maltings and the New Ashgate Gallery and hosts free exhibitions throughout the year in its James Hockey and Foyer Galleries. These exhibitions are open to the public.

6.4 The University for the Creative Arts is unique in character. By its very nature it is a large, modern and artistic campus with a range of buildings that differ in scale and appearance, each created for a specific educational use.

6.5 In addition to the award-winning Norman Taylor student village, a new library was built and a new Film and Media Centre delivered.

6.6 There is a current planning permission for new residences to accommodate 252 students and a staff office building.

6.7 Any future development on the campus will need to consider the character of the surrounding area, the setting of the Castle and the adjacent conservation area.



Design guidelines for the University for the Creative Arts

- 6.8.1 New development should be of high quality and design-led and should reflect the use and activities of UCA as a specialist university.

6.8.2 New development on the Farnham campus should maintain views of the countryside and castle.

6.8.3 New development should relate well to the Farnham Campus Masterplan.

6.8.4 Existing public access and rights of way should be maintained and improved.

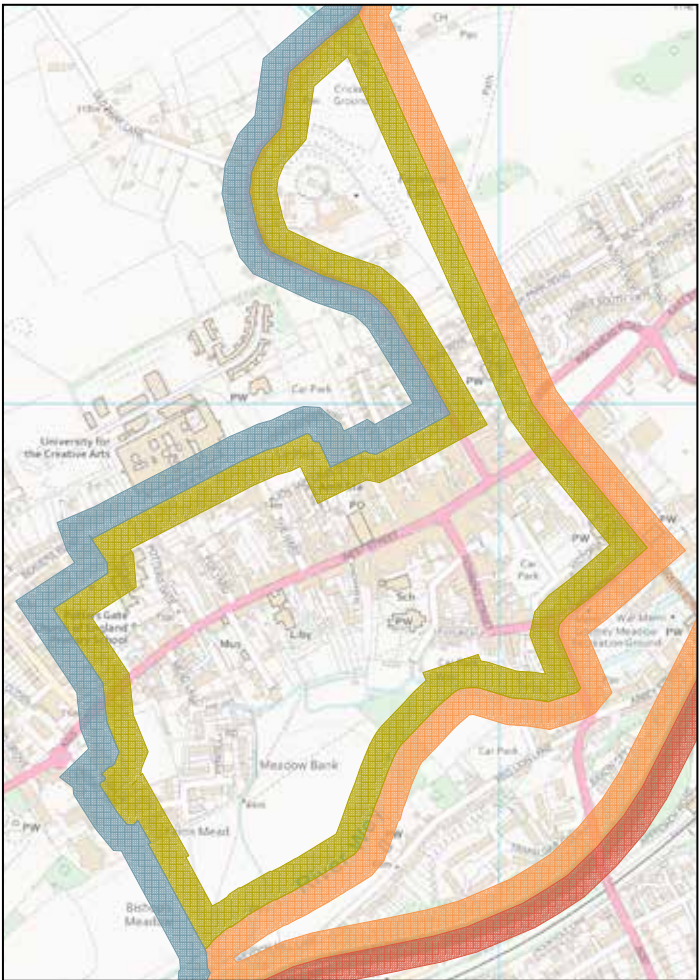
6.8.5 Opportunities to enhance public art and other associated community participation should be encouraged.

6.8.6 New development adjacent to the campus should be closely monitored, to ensure that there is no adverse impact on university activities.

7.0 The Conservation Area

- 7.1 This old part of the town centre was considered to be of sufficient merit to be designated as a “Conservation Area of Great National Value”. Farnham boasts many buildings graded at level I, II* or II and can claim to have more listed buildings than Chester or Lincoln. The Conservation Area was extended in December 2002.

7.2 There are many fine Georgian houses built for merchants, who had made their wealth from sheep and, later, hops. Hops were grown in the fields, which extended right up to Bear Lane and one green space survives in Bear Lane to this day as a bowling-green. Many of the smaller buildings have Georgian facades but are, in fact, much older. This is apparent from examining the rear of many of these buildings. The striking Andrew Windsor Almshouses date from 1619.



Character Area: The Conservation Area

- 7.3 Farnham still retains its medieval road system. Castle Street, rebuilt in Georgian times, is counted as one of the finest market town streets in the country and leads to the Castle and Bishops’ Palace. From the Castle the wide street leads down to West Street, the Borough and East Street and has always been the main thoroughfare through the town. Off Castle Street, however, the town centre roads are very narrow and remain residential. There are several small roads with terraced cottages such as Long Garden Walk, Lowndes Buildings, Park Row and Upper and Lower South View. Many of these old thoroughfares have pockets of shrubs and green space, which should be retained.

7.4 Much of the road system of the conservation area is now at the heart of the retail centre in the town. Its original medieval buildings provide ideal space for Farnham’s independent shopkeepers, even though the narrow streets make servicing such retail units difficult.

- 7.5

In order to preserve the unique character and historical importance of this fine conservation area, strict guidelines are laid down. Retailers are not allowed internally illuminated signage and alterations to both interior and exterior features are carefully supervised. Regrettably, larger retailers have imposed their corporate identity in colours and designs on shop fronts and there should be greater restrictions in future.
- 7.6

Street furniture, paving and cobbles in an historic market town should be of appropriate heritage design. Where there is traffic, signage is a necessity but obsolete and damaged signs should be removed. Pedestrian safety rails and street lamps cannot be avoided but pressure must be put on Surrey County Council to refrain from using its standard galvanised steel furniture. Similar towns have been more successful in maintaining a higher standard and greater coherence of street furniture.

Design guidelines for the Conservation Area

7.7.1

Any new development should be designed to preserve or enhance the Conservation Area and follow the guidance in the Farnham Conservation Area Management Plan and policies FNP2 and FNP3 of the Farnham Neighbourhood Plan.

7.7.2

All works in the Conservation Area should be discussed with Farnham Town Council, to ensure that the guidance is being fully applied.

7.7.3

All materials and styles of windows, doors and guttering should be approved by the heritage officer. Modern replacements of key features should reflect the pattern and materials of the original building.

7.7.4

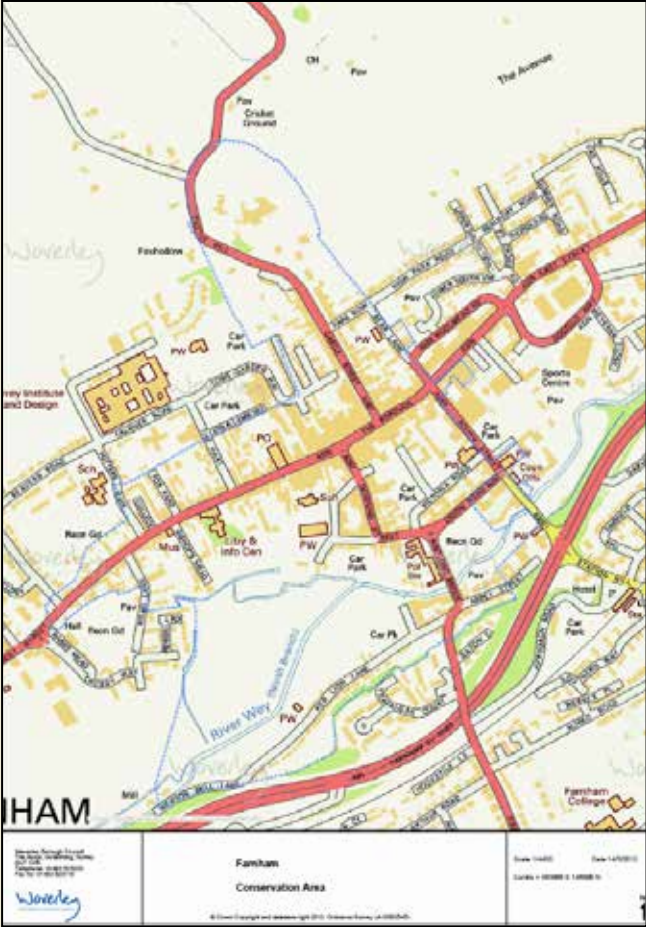
Paving must be of a high quality. Consideration should be given to the use of ironstone and granite sets in the conservation area, as well as cobbles and brick paviours. Any temporary repair should be upgraded at the earliest possible opportunity.

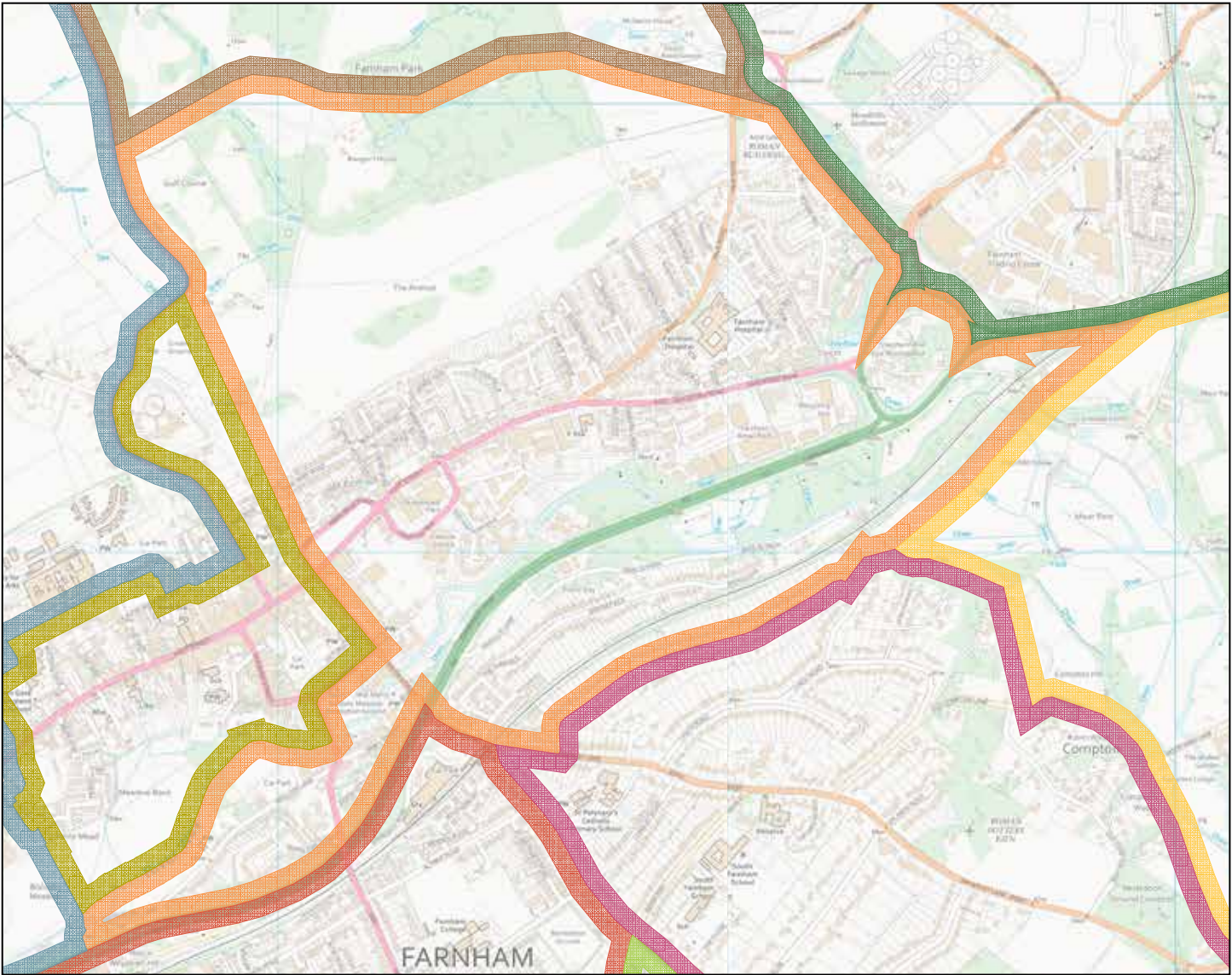
7.7.5

Street furniture should comply with the guidance in the Farnham Conservation Area Management Plan.

7.7.6

Modern additions, such as satellite dishes, solar panels and air-conditioning units, should not be visible in the street-scene.





Character Area: Central Farnham Outside the Conservation Area

- 8.0

Central Farnham outside the Conservation Area
- 8.1

Central Farnham, outside the Conservation Area, can still boast many fine buildings, which other towns would cherish, despite the fact that it has suffered from acts of vandalism in the late 19th century and, more recently, in the 1970s, 1980s and 2000s.
- 8.2

Along West Street towards the west, there is the cemetery with its listed chapel and, opposite, are the McDonald and Trimmer Almshouses. The Memorial Hall, with its playing-field, was constructed in 1920 as a tribute to those, who fell in the First World War. It was designed to be a meeting-place for the people of Farnham
- 8.3

and is a significant building, which has recently been extended. There are also several examples of smaller buildings and terraces, which are adjacent to the conservation area and which merit protection
- 8.3

To the east of the conservation area, there is a plethora of buildings and places, which deserve to be noted. Firstly, there are the green open spaces of Gostrey Meadow, purchased by Farnham Urban District Council in 1900, the Haren Gardens, Victoria Gardens and Borelli Walk by the river. Most of these green spaces are now to be managed

once again by the Town Council. The preservation of Farnham's open spaces, including the river corridor, is now of the greatest importance, as development is underway on Brightwell Gardens, which were given to Farnham in 1923 but the green passage to the river should be preserved in the design of the plan.

8.4 A fine example of protection rather than development remains the Maltings. This was a disused brewery building, which was bought by the people of Farnham and is now acknowledged as one of the leading art and performance centres in the south of England. It enjoys a picturesque setting near the river.

8.5 In South Street the Liberal Club was designed

by Lutyens and the Town Hall by Paxton Hood Watson. The latter was built in 1902, to replace the earlier building of 1866 and was deemed to be quite out of keeping with the town. The clock was designed by Charles Borelli. Unfortunately, many other attractive buildings were demolished to build the town centre Sainsbury's store.

8.6 However, much that represents the historic growth of Farnham does remain, from the Edwardian and Victorian houses, which represent the initial expansion of the town centre to the smaller houses, designed by Falkner and his colleagues in the 1920s and 1930s.

8.7 It is pleasing to note that numbers 1-3, Portland



Terrace, once known as the hospital cottages, have now been sympathetically restored, to provide three houses, thus avoiding demolition and the inevitable replacement with flats.

8.8 Work has begun on the Brightwells development, which will provide flats, retail and restaurant space and a cinema. The Redgrave Theatre, built by public subscription, was demolished to make way for this development. A replacement for this community asset should be considered, to increase the footfall, if any substantial part of this site becomes unsustainable. The Woolmead has been demolished and permission remains extant for another mixed-use scheme on the site.

Design Guidelines for the Town Centre

- 8.9.1 Development in areas adjacent to the Conservation Area should be carefully considered and developers urged to respect the surrounding environment. Existing gardens and hedgerows should be maintained.
- 8.9.2 New development should reflect and be sympathetic to the scale and massing of the existing built environment and respect the distinctive character of the town.
- 8.9.3 The character and pattern of housing near Farnham Park should be respected and views of and from the park maintained. Terraces, rows and groups of houses are characteristic of this area and should be preserved.
- 8.9.4 All development should have sufficient and well-integrated parking.
- 8.9.5 Residents should be encouraged to incorporate some landscaping into parking provision on front garden space, to maintain a green aspect in the street scene.
- 8.9.6 The cumulative effects of any new developments on existing traffic must be carefully considered.
- 8.9.7 Street furniture should be of a high quality and of a single heritage design, to blend in better with the historic town centre. There must be a standard colour for this furniture across the Conservation Area and in adjacent streets.
- 8.9.8 Street lighting in the town should be reviewed to ensure that the colour rendition and energy consumption of light sources accord with British Standard recommendations on town centre lighting and with guidelines on carbon reduction.
- 8.9.9 Restrictions on inappropriate shop frontages, with regard to colour, lighting and size, should be strengthened. Internally illuminated signs should continue to be resisted in shops within and adjacent to the Conservation Area and all frontages should retain distinctive architectural features. All shop frontages should respect the guidance in the Farnham Conservation Area Management Plan and comply with policies FNP2, FNP3 and FNP4 of the Farnham Neighbourhood Plan.

- 8.9.10 New development should demonstrate how it relates to and is sympathetic to the local architecture in terms of scale, character and materials.
- 8.9.11 Residential extensions should respect or improve the character of the original dwelling. Dormer windows must not dominate the roof-scene. Guidance in the Residential Extensions SPD and Policy FNPI6 must be followed.
- 8.9.12 Small lanes and alleys are characteristic of the town centre and should be maintained and incorporated into new development.
- 8.9.13 Previous inappropriate development must not be repeated. Higher density development can be achieved in the right places, without compromising Farnham's character. Townhouses may be more appropriate to some parts of the town than flatted development.
- 8.9.14 All development should have adequate external storage space for bins and bicycles. Examples of recent good development from the last 25 years should be studied and respected. Borelli Mews and St. George's Yard are two such developments.
- 8.9.15 Green spaces within Farnham are part of the character and charm of the town and these should be retained and enhanced in line with Natural Environment policies in LPP1 and policies FNPI0, FNP 11, FNPI2 and FNPI3, where applicable
- 8.9.16 All recreational green space must be preserved and enhanced, following the guidance in FNP26 and FNP27.
- 8.9.17 Farnham Park needs special protection to preserve its unique character. Access points to Farnham Park should be enhanced, to reflect the importance of the Park and its immediate surroundings.
- 8.9.18 The green corridor along the A31 should be preserved and enhanced and green fields and allotments should be retained. Planting of trees and hedging should be increased along the A31 and elsewhere in the town.

9. Firgrove

9.1 The area north of Shortheath Road and south of the railway is known as Firgrove. It is largely suburban in character but has some distinctive roads with impressive examples of traditional architecture. There is little room for further development in general, as development consists largely of striking villas with little space between the houses and modest gardens. However, it is essential to retain the character of the roads mentioned above.

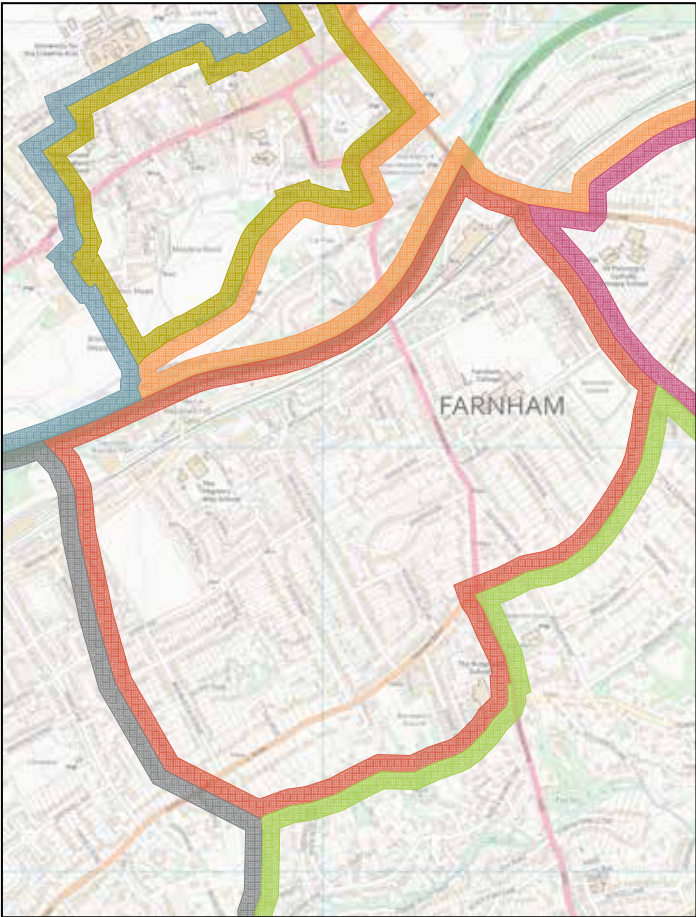
9.2 Alfred Road is a wide road with an unusual housing mix. At the east end of the road there are excellent examples of Victorian terraced houses, similar in age and style to those along St. George's Road. These houses have a strong presence in the street. The gable ends define the edges of the houses and give definition to the buildings as a whole. There is a mixture of slate and clay tile roofs and red brick chimneys. Boundaries are often defined by privet hedges.

9.3 In contrast, the western area is characterised by a delightful small modern development called Barncroft, built on the site of a former timber yard. The building materials include handmade clay tiles and much dark-stained timber. Roof-lights have been used, in order not to harm the roof shape and doors and windows are appropriate to the overall design.

9.4 Alfred Road is bordered on the southern side by the large playing-fields of Farnham College and this lends an open look to much of the road.

9.5 Searle Road is an impressive cul-de-sac with its entrance off Firgrove Hill. It has several large period houses on sizeable plots, many of which are attributed to Falkner. At the end of the road, there has been some in-filling, which has been approached sympathetically and has not harmed the aspect of the road. It is vital that the individuality of the southern side of Searle Road is retained and that important large houses are not lost forever.

9.6 Lancaster Avenue lies just beyond the Great Austins Conservation Area and is an attractive tree-lined avenue. Houses are well spaced and have mature gardens. The character of this avenue



Character Area: Firgrove



Opposite: Tilford Road. Clockwise from top left: Xxxx xxx xxxxxxx xx xxx xxxxxxx xx Xxxx xxx xxxxxxx xx xxx xxxxxxx xx Xxxx xxx xxxxxxx xx xxx xxxxxxx xxxxxxx xx xxx xxxxxxx xx

must be retained, not only for its own sake but also to retain a gradual transition from the highly protected conservation area to the more densely developed town centre.

allotments and college grounds contribute to the distinctive character of Firgrove and provide an important wildlife corridor in the south of the town.

9.7 Bridgefield is unique in nature, perched high up on land, which overlooks the A31. It has an interesting mix of housing close to its junction with the station but opens out into a tree-lined road with some most attractive family houses.

