



# FARNHAM TOWN COUNCIL

## Public notice of meeting

### Full Council

Issued: Thursday, 10 September 2026

Notice is hereby given that a meeting of the Full Council will be held at 6:00 PM on Thursday, 17 September 2026 at Council chamber. The public and press are welcome to attend.

#### 1. Prayers

Prior to the meeting, prayers will be said in the Council Chamber by Revd Dr Steve Green of St James' Rowledge. All are welcome.

#### 2. Apologies

To receive apologies for absence.

#### 3. Disclosures of Interest

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

#### NOTES:

- i. The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs David Beaman, Alan Earwaker, Tony Fairclough, George Hesse, Andrew Laughton, Mark Merryweather, Kika Mirylees, George Murray, John Ward and Graham White.
- ii. The following councillor has made a general non-pecuniary interest declaration in relation to being a councillor of Surrey County Council: Cllr Michaela Martin; and
- iii. the following councillors have made a general non-pecuniary interest in relation to being a councillor of the shadow West Surrey Unitary Council: Cllr Sally Dickson and Cllr Tony Fairclough.

Members are requested to make any declarations of interest, to [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting. Members are

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

#### **4. Minutes**

To sign as a correct record the minutes of the Farnham Town Council meeting held on 30 July 2026 at Appendix A.

#### **5. 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.

#### **6. Town Mayor's Announcements**

To receive the Town Mayor's announcements.

#### **7. Questions by Members**

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

### **WORKING GROUP NOTES**

#### **8. Working Group Notes**

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

1. Strategy & Resources Working Group held on 2nd September at Appendix B
2. Environment Working Group held on 9th September at Appendix C

To receive any verbal updates from the:

1. Culture & Business Working Group held on 16th September;
- 2 Community & Wellbeing Working Group

#### **9. Planning & Licensing Consultative Group**

To receive the Notes of the Planning & Licensing Consultative Group meetings held on 10th and 24th August and 7th at Appendices D, E and F

### **INFORMATION ITEMS TO NOTE**

#### **10. Actions taken under the Scheme of Delegation**

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

#### **11. Reports from Other Councils**

To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council, Surrey County Council and the shadow West Surrey Unitary Council.

#### **12. Reports from Outside Bodies**

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

#### **13. Date of Next Meeting**

To agree the date of the next meeting as Thursday October 22nd at 6.00pm

#### **14. Exclusion of the Press and Public**

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

#### **15. Exempt items (if required) (*Exempt*)**

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

*Lisa O'Sullivan*

Town Clerk, Farnham Town Council

# APPENDIX I — Public Documents

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## **4. Minutes**

Appendix A FarnhamTownCouncil\_Full Council\_Minutes\_2026-07-27.pdf

## **8. Working Group Notes**

Appendix B Strategy\_Resources\_WG\_Notes\_2 Sept 2026.pdf

Appendix B Annex 1 CommunityGrantsGuidelines\_Draft.pdf

Appendix B Annex ii ONH top 10 of NPPF 2026.pdf

Appendix C Environment Working Group-Minutes September 2026.pdf

## **9. Planning & Licensing Consultative Group**

Appendix D PLCG Notes 10 August 2026.pdf

Appendix E PLCG Notes 24 August 2026.pdf

Appendix F PLCG Notes 7 September 2026.pdf

# FARNHAM TOWN COUNCIL



## Minutes Full Council

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### Time and date

6.00 pm on Thursday 18 June 2026

### Place

Council Chamber

### Present

Councillors

Councillor Graham White (Mayor)  
Councillor Alan Earwaker (Deputy Mayor)  
Councillor David Beaman  
Councillor Mat Brown  
Cllr Sally Dickson  
Cllr Chris Jackman

Councillor Andrew Laughton  
Councillor Mark Merryweather  
Councillor Brodie Mauluka  
Councillor Kika Mirylees  
Councillor George Murray  
Councillor John Ward

### Officers Present:

Iain Lynch (Town Clerk)  
Jenny de Quervain (Planning and Civic Officer)  
Lucy Dorkins (Business & Facilities Manager)  
Oliver Cluskey (Events Manager)  
Mo Ashdown (Community & Wellbeing officer)

Prior to the meeting prayers were said by Revd Stella Wiseman of the Parish of Badshot Lea with Hale.

The Mayor welcomed Lisa O'Sullivan, who was present in the public gallery and would become the Council's new Town Clerk & CEO on 7 September 2026.

There were four members of the public and one member of the press in attendance

### C26/26 Apologies

Apologies were received from Councillors Fairclough, Martin, and Woodhouse.

### C27/26 Disclosures of Interest

Councillor Jackman declared an interest as a scout leader in relation to the Hale Scout Hut / Hale Road item and the proposed grant for Hale and Wrecclesham scouts. Councillor Merryweather declared an interest in the Moor Park SANG and community asset transfer items. Cllr Ward declared an interest as his wife was a Trustee of the Farnham Building Preservations Trust.

### C28/26 Minutes

The minutes of the Farnham Town Council meeting held on 18 June 2026 were agreed to be signed as a correct record.

### C29/26 Questions and Statements by the Public

No questions or statements were received from members of the public.

### **C30/26 Town Mayor's Announcements**

The Mayor reported on a number of recent engagements, including More House School Founders' Day, which he described as moving and impressive, a visit by Chinese students to All Hallows' school, and the Lord Lieutenant's retirement reception hosted by Mr Michael More Molyneux CVO KstJ and his wife Sarah at Loseley House.

### **C31/26 Questions by Members**

No questions were raised by members.

### **C32/26 Community & Wellbeing Working Group**

The notes of the Community & Wellbeing Working Group held on 25<sup>th</sup> June, at Appendix B, were introduced by Cllr Earwaker. The Working Group had considered the second round of Community Grant applications, restricted to organisations that had not applied in round one, and recommended support for three projects which were judged to have clear community value and modest asks within the grants framework. The applications were for the Greening Wrecclesham Project, a new therapy room at Growing Hope Farnham, and an accessible storage hub for 1st Bourne Rainbows/Guides/Rangers. The Group had also recognised the need to keep a small sum in reserve for the 2nd Farnham Hale Scout Hut project, pending a valid application and the resolution of governance and property matters.

**It was RESOLVED *unanimously* that Community Grants totalling £5,838 be approved to support:**

- i) the Wrecclesham Conservation Group's Greening Wrecclesham Project (£2,500);**
- ii) Growing Hope Farnham to equip its new therapy room (£838); and**
- iii) 1st Bourne Rainbows/Guides/Rangers to erect an accessible equipment storage hub (£2,500).**

**It was also RESOLVED *nem con (with Cllr Jackman not voting)* that £2,500 be earmarked in reserves for the project to refurbish the 2nd Farnham Hale Scout Hut, pending a valid application and the resolution of governance and property issues.**

Members considered the proposal from *Legend on the Bench* to site an illuminated support bench in Gostrey Meadow, with a further bench in the Evelyn Borelli Garden of Rest in conjunction with UCA. The bench would remain the property of the charity for maintenance purposes but would sit under FTC's custodianship for insurance. Members noted the QR code access to crisis support and the national nature of the initiative.

**It was RESOLVED *unanimously* that**

- iv) Permission be given to site an illuminated bench in Gostrey Meadow and, in consultation with UCA, a further bench at the Evelyn Borelli Garden of Rest;**
- v) FTC match-fund monies raised to provide two benches in Farnham at a cost of £1,800.**

Council received an update on the Farnham Support Fund, which continued to assist residents through a partnership model led by FTC and had delivered £2,740 of support in the current year, with further funding being donated by partner charities for specific applications. Members noted that the fund remained healthy and that continued support would allow the Council to match-fund partner contributions when replenishment was next required.

**It was RESOLVED *unanimously* that Council:**

- vi) endorse continued support for the Farnham Support Fund;**
- vii) Allocates £5,000 from Community Grants into earmarked reserves to match future contributions from partner organisations to the Farnham Support Fund.**

Cllr Earwaker advised Council about the emerging neighbourhood health pilot and the proposal for a social prescribers' directory to be integrated with the FTC website. Council noted the benefits of moving care pathways closer to home, the relevance to Farnham's Neighbourhood Area Committee health work, and the practical value of making local services easier to find and keeping the information current. Council was very supportive.

**It was RESOLVED *unanimously* that Council supports**

- viii) Farnham Town Council volunteering to take part in a potential neighbourhood health pilot.**

- ix) the integration of the Social Prescribers Directory of Services within the FTC website.

### **C33/26 Culture & Business Working Group**

Cllr Mirylees introduced the Notes of the Culture & Business Working Group held on 8<sup>th</sup> July at Appendix C. The Working Group had reviewed the Walking Festival arrangements and had it would have more impact if brought within a wider May wellbeing month, alongside the Wellbeing and Sustainability Festival, rather than remaining a stand-alone event. The purpose was to strengthen the town-wide identity of the programme and improve the link between community wellbeing and business engagement. Music in the Meadow and World Music Day were both reported as very successful, with strong attendance and a wide range of performers.

It was agreed that May become Farnham's month of wellbeing and that the Walking Festival be incorporated within the wider Wellbeing and Sustainability Festival programme. It was noted that the launch of the Craft Month would be at UCA this year and that the food Festival would be held in East Street, and Brightwells as the works in Castle Street were ongoing.

Members considered the Farnham Farmers' Market and other Central Car Park markets. The Farnham Farmers' Market was regarded as still valuable but in need of refresh and new marketing materials. The remaining Central Car Park markets were considered to have limited ongoing value as they were not achieving their intended purpose in that location.

Council noted the move of the *Hands Turn* sculptures to the Evelyn Borelli Garden of Rest and the intention, with UCA, to develop the area further as a sculpture garden. Members supported the continued development of the Lantern Festival, including the possibility of a longer procession route if permissions allowed, and noted the proposal to use the Library Gardens for high-quality paid cultural events in future years, subject to the lease being finalised and the commercial model proving viable.

In concluding her presentation, Cllr Mirylees thanked all sponsors their valuable contributions which supported the wider events and cultural programme.

### **C34/26 Strategy & Resources Working Group**

Cllr Murray introduced the Notes of the Strategy & Resources Working Group meeting held on 20<sup>th</sup> July at Appendix D.

#### **FinanceReport**

The Working Group had noted the financial monitoring reports to 30 June 2026, with variances largely explained by the Gostrey Meadow project, the Waverley Hoppa contribution and the Andernach civic event costs. It also considered a number of community grants and financial matters, including the potential Rowledge Village Hall bridging loan. Members were content in principle that the Council should be ready to assist if required, but only with suitable safeguards.

**It was RESOLVED *unanimously* that:**

- i) subject to further discussion and protection by suitable guarantees, including the option of a trustee personal guarantee, Council be prepared to make a short-term bridging loan of up to £65,000 for a period of two months, with the matter to be brought back to the September Council meeting as required.

#### **Grants**

Council noted the report on community grants and it was time to review whether there needed to be any adjustments to the policy or priorities. In view of the value of the support and the timescales involved:

**It was RESOLVED *nem con* that:**

- ii) a grant of £2,500 be made to Farnham Roller Hockey Club towards the cost of their under-17 team playing in the Euro Hockey Cup;
- iii) a grant of £1,000 be made towards the cost of the 2nd Farnham (Hale) and 12th Farnham (Wrecclesham) Scout Troops' summer camp activities on the Isle of Wight (Cllr Jackman did not vote on this recommendation);
- iv) a review of the grants policy and priorities be brought back to the September meeting.

Council noted the New Ashgate Gallery rent issue and thanked Councillors Mirylees and Merryweather for assisting in resolving the matter with Waverley.

### **Gostrey Amenity Building**

In terms of the Gostrey Amenity Building, Council considered the very significant delay caused by unidentified underground cables at the building site. Council noted that SSEN had been unable to confirm ownership or whether the cables were live, and that the project had therefore been delayed while the situation was investigated. Having considered the risk and the available options, Council was content that the building could proceed over the cables, subject to indemnity insurance and with access maintained either side of the building if required.

**It was RESOLVED unanimously that:**

- v) Council endorse the approach of building over the existing unidentified cables and that the Town Clerk seek to obtain suitable indemnity insurance to support this.**

It was also agreed that if the delay continued, the Town Clerk should send a letter to SSEN, copied to the MP, seeking an expedited solution and recording the Council's dissatisfaction with the costly delays.

### **IT**

Council considered the report on managed IT provision. Having compared the bids from Zenzero, Focus Group and In Touch Tech, and noting that In Touch Tech was locally based and already involved in the telephony upgrade, the Council agreed to appoint In Touch Tech as the Council's managed IT provider.

**It was RESOLVED that:**

- vi) Council approve the appointment of In Touch Tech as the Council's managed IT provider at a monthly cost of £1,743.50 with a one-off onboarding cost of £1,350, with implementation to follow completion of the telephony and fibre upgrade works.**

### **SANG Management Proposal**

Council considered the proposed SANG arrangements for the Waverley Lane and Moor Park sites. Members noted that the Council was being asked to take on long-term management, that the financial modelling required careful scrutiny, and that the liabilities and maintenance assumptions needed to be fully understood before any final recommendation. Council therefore authorised officers to continue negotiations and to keep the Council's position open pending further information.

**It was RESOLVED that:**

- vii) Council endorse the approach taken by officers to date.**
- viii) Officers be authorised to continue negotiations with both developers.**
- ix) A formal response be made to Miller Homes confirming continued interest, on the basis that the Council retains the ability to decline if satisfactory financial terms cannot be agreed.**

### **Farnham Infrastructure matters**

Council received an update on the Infrastructure Task Group and the Farnham Settlement Spatial Plan, noting the usefulness of the evidence base being developed through ONH to inform future planning discussions and to test infrastructure implications under different growth scenarios.

Council considered the impact of the new paving programme and the poor state in which parts of the town centre paving appeared to have been left. Members noted that a one-off deep clean had been proposed once the Borough works were complete, and that a contribution from FTC would help get the footways into better condition before the full handover. While the Borough and highway arrangements remained under discussion, Council agreed to support the work on a one-off basis.

**It was RESOLVED that:**

- x) Farnham Town Council make a one-off contribution, not exceeding £5,000, from the environmental initiatives budget towards cleaning the new footways in Downing Street, West Street and the Borough once the works were completed.**

Council noted the expected October 2026 Neighbourhood CIL receipt of £953,842.89 and the forthcoming opening of the Waverley Strategic CIL fund with an initial allocation of £150,000 during the 26/27 year.

Council also noted the update on local government reorganisation and the need for Farnham to maintain close working relationships and clear expectations as the unitary transition developed.

### **C35/26 Community Asset Transfers**

Council received the report on community asset transfers and the detailed survey information presented with the agenda. Members noted that the report set out the liabilities for each site on a prudent basis, including the effect of existing tenancies and repairs obligations. Cllr Merryweather did not take part in the discussion or vote

**It was RESOLVED *nem con* that:**

- i) Council accept the Community Asset Transfers for Baldrey's Open Space, Borelli Walk, Morley Road Recreation Ground, Oast House Recreation Ground, Six Bells Allotments, Thurbans Open Space, Weybourne Road Allotments and Wrecclesham (Riverdale) Recreation Ground.**
- ii) the remaining three sites, being Badshot Lea Recreation Ground / Westfield Lane, Wrecclesham and Rowledge Recreation Ground, be deferred pending further investigation;**
- iii) discussions continue with Waverley Borough Council on the charitable trust transfers and on Waggon Yard garages and Montrose House.**

Members noted the particular complications associated with Rowledge Cricket Ground and Badshot Lea Football Ground, including safety, leases, existing tenants and the need for a community-led solution where possible.

Having declared an interest, Cllr Ward left the meeting at this point.

### **C36/26 Potential Trust Transfers**

Council considered the future of the Farnham Building Preservation Trust and the Farnham Swimming Baths Trust and noted there were no particular issues of concern. Council noted that the Building Preservation Trust arrangement would support heritage repair work through the investment income of the transferred funds, while the swimming baths trust would enable the Council to retain stewardship of a valued local asset with the prospect of applying for charitable donations to invest in the upkeep of the garden.

**It was RESOLVED that:**

- i) Farnham Town Council continue with arrangements for the transfer of the Farnham Building Preservation Trust, the creation of a new trust as advised, and the receipt of its funds.**
- ii) Farnham Town Council become the corporate trustee of the Farnham Swimming Baths Trust.**

Cllr Ward returned at this point.

### **C37/26 Twinning**

Council received the twinning report prepared by the mayor and noted the momentum arising from the 35th anniversary of the Farnham–Andernach relationship. Members considered that the existing twinning model could be refreshed through a broader programme of cultural and sporting links.

**It was RESOLVED that:**

- i) Council endorse the principle of building on the existing twinning relationship with Andernach and its partner towns;**
- ii) Councillor White continue exploratory conversations with a view to reporting back with tangible suggestions for collaboration at the Strategy & Resources Working Group ahead Council's 2026 strategy meeting.**
- iii) Council notes the 50th anniversary of Waverley's twinning with Mayen Koblenz in 2027 and works with other Waverley parishes twinned with the area to mark the occasion and consider future options.**

### **C38/26 Museum of Farnham**

Council considered whether to submit an expression of interest in the Museum of Farnham management tender. Members noted the scale of the work, the financial value of the contract and the Council's lack of museum management expertise.

**It was RESOLVED *nem con* that Farnham Town Council do not submit a formal expression of interest at this stage and instead support Farnham Maltings continuing to manage the Museum of Farnham.**

#### **C39/26 Environment Working Group**

Cllr Brown introduced the notes of the Environment Working Group held on 14 July 2026 at Appendix E.

Members noted the allotment update, including the number of plots and waiting list, the inspection process, and the permission sought to keep poultry under the statutory provisions. Council also noted the open spaces update, including the Gostrey Meadow hoarding artwork, outside workforce planting, the water vole release, the station volunteer initiative and the wave power wheel project.

**It was RESOLVED unanimously that:**

- i) Tamplins be appointed as grave-digging contractor;**
- ii) standing orders relating to contracts be waived on the basis of limited market supply and tested performance.**

The Working Group had also considered the butterfly action plan, Farnham in Bloom judging and the biodiversity signage competition. Council noted the work to create butterfly-friendly sites, the renaming of the Secret Gardens Competition to the Gardens of Farnham, and the renaming of the Madge Green Community Gardening Award to the Madge Green Award.

**It was RESOLVED *nem con* that:**

- iii) swift boxes be installed on an appropriate elevation of the Council's building, subject to final siting avoiding windows and working areas.**

Council noted that the angling and pond-dipping signage at Gostrey Meadow required clarification, particularly following the incident involving a moorhen and fishing line, and that this matter should return to a future meeting for further discussion and clearer signage arrangements.

#### **C40/26 Planning and Licensing Consultative Group**

Council received the notes of the Planning and Licensing Consultative Group meetings held on 29 June, 13 July and 27 July 2026 at Appendices F,G and H.

The Council noted the key concerns raised by the Group, including the need to protect the appearance and condition of 15 The Borough through a condition requiring repair and maintenance of the frontage if alterations were approved; the updated position on the Centrum Business Park appeal, now to be determined by hearing; the revised Kiln House Cottage application and concern about the suitability of a residential care home for three children in that location; the strong objection to the proposed retirement village and rugby pitch scheme at land west of Green Lane, Badshot Lea, on grounds of overdevelopment, drainage, access, highways, biodiversity and landscape harm; and the objection to the permission in principle application at Fair Valley Farm, Rowledge, on the basis of access, rural lane impact and landscape policy conflict.

Council also noted the street naming proposals for the Waverley Lane development and requested a number of changes.

The Council further noted the street trading application for Really Awesome Coffee and maintained its objection to itinerant trading around Farnham and the neighbourhood centres.

#### **C41/26 Actions Taken Under the Scheme of Delegation**

No actions taken under the Scheme of Delegation were reported.