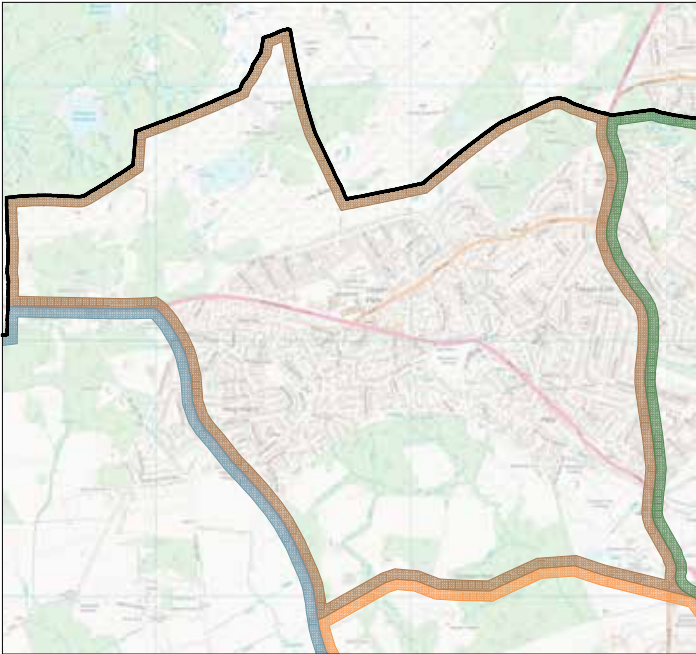
9.8 The tree-lined roads of this area, together with green spaces including the recreation ground,

Design Guidelines for Firgrove

- 9.9.1 New development in Firgrove should reflect the distinctiveness of individual roads. The character of gardens and boundaries, particularly hedges and shrubs should be maintained.
- 9.9.2 Small terraced houses should be retained. Higher density is possible in the area but careful consideration must be given to the effect of poorly located ancillary development. Bicycle stores and bin stores must be integrated sensitively into all new development and not allowed to result in harm to the character of the area. Similarly, careful consideration should be given to the position and form of car-parking in flatted development.
- 9.9.3 Tree-lined roads should be retained and enhanced and in-filling should be avoided, in order to retain mature gardens.
- 9.9.4 Where new development is proposed, more imaginative solutions must be found, to achieve higher density without undermining the character of the existing area. Courtyard developments such as Barncroft provide an excellent example of this.
- 9.9.5 Extensions should respect the style of the original building and dormer windows should not be allowed to dominate the roof. Guidance in the Residential Extensions SPD and Policy FNPI6 must be followed.
- 9.9.6 The fine examples of period houses in Searle Road should be retained and not replaced by smaller house of poorer design. Consideration should be given to the inclusion of these houses on the local list.
- 9.9.7 All public green spaces in Firgrove should be protected and enhanced, to cater for increasing numbers of residents, as a result of development. These include Mardens Recreation Ground, Morley Recreation Ground and Langhams Recreation Ground, which links Firgrove to the Bourne.

10. Hale and Heath End

- 10.1 The original settlement in Hale consisted of small workers' cottages located down narrow, winding lanes. This pattern exists to this day and gives the area its charm and character. The settlement adjoins the Bourley and Long Valley and Heath Brow SSSI sections of the Thames Basin Heaths Special Protection Area and is, therefore, an extremely sensitive area for biodiversity.
- 10.2 Flint cottages with red brick quoins and slate roofs are common. No buildings have more than two storeys and bungalows are also a common sight in the area.
- 10.3 Residential areas have been extended by infill developments and extensions to existing properties, so that there is now little room for further infill. Major developments at Sandy Hill, Park View and Folly Hill have resulted in a broad mix of types of housing. Improvements have been made on the large Sandy Hill estate, to remove flat roofs and create attractive new entrances.
- 10.4 Certain older properties retain their charm and these must be preserved for future generations. Nutshell Lane is known not only for its variety of older houses but also for the large chestnut trees, which give the lane its unique character. The



Character Area: Hale and Heath End

- delightful cluster of houses near the traffic lights at the Upper Hale Road junction must also be protected.
- 10.5 The area contains several mature trees and has many areas of open space, including Farnham Park, which help to lessen the dominance of the built environment. There are few shops remaining but several good schools.





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- 10.6** There are stunning views across the town from parts of Hale, as the land rises steeply to the north of the town. The hilly nature also opens up many landscape views of the park and town from the south.
- 10.7** Farnham Park is greatly treasured by Hale residents and its openness is enjoyed by many. There is a strong feeling that the Park should remain highly protected, to maintain its semi-wild nature and stunning views. The Friends of Farnham Park work with the Waverley Borough Council ranger, to ensure the balance between recreation and biodiversity.
- 10.8** There are several churches in Hale, including St. John's with views to the south-west across the churchyard, St. Mark's with its wall paintings and the Roman Catholic church and meeting-rooms on Alma Lane. The Methodist Chapel at the

- recreation ground is a fine example of a traditional flint and brick building and Bethel Baptist Church, with its mixture of architectural styles, is equally distinctive.
- 10.9** Hale recreation ground is well used by sports clubs and other members of the local community and is a node point of the village. There is a Scout Hut on the green and Hale Carnival, a most successful annual event, takes place there. There is also the Hale Institute, a vital meeting-place for the village and the Hale Working Men's Club on the Upper Hale Road.
- 10.10** Hale is a delightful settlement in which to live but there is a problem with large vehicles using the Upper Hale Road and residents have long been seeking a solution to this problem.

Design Guidelines for Hale and Heath End

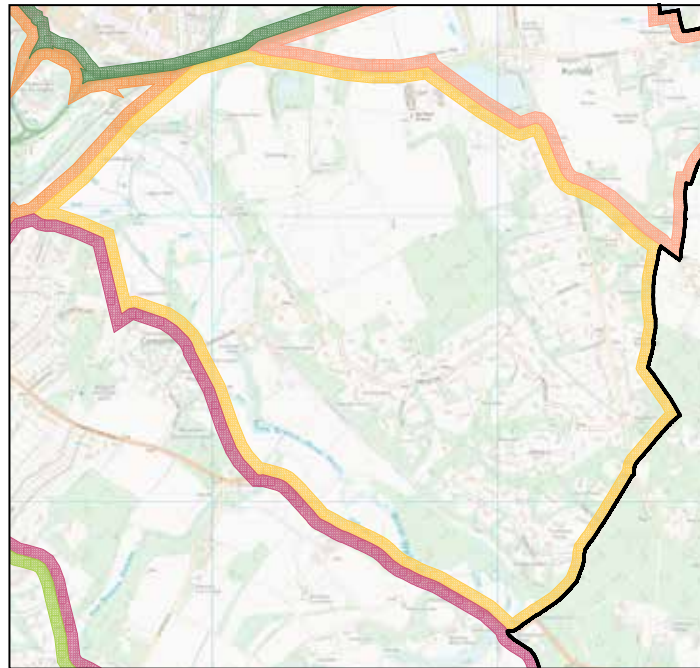
- 10.11.1** New development should reflect the pattern and density of existing houses in Hale. Further infill development should be discouraged.
- 10.11.2** New development should reflect the surrounding area in terms of scale, mass and bulk. Care must be taken to ensure that any new development sits well in the street-scene and the form of any new development must be appropriate for the site in which it sits.
- 10.11.3** New development near the older areas of Hale and Heath End should reflect the existing materials and pattern of existing development. Space around development is of as much significance as its architecture.
- 10.11.4** The setting of traditional flint and brick buildings should be preserved and nearby development should preserve or enhance their appearance.
- 10.11.5** Extensions should respect the style of the original building and dormer windows should not be allowed to dominate the roof. Guidance in the Residential Extensions SPD and Policy FNPI6 must be followed.
- 10.11.6** Existing problems with traffic should not be exacerbated by inappropriate and/or excessive development and adequate on-site parking must be provided.
- 10.11.7** All development must be assessed for its impact on biodiversity on the Thames Basin Heaths SPA, Farnham Park and the rural setting of Farnham Old Park.
- 10.11.8** The areas of Bricksbury Hill and Long Bottom must be protected from future development in line with SPA legislation.
- 10.11.9** Attention should be paid to the many underground water-courses and springs in the area, to avoid creating pollution, flooding and subsidence.
- 10.11.10** The effect of cumulative development on the current infrastructure should be carefully considered.
- 10.11.11** Any proposal to upgrade the car-park near the entrance to Farnham Park should not harm the rustic quality of the area around that central part of the village. All the recreation space in Hale should be protected and enhanced.



Caption Xxxx xxx xxxxxx xx xxx xxxxxx xx

11.2 Moor Park Character Area

- 11.1 Moor Park lies at a distance of between two and three kilometres east of Farnham town centre. It is bounded to the west and south-west by the river Wey, to the north by the old Guildford Road and the railway line, to the east by the bridleway running west of Crooksbury Road and to the south-east by Camp Hill, terminating at Waverley Mill Bridge near Waverley Abbey.
- 11.2 The major part of the area formed part of the land and estates of Moor Park House, which is located on the banks of the river Wey. Moor Park House and Gardens, now protected by Grade II* listing, has a long and interesting history, dating back to the sixteenth century.
- 11.3 Residential property on the Moor Park estate was originally mostly restricted to that around Moor Park Farm and High Mill on Moor Park Lane and the cottages at the lower end of Camp Hill. However, in the late 1930s, much of the original land associated with Moor Park House was subdivided as a residential estate. Plot sizes were set at a minimum of one acre and were mostly in the range of two to four acres. The narrow and unlit estate roads, with wide tree-lined verges and no footpaths, such as Compton Way, Swift's Close, Temple's Close, Cobbett's Ridge and Monks' Well, were created at this time and the characteristic pattern of single houses in large, well-wooded plots was established.



Character Area: Moor Park

- 11.4 Construction styles were originally traditional tile-hung Surrey Manor House and some of Georgian design but more exotic designs followed and Delarden House on Compton Way was designed by Harold Falkner. Over subsequent years many different styles of housing were built, with the result that there is now a wide mix of architecture but the houses all sit well in the wooded environment. More recently there has been a trend towards replacing older houses with newly built large properties but the characteristic pattern of the Moor Park estate has been preserved.



High Mill, Moor Park



Moor Park House



The leafy lanes and large opulent houses of the area.

- 11.5 The original plots were subject to extant legal covenants, seeking to prevent the sub-division of plots. This provision has generally been upheld and the original intent of a rural environment has been retained for over eighty years.
- 11.6 Moor Park House itself has been sympathetically developed in recent years to provide a limited number of high quality apartments in the main house, a series of mews houses, converted from adjacent outbuildings and a separate new block of two-storey apartments, constructed around the old walled garden.
- 11.7 The whole of Moor Park lies within a designated Area of Great Landscape Value (AGLV) as defined under policy RE3 of the Local Plan Part I (2018) and this policy remains saved in the Waverley Local Plan (2018). There is also a proposal to designate the valley of the river Wey as part of the Surrey Hills Area of Outstanding Natural Beauty, which currently lies close to the eastern boundary

of the Moor Park area. Much of the area also comes within the South Farnham Arcadian Area designated under policy FNP8 of the reviewed Farnham Neighbourhood Plan.

- 11.8 Planning policies C3 and BE3, now superseded by policies RE3 and FNP8, together with the provision of the Moor Park Estate restrictive covenants, have helped to protect the area against repeated attempts to increase the density of housing by splitting plots. The Moor Park Residents' Association has been very active in its defence of the area over many years but there remains a real danger that this very special area could be eroded away, without further protection in the future.
- 11.9 Two long-distance footpaths, the North Downs Way and the Greensand Way, cross Moor Park and are very well-used. A section of the latter forms the Moor Park Heritage Trail, running past Moor Park House along a wooded, leafy lane, parallel to the river, passing several historic pill boxes, Mother



Old Compton Lane

- 11.11 To the north of the residential estate and adjacent to Runfold Woods a large piece of land, which is also within the AGLV, has been quarried over decades for the extraction of sand and subsequent deposition of landfill. This has been damaging to the landscape. However, all mineral and landfill activities will cease under the Surrey Minerals and Waste Plan and are scheduled to be restored by 2021. The resultant restored land has the capacity to provide areas suitable for recreational facilities and for SANG designation.
- 11.12 The particular quality of Moor Park lies in its well-wooded, semi-rural aspect and wide spacing of houses, while being in close proximity to Farnham with its easy access to London. This has made it a very desirable location for commuters and for those, who simply love the mix of rural and urban living in this delightful area. Its special quality must be maintained with great care for future generations.

- 11.10 The nature reserve comprises a Site of Special Scientific Interest (SSSI), originally notified in 1976. The 17 hectare site supports an alder carr, a rare habitat of national importance, with only one example in Surrey of deep-water alder swamp, which provides a unique environment for many wetland species.

Design Guidelines for Moor Park

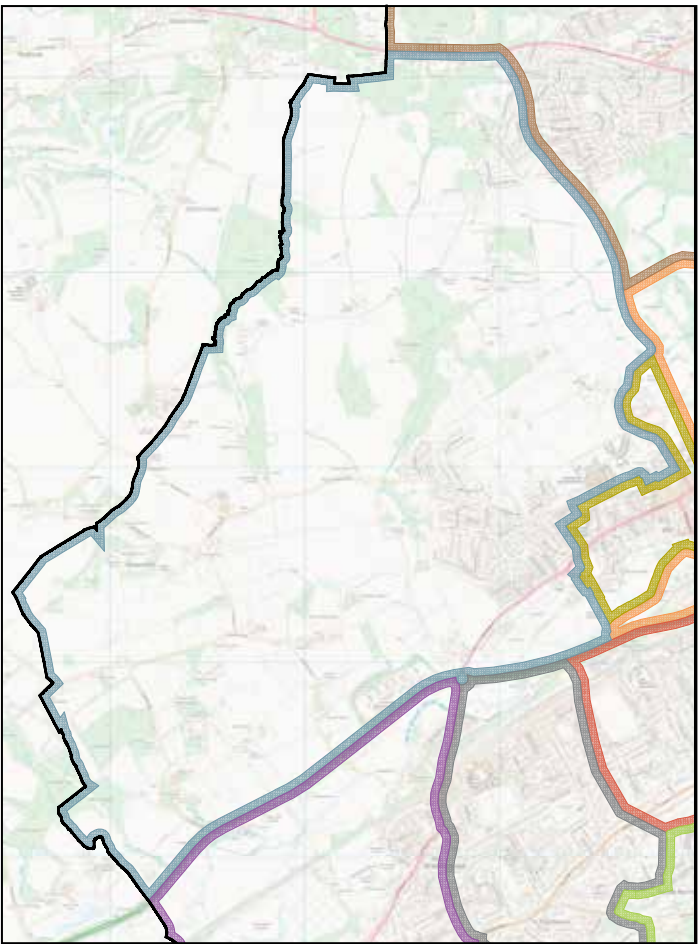
- 11.13.1 Large plots in Moor Park are essential. Strict planning control to prevent plot splitting is necessary.
- 11.13.2 Modern redevelopment of plots should not be allowed to change the overall character of the area.
- 11.13.3 The gating of properties has become a significant change in recent years. This should be accepted but the design of the entrances needs care to ensure appropriate scale to fit the area.
- 11.13.4 Tree cover, important to the character of the area, is being eroded by development, vigilance in necessary.

12 North West Farnham

- 12.1 This area covers West Street to Dippenhall to the west, including all roads off Crondall Lane and to the east it covers the land west of Folly Hill from Old Park Lane to the Odiham Road. Much of the area is rural in nature, incorporating several farms. These rural areas are largely protected by special designations in the current Local Plan, either as Areas of Great Landscape Value or Areas of Strategic Visual Importance.
- 12.2 The Old Park area from Old Park Lane to the Odiham Road is so called because it was the original park of Farnham Castle, pre-dating the New Park, as the present Farnham Park was originally known.
- 12.3 In the Dippenhall area there are no fewer than nine houses built by Harold Falkner. They are all unusual, often quirky to the eye and most enjoy Grade II listing. A book on the architect, entitle Harold Falkner: More Than an Arts and Craft Architect and written by Sam Osmond, was published in 2003 and devotes a whole chapter to houses in this area.
- 12.4 Old Park Lane and Middle Old Park Lane provide narrow access and, beyond the first two hundred metres, are privately owned tracks, which are principally composed of bridleways and footpaths with no public vehicular access. The access is, therefore, not suitable for any increase in vehicular traffic.



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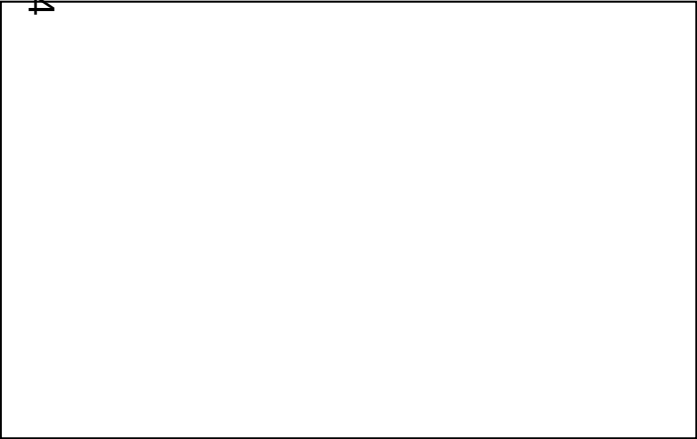


Character Area: North West Farnham

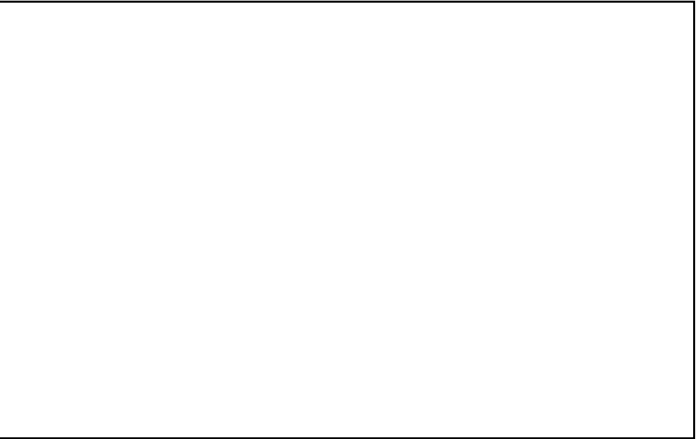
- 12.5 Three Stiles Road ends in fields and its houses enjoy an attractive vista across these fields and beyond. It is not suitable for any access to further large development. Beavers Hill, which lies off



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Three Stiles Road is a single track road with a unique ambience and character. It contains a small number of well-spaced houses and this special character must be preserved.

12.6 The Old Park, Dippenhall and Runwick areas consist of traditional mixed arable and grazing farmland, with remnant Ancient Woodland copses and streams. These areas support a wide variety of farmland wildlife, including hares, skylark and yellowhammer and habitat for these species should be preserved. The woodland fragments

and hedgerows should be protected. Coxbridge Farmhouse and Cottage are both listed buildings and must be preserved in any future development.

12.7 The Coxbridge Stream, flowing through Coxbridge Farm and streams arising in the Old Park flow into the river Wey at Coxbridge and provide valuable fish-spawning habitat. These streams disappear into the underlying chalk for various sections of their length, giving rise to underground cavities. Much of this land, therefore, is unsuitable for development.

Design Guidelines for North West Farnham

- 12.8.1 Land subject to planning policy RE3 in the Waverley Local Plan (2018) should retain its protected status and no development should be permitted, which harms its natural beauty.
- 12.8.2 The rural nature of the Old Park and Dippenhall and Runwick areas and the agricultural land west of Coxbridge must be preserved and new development should be resisted.
- 12.8.3 The Coxbridge Stream and other streams flowing through Old Park should be protected from further development and enhanced for wildlife.
- 12.8.4 Tree-lined roads should be protected and enhanced and spaces around existing dwellings should be reflected in new development.
- 12.8.5 Mature gardens should be retained, to protect the green aspect of the street-scene along the roads, which run into open countryside.
- 12.8.6 Building heights in new development should reflect those of surrounding dwellings.
- 12.8.7 Extensions should respect the style of the original building and avoid having an adverse effect on the street-scene. Dormer windows should not be allowed to dominate the roof. Guidance in the Residential Extensions SPD and Policy FNPI6 must be followed.