#### **C42/26 Reports from Other Councils**

No reports from other councils were received.

#### **C43/26 Reports from Outside Bodies**

Members gave verbal reports on the Farnham Public Art Trust, Farnham Airport Consultative Committee and the Wey Valley Community Rail Partnership. Council noted the updates on the Farnham Flame, the airport's increasing flight movements and the concerns about increase in the future flight caps, and the discussions around planting and possible adoption of Farnham Station as a welcoming town gateway.

**C44/26 Date of Next Meeting**

The next meeting was agreed for Thursday 17 September 2026 at 6.00 pm.

At the end of the meeting the Mayor advised that this was the last meeting with Iain Lynch advising Council in his role as Town Clerk and proposed three cheers to mark his fifteen years as Farnham Town Clerk. This was followed by applause and a standing ovation.

The Meeting ended at 8.48pm



# FARNHAM TOWN COUNCIL

## B

### Notes

#### Strategy & Resources Working Group

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|                      |                                                                                                                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Time and date</b> | 2:00 pm, Wednesday 2 September 2026                                                                                                                                                                     |
| <b>Place</b>         | Council Chamber, Farnham Town Council                                                                                                                                                                   |
| <b>Present</b>       | Cllr Murray (Chair), Cllrs Beaman, Earwaker, Fairclough, Hesse, Mirylees and White (ex officio)                                                                                                         |
| <b>In attendance</b> | Iain Lynch (Town Clerk), Mo Ashdown (Community & Wellbeing Officer, part), Andrew Fergusson (part), Lucy Dorkins (Business & Facilities Manager, part), Ben Binnell (part) and Jenny de Quervain (part) |

#### 1 Apologies

Apologies for absence were received from Cllrs Brown and Martin.

#### 2 Declarations of Interest

No declarations of interest were made.

#### 3 Minutes

The notes of the previous meeting held on 20th July (Appendix A) were agreed as an accurate record. A Member queried the note regarding the New Ashgate Gallery; the Town Clerk confirmed that a satisfactory outcome had since been reached with Waverley Borough Council over the Gallery's rent and the condition of its assets, meaning a Council grant decision was no longer required.

#### 4 Finance Report

The Month 5 (to 28 August 2026) finance papers were received (Appendices B, C and D), showing income running at 64% and expenditure at 53.5% of budget, which officers considered showed nothing of particular concern. Members queried the sponsorship income and interest/dividend income lines and the Town Clerk explained both reflected timing, although sponsorship was as indicated at the budget setting process a challenge.

It was noted that several event sponsorship agreements had been agreed but not yet invoiced, and some interest and dividend receipts are received quarterly or on redemption of investments and had not yet been posted. In response to a question about In Bloom sponsorship, it was confirmed that a new sponsor (the Farnham Bid) had been secured this year as part of a wider package covering the Food Festival, Literary Festival and In Bloom, though only one element of this had been invoiced to date; hanging basket income remained down on last year following a deliberate decision not to install baskets on buildings whose

occupiers had not paid, which also affected the overall look this year. The higher-than-usual variance on Contracted Services (225.9%) related to the Gostrey Amenity Building project and will be addressed through a transfer from earmarked reserves at the six-month review.

#### **b) Mandate changes**

Members considered proposed changes to the Council's banking and contract mandates to reflect the appointment of Lisa O'Sullivan as the new Town Clerk and Responsible Financial Officer (RFO), and to put in place continuity arrangements during the transition period.

**It is recommended that Council resolves to:**

- 1) authorise Lisa O'Sullivan, Town Clerk and RFO, to be added as an authorised signatory and account administrator on all Farnham Town Council banking and investment arrangements (including HSBC Bank plc, HSBC Money Markets, Cambridge & Counties Bank, Nationwide Building Society, and the CCLA Local Authority Deposit Fund and Property Fund), and to undertake day-to-day management and administration of those accounts in accordance with the Council's Financial Regulations, Standing Orders and Scheme of Delegation;**
- 2) authorise Lisa O'Sullivan, as the Council's designated officer, to manage and administer all existing and approved contracts, agreements and service arrangements on behalf of the Council;**
- 3) confirm that, during the transition period, the former Town Clerk, Iain Lynch, shall be authorised to deputise and provide support, advice and administrative assistance as required — including in relation to banking, pensions, contractual, operational and governance matters — until the new Town Clerk determines the transitional arrangements are no longer required; and**
- 4) delegate authority to the Town Mayor, Leader and Town Clerk to complete and sign any documentation required by banking institutions or investment managers to give effect to these arrangements.**

#### **c) GOV.UK Pay**

The Town Clerk presented a report (Appendix E) recommending the introduction of GOV.UK Pay as an additional online payment channel, to make it easier and safer for residents to pay for selected services (such as literary festival entry fees and event stallholder fees) and to avoid the additional bank charges the Council has incurred on overseas transactions, particularly for the Literary Festival.

Members discussed the transaction cost, illustrated as around £0.43 on a £15 payment, which is higher than some other card-payment providers used elsewhere (for example by sports clubs); officers explained this reflects the higher security standard required of a government-backed platform, and suggested fees and charges could be reviewed next year to help offset transaction costs. It was agreed that GOV.UK Pay would not be used for higher-value, lower-volume payments such as cemetery and memorial fees, where a card surcharge cannot lawfully be applied and the proportionate cost would be too high; a maximum transaction value of £1,000 was agreed.

**It is recommended that Council:**

- 1) approves the introduction of GOV.UK Pay as an additional, non-exclusive online payment channel, initially for literary festival author/entry fees and event stallholder fees;**
- 2) notes that the underlying payment processor is fixed by GOV.UK Pay according to the Council's status as a non-Crown body, and from 2026 is Adyen (replacing Stripe);**
- 3) agrees and includes in the new Financial Regulations a maximum transaction value of £1,000 for payments taken through GOV.UK Pay; and**
- 4) reviews actual transaction costs and payer experience after the first full year of use.**

#### **d) Rialtas Business Systems Accounts**

Members noted that the Council's Rialtas accounts package is currently hosted on a physical server in the Council office that is nearing the end of its useful life, and that the supplier now offers a cloud-based online service (including an additional user licence) at an additional cost of approximately £700 per annum, removing the future cost of replacing the server and supporting the Council's wider move to cloud-based systems.

**It is recommended that FTC upgrades its accounts package, RBS Rialtas, to the online web-based service.**

#### **e) Grants Policy Review**

Members considered a review of the Grants Policy & Guidelines (Appendix F) for the 2027/28 round. Officers explained the review was intended to add clarity rather than change the overall approach — in particular, formalising the annual review of priority themes by the Community & Wellbeing Working Group, and bringing together in one report the full range of grant funding (in the region of £250,000 per annum in total across Small Grants, Community Grants, Out-of-Term-Time Activities (OTTA) Grants and Service Level Agreement Grants, including approximately £110,000 of youth funding), which Members felt had not previously been clearly visible in one place.

Members discussed at length the existing flat 50% match-funding requirement, which some felt was too high and could discourage smaller community groups from applying; it was agreed that a sliding scale would be fairer, and Members agreed a match-funding requirement of 25% for grants up to £2,000, and 50% for grants above £2,000, with in-kind contributions continuing to be taken into account.

Members also queried the draft wording restricting grants to members' clubs without wider public access, noting this could unfairly exclude clubs such as sports clubs with open (if age- or ability-related) membership criteria, and the wording restricting grants to organisations that "pass on money to others", noting this was intended to address the specific circumstances of organisations (such as Hale Carnival) that raise a surplus for redistribution to other causes, rather than groups commissioning services; officers agreed to review and clarify both sections. Members agreed a table summarising the current year's grant budget allocations should be included when the policy is reported to Council.

**It is recommended that Council approves the revised Grants Guidelines and Policy at Annex 1 for 2027/28, subject to: a) amending the match-funding requirement to 25% for grants up to £2,000 and 50% for grants above £2,000; and b) officers reviewing and clarifying the wording relating to members' clubs and to grants awarded to organisations which pass on funding to third parties.**

### **5 Contracts and Assets Update**

Members received the report at Appendix G together with a verbal update from officers.

#### **a) Gostrey Amenity Building**

Members were updated on the utilities investigation. SSEN has now confirmed it does not own the two unidentified cables beneath the site and, without confirmed ownership, cannot legally carry out a spike test to determine whether they are live; SSEN has verbally recommended encasing the existing cables in ducting and installing two further ducts with draw cords as a safeguard for any future replacement, with a written recommendation to follow. The Council's insurers have been unable to offer standard cover for potential damage to the cables during construction; the Council's solicitors have been asked to source specialist cover through a broker, with a response awaited, hopefully before this matter is reported to full Council.

Officers advised that the project architect assesses the risk of damage during piling as low, since the cables are visible along the length of the dig site and the piling design allows an appropriate tolerance to avoid them, and that a comparable approach (building over known live cables) has previously been used successfully by the same architect on another scheme. On this basis, Members reaffirmed their support for proceeding.

**It is recommended that Council reaffirms its decision to proceed with construction of the Gostrey Meadow Amenity Building over the existing unidentified cables, and that the Clerk continues to seek suitable indemnity insurance to support this, reporting back once cover has been secured.**

Members also noted that Thames Water has queried the Council's ownership of Gostrey Meadow — due to a lag in Land Registry records following the 2018 transfer — before it will issue consent to discharge into the sewer for a new connection; the Council's solicitors are liaising directly with Thames Water's solicitors and an early resolution is expected. The contractor remains hopeful of meeting the anticipated completion date of February 2027 despite an estimated delay of around six weeks arising from the cable investigation; the cost impact is currently estimated in the region of £20,000 (with a worst-case scenario of up to £40,000 quoted by the quantity surveyor), which remains within the project's contingency.

The Working group noted four artists and craftspeople had been identified to submit proposals for public art integrated into the fabric of the building rather than applied afterwards, working with the architect and the contractor; revised drawings are awaited from the architect.