13. Rowledge

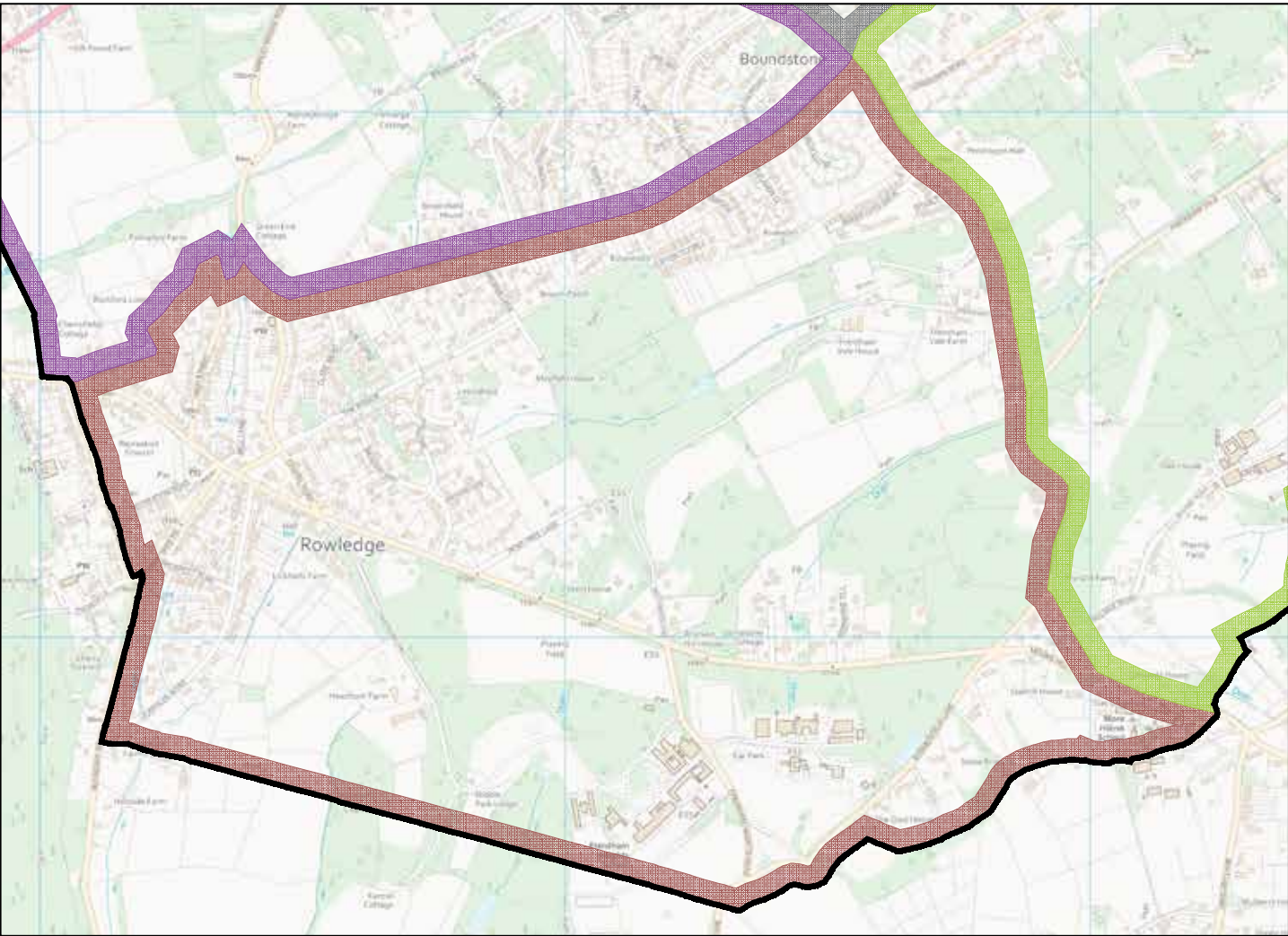
- 13.1 The village of Rowledge is bounded to the north by the Bourne Valley, an Area of Strategic Visual Importance and the village of Wrecclesham, to the west by Alice Holt Woodland Park, to the east by open countryside and to the south by countryside, designated as an Area of Great Landscape Value. The Ecclesiastical Parish of Rowledge straddles the border with Hampshire and St. James Church and the school are located in that county. The Civil Parish, as shown on the attached map, forms the village, as described in this document.
- 13.2 The area was originally agricultural or common land with several large farms and scattered cottages. The present road network follows the haphazard pattern of tracks and footpaths, which covered the area. The coming of the railway and the development of Aldershot as the home of the British Army



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resulted in an influx of wealthy businessmen and army officers and saw the construction of many large houses on substantial plots.

13.3 Tradesmen also moved into the village and the area became important for hop-growing, supporting



Character Area: Rowledge



Rowledge Church

the brewing industry in the town of Farnham. The parish church was built in 1869 and the school was built three years later. By 1871 there was a recognisable centre to the village with a post office, shops and a public house, which exist to this day. Further development followed the established road network and the village has gradually developed from the original open fields.

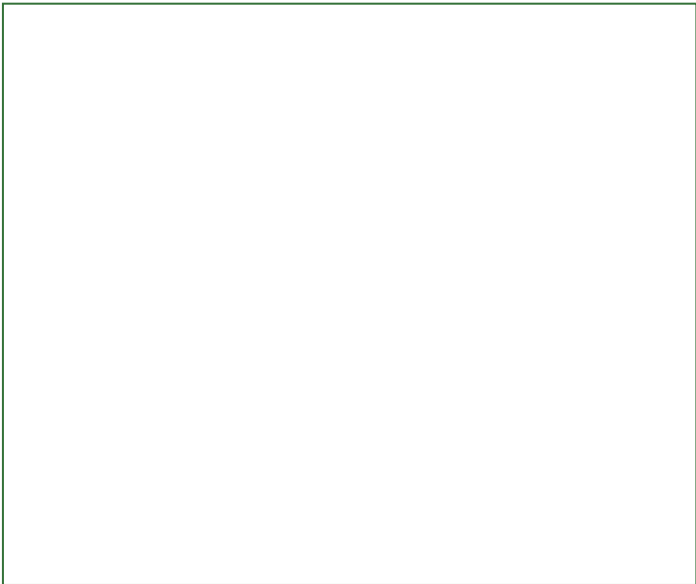
13.4 Buildings in Rowledge show a wide variety of architectural styles and materials, predominantly local brick with pitched tile or slate roofs. There

are no flats or houses of more than two storeys. Boundaries are typically defined by established hedges and trees, with occasional stone or brick walls or wooden fences.

13.5 The village has a rural character and this character is greatly valued by its residents. There is an abundance of trees and green open spaces and the green separation, provided by the protected Bourne Valley, is universally treasured. However, there is growing concern about the creeping urbanisation from Wrecclesham and the area to

the north of The Long Road, previously designated as Countryside Beyond the Green Belt, needs further protection from over-development.

13.6 The Alice Holt Woodland Park forms part of the South Downs National Park, which should provide future protection in this area. Either side of Boundary Road, adjoining Alice Holt, there are a number of significant breeding ponds for toads and other amphibians, which must be protected.



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Design Guidelines for Rowledge

- 13.7.1 The essential rural character of the village should be preserved by respecting the low density of development prevalent in the village. Inappropriate infill should be avoided, to retain the distinctive mature gardens.
- 13.7.2 Any new development should maintain the character of the village and respect the local architecture in terms of scale, form and materials.
- 13.7.3 Any new development should appeal to a broad spectrum of people. There is a need for sheltered housing for older citizens and for starter homes for young people, rather than larger executive homes.
- 13.7.4 Large developments of similar houses should be avoided, to replicate the variety and mix of existing housing.
- 13.7.5 The impact of new development should be carefully considered, to avoid undue pressure on the existing infrastructure and off-road parking must be adequate.
- 13.7.6 Extensions should respect the style of the original building and avoid having an adverse effect on the street-scene. Dormer windows should not be allowed to dominate the roof. Guidance in the Residential Extensions SPD and Policy FNPI6 must be followed.
- 13.7.7 Planning restrictions in protected areas should be robustly enforced.
- 13.7.8 Waverley Borough Council will be reviewing local designations in the Local Plan Part 2. The current ASVI should be extended to include the area north of Boundstone Road and east of Brown’s Walk and the adjoining AGLV should include the area north of The Long Road and south of the Boundstone Road.
- 13.7.9 Ten Acre Wood, which is well-used by local residents and provides a valuable mix of habitats, should be protected from development.



14.1 Runfold

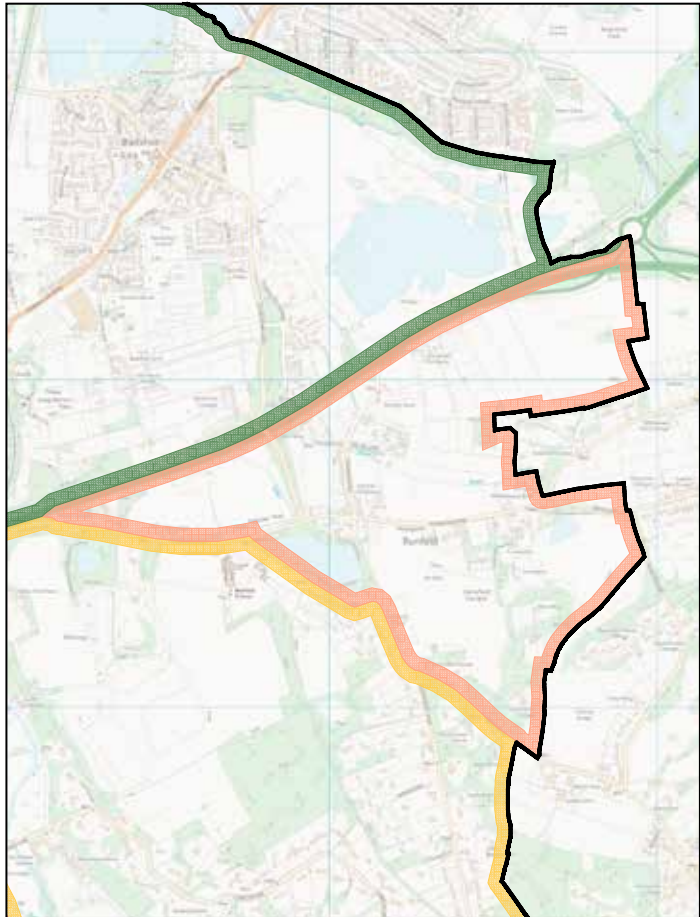
Just to the north of the Moor Park Character Area sits the small hamlet of Runfold. The hamlet lies on the ancient trackway known as the Pilgrims' Way. Ever since the A31 by-passed the tiny village in the early 1990s, Runfold has become quieter and its economy has suffered. The village largely comprises older houses on large plots along the old Guildford Road with additional 20th century housing along Tongham Road and Crooksbury Road. Properties tend to be surrounded by hedgerows and mature trees and have a rural aspect, which must be maintained. Runfold is also home to the Farnham Community Farm, a not for profit organisation, which grows vegetables for local residents without the use of pesticides.



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Character Area: Runfold

- 14.2 Runfold Wood, which borders the North Downs Way, was once a beech nursery and plantation but the storms of 1987 and 1990 damaged or destroyed many of the trees. It is now a mixed, regenerating woodland, where young trees have naturally seeded in the open areas created by the storms. It is a valuable habitat for woodland birds including blackcap and nuthatch. The wood also supports a number of rare invertebrates, important lichens and particularly rare fungi, as well as the hazel dormouse.
- 14.3 Adjacent to Runfold Wood, a large piece of land, which lies within an Area of Great Landscape Value, has been quarried for decades for the extraction of sand. The subsequent years of landfill have been most damaging to the landscape. However, all such activity on this site will cease under the Surrey Minerals and Waste Plan and the area is being gradually restored. This area provides a good opportunity for additional natural landscaping and increased biodiversity.



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Design Guidelines for Runfold

- 14.4.1 Runfold is not suitable for development and remains protected by the Rural Environment policies in Local Plan, Part I. The quiet, rural feel of the village should be retained.
- 14.4.2 The previous quarry areas should be sensitively restored and maintained as an essential part of the Area of Great Landscape Value, supporting and enhancing local biodiversity.

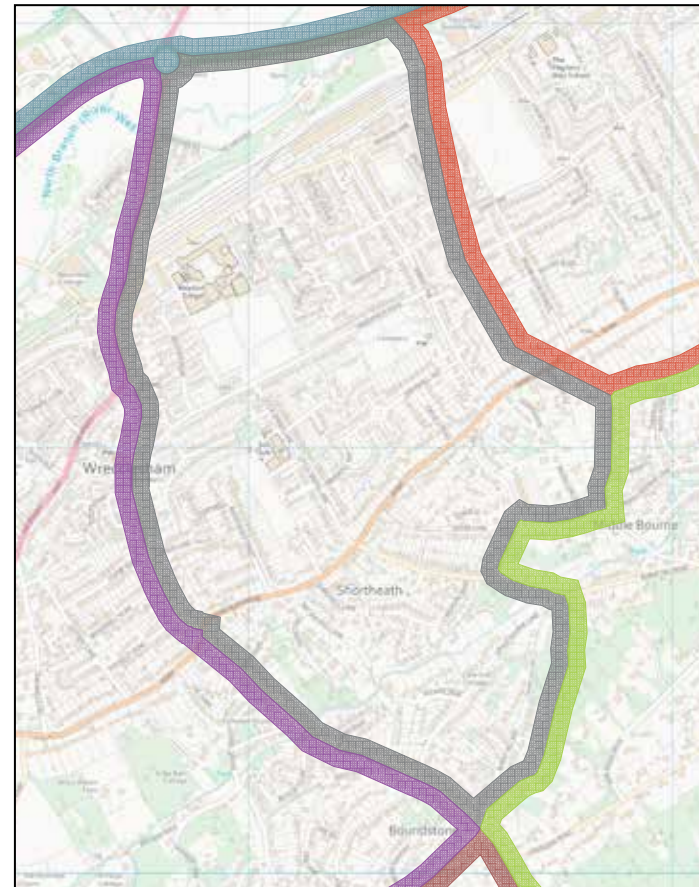
15. Shortheath and Boundstone

15.1 This area is bounded to the south by Boundstone Road, to the north by Weydon Lane, to the east by Little Green Lane, Sandrock Hill Road and Lavender Lane and to the west by Ford Lane and Twyford Lane. It is bisected by Shortheath Road (the B3384) and has bus routes along Weydon Lane, Shortheath Road and Boundstone Road.

15.2 The topography of south Farnham generally slopes from a high area in the south towards the town centre. However, this gradient is broken up by three ridges: the North Ridge runs from Alice Holt to Greenhill Farm, the Middle Ridge runs from Rowledge via Boundstone to Longdown and Gold Hill, while the South Ridge is located to the south of the two settlements, which make up this area.

15.3 The dramatic effect of these ridges can be seen at the junction of Sandrock Hill Road and School Hill with Echo Barn Lane, from which School Hill rises for a while before plunging down towards its junction with The Street (the A325) and Sandrock Hill Road falls away, only to rise again towards its junction in the south with Boundstone Road.

15.4 The settlements of Shortheath and Boundstone form, in the main, a tranquil, sylvan even rural area. Housing is varied. There are large traditional tile-hung residences and Arts and Crafts style houses, set well back from tree-lined streets, interspersed with modern, smaller homes. Shortheath Road and Boundstone Road are fine examples of established housing in wooded streets and both these roads



Character Area: Shortheath and Boundstone

also have several picturesque tracks or private roads, typical of the area, leading off them.

15.5 The area itself is close to the conservation areas of the Bourne and Wrecclesham but does not, itself, boast any nationally listed buildings or conservation areas.



Weydon Hill Road



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Design Guidelines for Shortheath and Boundstone

15.7.1 New development in Shortheath and Boundstone should respect and enhance the sylvan nature of the area.

15.7.2 Lawned gardens with mature trees should be protected along distinctive roads such as Shortheath Road and Boundstone Road and not be replaced with large areas of hard-standing for parking.

15.7.3 New development should respect the pattern of existing development, in terms of scale and materials.

15.7.4 The density of surrounding development should be respected. Smaller houses should be retained, to maintain the variety of housing mix.

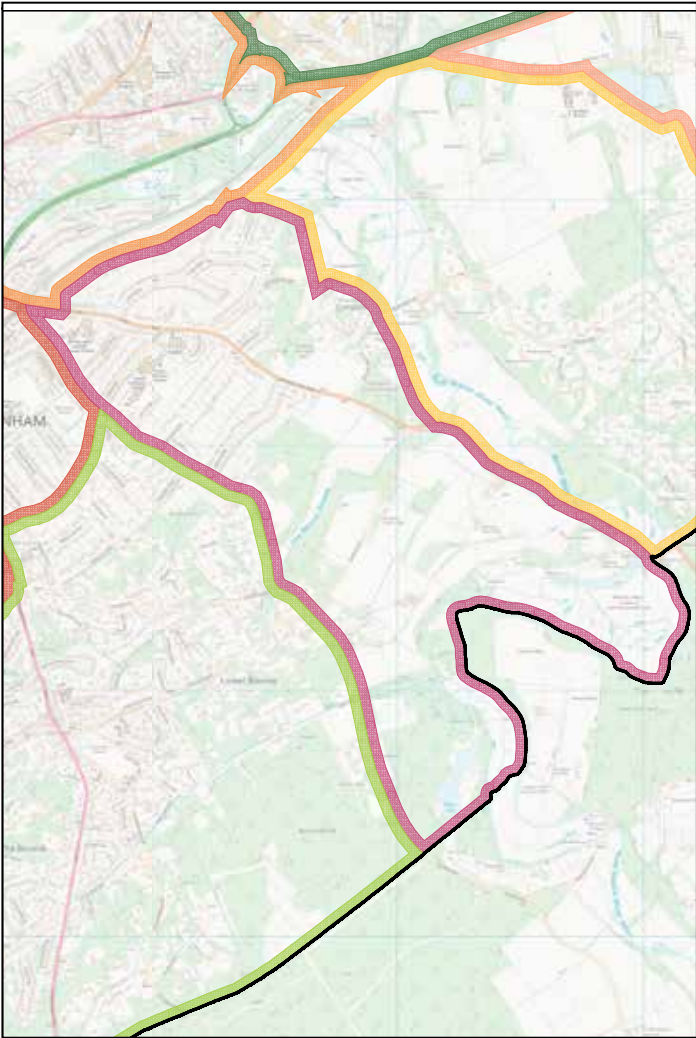
15.7.5 Extensions should respect the style of the original building and avoid having an adverse effect on the street-scene. Dormer windows should not be allowed to dominate the roof. Guidance in the Residential Extensions SPD and Policy FNPI6 must be followed.

16.1 South Farnham (Waverley)

16.1 South Farnham (Waverley) extends south-east from Farnham Railway Station to the town boundary. The south-western border is formed by Tilford Road and the north-eastern border includes Waverley Lane and side roads. It encompasses the residential area from the station to Abbots Ride, a section of Surrey Hills AONB, several blocks of ancient woodland, and the conservation area of Waverley Abbey, Black Lake and Waverley Abbey House.

16.2 Waverley Lane (B3001), the principal road in this area, was the original route to Farnham taken by the monks from Waverley Abbey. Built in 1128, Waverley Abbey is the oldest Cistercian Abbey in the country. Present day road names reflect the historic religious connections: Abbots Ride, Monks Walk and Monkshanger.

16.3 The residential area of South Farnham (Waverley) is a pleasant and long established community of detached family houses on substantial plots. It has its origins in six planned estates, which were laid out in the early part of the twentieth century under the influence of Borelli and Falkner, a local architect, to establish an impressive gateway into Farnham from the south east. This set the tone and the remaining land has been developed in sympathy with this principle.



Character Area: South Farnham (Waverley)



Longley Road



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16.4 Current planning documents, such as the National Design Guide, place great importance on the design of the built environment. Additionally, the NPPF (para 127) states that policies should ensure that development is sympathetic to local character and history, the distinctiveness of the area, and the landscape setting in which development is located.

16.5 The distinctive character of South Farnham (Waverley) is one of individual homes on sizeable plots with mature trees and vegetation. Houses are laid out along roads with wide green verges and an abundance of street trees. The separation of houses creates the impression of spaciousness, which is the dominant characteristic of this area.

16.6 As well as Waverley Abbey and Waverley Abbey House, other buildings with historic interest and distinctive design include: Broomleaf House (once the main building of the farm estate), the Manor House in Waverley Lane and North Lodge at the

junction of Monks Walk, which was the northern gate to the Waverley Abbey Estate.

16.7 Towards the settlement edge, the houses and gardens increase in size, providing a lower density and smooth transition towards the open countryside. The boundary is adjacent to a small copse and open fields, which immediately abut and form the setting of the Surrey Hills AONB. There are areas of ancient woodland and several veteran trees within and adjoining these fields.

16.8 The countryside beyond the settlement boundary (BUAB) has been designated as an area of High Landscape Value and High Landscape Sensitivity in recent landscape studies and Natural England has confirmed its importance.

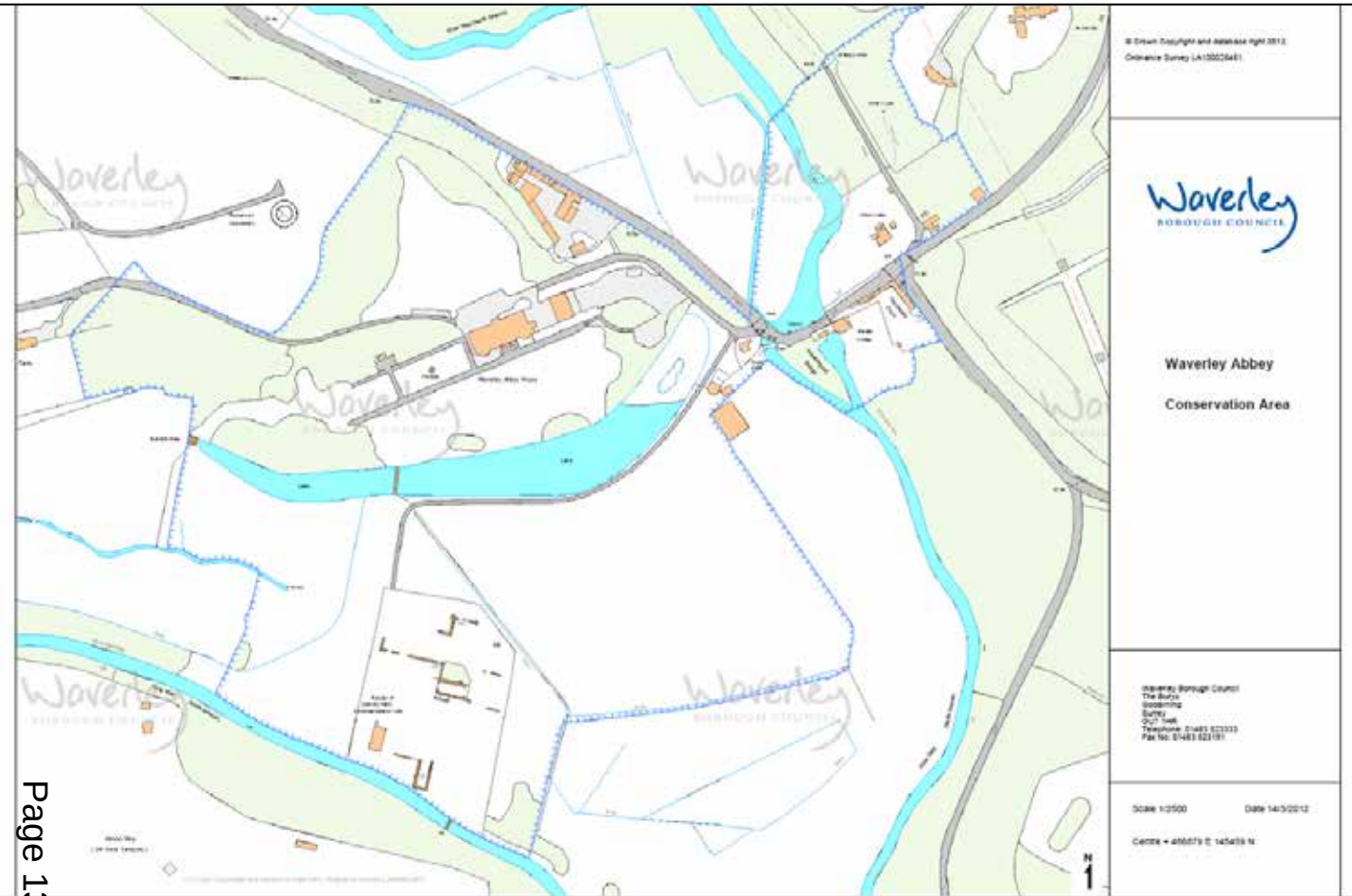
16.9 In contrast to the openness and tranquillity of the rural setting of the south-eastern edge of the area, roads adjacent to the station suffer from

poor air quality and congestion. At the heart of the community, barely half a mile from the station, there are three schools, a new nursery school, a Care Home and a Hospice, all of which generate traffic. These residents and children are particularly vulnerable and whatever steps are necessary to improve air quality for this group, as well as the wider community, must be taken.



Waverley Lane

16.10 Trees and hedges are the most effective part of the town’s green infrastructure in improving air quality. South Farnham (Waverley) benefits from spacious gardens with mature trees and shrubs, ancient woodland and hedgerows, verdant grass verges and mature street trees. Such infrastructure must be retained, protected and enhanced. Further development beyond the urban boundary must be avoided, to halt and reverse the trend in declining air quality.

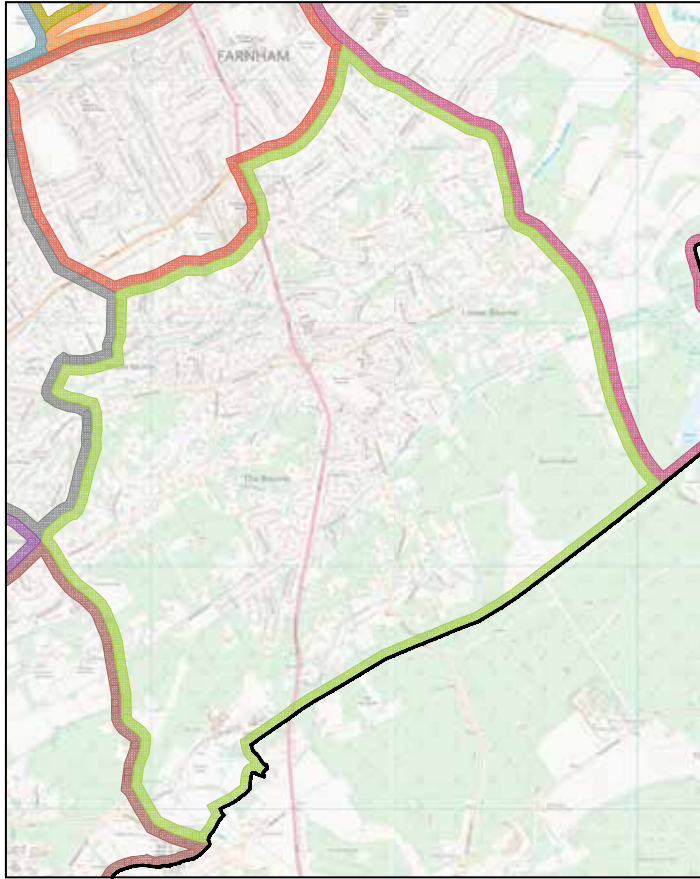


Design Guidelines for South Farnham (Waverley)

- 16.11.1 The intrinsic character and beauty of the countryside must be recognised. The eastern entrance to South Farnham, along Waverley Lane, must be protected from inappropriate development and the green corridor into the town must be retained. Its unique landscape, which provides the setting for the AONB and has been designated as being of high landscape value and high landscape sensitivity, must be preserved.
- 16.11.2 New development should enhance the overall quality of the area and be sympathetic to local character and history. Design must respect the immediate architectural surroundings in terms of pattern, scale and distinctiveness. Development should not be permitted if it causes harm to the character of the area, which includes its history and landscape setting.
- 16.11.3 Account must be taken of the likely effects, including cumulative effects, of air, noise and light pollution on health, living conditions and the natural environment, as well as on the sensitivity of the site and the wider area.
- 16.11.4 Development close to the edge of the settlement boundary must respect the area’s rural character and seek to minimise its visual impact on the surrounding countryside.
- 16.11.5 Undeveloped areas, which preserve the spacious, tranquil and rural aspect of the area must be retained.
- 16.11.6 Urban style signage and road markings must be avoided on rural and semi-rural roads, to avoid harm to the character of these roads.
- 16.11.7 Wide verges, hedgerows and trees, including ancient trees and woodland, are an essential feature of this area. Their number and variety must be maintained and the verdant aspect of the area respected.
- 16.11.8 The spaciousness between and around existing and new dwellings should be maintained, and all properties should provide adequate off-street parking with green landscaping to maintain a green aspect to the street scene.
- 16.11.9 Sub-division of large plots should be avoided, if it results in a detrimental impact on the distinctive, spacious character of the area and leads to a loss of biodiversity.
- 16.11.10 Extensions should respect the style of the original building and dormer windows should not be allowed to dominate the roof. Guidance in the Residential Extensions SPD and Policy FNPI6 must be followed.
- 16.11.11 Building heights should reflect those of the existing housing stock and the effect on the street-scene should be carefully considered. Building lines should also be preserved, to enhance the street-scene and the loss of front gardens should be avoided, where possible.
- 16.11.12 Original features in older buildings should be retained and traditional materials and design should be used in new development, where appropriate. New design must respect the pattern of adjacent development.
- 16.11.13 Trees, hedges and wide verges are an essential feature of this area and residents should work with planners in order to maintain their number and variety. The area’s verdant aspect, its historic significance and its high landscape value should be protected.

17.0 The Bourne

- 17.1 The Parish of The Bourne is bounded by the Ridgeway in the north, Bourne Woods to the south, Waverley Lane to the east and Gardeners Hill Road to the west. It is approximately 617 hectares in area and there are approximately 1605 households.
- 17.2 The long history of the area can be traced back to the Stone Age and this has led to a distinctive pattern of development. The Bourne is architecturally diverse, varying from the historic grandeur of Waverley Abbey House to humble cottages with no vehicular access. In between are several imposing Falkner houses with long drives, modern glass structures and some older examples of delightful brick and flint buildings, each representing a period of growth and the continued popularity of The Bourne. The area boasts three nationally listed and nineteen locally listed properties.
- 17.3 The Bourne is the link between the protected, picturesque countryside south of the town and the more developed suburbs of the town centre. Links with the past have been maintained in street, path and house names. Beyond the formality of the A287, The Bourne remains a network of unadopted roads, footpaths and bridleways, with little street-lighting and few pavements.
- 17.4 What remains very special is the amount of greenery around the houses. Local residents' groups have fought to preserve the green gateway into the town and there is generally a large number of trees



Character Area: The Bourne

and hedges along most roads, including those with new development. In the roads covered by policy FNP8 in the Farnham Neighbourhood Plan, fences are positively discouraged and residents urged to replace them with green boundaries. It is vital that this policy, designed to protect the distinctive Arcadian character of parts of south Farnham, is applied robustly.



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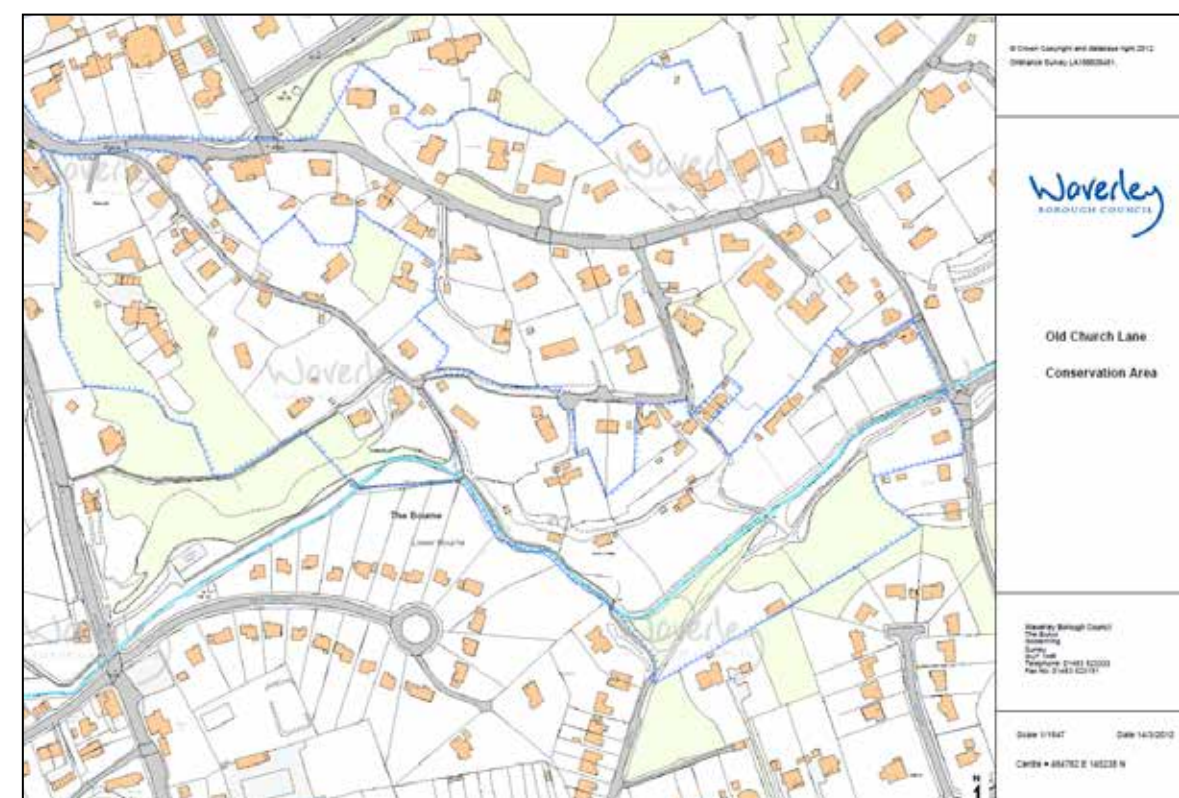
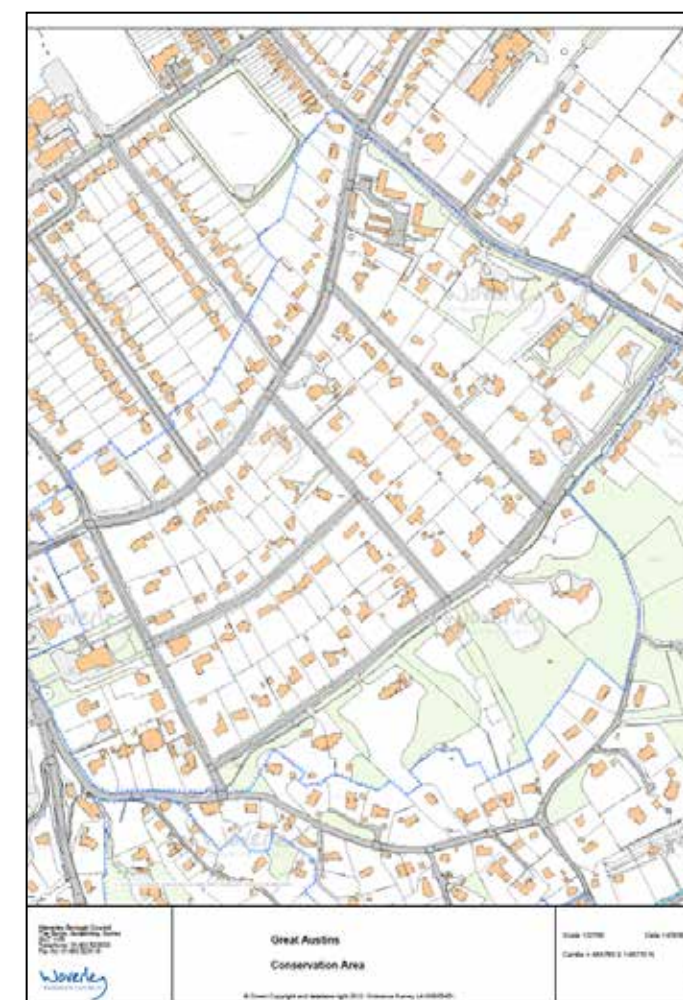
- 17.5 There is an excellent conservation group, which has been recognised nationally for its work. The natural environment is an essential part of life in the Bourne and the footpaths along the Bourne valley provide an important network of corridors for both residents and wildlife alike. There are many veteran trees throughout the area with oak and birch among the most numerous. The valleys are now heavily wooded and provide further corridors for birds, bats and other woodland species and a recent survey in the old churchyard revealed a rich variety of fauna and flora.
- 17.6 Great Austins was designated a Conservation Area (CA44) in December 1993 and is defined in the current Local Plan (2018) and, therefore, enjoys certain protection, as does Old Church Lane (CA16). However, a beautiful part of Shortheath Road, between St. John's Road and Green Lane enjoys no such protection but has a fascinating history, which should be cherished. Its houses lie well back from the road for protection, as the road was once a route for military vehicles. This has

- resulted in a very special character, with individual large houses in extensive mature gardens. It is a striking road and must be preserved.
- 17.7 The Bourne has a wide variety of facilities. There are shops at the crossroads and on the Ridgeway, a modern doctors' surgery in Lodge Hill Road and a veterinary practice. The Bourne Green hosts cricket, football and tennis clubs among several outdoor activities for both adults and children. There are two churches and a village hall, owned and run by the community and two excellent schools.
- 17.8 The pressure for development in the area is relentless and large gardens are under constant threat. The Bourne remains a very pleasant place in which to live but its distinctive character and varied biodiversity are both in danger of being lost forever, due to inappropriate development. There is now official recognition in Surrey that our native wildlife should be protected and action should be taken through the planning process, to prevent the destruction of important habitats.

Design Guidelines for The Bourne

- 17.9.1 The attractive road entrance to the Bourne should be preserved and protected from inappropriate development.
- 17.9.2 New development should reflect the special character of the Bourne. Designs should respect and be sympathetic to the immediate architectural surroundings in terms of pattern, scale, materials and form.
- 17.9.3 Sub-division of plots, in the area covered by policy FNP8, is unacceptable, where it would cause harm to the semi-rural character of the area.
- 17.9.4 Any development within the Great Austins Conservation Area must be guided by policy FNP5 of the Farnham Neighbourhood Plan.
- 17.9.5 Any development in the Old Church Lane Conservation Area must follow the guidance in FNP7 of the Farnham Neighbourhood Plan.
- 17.9.6 All development proposed within the areas covered by policy FNP8 (South Farnham Arcadian Areas) must be carefully considered against this policy, designed to protect the well-wooded character of these areas.
- 17.9.7 Extensions should respect the style of the original building and dormer windows should not dominate the roof, in line with guidance from the Residential Extensions SPD and policy FNP16 of the Neighbourhood Plan.
- 17.9.8 Building heights should reflect those in the area and the effect on the street-scene should be carefully considered.
- 17.9.9 Original features in older buildings should be retained where important to the character of the area.
- 17.9.10 The topography of the area should be carefully studied, before permission for new development is granted. Hills and consequent issues of drainage and over-looking must be viewed from all angles, to avoid inappropriate development on sensitive sites.
- 17.9.11 Trees and hedges are an essential feature of the Bourne and residents should work with planners, to maintain their number and variety.
- 17.9.12 New development in the Bourne should reflect the need for a wider variety of housing types. The Bourne is a network of narrow winding lanes, where smaller houses might be more appropriate to the setting.
- 17.9.13 There should be no encroachment closer to the Farnham Bourne, to prevent harm to the river corridor.

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Weybourne

- 18.1 Weybourne and Badshot Lea are adjacent individual settlements. The older areas of Weybourne contain houses built mainly in the mid to late Victorian period. These were situated primarily along Weybourne Road. Weybourne House and the buildings in its courtyard are perhaps the most famous buildings in Weybourne. Weybourne House was the home of John Henry Knight, who built the first petrol powered motor vehicle in 1895.
- 18.2 Much local authority housing was subsequently constructed in the 1950s, followed by a great deal of private housing, built in the 1960s and 1970s and smaller developments in the 1980s and 1990s. This has resulted in a large mix of housing styles and Weybourne remains an attractive place to live for all age groups. There is a splendid village hall and a large recreation ground. There are several excellent schools, serving the complete age range from 4 to 16 years and some local shops, including a post office.
- 18.3 The local schools have expanded to such a degree that local residential roads struggle to cope with the daily traffic. This includes weekends, as a result of the number of activities taking place on the school premises on both Saturdays and Sundays.
- 18.4 The roads to Heath End School were not built to accommodate a school of its current size. A proper access road is required, to alleviate traffic



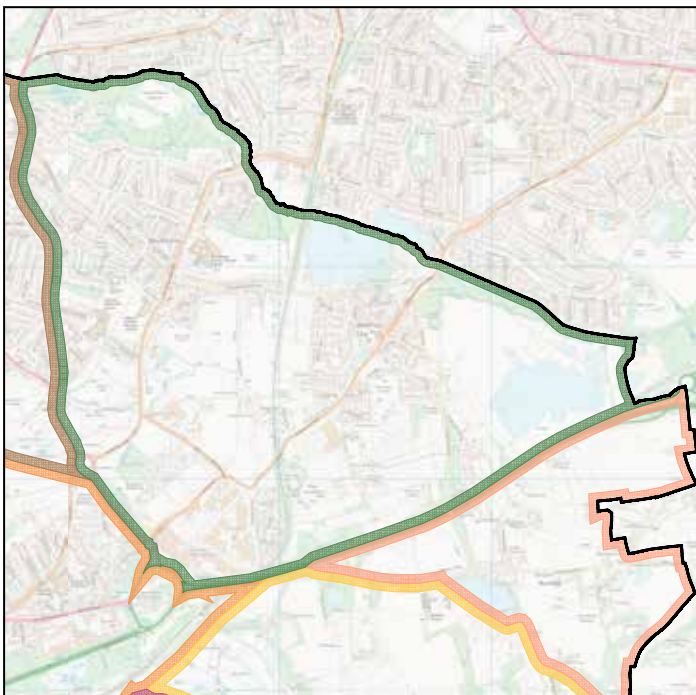
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problems and to increase safety for the pupils. There is inadequate onsite parking for both staff and pupils which leads to parking in residential roads, which are already struggling to cope or parking along the main roads, which causes problems for emergency vehicles.

- 18.5 The combination of three schools situated along 500 metres of the Weybourne Road is causing an increasing road safety problem. There can be no further expansion, until this matter is addressed.
- 18.6 The traffic problem is also exacerbated by several nurseries and sports facilities in the area, including an all-weather floodlit facility, which is open until 21.30, the Nuffield and David Lloyd Leisure Centres, which generate traffic throughout the day and evening and the Farnham Rugby Club in Monkton Lane.
- 18.7 There is a large trading-estate, a supermarket and a water treatment works on the edge of the two settlements. These attract vehicles from a wide area resulting in larger commercial vehicles using the narrow roads.
- 18.8 There is a small nature reserve off Weybourne Road, alongside the allotments managed by Waverley Borough Council and access to the larger nature reserve at Rowhills, which is managed by Rushmoor Borough Council.

Badshot Lea

- 18.9 Like most of the villages on the outskirts of Farnham, the origins of Badshot Lea go back long before Roman times but development began in earnest in the Victorian era. It may, however, lay claim to be a special village, due to its urban character, which is concentrated within the enclosures map, dating from the time the Aldershot Camp was created.
- 18.10 With the decline of agriculture, redundant farm buildings, including barns, stables and kilns, have been successfully converted into dwellings, offices, workshops and community buildings, without compromising their traditional features or appearance.
- 18.11 The four roads, which meet at the crossroads and comprise the centre point of the village, are lined with the church, the school, the village pond, the village green and the artisan-style dwellings, which were required to house builders and other skilled workers involved in the construction of the army camp and farm workers, who were employed on the many farms located close to the urban core. The school deserves special mention as one of the most striking Victorian school buildings in Farnham, not only for its appearance but also for its setting at the heart of the village.
- 18.12 Parts of Badshot Lea have always had drainage problems and have been prone to flooding. This must be taken into account when further development is proposed for the area.
- 18.13 In addition to its excellent infants' school, Badshot Lea boasts two public houses and several businesses, including a large garden centre. There is a Working Men's Club, a cricket club, tennis courts, and a thriving football club among many others. The Farnham Angling Society has the largest freshwater fishing facility in Farnham.
- 18.14 The village hall in the Old Hop Kiln, which was built in 1886 and purchased by the local community in 1978, is a reminder of the importance of hop growing on the farms around the village for nearly four hundred years. The much acclaimed Farnham White Bine hop was introduced around 1750 by Mr. Peckham Williams at Badshot Place. There are



Character Area: Weybourne and Badshot Lea

boasts a variety of styles and densities and this variety should be reflected in any proposed development. This is particularly important as the demand for housing has increased and resulted in a number of developments, which are similar in architectural style and density. This trend must be rigorously resisted on future developments.



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18.17 Badshot Lea is a vibrant community and the guidance in the Building for Life 12 document, with its emphasis on place-making, should be at the heart of village expansion. Development in the village should not be detrimental to the existing environment but should seek to deliver an extension to the existing community, which preserves and enhances its special nature.

18.18 However, as in Weybourne, the roads in Badshot Lea struggle to cope with the volume of traffic generated by sporting and commercial operations and this has to be taken into account when new development is proposed. It is vital that the narrow belt of open countryside, which separates Badshot Lea from Weybourne and Hale and, ultimately, Aldershot (The Strategic Gap) is retained, if Badshot Lea is to remain as a distinctive community. Village

recreation grounds in Weybourne and Badshot Lea should be preserved, along with the village green and pond in Badshot Lea. The loss of such public green spaces should not be permitted.