**b) Street/pavement cleaning**

Members discussed options for cleaning the town centre paving, noting the Council's existing decision and budget allocation to commission a one-off clean via Waverley Borough Council's street cleaning contractor. Views differed on timing: some Members favoured proceeding now with spot-cleaning of oil and other stains, while others felt it would be more effective to wait until Farnham Infrastructure Programme (FIP) works — including installation of street furniture intended to deter vehicles mounting the pavement — are complete, noting that rainfall was already having a visible effect on the new paving, and that the enhanced street-cleaning equipment provided for under Waverley's new street cleansing contract will not be operational until November 2027.

It was agreed to await a further update from officers, who will continue to liaise with Waverley Borough Council and Marshalls (the paving supplier) on the options and costs available, with the matter to be brought back to a future meeting.

**c) Vehicles — Compressed Natural Gas (CNG) compressor**

Members noted that a contractor, Fraser Pump Limited — the only UK-based supplier able to service the Council's fleet — had been engaged to supply, install and service a new CNG compressor unit at a cost of approximately £8,000, as previously agreed by Council, in preference to purchasing replacement vehicles. A 12-week lead time is expected, with installation anticipated in December 2026.

**d) Waverley Lane SANG**

Members received an update on discussions with the developer regarding the long-term maintenance funding for the Waverley Lane Suitable Alternative Natural Greenspace (SANG). Officers' revised cost estimate has increased, against the developer's original offer reflecting items (such as daily bin emptying) omitted from the developer's original assumptions, and the requirement for any agreed sum to be sustainable over an 80-year period. Members supported officers continuing to negotiate with the developer, and noted the intention to commission independent financial (net present value) advice on an appropriate lump sum once terms are closer to being agreed.

**e) Outdoor gym equipment and table tennis tables**

Members noted that Surrey County Council's Your Fund Surrey grant of £11,527, together with other earmarked funds, brings the total available for outdoor gym equipment at Morley Road Recreation Ground and along Jubilee Walk/Riverside to £31,527 (Appendix G), and that officers are progressing both schemes, siting the equipment away from tree cover to avoid contamination and damage. The Riverside scheme can proceed immediately; the Morley Road scheme is subject to confirmation of the accelerated Community Asset Transfer of that site, or a letter of authority from Waverley Borough Council in the meantime. Members supported adding table tennis tables at both sites, in response to resident requests, noting there is no dedicated budget for this within the current year.

**It is recommended that Council:**

**1) Confirms officers progressing both outdoor gym equipment schemes at Morley Road Recreation Ground and Riverside/Jubilee Walk; and**

**2) approves an allocation of up to £10,000 from the current under-spend within the Grants budget to fund table tennis tables at or near both sites.**

## **f) Farnham Flame**

Members noted the restored Farnham Flame sculpture was successfully installed on the Brightwells building on 26 August 2026, following extensive coordination between multiple parties; an explanatory plaque is still to be installed, with wording already drafted. Members suggested internal (rather than external) lighting of the sculpture be investigated, most likely using solar-powered LED tape to avoid the cost of a new mains supply, and asked officers to look into this further.

## **f) Abavus and IT**

Officers updated Members that the Customer Support Portal, the outside workforce mobile operations module, and the internal communications function are now fully operational, with the CRM and physical asset database continuing to be built up; work continues on the events/bookings workflow, targeted for completion by the end of September, and on future integration with GOV.UK Pay. Several Members (Earwker, Fairclough, Hesse and Murray) volunteered to trial the resident-reporting function of the website (for example, reporting potholes, graffiti or other issues) and to feed back on their experience.

Members were also updated that the changeover to In Touch Tech as managed IT provider has not yet been formally contracted, and that full implementation — which requires migrating the Council's historic files to SharePoint ahead of onboarding — is now likely to complete around January 2027, subject to finalising the offboarding process with the current contractor.

## **6 Infrastructure Task Group**

Members received a verbal update on the Farnham Infrastructure Programme (FIP) and the Farnham Neighbourhood Plan (led by ONH) work.

Resurfacing works on Castle Street are expected to begin around 21 September 2026 (five nights of closures), with road markings to be completed ahead of the Food Festival on 27 September. By the time of the Remembrance events, works are expected to be largely limited to minor pavement and street furniture snagging, with stock already ordered. Investigations continue into below-ground services at proposed bus shelter locations. Officers confirmed the planter proposed for the corner of West Street outside Alton Sports would proceed despite objections raised, and that listed building consent considerations are being worked through by SCC in relation to the CCTV mast and a nearby lamp column.

On the ONH Neighbourhood Plan (Farnham Settlement Spatial Plan) work, a second stakeholder workshop was provisionally scheduled for 30 September, subject to confirming the availability of key stakeholders. If key attendees cannot be secured the session would need to be rescheduled.

Members noted a briefing paper circulated by ONH summarising national planning policy considerations relevant to town and parish neighbourhood plans), which highlighted the challenge of allocating sufficient housing sites locally against the standard method requirement (estimated at 8,000–9,000 homes) given Waverley's own shortage of available development sites; it was agreed this paper should also be shared with full Council (attached at Annex 2 to these Notes).

Members discussed the implications of proposed national changes extending permitted development rights for residential extensions, and the future of the Council's fortnightly Planning Advisory Group under Local Government Reorganisation, noting that town and parish councils are expected to remain statutory consultees, and that individual Councillors and the Council would retain the right to comment on, and object to, planning applications but the ability to call in applications would be significantly restricted.

## **7 Reports of Task Groups**

### **1. Local Government Reorganisation**

Members received an update on the recruitment process for the Chief Executive of the new West Surrey unitary authority; a recommendation was expected by 5pm the following day, with a decision due at an extraordinary Council meeting on 10 September 2026. On the Strategic Mayoral Authority, Members noted that revised Government guidance suggests formal endorsement is required only from Surrey's two proposed constituent authorities (East and West Surrey), rather than from every existing authority,

increasing the likelihood of the devolution proposal proceeding; implementation is not expected before the mayoral elections planned for 2028.

## **2. Community Asset Transfers**

Members received an update on the eight sites already agreed for transfer, noting the Council remains reliant on instructions passing from Waverley's Community Asset Transfer (CAT) team to their legal team, and in turn to the Council's solicitors. As of the date of the meeting no information had been shared by the Waverley legal team with the FTC solicitors.

Morley Road Recreation Ground has been confirmed as part of the "accelerated" group, though the practical implications of this remain unclear. On Rowledge, a working party of residents and the Cricket Club, supported by Waverley, is exploring options (including relocating the cricket square and/or a netting system) to resolve the long-standing cricket ball safety issue; a professional consultant is likely to be required, with a reasonable prospect of support from the England and Wales Cricket Board/Surrey Cricket, and it was noted this could potentially be supported from the Community Initiatives Fund.

On the Westfield Lane site, Wrecclesham, home to Badshot Lea Football Club, Members received significant new information following a meeting that morning with the Chair of Badshot Lea Football Club. Estimated long-term liabilities have reduced substantially, and current annual running costs (around £100,000, equivalent to approximately £1.2 million over ten years) appeared broadly consistent with the FTC surveyor's assessment once volunteer and in-kind contributions were taken into account. The Club has ambitions including improvements to the pavilion and community space, and a possible 3G pitch for shared community use, and is keen to work with the Council; the current ground rent is £5,600 per year.

Officers are to write to the Football Club seeking written confirmation of these matters, together with up-to-date compliance and survey information (including on utilities, fire safety and the club's turnover). Waverley has asked that the Recreation Ground and Westfield be transferred together as a single transaction.

**It is recommended that Council:**

**1) confirms its intention to proceed with the Community Asset Transfer of Westfield Lane site together with the adjoining Wrecclesham Recreation Ground site, on the basis of the further information now available, noting the transfer may be withdrawn from at any time prior to completion of the legal documentation; and**

**2) continues to defer a decision on Rowledge Recreation Ground pending further work by the local working party on the cricket ball safety issue.**

## **8 Potential Trust Transfers**

Members received a verbal update noting that arrangements for the transfer of the Farnham Building Preservation Trust are progressing with solicitors, and that the Trustees of the Farnham Swimming Baths Trust have agreed to create the role of Corporate Trustee, in line with the Council's previous decision (July 2026) that FTC should become Corporate Trustee of that Trust.

## **10 Consultations**

Members received a verbal update on the tender for the operation and management of the Museum of Farnham, published by Waverley Borough Council (procurement reference WAV-039137). Two bidders have progressed to Stage 2, one being Farnham Maltings; the identity of the second bidder was not disclosed pending a public announcement. Members noted the potential benefits a well-resourced operator could bring to the Museum, and reaffirmed the Working Group's previous position (July 2026) that FTC would not submit its own expression of interest, while continuing to support the Maltings' bid and its connection to Arts Council funding.

## **11 Town Clerk Update**

### **1. Farnham Carnival**

Cllr Fairclough reported on a meeting with the Hedgehogs, the current organisers of Farnham Carnival, who have indicated they would like the Town Council to take a greater role in running the event, citing concerns over cost and logistics particularly around the road closures.

Members had a wide-ranging discussion about the importance of Carnival — and, by comparison, the Hale and Rowledge community events — including road closure and traffic management costs, and the resource implications (including additional staffing) of the Council taking on any greater responsibility for running a major event.

**It is recommended that Council explore the future of the Farnham Carnival with the Hedgehogs via the Culture & Business Working Group, including cost implications of road closures and in light of Local Government Reorganisation and consider the impacts on other community events.**

### **2. Library Gardens**

Members noted that lease negotiations with Surrey County Council remain ongoing; a further meeting is to be arranged to try to resolve the outstanding points.

### **3. A Hand's Turn Sculpture**

Members noted that installation is now expected within the next fortnight, timed to avoid the tree-root protection area at the Evelyn Borelli Garden.

### **4. Proposed new Members' Room and changes to the Tindle Suite**

Members discussed a proposal to convert underused ground-floor reception space into a Members' Room using sliding, bi-fold or tri-fold glass doors, in a style similar to the Byworth Room; officers were also asked to obtain prices for converting the Byworth Room's existing windows to bi-fold doors, to open up that space further for civic and community use. Costed proposals are to be brought back to a future meeting. It was anticipated that the costs could be up to £20,000 but prices were awaited. The scheme would increase office space for officers and optimise available space for public meetings and receptions.

**Recommendation. It is recommended that the project to create a new Members' room proceed with a further report on the detail to follow.**

### **5. Update on telephony contract**

Members noted that the telephony upgrade is being progressed alongside the changeover to In Touch Tech as managed IT provider, with full implementation now expected around January 2027 (see Item 5, Abavus, above).

### **6. Proposals for the Council's 2026 Strategic Planning event and suggested dates**

The Working Group considered options (midweek or weekend and agreed a Thursday evening was the best option.

**It is recommended that Council's 2026 Strategic Planning event be held on the evening of Thursday 12 November 2026, from 6:00 pm, with the outcome reported to the December Council meeting.**

### **7. Preparation for the 2026 community CIL round**

Members noted that, the pilot CIL round (£150,000 in 2026/27), could be a "light touch" scheme, similar in approach to the Grants scheme. Members supported forming a small informal Member task group — drawing on experience from the Council's CIL panel, to help shape the scheme's criteria ahead of a report to full Council. A possible strand supporting school cycling/scooter infrastructure, raised via Waverley Borough Council's community CIL work, was also noted for consideration.

### **8. Members' allowances and the Waverley Independent Remuneration Panel**

The Town Clerk updated Members on continued efforts including correspondence to Waverley Borough Council's legal and democratic services officers to secure a meeting of the Independent Remuneration Panel, without which the Council cannot lawfully introduce a members' allowances scheme for town and

parish councils. Despite repeated requests since December 2025, no meeting of the Panel has yet been convened.

**It is recommended that Council considers bringing forward a report, based on the Panel's most recent recommendation (2024) of a £500 members' allowance (10% of the district scheme), while continuing to press Waverley Borough Council to convene the Independent Remuneration Panel for a fuller review in light of councillors expected increased workload because of Local Government Reorganisation**

## **12 Date of Next Meeting**

The next meeting was agreed as Monday 12 October 2026 at 2:00 pm.

*Meeting closed at 5:41 pm*

*Notes: Iain Lynch*

## **Annex I to Appendix B**



# **GRANTS GUIDELINES & POLICY**

August 2026

For Review

## **1. General Principles**

Farnham Town Council is funded only by the local residents of Farnham and therefore has only limited funds available to assist community organisations located and working in Farnham for the benefit of Farnham residents.

Subject to funding being available, Farnham Town Council is committed to providing assistance and support to local community groups which are set up to enhance community life for Farnham residents. The Council's financial support is provided by way of Grants which are decided against criteria set by Farnham Town Council. These are designed to be a general indication but are not exclusive and can be flexibly applied.

The Town Council's Grant Policy is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Farnham. In general, the following principles apply:

- Funding will be given on a need basis, merit of the project and overall benefit to the local community
- Applicants must clearly show how any assistance given will benefit the people living in Farnham or the environment of Farnham
- Funding will normally only be awarded up to a maximum value of £2,500 depending on the Council's budget allocation and may be subject to constraint
- All funding given will be subject to monitoring and evaluation of the outcome of the grant
- Matched funding is required for all but small grants.
- Organisations should not make a presumption that funding will continue on a year-to-year basis

## **2. The Aims of the Council's Grant Making Policy**

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

\* The Town Council defines a voluntary group as a non-profit making organisation, normally set up and run by a voluntary, unpaid management committee.

## **3. General Conditions**

- Grants above £250 require match funding. Grants up to £2,000 require 25% match funding; grants over £2,000 require 50%.
- There is no general funding for projects – grants will only be awarded for specific costs
- The activities of the organisation and in particular the project being considered for funding must be readily available to the community of Farnham in general.
- No funding is available to contribute to a surplus for charitable distribution or to increase an organisation's reserves.

- The not-for-profit organisation must have clearly stated aims and objectives.
- No award will be made where spending has taken place prior to approval.
- Costs for general routine maintenance of buildings and equipment are not eligible.
- Grants will not be awarded for organisations to pass on money to others.
- Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.
- Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant.
- All projects must acknowledge Farnham Town Council's financial contribution in all marketing material. A photograph with the Council to promote the project will be requested.

#### **4. What types of grants are available**

- Community Grants are one-off grants of up to £2,500.
- Smaller grants of up to £250 can be made at the discretion of the Town Clerk to organisations that have “in-kind” support or have not received a community grant in that year.
- Service Level Agreement (SLA) Grants are grants which may continue for more than one year and typically support not-for-profit or community organisations that provide valuable services to the residents of Farnham.
- The Council may consider exceptional grant requests during the year for “Community & Environmental Initiatives”.
- The Council will consider grants to commission services that are needed in Farnham but cannot be provided by the Council directly – the current priority is supporting organisations in their Youth Outreach work.
- Grants to organisations who support children and families during the school holidays, can be made through an Out-of-Term-Time Activities (OTTA) Grant.
- There is separate process that applies to Community Infrastructure Levy (CIL) grants to support capital projects that will benefit the town and its residents.
- In 2026/27 the Council agreed an overall grant budget of £282,000 for Community and other Grants allocated as follows:

| <b>Description</b>                      | <b>Account Code</b>  | <b>Allocation</b> |
|-----------------------------------------|----------------------|-------------------|
| Community Grants 4800                   | 4800                 | £61,500           |
| Small Grants                            | 4804                 | £2,500            |
| SLA Grants                              | 4801/2/3/6/8/9/12/13 | £72,000           |
| Youth Outreach SLA Grants               | 4811                 | £90,000           |
| Out of Term Time Activity (OTTA) Grants | 4816                 | £20,000           |
| Support Fund Grants                     | 4815                 | £5,000            |
| Grants from other service budgets       | -                    | £31,000           |
| <b>TOTAL</b>                            |                      | <b>£282,000</b>   |

**5. Who can apply to the Farnham Town Council Community Grant Scheme? Groups who:**

- are not-for-profit voluntary or community groups based in Farnham
- have a constitution or set of rules or equivalent
- have a bank or building society account
- have independently approved annual accounts
- directly benefit the well-being of the Farnham people or the environment of Farnham.

**6. What type of Projects will be considered for the Community Grant Scheme?**

- Youth facilities, schemes and projects
- Cultural and arts schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings
- Village halls
- Community transport
- Elderly and disabled
- Sustainable community environmental projects
- Improvements to the fabric of historic buildings and community spaces (e.g. churches)

**7. Who cannot apply to the Farnham Town Council community Grant Scheme?**

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups for religious purposes
- Bodies to pass on grant funding to others
- Members' Clubs to which the wider community do not have access

**8. How to apply for a Farnham Town Council Grant**

Please complete an online application form on our website: If you require any help with your application or a hard copy of the form, please email [grants@farnham.gov.uk](mailto:grants@farnham.gov.uk) or call Farnham Town Hall on 01252 712667.

## **More about the Farnham Town Council Grant:**

### **1. What happens after I apply to Farnham Town Council for a Grant?**

Your application form will be checked along with the enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information or you may be contacted for additional information.

**Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation.**

Applications for grants for over £250 will then be considered by Officers of Farnham Town Council. All application forms will then be considered by the Town Council's Community & Wellbeing Group, which will then make recommendations to the Full Town Council.

Decisions on grants up to £250 will be delegated to the Town Clerk, in consultation with the Strategy and Resources Working Group.

Annually Council will review any priority themes for the following year after discussion at the Community & Wellbeing Working Group (Target Date: September)

Grants will be assessed using the following criteria:

- a completed application form
- if you have received a grant before
- how your group is set up and managed
- your finances and the financial need for funding
- what need/demand there is for your project
- support and involvement for the wider community
- efforts to secure other sources of funding
- if your project provides value for money for the residents of Farnham.

### **2. What information will I have to provide?**

- Your aim and objectives
- Your organisations constitution or set of rules and your annual report if applicable.
- The most recent copy of your approved accounts.
- Copies of any permissions required for third party use. (e.g. licences or land rent)
- A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the grant)
- An explanation of any reserves you hold and if these are earmarked for specific expenditure.
- Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Town Council.
- Thorough and accurate project costings

**3. What happens if I get a grant?**

Grants must only be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or over a period of three years with reduced funding. You will need to prove a report to the Town Council to advise how your project has achieved its aims. Any amount not used **MUST** be repaid in full. Recognition must be given to Farnham Town Council for any contribution given; this might include listing on any advertising or project information.

**Failure to comply with any conditions attached to a grant may result in the grant needing to be repaid or affect future grant assistance.**

**4. What is the time-scale for awards?**

Applications for grants are normally invited once a year, but a second round may be agreed if there are remaining funds. All applications must be submitted to the Town Council by the date specified on the application form in order to qualify for funding in the **following financial year**. If you have been successful, you will receive a grant offer letter specifying the terms and conditions which you must sign and return to us within 3 weeks.

**Grants will not be paid until FTC has received a signed grant offer letter.** Following receipt of the signed grant offer letter and acceptance of the terms and conditions, grants will be paid by BACS.

# Appendix B Annex II

## National Planning Policy Framework Changes

**ONH top 10 of 'What town and parish councils need to know about the August 2026 NPPF'.**

### **1. The new NPPF applies right now, and so does the idea of 'automatic yes'**

There is no grace period for decision-taking. The new Framework applies to applications determined on or after 17 August 2026, which means it is already shaping the recommendations your case officers are writing this week. The familiar tilted balance in old paragraph 11 has gone, replaced by a new structure in policies S3, S4 and S5.

Inside a settlement boundary, policy S4 says development should be approved unless the benefits are substantially outweighed by the adverse effects. That is the source of the 'automatic yes' headlines, and it is a genuine change in the starting point. It is not, however, actually automatic, and there a number of exceptions.

If you are a council used to responding to applications with generalised objections, you will now have to focus comments using the named policies and being far more specific. And remember the [new appeal \(from last April\)](#) and delegated decision (from 1 November) processes that place an even greater premium on the focus and quality of those comments.