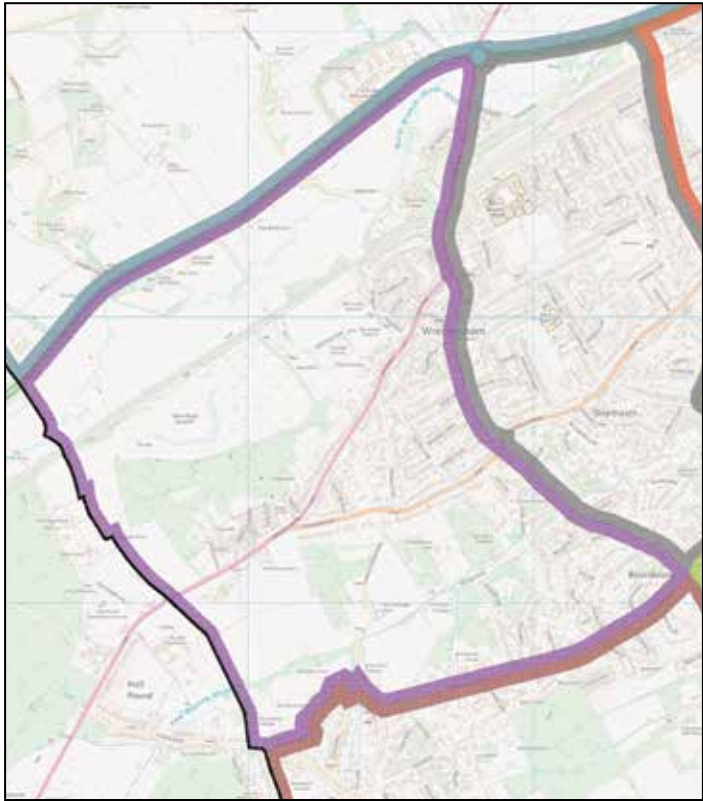


Design Guidelines for Weybourne and Badshot Lea

- 18.19.1 The original rural character of Badshot Lea should be preserved, by respecting the pattern of development within the village.
- 18.19.2 The former farm, bakery buildings and cottages in Runfold St. George all enjoy protection and any new development must reflect the style and scale of these older properties.
- 18.19.3 The trend for minimum parking standards on any new development must be resisted and parking provision should reflect the high car ownership and usage in the area and poor access to public transport in Badshot Lea.
- 18.19.4 Green spaces around both settlements should be protected, together with the buildings and farmhouse at Badshot Farm, Weybourne House and the farmhouse and cottages at Green Lane.
- 18.19.5 Village recreation grounds in Weybourne and Badshot Lea should be preserved, along with the village green and pond in Badshot Lea. The loss of public green spaces should not be permitted.
- 18.19.6 The entrances to Rowhills nature reserve should be maintained and enhanced.
- 18.19.7 The impact of new development should be carefully considered, with regard to layout, density and materials. A mixture of brickwork, render, tile, flint and differing elevations, together with varied roofscapes, should be used, to reflect the existing built environment throughout both settlements.
- 18.19.8 New development should reflect the character and density of the area in which it is proposed and should be sympathetic to the existing built environment. Space around and within development is of as much significance as its architecture.
- 18.19.9 All new development in Badshot Lea and Weybourne should be weighed against the impact on local infrastructure, particularly the need for schooling. There should be no more school expansion until the matter of traffic and parking along the Weybourne Road has been addressed.

19.4 Wrecclesham

- 19.1 The village of Wrecclesham lies to the south-west of central Farnham and extends to the border with Hampshire. The oldest part of the village is a ribbon development along the A325 towards Petersfield and the central area was designated as a Conservation Area (P31/3/19) in October 1973 and extended in August 1991.
- 19.2 The whole of the village contains a mix of residential properties, together with several retail and light industrial buildings. On the northern side of the A325 the houses overlook the Wey Valley and there is open countryside from the gardens of these houses, through fields there are footpaths to walk into Farnham and to Alice Holt Forest. From The Street (A325) there is a recreation ground with a sports club for teams for cricket and football, tennis club, allotments and the grounds of a League Football Club.
- 19.3 The valley has been used for clay and gravel extraction and there are areas of closed landfill. With a working gravel/landfill pit in operation currently, access to this is only from the A31. In the past landfill sites has created a source of methane and other gases, which have presented problems for the houses in the lower part of the village. Occasional evacuations have been necessary.
- 19.4 South of the A325, the ground continues to rise and there has been considerable residential development. Whilst the oldest buildings in Wrecclesham date from the fifteenth century, the



Character Area: Wrecclesham

vast majority, especially away from the original ribbon development, date from the twentieth century. The renowned pottery, built in the 1850s by the Harris family, is located towards the western end of the village. Evidence of the building materials fabricated from the pottery is evident on several dwellings around the village.

- 19.5 Wrecclesham has seen considerable housing development in recent years with new streets



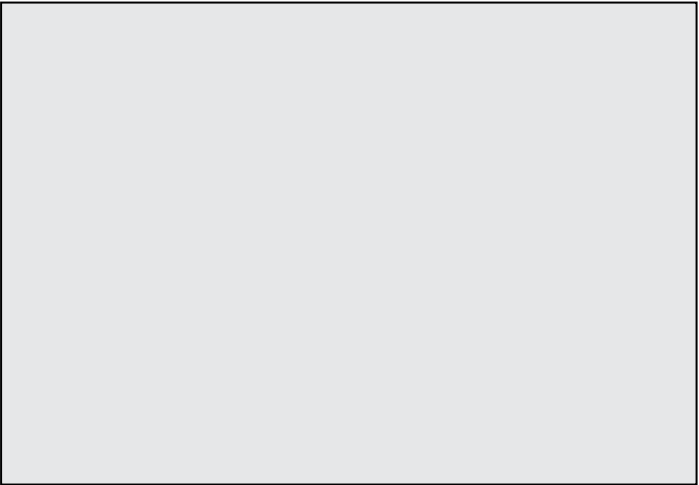
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replacing both green and brown field sites. Currently a development of 60 houses is being built to the south side of the village with developments already affected by both flooding from the river Wey and on contaminated landfill sites. Apart from these larger schemes, there has also been considerable infilling and conversion of bungalows to houses.

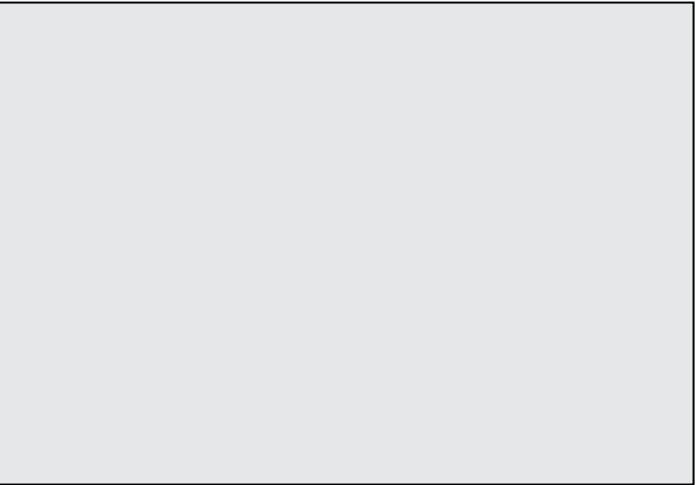
- 19.6 This amount of construction has put considerable strain on the local infrastructure, with peak-time traffic along the A325 tailing back from the junction with the A31 to the Hampshire border, a distance of about a mile. The local primary schools, which are located near the village, are over-subscribed, despite the introduction of a two-form entry at St. Peter's School.
- 19.7 With the A325 as an artery through the village there is no central point to the village. The A325, once a country lane from Farnham to Petersfield, the character of the road itself through Wrecclesham is lined with houses and cottages originally still replicating its track road character. Running parallel to the River Wey, runs the railway line from Alton to Farnham, the track has significant sections of embankment with public footpaths running along. The north side of the village accommodates the train depot and sheds.
- 19.8 There is a thriving secondary school, community centre, parish church with a cemetery and hall, several public houses and a restaurant.



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Design Guidelines for Wrecclesham

19.9.1

The Conservation Area in the central part of the village should be preserved or enhanced by future development, following the guidance in FNP6 of the Farnham Neighbourhood Plan.

19.9.2

Outside the Conservation Area, properties along the A325 are varied in style but conform to a two-storey limit. This limit should be respected in future development in this area.

19.9.3

Development with direct access on to the A325 should be discouraged, in order not to exacerbate existing traffic problems.

19.9.4

New development should reflect the pattern and density of existing development. Dwellings should have character and avoid uniformity.

19.9.5

Extensions should respect the style of the original building and avoid having an adverse effect on the street-scene. Dormer windows should not be allowed to dominate the roof. Guidance in the Residential Extensions SPD and Policy FNPI 6 must be followed.

19.9.6

Street trees and hedges must be preserved and green boundaries should be encouraged in most areas.

19.9.7

All development should have sufficient and well-integrated parking for cars.

19.9.8

All development should have adequate external storage space for bins and bicycles.

19.9.9

Green spaces to the north and west of the village and within its boundaries should be preserved. All public green spaces from The Street should be protected and enhanced, to cater for increasing numbers of residents, as a result of development.

19.9.10

The quarry area must be sensitively restored and maintained as an essential part of the Area of Strategic Visual Importance, to support and enhance local biodiversity.





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FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 15th March, 2021

Place

Via Zoom video conferencing

Planning & Licensing Consultative Working Group Members Present:

Councillor Brian Edmonds (Lead Member)
Councillor Roger Blishen
Councillor Alan Earwaker
Councillor John "Scotty" Fraser
Councillor George Hesse
Councillor Michaela Martin
Councillor John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillor Wicks.

2. Disclosure of Interests

WA/2021/0337 Councillor Martin declared a non-pecuniary interest as the applicant is known to her.

WA/2020/1108 Councillor Martin declared a non-pecuniary interest due to vicinity and the applicant is known to her.

3. Applications Considered for Key/Larger Developments

Amendments received

Re-location of and provision of signalised pedestrian crossing

Provision of new bus stops

Widening of footway on south side West Street on approach to roundabout

Provision of new footpath on southern side of West St opposite south west corner of site

Various other highways amendments

Additional details:

Land stability report

WA/2019/0770 Farnham Castle

Officer: Ruth Dovey

Outline Application with all matters reserved except access for the erection of 320 dwellings (including 96 affordable) with associated landscaping, public open space and infrastructure (as amended by plans received 02.02.2021 and 12.02.2021).

LAND NORTH OF COXBRIDGE FARM, WEST STREET, FARNHAM

Farnham Town Council acknowledges this is an approved development site in Farnham Neighbourhood Plan April 2020 policy FNPI4g). The application must adhere to the requirements of the development plan with particular attention to policies FNPI New Development and Conservation; FNP30 Transport Impact of Development including appropriate access, emergency access, bus stops and improved pedestrian links; FNP31 Water and Sewerage Infrastructure Capacity including the upgrading of wastewater infrastructure on West Street. The application must comply with the Farnham Design Statement and LPP1 policies TDI Townscape and Design, CCI Climate Change and CC2 Sustainable Construction and Design. The Construction and Transport Management Plans must include the provision for all construction vehicles and materials to be accommodated on-site.

4. Applications Considered

Farnham Bourne

Amendment to plans to remove separate house entrance

WA/2020/1215 Farnham Bourne

Officer: Jess Sullivan

Erection of extension and alterations to elevations including dormer window.

27 LODGE HILL ROAD, LOWER BOURNE GU10 3QW

Farnham Town Council objects to the proposed extensions and the negative impact on the neighbour's amenity at no. 29, being out of character with the scale and size and street scene – though only partially visible from the road, the neighbouring dwellings will have full view of the unbalanced extension, not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 and Residential Extensions SPD.

WA/2021/0313 Farnham Bourne

Officer: Carl Housden

Erection of extensions and alterations to elevations.

BYWAYS, WOODLAND DRIVE, WRECCLESHAM GU10 4SG

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and the annex is conditioned ancillary, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0338 Farnham Bourne

Officer: Lara Davison

Erection of two storey side extension and increase in ridge height to create two storey dwelling.

51 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0344 Farnham Bourne

Officer: Jess Sullivan

Certificate of Lawfulness under Section 192 for erection of detached outbuilding for home office and gym.

86A TILFORD ROAD, FARNHAM GU9 8DS

The previously submitted and withdrawn planning application WA/2020/1373 for an outbuilding/annex was not acceptable as it was to be positioned to the front of the dwelling close to the boundary of the Grade II listed 88 Tilford Road. This new submission, as an application for a certificate of lawfulness, must not discount the impact on the Listed building, though the proposal is now behind the building line. The outbuilding/annex must be conditioned ancillary to the dwelling and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 and CC2.

WA/2021/0345 Farnham Bourne

Officer: Carl Housden

Certificate of Lawfulness under Section 192 for installation of roof lights.

25 GONG HILL DRIVE, LOWER BOURNE GU10 3HQ

Provided that the rooflights strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP8 South Farnham Arcadian Areas and FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections.

WA/2021/0348 Farnham Bourne

Officer: Carl Housden

Certificate of Lawfulness under Section 192 for alterations to integral garage to form habitable accommodation.

1 LODGE HILL CLOSE, LOWER BOURNE, GU10 3PJ

Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, sufficient parking is available within the boundary and materials match existing, Farnham Town Council has no objections.

WA/2021/0364 Farnham Bourne

Officer: Jess Sullivan

Erection of a single storey rear extension.

56 BURNT HILL ROAD, LOWER BOURNE GU10 3LY

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's amenity with light pollution from the roof lantern, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials,

COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0366 Farnham Bourne

Officer: James Sackley

Certificate of Lawfulness under Section 192 for a detached gym/office outbuilding (revision of WA/2020/1320).

WENDYS WOOD, TILFORD ROAD, LOWER BOURNE GU10 3RW

The previously submitted and withdrawn application for a certificate of lawfulness WA/2020/1320 for a gym/office outbuilding has been slight reduced in this new submission. The outbuilding must be conditioned ancillary to the dwelling and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2.

Farnham Castle

CA/2021/0036 Farnham Castle

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES

CEDAR COURT, CASTLE HILL FARNHAM GU9 7JF

Farnham Town Council strongly objects to the removal of trees, especially in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP2. If removal is absolutely necessary, replacement trees must be planted in appropriate locations on the site. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

CA/2021/0037 Farnham Castle

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

REMOVAL OF TREES

5 CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council strongly objects to the removal of trees, especially in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP2, and asks the Arboricultural Officer to investigate if applying TPOs to the trees is possible. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

CA/2021/0039 Farnham Castle

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

REMOVAL OF TREE

20 LONG GARDEN WALK EAST, FARNHAM GU9 7HX

Farnham Town Council strongly objects to the removal of trees, especially in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP2, and asks the Arboricultural Officer to investigate if applying TPOs to the trees is possible. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

PRA/2021/0006 Farnham Castle

Officer: Carl Housden

General Permitted Development Order 2015, Schedule 2 Part 3 Class Q - Prior Notification Application for a proposed change of use of agricultural building to 1 dwellinghouse(Class C3) and for building operations reasonably necessary for the conversion.

BARN AT 1 BURLESBRIDGE COTTAGES, CRONDALL LANE, DIPPENHALL

Provided that the change of use strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI New Development and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

NMA/2021/0031 Farnham Castle

Officer: Amy Willson

Amendment to WA/2018/1405 for removal of roof lights in main bedroom and addition of another rooflight to match existing ones.

WILLEY PLACE LODGE, CHAMBER LANE, FARNHAM GU10 5ES

Subject to the amendments being confirmed compliant with WBCs criteria for Non-Material Amendments, Farnham Town Council has no objections.

Combined applications**WA/2021/0320 Farnham Castle**

Officer: James Sackley

Erection of single storey extension and alterations.

84 WEST STREET, FARNHAM GU9 7EN

Provided that the extension and alterations are approved by the Heritage Officer and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and FNPI6 Extensions and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0321 Farnham Castle

Officer: James Sackley

Listed Building consent for erection of single storey extension and alterations to part of fire damaged building.

84 WEST STREET, FARNHAM GU9 7EN

Provided that the extension and alterations are approved by the Heritage Officer and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and FNPI6 Extensions and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Cllr Martin declared a non-pecuniary interest as the applicant is known to her.

WA/2021/0337 Farnham Castle

Officer: Mr Chris Turner

Erection of a first floor extension.

43 CRONDALL LANE, FARNHAM GU9 7BG

Farnham Town Council notes in approved application **WA/2020/1019** the applicant had rather a large **CIL** bill, hence the removal of the first-floor elements in variation **WA/2020/1988**, subsequently approved. The first-floor elements are now in this new application **WA/2021/0337**. The exemption of **CIL** for residential extensions must be applied for in an appropriate manner and not part-way through a build. Provided that the extension strictly adheres to the **Farnham Design Statement** and **Farnham Neighbourhood Plan** policy **FNPI New Development** and **FNPI6 Extensions, Residential Extensions SPD** and **LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design** and materials match existing, **Farnham Town Council** has no objections. Space must be available on-site for construction vehicles and materials, **COVID-19 Site Operating Procedures** must be followed and **WBC** approved construction hours adhered to.

Farnham Firgrove

CR/2021/0005 Farnham Firgrove

Officer: Carl Housden

Prior Notification Application G.P.D.O. Part 3, Class O - Change of use from Use Class B1a (office) to Use Class C3 (residential) use to provide 2 dwellings.

FIRST FLOOR, 20 FIRGROVE HILL, FARNHAM GU9 8LQ

Provided that the change of use strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy **FNPI New Development** and **LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design**, materials match existing and refuse storage is provided to the rear, **Farnham Town Council** has no objections. Space must be available on-site for construction vehicles and materials, **COVID-19 Site Operating Procedures** must be followed and **WBC** approved construction hours adhered to.

WA/2021/0354 Farnham Firgrove

Officer: Carl Housden

Erection of a single storey rear extension.

11 RIDGWAY ROAD, FARNHAM GU9 8NN

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy **FNPI6 Extensions, Residential Extensions SPD** and **LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design**, materials match existing and has no negative impact on the neighbours' amenity, **Farnham Town Council** has no objections. Space must be available on-site for construction vehicles and materials, **COVID-19 Site Operating Procedures** must be followed and **WBC** approved construction hours adhered to.

Farnham Hale and Heath End

Amendment to roof design of proposed extension.

WA/2020/2099 Farnham Hale and Heath End

Officer: Olivia Gorham

Erection of extension and alterations to elevations including roof lights.

5 CARTERS WALK, FARNHAM GU9 9AY

Farnham Town Council acknowledges the amendments to the application and maintain previous comments made. **Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan** policy **FNPI6 Extensions, Residential Extensions SPD** and **LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design** and materials match existing, **Farnham Town Council** has no objections. Space must be available on-site

for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0341 Farnham Hale and Heath End

Officer: James Sackley

Alterations to elevations including rear dormer and roof lights.

19 WHITMORE GREEN, FARNHAM GU9 9AF

Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0362 Farnham Hale and Heath End

Officer: Daniel Holmes

Erection of extensions and alterations to elevations including sloped roof to replace flat roof.

BURLAWN, HEATH LANE, FARNHAM GU9 0PR

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design and has no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Moor Park

TM/2021/0048 Farnham Moor Park

Officer: Mr A Clout

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER WA261

BOURNE MILL, GUILDFORD ROAD FARNHAM GU9 9PY

The report seems comprehensive and where Ash die-back is present, felling is necessary. Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

TM/2021/0049 Farnham Moor Park

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT TO TREE PRESERVATION ORDER 05/15 OVERMEAD, 10 MONKSHANGER, FARNHAM GU9 8BU

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

Cllr Martin declared a non pecuniary interest due to vicinity and applicant is known to her. The application description has been amended to better reflect the development proposed

WA/2020/1108 Farnham Moor Park

Officer: Philippa Smyth

Alterations to former agricultural barn to facilitate the completion of its conversion into a dwelling and associated building works. (amended description)

KILNSIDE FARMHOUSE, MOOR PARK LANE, FARNHAM

Farnham Town Council maintains its previous objections: Farnham Town Council objects to an additional dwelling in this semi-rural location outside the built-up area boundary, only accessible via bridleways 123 and 124, intersecting the historic North Downs Way and Greensands Way, neither suitable for the increased vehicle movement and having a negative impact on the public realm, not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan FNP1 and FNP10. The number of residential development applications in this area is progressively in conflict with LPPI policy RE3 in an area of AGLV and buffer to the AONB. This area has been recommended for inclusion in the AONB.

WA/2021/0327 Farnham Moor Park

Officer: Lara Davison

Application under Section 73A to vary Conditions 1 & 2 of WA/2019/1483 (approved plan numbers and restrictions on type and colour of external finishes) to alter extent of patio area and to allow alterations to fenestration materials.

5 HEATHERDALE HOUSE, COMPTON WAY, FARNHAM GU10 1QY

Pending planning applications NMA/2020/0156, NMA/2021/0013 and WA/2021/125 must be taken into consideration when determining this planning application.

Provided that the variations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPPI policy CC1 Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0339 Farnham Moor Park

Officer: Lara Davison

Certificate of Lawfulness under Section 192 for erection of a dormer roof extension and installation of roof lights to provide conversion of loft to habitable accommodation.

47 ST JAMES AVENUE, FARNHAM GU9 9QF

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPPI policy CC1 Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0346 Farnham Moor Park

Officer: Daniel Holmes

Consultation on a County Matter; Non-Material amendment to planning permission ref: WA/2019/1678 dated 7 February 2020 to remove the end dates from the description of development.

LAND AT RUNFOLD SOUTH QUARRY (AREA C), GUILDFORD ROAD RUNFOLD

Farnham Town Council attends the Runfold Community Liaison Group meetings and will respond to the main application due for consultation in April.

WA/2021/0350 Farnham Moor Park

Officer: Carl Housden

Erection of extensions and alterations to elevations.

5 MENIN WAY, FARNHAM GU9 8DY

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential

Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0353 Farnham Moor Park

Officer: Daniel Holmes

Consultation on a County Matter; Non-Material amendment to planning permission ref: WA/2019/1681 dated 7 February 2020 to remove the end dates from the description of development.