### **2. The NPPF is now split into plan-making and national decision-making policies**

The Framework separates the policies used to prepare plans, which carry PM references, from the national decision-making policies (NDMP) used to determine applications (DM references). This is the structural change from which almost everything else follows and it is vital for neighbourhood planners to know its effect.

From now on (if the plan hasn't already been submitted under Regulation 15) it cannot contain policies which duplicate, substantively restate or are inconsistent with an NDMP. However, this still leaves plenty of room for a plan to show how and where in its area a specific NDMP applies, and to put flesh on the bones of the NDMP where there is the evidence to do so.

It is true to say that, for now, the Government has left NDMPs as 'material considerations', rather than place them on the same footing as the 'development plan'. But we don't expect that to make a difference to how planning authorities apply them in practice. Let's see!

### **3. Changes to densities around well-connected train stations**

Policy S5 now supports residential and mixed-use development outside settlement boundaries where it:

- would be within reasonable walking distance (800m) of a well-connected station (now located in the top 80, not 60, travel to work areas by GVA with frequent services)
- would be physically well-related to the station or its settlement,
- would be of a scale that the available infrastructure can accommodate, and
- would not prejudice longer-term comprehensive development of the same location.

For a rural parish with a well-connected station, this could be is a significant new source of development pressure in locations that may have been ignored in the past. And where the policy applies, minimum densities of 35 dwellings per hectare apply, rising to 45 dwellings per hectare at the higher service frequencies (noting this is less than the draft, which proposed densities of 40 and 50 respectively).

#### **4. There are new neighbourhood plan policies that replace the old**

Neighbourhood Plan is now governed by a cluster of new references:

- PM5 sets out what a neighbourhood plan does,
- PM6 sets the general principles for all plan-makers,
- PM17 deals with examination and the basic conditions,
- S6 governs the weight a plan carries in housing decisions, and
- HO2 deals with the housing requirement figure for your area.

PM5 confirms that neighbourhood plans allow local communities to plan positively by allocating land and setting out locally specific policies. Those can be site-specific, or can cover wider matters such as infrastructure, community facilities and design requirements including design codes. The policy also makes explicit a firm limit: the contents of a neighbourhood plan should not result in less development than specified in other parts of the development plan covering the same area, which aligns with the new (April 2026) basic conditions.

However, we are disappointed Government did not clarify some important practical questions left hanging by the removal of the explicit role of neighbourhood planning in non-strategic site allocations to help meet local housing need. In the response to the 2025 consultation published alongside the new NPPF, it has committed to updating the Planning Practice Guidance. But in the meantime, too many local planning authorities have seen this as a signal to conclude that only their Local Plans should allocate housing sites, no matter how small.

#### **5. Strong protection from speculative development applies for five years, in certain circumstances**

Policy S6 carries forward the neighbourhood plan protection previously known as paragraph 14, but on tighter terms. Where a housing proposal conflicts with a neighbourhood plan, the benefits of approving it are likely to be substantially outweighed by the adverse effects, provided two conditions are both met. The plan must have become part of the development plan five years or less before the date of the decision, and it must contain allocations to meet its identified housing requirement.

So a neighbourhood plan that contains no site allocations gets no protection under S6, however recently it was made. Positively, the old condition about the authority's housing land supply has gone, which simplifies matters, but the five-year clock is now the thing to keep track of. For every made plan, the date it came into force is effectively an expiry date on your strongest defence against non-conforming proposals.

This means undertaking a neighbourhood plan review on a five year cycle is no longer a matter of good housekeeping; it is the mechanism by which its full weight is renewed.

#### **6. Housing requirement figures should not be nil, but might come from higher above than your local planning authority**

So that S6 can operate, Policy HO2 confirms that local plans should set a housing requirement figure for designated neighbourhood plan areas, and that authorities should avoid setting that figure at nil. Only three exceptions are allowed:

- where the local plan already meets or exceeds the housing need figure for the area,
- where there is a clear and well-evidenced need for no additional housing, or
- where constraints are so substantial as to preclude any additional housing of any kind.

The first is the most important, and we are concerned about how many authorities are already arguing that they are making all the necessary site allocations, as HO3 makes no reference to neighbourhood plans.

### **7. Settlement boundaries are one of the most important lines on your policy map**

Because policy S4 governs development inside settlements and policy S5 governs development outside them, the settlement boundary now determines which regime an application is judged under. Policy S2 requires settlements and their boundaries to be identified at the appropriate plan level, and policy S3 confirms that where a site falls partly inside and partly outside, each part is assessed under the relevant policy before an overall view is reached. Split sites and boundary edges will be argued over more than any other feature of the map.

In some areas settlement boundaries have been put in place by the planning authority in local plans, in others by neighbourhood planning groups on a case by case basis. Either way, if you don't have one, we highly recommend putting one in place through your next neighbourhood plan.

### **8. Lots of strong protective and community focused policies have survived**

It would be easy to read the new Framework as pure liberalisation. It is not:

- Local Green Space survives in policy HC8, still designated by communities through neighbourhood plans, and still carrying protection equivalent to Green Belt. It also appears in the S4 list of impacts capable of tipping the in-settlement balance towards refusal.
- HC6 requires refusal of proposals resulting in the loss of community facilities and services unless an equivalent or better replacement is provided nearby, and
- HC7 does the same for sports facilities, playing fields and recreational land unless there is demonstrable surplus.

Many of these policies benefit from complementary policies in your neighbourhood plan - make sure you are identifying Local Green Spaces and community facilities so it's clear when they do and do not apply.

Beyond that, the Green Belt and historic environment chapters remain substantial, rural exception sites continue under HO10 and the limited circumstances allowing isolated rural homes continue under HO11. Policy HO6 requires a share of the housing requirement to be allocated on small sites, which tends to favour local builders and gentler forms of growth.

Finally, policy DM9 asks authorities to respond positively to community proposals for Neighbourhood Development Orders and Community Right to Build Orders. There is a great deal here that can be productively quoted in a planning application response for a Council that knows where to look or asks for support from a planning consultant.

## **9. Your neighbourhood plan must be digital**

Policy PM6 applies to all plan-makers, and that includes parish and town councils. It requires the use of online tools, methods and templates published by the Secretary of State, asks plan-makers to consider digital planning software, and requires plans to be published in a searchable digital format complying with defined data standards.

This is a real change in what producing a neighbourhood plan involves. A designed PDF and a scanned map will no longer be enough. Policies, allocations and designations will need to exist as structured data that can be read by a machine as well as by a resident, which affects how you commission mapping, how you write policies and how you budget. It also sits neatly alongside the accessibility duties under WCAG that councils already carry for the documents they publish.

Councils starting a plan or a review now should be building to the data standard from the first draft rather than trying to retrofit it after examination. ONH approach includes neighbourhood plan websites, digital mapping and sharable geospatial policy map files and support with online consultation tools for clients.

## **10. Transitional arrangements for Local Plans might mean the old NPPF still applies in some cases for the planning authority**

The two plan-making systems are still running side by side. Local planning authorities have until 31 December 2026 to submit Local Plans for examination under the existing system and they will be examined under the 2024 NPPF. This means that for some time yet, the Local Plan your neighbourhood plan has to sit alongside may have been prepared against an NPPF framework that no longer exists.

Neighbourhood Plans have been given different transition arrangements. Any plan submitted after 17th August 2026 should comply with the new NPPF. For those already at examination we don't see the value in withdraw and resubmitting, provided there is no change to the policy intent and substance, though expect the examiner to recommend many development management type policies should be deleted or require modification.

### **ONH Planning**

(ONH is a social enterprise providing a range of planning and development services to town and parish councils, neighbourhood forums and landowners and developers.)



# FARNHAM TOWN COUNCIL

# C

## Notes

## Environment Working Group

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### Time and date:

4.00 pm on Wednesday, 9<sup>th</sup> September 2026

### Place:

Council Chamber – Farnham Town Hall

### Councillors Present:

Brown (Chair), Earwaker, Merryweather, White, Woodhouse (online), Hesse.

**Also present:** Lisa O'Sullivan — Town Clerk, Lucy Dorkins – Business and Facilities Manager

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### 1. Apologies

Councillor Jackman.

### 2. Declarations of Interest

No declarations of interest were received.

### 3. Minutes of the last meeting

The notes of the last meeting, circulated at Appendix A, were received and approved.

### 4. Allotments update

The Council received an update on allotments, as set out in Appendix B.

Members supported a trial of reduced rents for 3 hard-to-let allotment plots, which have been repeatedly rejected due to position of the plots – shady positions, before considering alternative uses. They also agreed that applicants who fail to respond to two allotment offers should be moved to the bottom of the waiting list.

Officers reported improved management of neglected plots and updated members on the future transfer of the Weybourne allotments.

It was reported that a tenant at West Street Allotments is supplying fresh produce from the allotment to a local pub operated by a family member. Members agreed that a letter should be issued reminding the tenant that allotment tenancy agreements do not permit commercial use.

Finally, Members approved the purchase of two larger covered water tanks for the Six Bells site at a cost of £385, funded from the allotment budget.

## **5. Open Spaces update**

### **Living Willow Project, Gostrey Meadow**

Green Up Britain presented plans for a living willow seating installation near the bug hotel at Gostrey Meadow. Members noted that Green Up Britain received a grant to fully fund the living willow chair/throne construction and installation and associated hedge planting.

Members discussed insurance, maintenance, watering requirements and the potential risk of vandalism. It was noted that the structure would be monitored during an initial settling period and protected with temporary fencing and mesh if required.

The project aims to enhance biodiversity, complement the existing bug house and create an attractive seating feature within the meadow. Members supported the proposed location and welcomed the wider environmental benefits.

Members supported the living willow installation proceeding as presented, with temporary protection during the initial settling period.

Members endorsed the associated hedge planting and noted that, if successful, the project could provide a model for similar schemes elsewhere in Farnham.

### **Fishing and River Safety in Gostrey Meadow**

Members discussed concerns about fishing activity in Gostrey Meadow, particularly near areas used by children for paddling and recreation.

The discussion broadened to include wider river safety issues such as paddling, swimming and fishing. Members concluded that a review was needed before any further action was taken.