**LAND AT RUNFOLD SOUTH QUARRY (AREA C), GUILDFORD ROAD, RUNFOLD
Farnham Town Council attends the Runfold Community Liaison Group meetings and will respond to the main application due for consultation in April.**

WA/2021/0363 Farnham Moor Park

Officer: Daniel Holmes

Erection of a single storey rear extension.

52 ROMAN WAY, FARNHAM GU9 9RG

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design and has no negative impact on the neighbours' amenity from light pollution, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Shortheath and Boundstone

WA/2021/0340 Farnham Shortheath and Boundstone

Officer: Lara Davison

Erection of extension.

79 BALDREYS, FARNHAM GU9 8RH

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Upper Hale

WA/2021/0322 Farnham Upper Hale

Officer: Mr Chris Turner

Change of use from use Class A4 (café/bar) to a ground floor flat use Class C3 (residential); alteration to side elevation.

102 UPPER HALE ROAD, FARNHAM GU9 0PB

Provided that the change of use strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP1 New Development and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and parking provision provided, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials,

COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Weybourne and Badshot Lea

TM/2021/0050 Farnham Weybourne and Badshot Lea

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FARI 13
OAKDALE, MONKTON LANE, FARNHAM GU9 9AA

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

TM/2021/0051 Farnham Weybourne and Badshot Lea

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 03/18
4 ST GEORGES CLOSE, FARNHAM GU9 9LZ

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

WA/2021/0280 Farnham Weybourne and Badshot Lea

Officer: Mr Chris Turner

Alterations to elevations and change of use from retail (Use Class A1) to vehicle repair garage and MOT testing centre (Use Class B2).

2 FARNHAM TRADING ESTATE, FARNHAM GU9 9NN

Farnham Town Council has no objections to the change of use.

WA/2021/0347 Farnham Weybourne and Badshot Lea

Officer: Carl Housden

Erection of extensions and alterations following demolition of existing conservatory.

12 WOODBOURNE, FARNHAM GU9 9EF

Farnham Town Council objects to the size and scale of the two-storey front extension, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI6 Extensions and Residential Extensions SPD, having a negative impact on the character of the area and street scene. The loss of the garage and the built form to the front of the dwelling will result in insufficient parking for the proposed 4 bedroom dwelling to meet WBC Parking Guidelines.

WA/2021/0361 Farnham Weybourne and Badshot Lea

Officer: Lara Davison

Erection of extension and alterations following demolition of existing conservatory; erection of a detached garage/home office following demolition of existing garage and outbuilding.

6 BYGONES, UPPER WEYBOURNE LANE, FARNHAM GU9 9DG

Farnham Town Council objects to the two-storey rear extension being overbearing on no.4 and having a negative impact on the of amenity of both no.4 and no.10, not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI6 Extensions and Residential Extensions SPD.

Farnham Wrecclesham and Rowledge

TM/2021/0042 Farnham Wrecclesham and Rowledge

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 21/05
GROVE HOUSE, 7B WRECCLESHAM HILL FARNHAM GU10 4JN

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

NMA/2021/0032 Farnham Wrecclesham and Rowledge

Officer: Amy Willson

Amendment to WA/2020/1212 for addition of a condition for phasing of the construction.

32 TALL TIMBERS BOARDING KENNELS, GARDENERS HILL ROAD, LOWER BOURNE

Farnham Town Council strongly objects to an application to phase CIL payments as a Non Material Amendment. Required CIL payments must be paid as scheduled unless another appropriate mechanism is place for phasing them.

WA/2021/0283 Farnham Wrecclesham and Rowledge

Officer: Daniel Holmes

Change of Use of the semi-detached annexe building from mixed use ancillary residential accommodation and holiday let to use as a separate dwelling.

ANNEXE, HILLSIDE FARMHOUSE, SUMMERFIELD LANE, FRENHAM

Farnham Town Council acknowledges the proposed change to a separate dwelling. Council Tax must be applied to this dwelling.

WA/2021/0314 Farnham Wrecclesham and Rowledge

Officer: Philippa Smyth

Application under Section 73 to vary Condition 1 of WA/2020/1212 (approved plans) to allow changes to the size, layout and elevation treatment; addition of a detached double garage; details for pre-commencement/occupation conditions 2, 4 and 6.

TALL TIMBERS BOARDING KENNELS, 32 GARDENERS HILL ROAD, LOWER BOURNE

If changes to the size and the addition of a double garage are approved, the CIL liability must be recalculated to include these elements from the approved 418.5m² to 657.8m². The changes must strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI New Development and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0315 Farnham Wrecclesham and Rowledge

Officer: Philippa Smyth

Erection of a dwelling and associated works.

LAND AT BURRWOOD, 16 QUENNELLS HILL, WRECCLESHAM GU10 4NE

Farnham Town Council objects to the inappropriate garden development to the rear on 16 Quennells Hill, not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI. The proposed access is on a blind bend with no visibility for exiting the site onto the narrow lane with no footway. Farnham Town Council asks if all dwellings on the boundary, including those at 1, 2, 3, 4 Greystead Park, 18 Quennells Hill and boundaries to the west, have been advised of this application given its vicinity to several properties.

WA/2021/0319 Farnham Wrecclesham and Rowledge

Officer: Daniel Holmes

Erection of extensions and alterations to elevations including dormers and balcony: erection of single garage and car port and associated works.

NUTTINGS, BOUNDARY ROAD, ROWLEDGE GU10 4EP

Farnham Town Council objects to the rear first floor balcony and its negative impact on the neighbouring property 'Wilderness' overlooking their amenity space, and objects to the built form proposed to the front, also on the boundary with 'Wilderness', not being compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI6 Extensions and Residential Extensions SPD, having a negative impact on the character of the area and street scene.

WA/2021/0365 Farnham Wrecclesham and Rowledge

Officer: Lara Davison

Construction of vehicle access and dropped kerb.

52 THE STREET, WRECCLESHAM GU10 4QR

Farnham Town Council objects to this application as reversing into or out of the site is unacceptable on the busy A325 being hazardous to the occupant, pedestrians and road users. A turning space must be provided within the site so that all vehicles can enter and exit the site in forward gear. Further information will be required for consideration by Surrey Highways.

5. Licensing Applications Considered

Pavement Licence – New Application

New with Waverley (previously had licence from Surrey to 31st March 2021)

Pavement, Slug and Lettuce, 9-11 East Street, Farnham Surrey GU9 7RX

Mr James Andrew Clark

Farnham Town Council has consulted with its ward members for Moor Park with the limited time for responding. See comments below.

Farnham Town Council welcomes the re-opening of businesses and has reviewed the application for a Pavement Licence at the Slug & Lettuce, 9-11 East Street, Farnham GU9 7RX, noting the restrictions to times of use, expiry date and the amount of street furniture to be set out.

Specific points have been made: Farnham Town Council notes the proposed street furniture on the plan is to be positioned to the left and right of the entrance on Cambridge Place (as you look at the building) - due to existing planters and redundant sign-posts, more space is available to the right of the entrance and requests that the majority of the furniture should be to the right, not left, of the doors to avoid causing a nuisance to pedestrians and businesses in Cambridge Place; the use of A-boards must be kept to a minimum to avoid further obstruction to pedestrians; the use of the pavement is limited to 10.00-18.00 Monday to Sunday for the period 31/03/2021 to 30/09/2021; and COVID-19 social distancing must be applied in accordance with Government restriction in place at the time.

6. Waverley Borough Council Street Naming Applications Considered

SNN3093A: Corner Cottage, Menin Way, Farnham, Surrey, GU9 8DY

Erection of 4 dwellings; creation of new access from Tilford road and associated works following demolition of existing dwelling

The developer decided he did not want to name the road in the end. The new addresses are:

CORNER COTTAGE, MENIN WAY, FARNHAM, GU9 8DY

53, 55 and 57 TILFORD ROAD, FARNHAM, GU9 8DN

7. Public speaking at Waverley Planning Committee

Councillor Earwaker was nominated to speak at Western Planning on 23rd March 2021 against WA/2020/0558 Farnham Firgrove, THE OLD MISSION HALL, HOOKSTILE LANE, FARNHAM GU9 8LG.

Item deferred due to lateness of Surrey Highways update following a site visit – rescheduled for April meeting.

8. Date of next meeting

29th March 2021.

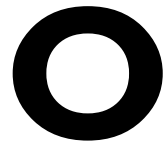
The meeting ended at 11.45 am

Notes written by Jenny de Quervain

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FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 29th March, 2021

Place

Via Zoom video conferencing

Planning & Licensing Consultative Working Group Members Present:

Councillor Brian Edmonds (Lead Member)
Councillor Roger Blishen
Councillor Alan Earwaker
Councillor John "Scotty" Fraser
Councillor Michaela Wicks
Councillor George Hesse
Councillor Michaela Martin
Councillor John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

None were received.

2. Disclosure of Interests

WA/2021/0419 Officer declared a non-pecuniary interest due to vicinity of the application, Councillors formulated comments made.

WA/2021/0454 Officer declared a non-pecuniary interest due to vicinity of the application, Councillors formulated comments made.

3. Applications Considered for Key/Larger Developments

Farnham Moor Park

PIP/2021/0001 Farnham Moor Park

Officer: Gemma Paterson

Application for Permission in Principle for the erection of 13 dwellings following demolition of existing building.

13 GUILDFORD ROAD, FARNHAM GU9 9PU

Farnham Town Council acknowledges this is an approved development site in Farnham Neighbourhood Plan April 2020 policy FNPI4d). Development guidance states an approximate capacity of 10 dwellings, the application must adhere to plan policies, the Farnham Design Statement and LPPI policy TD1 Townscape and Design, policy CC1 Climate Change and CC2 Sustainable Construction and Design. The indicative plans show 20 parking spaces for residents and visitors, detail of how the development is accessed needs to be shown in more detail, and sufficient refuse storage must be included. When Construction and Transport Management Plans are produced, provision for all construction vehicles and materials to be accommodated on-site must be included and site vehicles to use 'squawker' reverse warnings instead of 'beepers' in this densely populated residential area to minimise noise disturbance.

WA/2021/0442 Farnham Moor Park

Officer: James Sackley

Erection of extension to existing warehouse with alterations to the car parking layout and shopfront.

LIDL FOODSTORE, DOGFLUD WAY, FARNHAM GU9 7UD

Farnham Town Council asks for clarification to be sought on the movement of HGVs with the reduced service area proposed. Space for manoeuvring vehicles must be shown on plans to demonstrate accessing and exiting the highway is in forward.

4. Applications Considered

Farnham Bourne

CA/2021/0043 Farnham Bourne

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREES

TIMBERS, GREENHILL ROAD, FARNHAM GU9 8JN

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

CA/2021/0046 Farnham Bourne

Officer: Mr A Clout

OLD CHURCH LANE CONSERVATION AREA

REMOVAL OF TREE

4 OLD CHURCH LANE FARNHAM GU9 8HQ

Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CC1 Climate Change and NE2 Green and Blue Infrastructure.

NMA/2021/0038 Farnham Bourne

Officer: Amy Willson

Amendment to WA/2020/0446 for altering the glazing design on front windows, removal of French doors and installation of windows in the drawing room.

6 ASHLEIGH HOUSE, LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Provided that the changes strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area, policy

FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, Farnham Town Council has no objections. The character of the Great Austins Conservation Area must be maintained with all materials being in keeping with existing.

TM/2021/0067 Farnham Bourne

Officer: Mr A Clout

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 07/09 STOCKDALE HOUSE, 12 GONG HILL DRIVE FARNHAM GU10 3HQ

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

WA/2021/0373 Farnham Bourne

Officer: James Sackley

Application under Section 73 to vary Condition 1 of WA/2020/0077 (approved plan numbers) to allow reduction in size, alterations to fenestration together with provision of an additional dormer window.

1 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP5 Great Austins Conservation Area and policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Amendments received

**Amended description to include reference to the existing and proposed garage;
Amended block plan to show removal of existing garage.**

WA/2021/0338 Farnham Bourne

Officer: Lara Davison

Erection of two storey side extension and increase in ridge height to create two storey dwelling; erection of a detached garage following demolition of existing garage (amended description) (as amended by block plan received 12/03/2021) (amended description)

51 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NJ

Farnham Town Council maintains previous comments. Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0416 Farnham Bourne

Officer: Mr Chris Turner

Erection of a new dwelling and associated works (revision of WA/2020/0764).

1 GROVELANDS, LOWER BOURNE GU10 3RQ

Farnham Town Council acknowledges that the applicant has attempted to address the objections to application WA/2020/0764, refused by Waverley Borough Council

and the Planning Inspectorate at appeal, by re-positioning the proposed in-fill dwelling. The supposed 'space' between the proposed in-fill dwelling and no.2 is only afforded by the no.2's position to the boundary, the proposed in-fill dwelling is only 1m away from this boundary. The proposed in-fill dwelling has limited amenity space to the rear for future occupants whereas Grovelands is characterised by its spacious plots and generous gardens. Farnham Town Council maintains its objection to a new in-fill dwelling not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan FNPI and not respecting the character and the spacing of Grovelands.

WA/2021/0425 Farnham Bourne

Officer: James Sackley

Certificate of Lawfulness under Section 192 for hip to gable with flat roof alterations and rear dormer to form loft conversion; erection of single storey rear extension and side porch extension.

3 DEEPDENE, LOWER BOURNE GU10 3QP

Provided that the extensions and alterations are confirmed lawful and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0453 Farnham Bourne

Officer: Carl Housden

Erection of single storey rear extension.

75 FRENHAM ROAD, LOWER BOURNE GU10 3HL

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0480 Farnham Bourne

Officer: Lara Davison

Erection extensions and alterations including a first floor extension.

33 BADGERS, DENE LANE, LOWER BOURNE GU10 3RH

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Castle

Combined application

WA/2021/0370 Farnham Castle

Officer: Carl Housden

Erection of an extension to the existing fire escape and alterations to elevations.

THE FARNHAM MALTINGS, BRIDGE SQUARE, FARNHAM GU9 7QR

Provided that the extension and alterations are approved by the Heritage Officer

and strictly adhere to the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and policy FNP16 Extensions and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0371 Farnham Castle

Officer: Carl Housden

Listed Building consent for erection of an extension to the existing fire escape with internal and external alterations.

THE FARNHAM MALTINGS, BRIDGE SQUARE, FARNHAM GU9 7QR

Provided that the extension and alterations are approved by the Heritage Officer and strictly adhere to the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area and policy FNP16 Extensions and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0380 Farnham Castle

Officer: Carl Housden

Erection of extension and alterations to elevations including roof lights.

LOWER FARM, DIPPENHALL ROAD, DIPPENHALL GU10 5ED

Provided that the extension and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Officer declared a non-pecuniary interest due to vicinity of the application, Councillors formulated comments made.

WA/2021/0419 Farnham Castle

Officer: Carl Housden

Application under Section 73 to vary Condition 1 of WA/2020/1237 (approved plan numbers) to allow removal of proposed two-storey rear extension to the lounge; removal of proposed chimney to south west (side) elevation and bay window reduced in size;

CASTLE FIELD, 1 OLD PARK LANE, FARNHAM GU9 0AH

Provided that the variation to Condition 1 strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Officer declared a non-pecuniary interest due to vicinity of the application, Councillors formulated comments made.

WA/2021/0454 Farnham Castle

Officer: James Sackley

Erection of extension and alterations to roofline including dormer windows and double hipped extension.

14 OLD PARK LANE, FARNHAM GU9 0AH

Farnham Town Council objects to the overdevelopment of a restrictive site with insufficient parking included for the additional bedroom accommodation proposed. Not being compliant with WBCs Parking Guidelines, Residential Extensions SPD, Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions and FNP30 Transport Impact of Development. The dimensions of the proposed car port must be confirmed to ensure the size is adequate for a modern family vehicle as no other parking is available within the boundary of the site. No space is available on-site for construction vehicles and materials, the bridleway is narrow and must not be obstructed.

WA/2021/0481 Farnham Castle

Officer: Daniel Holmes

Erection of extensions and alterations.

10 HAZELL ROAD, FARNHAM GU9 7BW

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbours' amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Firgrove

WA/2020/1093 Farnham Firgrove

Officer: Rachel Lawrence

Erection of an extension and alterations to provide a boxing gym; provision of timber clad storage container; construction of a children's outside play area on part of Brambleton Park, new pedestrian access and landscaping

BRAMBLETON HALL, TALBOT ROAD, FARNHAM GU9 8RR

Comments from Environmental Health are required on contamination and air quality. Brambleton Park was previously a land-fill site; methane emissions must be checked.

Farnham Town Council acknowledges the improvements to the external elevations of the storage container with the addition of timber cladding. Some parking provision is provided and the proposal encourages sustainable travel, on-street parking of hall users should be discouraged.

As previously commented, Farnham Town Council seeks to protect cultural facilities and community buildings through Farnham Neighbourhood Plan policy FNP29 and welcomes the enhancing of buildings and additional services being offered to the community.

WA/2021/0391 Farnham Firgrove

Officer: Daniel Holmes

Certificate of Lawfulness under Section 192 for a one and a two storey extension for which they do not extend by more than 3m from the rear of the property and conversion of attached garage into habitable accommodation with new window and three roof light

35 GROVE END ROAD, FARNHAM GU9 8RB

Provided that the extensions are confirmed lawful and strictly adhere to the

Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0444 Farnham Firgrove

Officer: Carl Housden

Alterations to elevations with attached garage conversion into habitable accommodation.

1 AVON ROAD, FARNHAM GU9 8PF

Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and sufficient parking is available within the boundary of the property, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0485 Farnham Firgrove

Officer: Olivia Gorham

Erection of extensions following demolition of existing attached garage.

36 WAVERLEY LANE, FARNHAM GU9 8BJ

Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's amenity at no. 34, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Hale and Heath End

WA/2021/0387 Farnham Hale and Heath End

Officer: Lara Davison

Erection of detached single garage.

16 THE CRESCENT FARNHAM GU9 0LE

Farnham Town Council strongly objects to the proposed location of the garage, having a negative impact on the character and being prominent in the street scene on the front boundary, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP16 Extensions and Residential Extensions SPD. Safety concerns have been raised about access to and from the garage in this position, albeit on an unmade road.

Farnham Moor Park

CA/2021/0049 Farnham Moor Park

Officer: Mr A Clout

FARNHAM CONSERVATION AREA

REMOVAL OF TREES

THE OLD CHAPEL, BEAR LANE FARNHAM GU9 7LF

The replanting of more appropriate hedging to enhance the ornate railings will be an improvement in the Town Centre Conservation Area covered by Farnham Neighbourhood Plan policy FNP2. In response to a climate emergency, it is vital to

retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

TM/2021/0058 Farnham Moor Park

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 10/15
52 COMPTON WAY, FARNHAM GU10 1QU

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

WA/2021/0376 Farnham Moor Park

Officer: Lara Davison

Erection of detached garage.

2 UPLANDS ROAD, FARNHAM GU9 8BP

Provided that the detached garage strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and is conditioned ancillary, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0390 Farnham Moor Park

Officer: James Sackley

Erection of extension; erection of 2 single garages following demolition of existing.

21 ST JAMES TERRACE, FARNHAM GU9 7JT

Farnham Town Council strongly objects to the retrospective planning application for the rear extension. The impact of the proposal must be fully assessed, and action taken if the development is contrary to the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI6 Extensions and Residential Extensions SPD. Farnham Town Council objects to the height of the proposed garage roof close to the boundary of the Historic Farnham Park, contrary to HAI and raises concern over the planning history at this site and intentions of the proposed pitched roof double garage with roof lights and large opening windows to the side elevations. The garages must be Conditioned for purposes solely as garages and prohibited for use as ancillary residential accommodation.

WA/2021/0398 Farnham Moor Park

Officer: James Sackley

Erection of extension and alterations to elevations following demolition of part of existing dwelling.

12A MAPLE LODGE, OLD COMPTON LANE, FARNHAM GU9 8BS

Provided that the extension and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's amenity with light pollution from the roof lantern, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0399 Farnham Moor Park

Officer: Daniel Holmes

Erection of extensions and alterations to roofline with dormer to form habitable accommodation.

55 ST JAMES AVENUE, FARNHAM GU9 9QF

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's amenity at no.53 with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0446 Farnham Moor Park

Officer: Daniel Holmes

Erection of a dwelling and detached garage following demolition of existing dwelling and detached garage.

GLENSIDE COTTAGE, BOTANY HILL, SANDS GU10 1LZ

Provided that the replacement dwelling and garage strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI New Development and Conservation, policy FNPI10 Protect and Enhance the Countryside, LPP1 policy CCI Climate Change, CC2 Sustainable Construction, NE1 Biodiversity and NE2 Green and Blue Infrastructure, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0447 Farnham Moor Park

Officer: Jess Sullivan

Certificate of Lawfulness under Section 192 for erection of a detached habitable outbuilding.

34 PARK ROAD, FARNHAM GU9 9QN

Farnham Town Council objects to the position of the proposed outbuilding against the boundary to the rear and north, not allowing sufficient space for construction or maintenance of the building or the neighbouring boundaries. An application for a Certificate of Lawfulness gives no opportunity for neighbour consultation or consideration of the impact of the proposal on the enjoyment of their amenity space.

WA/2021/0477 Farnham Moor Park

Officer: Daniel Holmes

Consultation on a County Matter; Details of Surface Water Management Plan submitted pursuant to Condition 23 of planning permission ref: WA/2018/0016 dated 6 November 2018.

RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, RUNFOLD

Farnham Town Council attends the Runfold Community Liaison Group meetings and will respond to the main application due for consultation in April.

Farnham Shortheath and Boundstone

TM/2021/0061 Farnham Shortheath and Boundstone

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 45/99

12 GLYNSWOOD, FARNHAM GU10 4TN

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

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

TM/2021/0063 Farnham Shortheath and Boundstone

Officer: Mr A Clout

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 45/99
12 GLYNWOOD, FARNHAM GU10 4TN

Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If absolutely necessary, replant as suggested. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

TM/2021/0064 Farnham Shortheath and Boundstone

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 09/99
12 GLYNWOOD, FARNHAM GU10 4TN

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

Amendments received

Amended block plan to show proposed.

WA/2021/0019 Farnham Shortheath and Boundstone

Officer: James Sackley

Erection of extension and alterations to fenestration.

92 SHORTEATH ROAD, FARNHAM GU9 8SQ

A Block Plan showing the full extent of the proposed rear extensions is now included in the application.

Farnham Town Council maintains its objections to the proposed extension and alterations not being compliant with Farnham Neighbourhood Plan policy FNP16 Extensions and Residential Extensions SPD, to the size and scale of the proposed two-storey extension to the rear, having a negative impact on the neighbour with overlooking and light pollution from the excessive glazing from the roofline down to the ground on the new gable end.

WA/2021/0432 Farnham Shortheath and Boundstone

Officer: Carl Housden

Erection of extensions and alterations to elevations.

75 GREENFIELD ROAD FARNHAM GU9 8TQ

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's amenity at no.73, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0437 Farnham Shortheath and Boundstone

Officer: James Sackley

Certificate of Lawfulness under Section 192 for erection of detached habitable outbuilding.

45 GREEN LANE, FARNHAM GU9 8QD

Farnham Town Council strongly objects to the position of the outbuilding close the neighbour's boundary to the rear. The installation of a full bathroom for habitable accommodation will have a negative impact on the neighbour from noise with the outbuildings permanent use. An application for a Certificate of Lawfulness gives no opportunity for neighbour consultation or consideration of the impact of the proposal on the enjoyment of their amenity space.

WA/2021/0484 Farnham Shortheath and Boundstone

Officer: Philippa Smyth

Erection of rear single storey extension and alterations to roof line including hip to gable extensions and dormers.

38 RIDGEWAY COTTAGE, SHORTHEATH ROAD, FARNHAM GU9 8SL

Provided that the extension and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour's amenity with light pollution from the roof lights, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Upper Hale

DW/2021/0007 Farnham Upper Hale

Officer: Daniel Holmes

The erection of two single storey rear extensions which would extend beyond the rear wall of the original house by 8m, for which the height would be 4m, and for which the height of the eaves would be 2.50m.

FOXHAVEN, OLD PARK LANE, FARNHAM GU10 5AA

Provided that the extension strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0451 Farnham Upper Hale

Officer: Lara Davison

Certificate of Lawfulness under Section 192 for erection of a rear extension and a side dormer.

21 SPRING LANE, FARNHAM GU9 0JD

Farnham Town Council objects to this application, the proposals appear to go beyond permitted development. A full application must be submitted to determine the impact of the proposals on the neighbouring properties.

Farnham Weybourne and Badshot Lea

WA/2021/0388 Farnham Weybourne and Badshot Lea

Officer: Carl Housden

Certificate of Lawfulness under Section 192 for erection of extension 3m x 3.5m at the rear of the dwelling.

26 COURTENAY ROAD, FARNHAM GU9 9DN

Provided that the extensions are confirmed lawful and strictly adhere to the

Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPPI policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0420 Farnham Weybourne and Badshot Lea

Officer: Lara Davison

Erection of extension.

12 WOODLANDS AVENUE, FARNHAM GU9 9EY

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPPI policy CCI Climate Change and CC2 Sustainable Construction and Design and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0435 Farnham Weybourne and Badshot Lea

Officer: Olivia Gorham

Erection of extensions and alterations to elevations of garage creating two storey outbuilding.

121 LOWER WEYBOURNE LANE, BADSHOT LEA GU9 9LQ

Provided that the extensions and alterations to the existing garage strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPPI policy CCI Climate Change and CC2 Sustainable Construction and Design and conditioned ancillary with no permanent habitable accommodation above, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0486 Farnham Weybourne and Badshot Lea

Officer: Jess Sullivan

Erection of extensions and part conversion of attached garage into habitable accommodation.

3 WEYWOOD LANE, FARNHAM GU9 9DP

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPPI policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and sufficient parking is available within the boundary with the loss of the garage, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Wrecclesham and Rowledge

TM/2021/0053 Farnham Wrecclesham and Rowledge

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 14/00

15 THE CHINE FARNHAM GU10 4NN

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

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

TM/2021/0056 Farnham Wrecclesham and Rowledge

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 20/11
93 BOUNDSTONE ROAD, FARNHAM GU10 4AS

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

NMA/2021/0040 Farnham Wrecclesham and Rowledge

Officer: Amy Willson

Amendment to WA/2018/1315 for amendment to garage to omit pitched roof and replace with flat roof.

THE OLD BARN, GARDENERS HILL ROAD, LOWER BOURNE GU10 3HZ

Farnham Town Council objects to the amendment to a flat roof, not being compliant with Residential Extensions SPD, the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6, the proposal will materially change the proposal.

Amendments received

Additional plans received.

WA/2021/0092 Farnham Wrecclesham and Rowledge

Officer: James Sackley

Erection of a detached two storey garage building.

SUMMERFIELD CORNER, SUMMERFIELD LANE, FRENHAM GU10 3AN

Although the applicant's agent has gone to great lengths to demonstrate the presence of garages to the front of the building line in the vicinity, Farnham Town Council maintains its objection to this proposal being very conspicuous and dominant in the street scene at the junction with The Long Road and Summerfield Lane, having a negative impact of the character of the semi-rural location, not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI6 Extensions and Residential Extensions SPD. In determining this application, consideration must be given to WA/2020/1819 Section 191 for existing detached garage built without permission and WA/2020/1818 Section 191 for an extension built without permission.

WA/2021/0436 Farnham Wrecclesham and Rowledge

Officer: Jess Sullivan

Certificate of Lawfulness under Section 192 for the continued use of land for storage.

STORAGE LAND, 1 SCHOOL HILL, WRECCLESHAM GU10 4PU

Subject to the continued use being confirmed lawful, Farnham Town Council has no objections.

WA/2021/0381 Farnham Wrecclesham and Rowledge

Officer: Carl Housden

Erection of extensions.

LEE HOUSE, GARDENERS HILL ROAD, LOWER BOURNE GU10 3JB

Provided that the extensions strictly adhere to the Farnham Design Statement and

Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0487 Farnham Wrecclesham and Rowledge

Officer: Philippa Smyth

Certificate of Lawfulness under Section 192 for erection of rear dormer under Class B, installation of front roof lights under Class C and alteration to existing SVP under Class G to allow conversion of loft space into master bedroom.

2 SQUIRRELS, PEAR TREE LANE, ROWLEDGE GU10 4DW

Provided that the alterations are confirmed lawful and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

5. Appeals Considered

PINS reference: 3265693

WA/2020/1307 Farnham Firgrove

Erection of a block of 6 apartments with associated parking and landscaping following demolition of existing dwelling.

19 The Fairfield, Farnham GU9 0HJ

Farnham Town Council strongly objects to the inappropriate proposal for an apartment block of 6 dwellings on the site of a family house, not being compliant with the Farnham Design Statement for Firgrove or Farnham Neighbourhood Plan policy FNPI New Development and Conservation.

No. 19 is the last property on The Fairfield where it meets Bridgefield. The Design Statement, though referring to Bridgefield, sets the scene for the properties from this point onwards as ‘unique in nature, perched high up on land, which overlooks the A31. It has an interesting mix of housing close to its junction with the station but opens out into a tree-lined road with some most attractive family houses.’

FNPI applies to all types of development within the Neighbourhood Plan area and sets out the quality of development that will be expected for the area.

New development in accordance with the Neighbourhood Plan will be permitted where it:

- a) Is designed to a high quality which responds to the heritage and distinctive character of the individual area of Farnham in which it is located, as defined on Maps B(i) and B(ii) – Conservation Areas and Character Areas, by way of:**
 - i. height, scale, density, layout, orientation, design and materials of buildings,**
 - ii. boundary treatment,**
 - iii the scale, design and materials of the public realm (highways, footways, open space and landscape);**
- b) Follows guidance in the Farnham Design Statement and the Surrey Hills AONB Management Plan;**

- c) Protects and enhances heritage assets and their setting;
- d) Respects the natural contours of a site and protects and sensitively incorporates natural features such as trees, hedges and ponds within the site;
- e) Is well integrated into the landscape by existing and new landscape buffers;
- f) Will not be at an unacceptable risk of flooding itself, and will not result in any increased risk of flooding elsewhere; and
- g) Will not result in unacceptable levels of light, noise, air or water pollution.

This development does not respect the character, spacing or density of the street scene, the size and scale is out of proportion, being too dominant at the point where The Fairfield meets Bridgefield. From 19a and beyond the pattern of development is detached dwellings on good-sized plots; a large block of apartments is not appropriate for this location. Refer to the Block Plan for the inappropriate density of the built form and the Proposed Street Scene for the incompatibility with existing houses.

Having six dwellings on the site of one family house will have a negative impact on the amenity of the surrounding neighbours – the associated use of one dwelling cannot be compared to the impact of six separate dwellings resulting in unacceptable levels of light and noise disturbance.

The proposed communal on-site amenity space, by way of a shared garden and terrace, is on the side of a steep bank and will provide insufficient accessible amenity space for future occupants.

This location is not suitable for the increased vehicle movements from one site, 7 parking spaces have been included, and visibility is restricted by bends in both directions of this tree-lined road.

Farnham Town Council reiterates its objections to this inappropriate development of the site of a family house to an apartment block of 6 dwellings, not being compliant with the Farnham Design Statement for Firgrove or Farnham Neighbourhood Plan policy FNPI New Development and Conservation.

PINS reference: 3264017

WA/2019/2004 Farnham Weybourne and Badshot Lea

Erection of 4 dwellings together with alterations to elevations of existing dwelling.

9 COPPICE CLOSE, FARNHAM GU9 9DQ

Farnham Town Council strongly objects to the erection of 4 dwelling at 9 Coppice Close. This application is not compliant with the Farnham Design Statement for Weybourne and Farnham Neighbourhood Plan policy FNPI New Development and Conservation and policy FNP30 Transport Impact of Development, is gross overdevelopment of a restrictive site not suitable development.

The proposed 3 storey dwellings are not in keeping with the surrounding properties and will have a negative impact of the neighbours' amenity. The proposed on-site amenity space is insufficient for future occupants.

The parking provision is far from compliant with WBC Parking Guidelines or Farnham Neighbourhood Plan FNP30 Transport Impact of Development, only 2 spaces are proposed for 4 dwellings, 8 parking spaces need to be provided.

Farnham Town Council reiterates its objection to the erection of 4 dwelling at 9 Coppice Close, being gross overdevelopment of a restrictive site with inadequate access, parking and amenity space for future occupants and having a negative impact on the surrounding area and residents.

PINS reference: 3266380

WA/2020/1120 Farnham Weybourne and Badshot Lea

Erection of a new dwelling (as amended by plan received 16/11/2020).

LAND AT 151 LOWER WEYBOURNE LANE, BADSHOT LEA

Farnham Town Council strongly objects to a proposed additional dwelling at this location, not being compliant with the Farnham Design Statement for Weybourne and Farnham Neighbourhood Plan FNPI New Development and Conservation and policy FNPI6 Extensions, being overdevelopment of a restrictive site, negatively impacting the neighbouring property's outlook, light and being overbearing, impacting outdoor amenity space of the neighbour and the future occupants of the host and proposed dwelling.

A previously approved application for a large extension does not make a new dwelling acceptable on this restrictive site, the personal use of an extension cannot be compared with the impact of a separate dwelling resulting in unacceptable levels of light and noise disturbance so close to the boundary.

The additional parking provision is not suitable for a separate dwelling. This parking layout was approved for an extension and the use as a separate dwelling will render these spaces inaccessible and hazardous to pedestrians and road users as ingress and egress cannot be achieved in forward gear when divided by the new boundary.

Farnham Town Council reiterates its objection to the erection of a dwelling, being overdevelopment of a restrictive site with inadequate access, parking and amenity space for future occupants and having a negative impact on the neighbour and surrounding area.

6. Licensing Applications Considered

Minor Variation

The Fox, 21 Frensham Road, Lower Bourne, Farnham, GU10 3PH
Greene King Retailing Ltd

Farnham Town Council strongly objects to any extension of hours to the use of the garden and terraced areas. Though the proposed minor variation is in response to the COVID-19 restrictions, the history of disturbance to the neighbours from the use of the outdoor areas outweighs the demand for an additional 1 hour and 15 minutes trading. This objection is made against the licensing objective 'the prevention of public nuisance'.

If the application were to be made as a Variation there would be an opportunity to discuss a positive approach to putting temporary extensions to times in place and tackle some of the previous issues and complaints.

7. Public speaking at Waverley Planning Committee and Licensing Hearings

No meetings or hearings scheduled.

8. Date of next meeting

12th April 2021.

The meeting ended at 11.45 am

Notes written by Jenny de Quervain

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FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 12th April, 2021

Place

Via Zoom video conferencing

Planning & Licensing Consultative Working Group Members Present:

Councillor Brian Edmonds (Lead Member)
Councillor Roger Blishen
Councillor Alan Earwaker
Councillor John "Scotty" Fraser
Councillor George Hesse
Councillor John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Martin and Wicks.

2. Disclosure of Interests

WA/2021/0520 Officer declared a non-pecuniary interest due to vicinity of the application, Councillors formulated comments made.

3. Applications Considered for Key/Larger Developments

Farnham Hale and Heath End

SO/2021/0003 Farnham Hale and Heath End

Officer: Chris French

Request for Screening Opinion for approximately 2.6km long 400mm diameter underground pipeline which starts at a connection onto existing water infrastructure at the junction of Sunny Hill Road and Farnborough Road, Aldershot, crosses in a general north-east to south-west alignment through the Bourley and Long Valley Site of Special Scientific Interest (also part of the Thames Basin Heath Special Protection Area) before exiting onto Sandy Hill Road in Upper Hale, Surrey and continuing along the alignment of the road in a westerly direction to the

junction with Upper Hale Road where it terminates at a connection to the existing water infrastructure.

MOD LAND AT WELLESLEY NARS 5862 OFFSITE, SANDY HILL ROAD, FARNHAM

Farnham Town Council have been made aware of some potential pre-commencement works along the perimeter fence line of Sandy Hill Road, Andrew McGarrity of Dalcour Maclaren has been asked to make enquiries with South East Water.

Farnham Town Council requests that any works take place outside of the bird nesting season and replacement trees are planted if removal cannot be avoided. In response to a climate emergency, it is vital to maintain and enhance green infrastructure in line with Local Plan Part 1 policy CC1 Climate Change, NE1 Biodiversity and Geological Conservation and NE2 Green and Blue Infrastructure.

Farnham Wrecclesham and Rowledge

NMA/2021/0046 Farnham Wrecclesham and Rowledge

Officer: Amy Willson

Amendment to WA/2017/2223 for amending the wording to Condition 6.

LAND CENTRED COORDINATES 481930 143953 SOUTH OF BUILDINGS KNOWN AS EVERSHEDES,

WRECCLESHAM HILL, WRECCLESHAM

Farnham Town Council strongly objects to any works taking place onsite prior to the widening of the access on the A325 at Wrecclesham Hill and to this application to amend Condition 6 as a Non-Material Amendment. Given the disruption caused by the COVID-19 pandemic, an extension to the permission can be applied for without any change to Conditions. This would be more appropriate and allow for access works to be completed prior to development commencing onsite.

4. Applications Considered

Farnham Bourne

WA/2021/0492 Farnham Bourne

Officer: Lara Davison

Erection of single storey side extension.

1 NEW HORIZON, PINE GROVE, LOWER BOURNE GU10 3RG

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPPI policy CC1 Climate Change and CC2 Sustainable Construction and Design and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0494 Farnham Bourne

Officer: Daniel Holmes

Erection of first floor extension to provide a two storey dwelling including dormer windows; erection of single storey extension and front porch extension including erection of an attached garage/store.

TOUCHWOOD, 10 VALE CLOSE, LOWER BOURNE GU10 3HR

Farnham Town Council objects to proposed two storey extension against the boundary of no.11 Vale Close, 300mm is not sufficient space for construction or maintenance of the extension and will have a negative impact on the neighbour's

amenity. The space between the dwellings is only afforded by the driveway of no. 11, this reduction in space between properties will have a negative impact on the street scene. The proposal is not compliant with the Farnham Design Statement, Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD or LPPI policy TDI.

WA/2021/0495 Farnham Bourne

Officer: Lara Davison

Alterations to boundary with 2.4m high fencing (as amended by plan received 25/03/2021).
25 GONG HILL DRIVE, LOWER BOURNE GU10 3HQ

Loss of green infrastructure is not acceptable in an area covered by Farnham Neighbourhood Plan policy FNP8 South Farnham Arcadian Areas, characterised by its sylvan nature. Provided that the acoustic fencing is within the existing boundary and does not result in any loss of green boundary and is compliant with by Farnham Neighbourhood Plan policy FNP8 South Farnham Arcadian Areas and LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure, Farnham Town Council has no objections.

WA/2021/0500 Farnham Bourne

Officer: Jess Sullivan

Erection of detached open bay double garage.

WAVERLEY COURT LODGE, MONKS WALK, FARNHAM GU9 8HT

Provided that the detached garage strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP10 Protect and Enhance the Countryside, FNP16 Extensions, Residential Extensions SPD and is conditioned ancillary, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0526 Farnham Bourne

Officer: Lara Davison

Erection of extensions and alterations to elevations.

40 LODGE HILL ROAD, LOWER BOURNE GU10 3RF

Farnham Town Council objects to the proposed extensions not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNP16 Extensions, Residential Extensions SPD and LPPI policy TDI, the size and scale of the proposed extensions will be overbearing and cause overlooking. Insufficient off-street parking is included within the boundary of the property for the increased number of bedrooms.

WA/2021/0546 Farnham Bourne

Officer: Olivia Gorham

Application under Section 73 to vary Condition 2 of WA/2019/1215 (approved plan numbers) to allow changes to building materials, footprint, ridge height, roof pitch, ground floor level, windows and garage.

LAND AT 8, KILN LANE, LOWER BOURNE

Farnham Town Council strongly objects to the application to vary Condition 2, to allow changes to building materials, footprint, ridge height, roof pitch, ground floor level, windows and garage. These variations will substantially change the proposal approved at Appeal. A full application must be submitted to allow the changes to be properly assessed.

CA/2021/0052 Farnham Bourne

Officer: Mr A Clout

GREAT AUSTINS CONSERVATION AREA
WORKS TO TREE

FARLANDS CROFT, 20 GREAT AUSTINS, FARNHAM GU9 8JQ

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

TM/2021/0075 Farnham Bourne

Officer: Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 09/09
OAK TREE COTTAGE, 7 KILN LANE, FARNHAM GU10 3LR

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

Farnham Castle

Officer declared a non-pecuniary interest due to vicinity. Councillors formulated comments made.

WA/2021/0520 Farnham Castle

Officer: Jess Sullivan

Application under Section 73 to vary Conditions 1 and 3 of WA/2020/0943 (approved plan numbers and tree protection measures) to allow amendments to footprint, layout, design and trees.

3 OLD PARK LANE, FARNHAM GU9 0AH

An application to vary conditions on layout and the removal of trees cannot be decided together. Although Farnham Town Council accepts the reduction of the size of extensions and the removal of the second-floor balcony, objection is raised to the removal of trees, especially where other trees were removed from the application site prior to the original application being submitted, contrary to LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.

WA/2021/0541 Farnham Castle

Officer: Jess Sullivan

Certificate Of Lawfulness Under Section 191 for residential garden with buildings/swimming pool and other domestic structures as shown in the exhibit material.

STAFFORD LODGE, BEAVERS HILL, FARNHAM GU9 7DF

Farnham Town Council objects to retrospective planning applications. It would have been evident to the owners that the development of the land to include a double garage, swimming pool, etc. required planning permission.

WA/2021/0542 Farnham Castle

Officer: Carl Housden

Change of use from Office (Use Class B1) to 1 dwelling (Use Class C3).

5 UPPER CHURCH LANE, FARNHAM GU9 7PW

In the absence of parking provision to meet WBC Parking Guidelines, secure covered bicycle storage must be included and appropriate bin storage. Provided that provision is made for cycle and bin storage and the change of use is approved by the Heritage Officer and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI

Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Construction materials and/or vehicles must not be left in Upper Church Lane as this will cause obstruction to the narrow roadway. COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0543 Farnham Castle

Officer: Carl Housden

Listed Building consent for change of use from office (Use Class B1) to 1 dwelling (Use Class C3) with internal alterations.

5 UPPER CHURCH LANE FARNHAM GU9 7PW

In the absence of parking provision to meet WBC Parking Guidelines, secure covered bicycle storage must be included and appropriate bin storage. Provided that provision is made for cycle and bin storage and the change of use is approved by the Heritage Officer and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Construction materials and/or vehicles must not be left in Upper Church Lane as this will cause obstruction to the narrow roadway. COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

NMA/2021/0043 Farnham Castle

Officer: Amy Willson

Amendment to WA/2018/1405 for increasing the roof height of the new extension.

WILLEY PLACE LODGE, CHAMBER LANE, FARNHAM GU10 5ES

Provided that the amendments are approved by the Heritage Officer and strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI and CC2, Farnham Town Council has no objections.

Farnham Firgrove

Amendments received

Increase in the privacy screening height

WA/2021/0194 Farnham Firgrove

Officer: Carl Housden

Alterations to elevations including dormer and roof lights.

123 WEYDON HILL ROAD, FARNHAM GU9 8NZ

Concern is still raised regarding overlooking and if the extensions and alterations are appropriate and in keeping. Provided that the second-floor balcony screening is conditioned to be permanently fixed and the neighbours' amenity spaces cannot be overlooked, and the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions and Residential Extensions SPD, Farnham Town Council has no objections.

WA/2021/0493 Farnham Firgrove

Officer: Carl Housden

Alterations to elevations including balcony and part rendered walls.

24A HILLARY ROAD, FARNHAM GU9 8QX

Provided that the alterations strictly adhere to the Farnham Design Statement and

Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD, materials match existing and has no negative impact on the neighbours' amenity with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0498 Farnham Firgrove

Officer: Jess Sullivan

Alterations to elevations with pitched roof to front porch.

44 WEYDON HILL ROAD, FARNHAM GU9 8NY

Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0503 Farnham Firgrove

Officer: Daniel Holmes

Alterations to vehicular access and associated works.