#### **Actions:**

Undertake a risk and liability review covering fishing, paddling, swimming and related signage in Gostrey Meadow. Seek guidance from relevant local government bodies and, if necessary, insurers on good practice for river-use management and signage.

### **Town Centre Planting Strategy**

Members reviewed the performance of town-centre planting during the recent hot summer and thanked the workforce for their efforts in maintaining displays under challenging conditions. It was agreed that future planting schemes should reflect lessons learned from the season.

Officers proposed reducing the number of town-centre planters and redistributing surplus units to wards, schools and community locations. Members supported this approach, provided local groups took responsibility for ongoing maintenance. The possibility of introducing higher-quality planters in the town centre following completion of public realm works was noted for future consideration.

#### **Action:**

Develop proposals for identifying community groups, schools and ward locations willing to adopt redistributed planters.

### **Winter Planting and Grounds Support**

Officers reported that winter planting preparations were underway, with reduced plant and bulb orders this year to minimise waste while maintaining high-quality displays. Members noted that sponsorship support remained strong despite the challenging summer conditions.

An update was provided on the Sunday litter-picking group, which has continued to perform valuable work across the town. Members agreed to fund the council's share of three additional litter-picking trolleys. The officers to seek 50% contribution from Waverley Borough Council towards the cost of three additional litter-picking trolleys should be.

Officers also reported that a probation-service work programme is expected to begin shortly, supporting practical maintenance projects around Farnham. Members welcomed the initiative. It was further noted that additional staff training in graffiti removal would improve the council's ability to respond quickly to reports.

### **6. Cemeteries Update**

Officers reported that cemetery income had improved, reaching £23,000 to date. A complaint regarding the removal of silk flowers from the Garden of Reflection had been resolved.

Members noted that a review of cemetery rules and regulations is underway and will be considered by a Task Group before coming back to the Working Group.

### **7. Farnham in Bloom update**

Farnham in Bloom and Volunteer Recognition - Members received updates on upcoming Farnham in Bloom events, including the awards ceremony, volunteer reception and community activities.

Members agreed the recipient of the Gardener of the Year. Other award recipients were also noted.

Officers also reported the imminent installation of interpretation boards in the Library Gardens.

Members supported giving officers discretion to provide a small number of winter hanging baskets to businesses whose summer displays had been affected by the exceptionally hot weather.

### **8. Date of Next Meeting**

Date of next meeting was agreed as 2<sup>nd</sup> December 2026 at 4 pm.

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Minutes by [Lucy.dorkins@farnham.gov.uk](mailto:Lucy.dorkins@farnham.gov.uk)



# FARNHAM TOWN COUNCIL

# D

## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30am on Monday 10<sup>th</sup> August 2026

#### Place

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

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

Councillor Andrew Laughton (Lead Member)  
Councillor David Beaman  
Councillor Alan Earwaker  
Councillor Brodie Mauluka  
Councillor George Murray  
Councillor Tim Woodhouse

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillor Merryweather.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications for Key/Larger Developments Considered

##### **Farnham Bourne**

##### **WA/2026/01319 Farnham Bourne**

Officer: Alistair de Joux

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

Application under Section 73 to vary Conditions 2 (approved plans), 5 (biodiversity) and 7 (materials) of WA/2024/01788 to allow for changes to internal layout and external design and materials.

**No comment.**

##### **Farnham Castle**

Amendments received

**Amended plans of the car parking layout and elevation drawings (amended materials)**

**WA/2026/00205 Farnham Castle**

Officer: Alistair de Joux

HEADWAY HOUSE, CROSBY WAY, FARNHAM GU9 7XG

Erection of a 66 bedroom care home (Use Class C2) with associated access, parking, landscaping and ancillary buildings following demolition of existing building.

**Farnham Town Council notes improvements to the elevations to include brick detailing and tile hanging and removal of rendered panels. A request is made for plain tiles for the tile hanging sections rather than mottled manufactured ones as shown in the illustrative drawings. A condition must be included for the approval of materials.**

**The adjoining Bishops Meadow SNCI must be protected. Sensitive lighting design is not only to protect bats; the dark location of Bishops Meadow must be protected from light pollution. Conditions must be included to ensure internal and external lighting does not spill over the boundary of the site, lighting must be directed inwards on the site, be low-intensity, and avoid illumination vegetation on the boundary. See the Surrey Nature Recovery Strategy, published in June 2026, for details of the site boundary and Bishops Meadow SNCI. This information has not been considered in the assessments and appraisals by Ascerta.**

**NOT/2026/01297 Farnham Castle**

Officer: Claire Reina

GUILDFORD ROAD PUMPING STATION, GUILDFORD ROAD TRADING ESTATE, FARNHAM

G.P.D.O. 2015 Sch 2, Part 16, Class A - Notification of telecommunication works for the removal of 3no existing antennas and 2no existing equipment cabinet and the installation of 3no new antennas and 1no new equipment cabinet and associated ancillary development thereto.

EE Limited

**For information only.**

**Farnham Moor Park**

**WA/2026/01286 Farnham Moor Park**

Officer: Shane O'Donnell

LAND WEST OF AND OPPOSITE OLD COMPTON LANE, WAVERLEY LANE, FARNHAM

Advertisement consent for installation of 2 free standing non illuminated signs and 8 non illuminated free standing flags.

**No comment.**

**4. Applications Considered**

**Farnham Bourne**

**TM/2026/01251 Farnham Bourne**

Officer: Theo Dyer

41 LONGHOPE DRIVE, WRECCLESHAM, FARNHAM GU10 4SN

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 06/99

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

**TM/2026/01333 Farnham Bourne**

Officer: Theo Dyer

11 LONGHOPE DRIVE, WRECCLESHAM, FARNHAM GU10 4SN

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 04/99

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

**TM/2026/01390 Farnham Bourne**

Officer: Theo Dyer

UNDER LATCHWOOD, LATCHWOOD LANE, LOWER BOURNE, FARNHAM GU10 3HA

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

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

**NMA/2026/01247 Farnham Bourne**

Officer: Tajinder Rehal

PINEHILL HOUSE, 10 PINE RIDGE DRIVE, LOWER BOURNE, FARNHAM GU10 3JP

Amendment to WA/2026/00507 - change to the wording of condition 6 of WA/2026/00507. The application essentially seeks to change the timing of the condition as it is our view that the wording is an unfortunate mistake rather than being directly intended. It is our view that this was not intended to be a pre-commencement condition for the whole site but a condition requiring discharge before the first use of any swimming pool plant/heat pump.

**No comment.**

Amendments received

**Additional and amended arboriculture information received 31 July 2026**

**WA/2026/00580 Farnham Bourne**

Officer: Justin Bramley

GREENFORD HOUSE, TILFORD ROAD, FARNHAM GU9 8HR

Erection of extensions and alterations together with replacement porch.

**FTCs previous comments:** Farnham Town Council supports the neighbours' objections.

The proposed extensions are forward of the building line towards the road. This will have a negative impact on the character in this rural setting located in the South Farnham Arcadian area in policy FNP8, being dominant in appearance.

Additional windows will have a negative impact on the neighbour from overlooking. Condition 4 of WA/2017/1080 must be maintained with no windows on the southern elevation at first floor level.

Concern is raised over the safety of the access with the proposed built form extending into the turning area. The existing dwelling with permission under WA/2017/1080 was setback compared with previous applications. This allowed for vehicles to enter, park and leave the site in the applicant's control in a safe manner. Condition 6 must be maintained to ensure the parking and turning areas are retained and not built on or obstructed.

**Farnham Town Council notes that additional and amended arboricultural information has been included.**

**WA/2026/01248 Farnham Bourne**

Officer: Justin Bramley

26 AVELEY LANE, FARNHAM GU9 8PR

Erection of extensions and alterations including installation of chimney, dormers and rooflights following demolition of existing detached garage.

**It was noted that the officer will assess the impact on privacy and overlooking from extension and increased glazing to the rear.**

**WA/2026/01249 Farnham Bourne**

Officer: Wanda Jarnecki

4 DOUGLAS GROVE, LOWER BOURNE, FARNHAM GU10 3HP

Erection of extensions and alterations including raising of roof ridge height, installation of dormers, rooflights and partial alteration to attached garage to form habitable accommodation with associated works following demolition of existing conservatory, side extension, porch and dormers.

**No comment.**

**WA/2026/01268 Farnham Bourne**

Officer: Wanda Jarnecki

1 BOUNDSTONE CLOSE, WRECCLESHAM, FARNHAM GU10 4RW

Erection of a detached garage/carport.

**No comment.**

**WA/2026/01300 Farnham Bourne**

Officer: Dana Nickson

WYNSUM COTTAGE, BOURNE DENE, WRECCLESHAM, FARNHAM GU10 4RF

Erection of a self/custom build dwelling and detached carport with associated works following demolition of existing dwelling and detached garage.

**No comment.**

**WA/2026/01369 Farnham Bourne**

Officer: Sera Elobisi

LONGCROFT, WOODLAND DRIVE, WRECCLESHAM, FARNHAM GU10 4SG

Erection of extensions and alterations following removal of existing chimney stack.

**No comment.**

**WA/2026/01370 Farnham Bourne**

Officer: Sera Elobisi

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

Erection of a detached single-storey garage following demolition of existing detached garage.

**Previously refused application was for extensions to dwelling and a detached two storey building/garage. Extensions have been completed under a separate application. This application is for a single storey garage only.**

**Farnham Town Council requests that the garage is conditioned to reflect the applicant's statement that the garage is 'a strictly single storey, low-profile structure with a ridge height of 4.95m, omitting all glazing and roof space access'. The applicant notes 'increasing the boundary setbacks the proposal ensures that the amenity of neighbouring residents is fully protected and that the character of the street scene is preserved'.**

**Additionally, can permitted development rights also be removed to ensure that the proposed conditions of being kept as 'a strictly single storey, low-profile structure with a ridge height of 4.95m, omitting all glazing and roof space access' cannot be removed through a subsequent application.**

## **Farnham Castle**

### **CA/2026/01359 Farnham Castle**

Officer: Theo Dyer

BORELLI YARD, FARNHAM, GU9 7NU

FARNHAM CONSERVATION AREA WORKS TO TREE

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

### **NMA/2026/01329 Farnham Castle**

Officer: Tajinder Rehal

39 DOWNING STREET, FARNHAM GU9 7PH

Amendment to PRA/2026/00753 for General Permitted Development Order 2015, Schedule 2 Part 3 Class G - Prior Approval for change of use of the upper 2 floors from commercial to residential use, including change of use of part of the ground floor for access to the upper floors.