21 RIDGWAY ROAD, FARNHAM GU9 8NN

Provided that the Surrey County Highways approves the extension to the dropped kerb, Farnham Town Council has no objections.

WA/2021/0525 Farnham Firgrove

Officer: Daniel Holmes

Erection of single storey side extension.

95 WEYDON HILL ROAD, FARNHAM GU9 8NY

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0527 Farnham Firgrove

Officer: Carl Housden

Erection of extension and alterations to elevations with new window and door.

32 BRIDGEFIELD, FARNHAM GU9 8AW

Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CC1 Climate Change and CC2 Sustainable Construction and Design, has no negative impact on the neighbours' amenity and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Hale and Heath End

PRA/2021/0009 Farnham Hale and Heath End

Officer: Daniel Holmes

General Permitted Development Order 2015, Schedule 2, Part 3, Class M - Prior Notification Application for change of use from retail (Class A1) to 2 dwellinghouses (Class C3) and for building operations reasonably necessary for the conversion.

123 FARNBOROUGH ROAD, FARNHAM GU9 9AW

Provided that provision is made for cycles and bin storage and the change of use strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0490 Farnham Hale and Heath End

Officer: Lara Davison

Erection of extensions.

55 ALMA WAY, FARNHAM GU9 0QH

Provided that the extensions strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design, materials match existing and sufficient parking is available within the boundary of the property with the increased number of bedrooms, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0552 Farnham Hale and Heath End

Officer: Philippa Smyth

Erection of extensions and alterations.

30 WEST AVENUE, FARNHAM GU9 0RB

Farnham Town Council notes a reduction in size of the extensions compared with approved application WA/2019/1726. Provided that the extensions and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPP1 policy CCI Climate Change and CC2 Sustainable Construction and Design and materials match existing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Moor Park

WA/2021/0534 Farnham Moor Park

Officer: Jess Sullivan

Erection of two storey rear extension and alterations to elevations.

FOUR SEASONS, UPLANDS ROAD, FARNHAM GU9 8BP

It would appear that the applicant has attempted to address the issues resulting in the refusal of WA/2020/0056 by stepping in the two-storey extension away from the neighbour's boundary. Provided that the extension and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD, materials match existing and has no negative impact on the neighbour's amenity, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Shortheath and Boundstone

Amendments received

Additional existing and proposed side elevations
Amended front elevation to correspond with floor plans
Amended roof plan to show single storey extension
Amended block plan to show porch

WA/2021/0198 Farnham Shortheath and Boundstone

Officer: Lara Davison

Erection of extensions and alterations to elevations following demolition of outbuilding, loft conversion to form habitable space with rooflights.

37 GREEN LANE, FARNHAM GU9 8QD

Further to reviewing amended plans, Farnham Town Council objects to the size and scale of the proposed extensions, having negative impact on the neighbour's amenity at no. 35, not being compliant with the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI 6 Extensions and Residential Extensions SPD.

WA/2021/0489 Farnham Shortheath and Boundstone

Officer: Carl Housden

Erection of single storey rear extension.

9 VINE LANE, WRECCLESHAM GU10 4TD

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI 6 Extensions, Residential Extensions SPD and LPPI policy CC1 Climate Change and CC2 Sustainable Construction and Design and has no negative impact on no.20 Jubilee Lane to the rear with light pollution from the roof lantern and extensive glazing, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

WA/2021/0507 Farnham Shortheath and Boundstone

Officer: Jess Sullivan

Alterations to side elevation with one new window on Ground Floor.

61 WEYDON LANE, FARNHAM GU9 8UW

Provided that the alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI 6 Extensions, Residential Extensions SPD and LPPI policy CC1 Climate Change and CC2 Sustainable Construction and Design, materials match existing and has no negative impact on the neighbour with overlooking, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Weybourne and Badshot Lea

WA/2021/0502 Farnham Weybourne and Badshot Lea

Officer: Philippa Smyth

Application under Section 73 to vary Conditions 1, 4 and 8 of WA/2020/0762 (approved plans, restriction on windows/dormer windows or openings in north western elevation, prior to occupation parking space to be laid out to approved plan) to allow alterations to design.

LAND AT 1 WATER LANE, FARNHAM

Farnham Town Council objects to the application to vary conditions 1, 4 and 8, to allow changes to the built form, including an additional first floor side element, windows and a balcony, to building materials and the access. These substantial changes would be more appropriate as a full application to assess the changes compared to the approved scheme.

Farnham Wrecclesham and Rowledge

WA/2021/0521 Farnham Wrecclesham and Rowledge

Officer: Philippa Smyth

Formation of new vehicular and pedestrian access and associated works (revision of WA/2020/0012).

63 DENE LODGE, THE STREET, WRECCLESHAM GU10 4QS

Farnham Town Council objects to this application. It is not entirely evident from the plans that the concerns of refused application WA/2020/0012 have been fully addressed. Though turning space has been included on the plan, can it be used if another vehicle is on the driveway? The proposal appears to lack visibility splays required to enter the highway, especially on a busy A-road, at a bus stop and close to the junction of Quennels Hill. The proposal must be approved by Surrey County Highways.

5. Licensing Applications Considered

Pavement Licence

Giggling Squid, 67-68 Castle Street, Farnham, GU9 7LN
Mr S Gallagher

An application for a pavement licence for 8 tables and 32 chairs, from 10th April to 30th September 2021 for the hours of 11.00 to 22.00 Monday to Sunday, including the suspension of 5 on-street parking bays.

Farnham Town Council notes that the proposed plan is to host 2 tables directly on the iron stones to the front of the restaurant and a further 6 tables in the 5 suspended on-street parking bays. Suitable barriers must be in place to the roadside and parking bays to protect diners from vehicle movements and no obstructions must be placed directly on the pavement to avoid nuisance and inconvenience to pedestrians. This pavement licence must be limited to the period up to and including 30th September 2021.

Variation

The Elm Tree, 14 Weybourne Road, Farnham, GU9 9ES
Mr M B Shaw

An application has been received for a variation of a premises licence. The application is for addition of On sales of alcohol 12:00-22:00 Monday to Sunday in the garden (Tiki bar) only.

Farnham Town Council notes that the proposed outside 'Tiki bar' will close at 22.00 "giving time to wind down". It would appear from the current premises licence that the garden is permitted for night time use with the objective 'the prevention of public nuisance' stating "the garden shall be closed at or before 23.30". Provided that The Elm Tree can ensure the prevention of public nuisance to its neighbours

through signage and advising customers, and closing the outside Tiki bar at 22.00, Farnham Town Council has no objections. If noise complaints are made to The Elm Tree or directly to Environmental and Regulatory Services, the use of the outside Tiki bar must be reconsidered.

6. Public speaking at Waverley Planning Committee

Deferred from 23rd March 2021.

Councillor Earwaker was nominated to speak at Western Planning on Monday 26th April (note change of day) against WA/2020/0558 Farnham Firgrove, THE OLD MISSION HALL, HOOKSTILE LANE, FARNHAM GU9 8LG.

7. Date of next meeting

26th April 2021.

The meeting ended at 11.28 am

Notes written by Jenny de Quervain



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Working Group

Time and date

9.30 am on Monday 26th April, 2021

Place

Via Zoom video conferencing

Planning & Licensing Consultative Working Group Members Present:

Councillor Brian Edmonds (Lead Member)
Councillor Roger Blishen
Councillor Alan Earwaker
Councillor John "Scotty" Fraser
Councillor George Hesse
Councillor John Neale

Officers: Jenny de Quervain

1. Apologies for Absence

Apologies were received from Councillors Martin and Wicks.

2. Disclosure of Interests

Councillor Edmonds declared a non-pecuniary interest to applications to which he has submitted individual comments to WBC. These applications were not part of this agenda.

3. Applications Considered

Farnham Castle

HRA/2021/01002 Farnham Castle Ward

Officer: Olivia Gorham

Application under Regulation 77 of The Conservation of Habitats and Species Regulations 2017 for assessment of the proposal's effect on the integrity of the Special Protection site. The application relates to change of use of first floor to habitable accommodation under permitted development.

58-59 DOWNING STREET, FARNHAM, GU9 7PN

An application for 'change of use' would be adequate for the proposed changes and still be subject to providing mitigation for the SPA. In the absence of parking

provision to meet **WBC Parking Guidelines**, the application includes secure covered bicycle storage and off-street bin storage. Provided that the change of use strictly adheres to the **Farnham Design Statement** and **Farnham Neighbourhood Plan** policy **FNPI Design of New Development and Conservation**, **FNP2 Town Centre Conservation Area**, **FNPI6 Extensions**, **Residential Extensions SPD** and **LPPI policy CCI Climate Change** and **CC2 Sustainable Construction and Design** and the contribution for avoidance of the impact of development on **Thames Basin Heaths Special Protection Area (SPA)** is paid, **Farnham Town Council** has no objections.

PRA/2021/01007 Farnham Castle Ward

Officer: Daniel Holmes

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.10m, for which the height would be 3.75m, and for which the height of the eaves would be 2.26m.

6 OLD KNOWLE SQUARE, FARNHAM, GU9 0EZ

This application is listed as a PRA. Under the previous planning system this would represent an application for Prior Approval. Farnham Town Council believes this application, as applying for a larger home extension under permitted development, should be listed as a DW or equivalent on the new planning system.

Neighbours on the boundary of the application site must be advised of permitted development application for larger homes, confirmation is requested as to whether neighbours have been consulted?

Provided that the extension strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD and LPPI policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections.

WA/2021/01009 Farnham Castle Ward

Officer: Jessica Sullivan

Listed Building consent for internal alterations.

HSBC, 33 THE BOROUGH, FARNHAM, GU9 7NJ

Provided that the alterations are approved by the Heritage Officer and strictly adheres to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI Design of New Development and Conservation, FNPI6 Extensions, Residential Extensions SPD and LPPI policy CCI Climate Change and CC2 Sustainable Construction and Design, Farnham Town Council has no objections.

CA/2021/01001 Farnham Castle Ward

Officer: Jack Adams

FARNHAM CONSERVATION AREA, WORKS TO TREES

27 RED LION LANE, FARNHAM, GU9 7QN

Farnham Town Council strongly objects to the removal of trees, especially in a conservation area covered by Farnham Neighbourhood Plan policy FNP2 Town Centre Conservation Area. If removal is necessary, replacement trees must be planted. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.

Farnham Firgrove

WA/2021/01013 Farnham Firgrove Ward

Officer: Jessica Sullivan

Erection of extension and alterations.

19 RYLE ROAD, FARNHAM, GU9 8RW

Provided that the extension and alterations strictly adhere to the Farnham Design Statement and Farnham Neighbourhood Plan policy FNPI6 Extensions, Residential Extensions SPD, materials match existing, has no negative impact on the neighbour's amenity with overlooking and sufficient parking is available within the boundary to comply with WBC Parking Guidelines with the increase to 4 bedrooms, Farnham Town Council has no objections. Space must be available on-site for construction vehicles and materials, COVID-19 Site Operating Procedures must be followed and WBC approved construction hours adhered to.

Farnham Heath End

Amendments received

Amended garage location.

WA/2021/0387 Farnham Hale and Heath End

Officer: Lara Davison

Erection of detached single garage.

16 THE CRESCENT FARNHAM GU9 0LE

Farnham Town Council notes the amendments to the plan to relocate the proposed garage, addressing previous objections on safety and impact on the street scene.

Provided that the garage strictly adheres to the Farnham Design Statement, Farnham Neighbourhood Plan policy FNPI6 Extensions and Residential Extensions SPD, Farnham Town Council has no objections.

4. Appeals Decisions Considered

Farnham Weybourne and Badshot Lea

LAND ADJACENT TO GREEN LANE FARM, GREEN LANE, BADSHOT LEA, FARNHAM GU9 9JL

The above appeal was lodged against the Council's decision to issue enforcement notice EN/2020/07 in respect of *'Without planning permission, the material change of use of Land from use for agriculture to a use for the commercial storage of vehicles and the laying of a hardstanding to facilitate the commercial storage of vehicles'* at the above site.

The appeal was DISMISSED, planning permission refused and the enforcement notice upheld subject to the time for compliance being extended from 6 months to 12 months. The revised deadline for compliance with the notice is therefore 12/04/2022.

Councillors requested compliance with the notice be confirmed by Waverley Borough Council when vehicles and hardstanding have been removed, by 12th April 2022.

5. Public speaking at Waverley Planning Committee

Western Planning on Monday 26th April.

WA/2020/0558 Farnham Firgrove, THE OLD MISSION HALL, HOOKSTILE LANE, FARNHAM GU9 8LG

The item has been removed from the agenda as the application was incomplete – the applicant is required to serve notice of the application to the landowner.

6. Date of next meeting

10th May 2021.

Discussion took place regarding remote, hybrid and in-person meetings. Further discussion will take place at the Appointments Council meeting on 29th April 2021.

The meeting ended at 10.49 am

Notes written by Jenny de Quervain

CALENDAR OF DATES: MUNICIPAL YEAR 2021-22

Meeting	Date	Time
Early May Bank Holiday	Mon 03 May 2021	
ELECTIONS - County and Police & Crime Commissioner		Thu 06 May 2021
Planning & Licensing Consultative Group	Mon 10 May 2021	09:30
All Council Briefing on the Farnham Infrastructure Programme	Thu 13 May 2021	tbc
Annual Meeting of Council and election of Mayor.	Thu 20 May 2021	19:00
Farnham Walking Festival	Sat 15 May 2021	to Sun 7 June 2021
Sustainability Festival	Sun 23 May 2021	tbc
Farmers' Market	Sun 23 May 2021	10.00 - 13.30
Planning & Licensing Consultative Group	Mon 24 May 2021	09:30
Quarterly Conservation Areas Task Group	Thu 27 May 2021	14:00
Music in the Meadow	Sun 30 May 2021	15:00 - 17:00
Late May Bank Holiday	Mon 31 May 2021	

Music in the Meadow	Sun 06 June 2021	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 07 June 2021	09:30
Community Enhancement Working Group	Thu 10 June 2021	09:30
Music in the Meadow	Sun 13 June 2021	15:00 - 17:00
Strategy & Finance Working Group	Tue 15 June 2021	09:30
Civic Service	tbc	15:00
Music in the Meadow	Sun 20 June 2021	12:00 - 17:00
Planning & Licensing Consultative Group	Mon 21 June 2021	09:30
Armed Forces Week - Flag Raising Ceremony	Mon 21 June 2021	10.00 - 11.00
Council	Thu 24 June 2021	19:00
Picnic in the Park	Sun 27 June 2021	
Farmers' Market	Sun 27 June 2021	10.00 - 13.30
Cemeteries & Appeals Working Group	Thu 01 July 2021	09:30
Music in the Meadow	Sun 04 July 2021	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 05 July 2021	09:30
Music in the Meadow	Sun 11 July 2021	15:00 - 17:00
Tourism & Events Working Group	Wed 14 July 2021	09:30
Music in the Meadow	Sun 18 July 2021	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 19 July 2021	09:30
Policy & Resources Working Group	Tue 20 July 2021	09:30
Farmers' Market	Sun 25 July 2021	10.00 - 13.30
Music in the Meadow	Sun 25 July 2021	15:00 - 17:00
Council	Thu 29 July 2021	19:00
Music in the Meadow	Sun 01 August 2021	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 02 August 2021	09:30

CALENDAR OF DATES: MUNICIPAL YEAR 2021-22

Music in the Meadow	Sun 08 August 2021	15:00 - 17:00
Music in the Meadow	Sun 15 August 2021	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 16 August 2021	09:30
Farmers' Market	Sun 22 August 2021	10.00 - 13.30
Music in the Meadow	Sun 22 August 2021	15:00 - 17:00
Conservation Areas Task Group quarterly meeting	Fri 27 August 2021	14:00
Music in the Meadow	Sun 29 August 2021	15:00 - 17:00
Summer Bank Holiday	Mon 30 August 2021	
Music in the Meadow	Sun 05 September 2021	15:00 - 17:00
Allotment Show	Sun 05 September 2021	
Planning & Licensing Consultative Group	Mon 06 September 2021	09:30
Policy & Resources Working Group	Tue 07 September 2021	09:30
Gin & Fizz Festival at The Maltings (10-11th September)	Fri 10 September 2021	19:00- 23:00
Heritage Open Days (10-19th September)	Fri 10 September 2021	to Sun 19 September 2021
September Food & Drink Fortnight	Sat 11 September 2021	to Sun 27 September 2021

Council	Thu 16 September 2021	19:00
Planning & Licensing Consultative Group	Mon 20 September 2021	09:30
Community Enhancement Working Group	Thu 23 September 2021	09:30
Farmers' Market	Sun 26 September 2021	10.00 - 13.30
Food & Drink Festival	Sun 26 September 2021	10.00 - 16.00
Cemeteries & Appeals Working Group	Thu 30 September 2021	09:30
Farnham CRAFT MONTH	Fri 01 October 2021	to 31/10/2021
Planning & Licensing Consultative Group	Mon 04 October 2021	09:30
Tourism & Events Working Group	Tue 12 October 2021	09:30
Farnham in Bloom Awards (Schools)		16:00
Farnham in Bloom Awards Evening		18:00
Strategy & Finance Working Group	Tue 19 October 2021	09:30
Autumn Big Pick (PROVISIONAL)	Sat 16 October 2021	to Sat 24 October 2021
Planning & Licensing Consultative Group	Mon 18 October 2021	09:30
Council	Thu 28 October 2021	19:00
Farmers' Market	Sun 24 October 2021	10.00 - 13.30
Blooming Kids gardening workshops (PROVISIONAL)	Wed 27 October 2021	10:00
HODS Thank you reception (PROVISIONAL)	Fri 29 October 2021	18:30
Planning & Licensing Consultative Group	Mon 01 November 2021	09:30
Venison Dinner (Farnham Castle)	Thu 11 November 2021	19:00
Schools Remembrance Service (PROVISIONAL)	Fri 12 November 2021	10:30
Remembrance Sunday (Gostrey Meadow War Memorial)	Sun 14 November 2021	10:45
Planning & Licensing Consultative Group	Mon 15 November 2021	09:30
Community Enhancement Working Group	Thu 18 November 2021	09:30

CALENDAR OF DATES: MUNICIPAL YEAR 2021-22

Christmas Lights Switch-On (Gostrey Meadow)	Sat 20 November 2021	13.00 -18.00
Conservation Areas Task Group quarterly meeting	Thu 25 November 2021	14:00
Farmers' Market	Sun 28 November 2021	10:00 - 13:30
Planning & Licensing Consultative Group	Mon 29 November 2021	09:30
Christmas Civic Carol Service, St Andrew's PROVISIONAL	Wed 01 December 2021	19:00 for 19:30
Strategy & Finance Working Group	Tue 07 December 2021	09:30
Farmers' Market	Sun 12 December 2021	10:00 - 13:30
Christmas Market, Castle Street, The Borough, Bush	Sun 12 December 2021	10:00 - 16:00
Planning & Licensing Consultative Group	Mon 13 December 2021	09:30
Council (Budget) Provisional	Thu 16 December 2021	19:00
Planning & Licensing Consultative Group (SPARE)	Mon 20 December 2021	09:30
OFFICES CLOSED BETWEEN CHRISTMAS AND NEW YEAR	Fri 24 December 2021	12:00
OFFICES RE-OPEN	Tue 04 January 2022	09:00
Planning & Licensing Consultative Group	Mon 10 January 2022	09:30
Tourism & Events Working Group	Wed 12 January 2022	09:30
Cemeteries & Appeals Working Group	Thu 13 January 2022	09:30
Strategy & Finance Working Group	Tue 18 January 2022	09:30
Farmers' Market	Sun 23 January 2022	10.00 - 13.30
Music in The Vineyard	Sun 23 January 2022	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 24 January 2022	09:30
Council (Precept)	Thu 27 January 2022	19:00
Allotment Liaison Group	Wed 02 February 2022	17:15
Planning & Licensing Consultative Group	Mon 07 February 2022	09:30
Planning & Licensing Consultative Group	Mon 21 February 2022	09:30
Annual Allotment Lecture (provisional)	Wed 23 February 2022	17:00
Conservation Areas Task Group quarterly meeting	Thu 24 February 2022	14:00
Farmers' Market	Sun 27 February 2022	10.00 - 13.30
Music in The Vineyard	Sun 27 February 2022	15:00 - 17:00
Services to Farnham Awards	Mon 28 February 2022	18:00
LITERARY FESTIVAL (PROVISIONAL)	Tue 01 March 2022	to 31/03/22
Community Enhancement Working Group	Thu 03 March 2022	09:30
Planning & Licensing Consultative Group	Mon 07 March 2022	09:30
Strategy & Finance Working Group	Tue 08 March 2022	09:30
Commonwealth Day Flag raising	Mon 14 March 2022	10:00
Council	Thu 17 March 2022	19:00
Planning & Licensing Consultative Group	Mon 21 March 2022	09:30
Great British Spring Clean (PROVISIONAL)	Sat 26 March 2022	09:30
Farmers' Market	Sun 27 March 2022	10.00 - 13.30
Music in The Vineyard	Sun 27 March 2022	15:00 - 17:00

CALENDAR OF DATES: MUNICIPAL YEAR 2021-22

Annual Town Meeting of Electors (Barley Room, Farnham Maltings) TBC	Thu 31 March 2022	19:00
Planning & Licensing Consultative Group	Mon 04 April 2022	09:30
Cemeteries & Appeals Working Group	Wed 06 April 2022	09:30
Tourism & Events Working Group	Wed 13 April 2022	09:30
Good Friday	Sat 16 April 2022	
Easter Monday	Mon 18 April 2022	
Strategy & Finance Working Group	Tue 19 April 2022	09:30
Farmers' Market	Sun 24 April 2022	10.00 - 13.30
Music in The Vineyard	Sun 24 April 2022	15:00 - 17:00
Planning & Licensing Consultative Group	Mon 25 April 2022	09:30
Council (appointment of Working Groups & accounts)	Thu 28 April 2022	19:00
Early May Bank Holiday	Tue 03 May 2022	
Council (Annual)	Thu 12 May 2022	19:00