**Farnham Town Council requests amendments to the Construction Environmental Management Plan (CEMP) proposed conditions to include sweeping and mechanical pavement cleaning of the loading bay opposite 40 Downing Street which will be used for deliveries and for the removal of waste materials.**

**The applicant has only detailed sweeping of the pavement outside 40 Downing Street.**

**See relevant conditions included in this application which need amending to include the loading bay opposite:**

#### **4. Safe Loading, Unloading, and Storage (Condition 3c)**

##### **4.1 Loading & Unloading Arrangements**

- Loading Bay Operations: All loading and unloading of plant, tools, and construction materials will take place exclusively within the designated public loading bay situated directly opposite 40 Downing Street. No delivery vehicles may block the active running lanes of the highway

#### **5. Dust, Dirt, and Airborne Emissions Suppression (Condition 3d)**

##### **5.2 Debris and Mud Prevention**

- Manual Sweeping: As a mechanical road sweeper is impractical for this scale of site, a dedicated operative will manually sweep the immediate public pavement and gutter outside the site on Downing Street using a stiff broom at the end of every working day.
- Immediate Cleanup: Any unexpected mud, gravel, or dust dropped onto the public highway during unloading will be shoveled up and cleared immediately.

#### **6. Waste Management, Recycling, and Disposal (Condition 3e)**

##### **6.2 Site Demolition and Construction Waste Strategy**

- Internal Skips / Waste Storage: Traditional external open-top skips cannot be placed outside on Downing Street. Instead, waste will be systematically collected inside the property within heavy-duty bags or mobile wheelie bins stored securely inside the building fabric or in the rear garden.
- Waste Clearance Cycles: Waste will be cleared from the property during dedicated, pre-scheduled evening or early morning off-peak window collections, utilizing a quick-load wait-and-load caged tipper vehicle parked in the opposite loading bay.

### **WA/2026/01258 Farnham Castle**

Officer: Dana Nickson

9 UPPER SOUTH VIEW, FARNHAM GU9 7JW

Application under Section 73 to vary Condition 2 (approved plans/materials) of WA/2025/00569 to erect a single storey extension with alterations to roof, elevations, fenestrations and bin/cycle store.

**Farnham Town Council supports the neighbours' objections to this controversial development on land adjoining Farnham Park.**

**The proposed amendments include a northern extension for a study and refined external material and detailing.**

**The northern boundary of the site is the Grade II Listed Farnham Park he Grade II Listed Farnham Park. The LPA must protect this Heritage Asset from inappropriate development: policy HA1 Protection of Heritage Assets – Historic Parks and Gardens, HE9 Historic Parks and Gardens – Historic Parks and Gardens Farnham Park and HE12 Area of Historic Landscape Value – Area of Historic Landscape Value Area of Historic Landscape Value (AHLV). The History and Constraints document is missing these relevant policies.**

#### **Farnham Heath End**

**WA/2026/01275 Farnham Heath End**

Officer: Wanda Jarnecki

36 WEST AVENUE, FARNHAM GU9 0RB

Retention of a greenhouse.

**No comment.**

**WA/2026/01288 Farnham Heath End**

Officer: Justin Bramley

14 FERNHILL LANE, FARNHAM GU9 0JJ

Erection of a two storey extension and installation of first floor window on western elevation following demolition of existing single storey extension.

**No comment.**

#### **Farnham Moor Park**

**TM/2026/01246 Farnham Moor Park**

Officer: Theo Dyer

SRIONTHY, 44A CROOKSBURY ROAD, FARNHAM GU10 1QB

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 23/11

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure, a replacement tree must be planted.**

**TM/2026/01394 Farnham Moor Park**

Officer: Theo Dyer

SILVER HEIGHTS, 6 MONKS WELL, FARNHAM GU10 1RH

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 11/15

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

**WA/2026/01254 Farnham Moor Park**

Officer: Justin Bramley  
6 BADSHOT LEA ROAD, BADSHOT LEA, FARNHAM GU9 9JX  
Installation of replacement windows to all elevations.  
**No comment.**

**WA/2026/01256 Farnham Moor Park**

Officer: Sera Elobisi  
29 SKYLARK PLACE, BADSHOT LEA, FARNHAM GU9 9FR  
Certificate of Lawfulness under Section 192 for alterations to existing roof space to provide habitable accommodation including the installation of rooflights.  
**No comment.**

**Farnham North West**

**WA/2026/01382 Farnham North West**

Officer: Wanda Jarnecki  
FAIR VIEW, HOGHATCH LANE, FARNHAM GU9 0BY  
Certificate of Lawfulness under Section 192 for proposed alterations and extension of the existing flat roof rear dormer and installation of rooflight windows to the front elevation.  
**No comment.**

**WA/2026/01391 Farnham North West**

Officer: Wanda Jarnecki  
27 HAZELL ROAD, FARNHAM GU9 7BP  
Erection of a single storey extension including roof lantern and rooflight together with alterations to elevation.  
**No comment.**

**WA/2026/01393 Farnham North West**

Officer: Justin Bramley  
HILLBERRY, 21 CRONDALL LANE, FARNHAM GU9 7BG  
Certificate of Lawfulness under Section 192 for erection of hip to gable and dormer extensions with installation of rooflights to provide habitable accommodation in roof space.  
**No comment.**

**Farnham Rowledge**

**TM/2026/01328 Farnham Rowledge**

Officer: Theo Dyer  
9 CHARTWELL, WRECCLESHAM, FARNHAM GU9 8SU  
APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER WA214  
**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.**

**TM/2026/01330 Farnham Rowledge**

Officer: Theo Dyer  
THE OAKS, 118C BOUNDSTONE ROAD, ROWLEDGE, FARNHAM GU10 4AU  
APPLICATION FOR REMOVAL OF AND WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER WA142

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

**TM/2026/01334 Farnham Rowledge**

Officer: Theo Dyer

3 GLYNWOOD, WRECCLESHAM, FARNHAM GU10 4TN

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 45/99

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

**TM/2026/01339 Farnham Rowledge**

Officer: Theo Dyer

1 GLYNWOOD, WRECCLESHAM, FARNHAM GU10 4TN

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 45/99

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

**WA/2026/01252 Farnham Rowledge**

Officer: Sera Elobisi

24 COPSE WAY, WRECCLESHAM, FARNHAM GU10 4QL

Erection of an extension following demolition of conservatory.

**No comment.**

**WA/2026/01271 Farnham Rowledge**

Officer: Justin Bramley

MILLERSDALE, 1A BROADWELL ROAD, WRECCLESHAM, FARNHAM GU10 4QH

Certificate of Lawfulness under Section 192 for re-positioning of existing dropped kerb.

**No comment.**

**WA/2026/01322 Farnham Rowledge**

Officer: Justin Bramley

LITTLE ORCHARD, 11 WOODCUT ROAD, WRECCLESHAM, FARNHAM GU10 4QF

Erection of single storey extensions and alterations following demolition of existing attached garage and removal of chimney stack.

**No comment.**

**WA/2026/01340 Farnham Rowledge**

Officer: Wanda Jarnecki

43 ECHO BARN LANE, WRECCLESHAM, FARNHAM GU10 4NG

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

**No comment.**

**WA/2026/01375 Farnham Rowledge**

Officer: Justin Bramley

9 GARDENIA DRIVE, WRECCLESHAM, FARNHAM GU10 4BL

Loft conversion with 2 pitched dormers to create habitable floor space.

**No comment.**

#### **Farnham Weybourne**

##### **WA/2026/01284 Farnham Weybourne**

Officer: Wanda Jarnecki

5 WOODSIDE ROAD, FARNHAM GU9 9DS

Erection of single storey extensions and alterations; alterations to roof including dormer extensions to provide second floor habitable accommodation.

**No comment.**

##### **WA/2026/01294 Farnham Weybourne**

Officer: Wanda Jarnecki

NYETIMBER, 29 ROWHILLS, FARNHAM GU9 9AU

Erection of extension with alterations together with alterations to integral garage to provide habitable accommodation.

**No comment.**

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

There were none for this meeting.

#### **6. Appeals Considered**

##### **Appeal Notification**

##### **Planning Inspectorate Reference: 6012553**

WA/2026/00608 Farnham Castle

FOOTPATH ADJACENT, 14 EAST STREET, FARNHAM GU9 7RX

Installation of 1No. BT Street Hub Unit and associated advertisement panels on either side of the unit.

**Starting Date:** 14/07/2026

**Appellant's Name:** Safia Rana-Jaswal (BT Group Plc)

##### **Farnham Town Council maintains its objection to:**

Installation of 1No. BT Street Hub Unit and associated advertisement panels on either side of the unit FOOTPATH ADJACENT, 14 EAST STREET, FARNHAM GU9 7RX

**Farnham Town Council requests that the Inspector considers Farnham Town Council's objections below.**

**It is noted that the address has been updated in this appeal to better represent the proposed location; this does not lessen the impact or harm on the conservation area or heritage asset.**

**It should also be noted that the two BT payphones have now been removed from the northeast corner of the Royal Deer junction. There is no requirement to replace these payphones with a BT Street Hub Unit in another location.**

##### **WA/2026/00608 Farnham Castle**

Officer: Matt Ayscough

FOOTPATH ADJACENT 13 EAST STREET, FARNHAM GU9 7RX

Installation of 1No. BT Street Hub Unit and associated advertisement panels on either side of the unit.

**Farnham Town Council objects to the proposed BT Street Hub Unit, a double-sided freestanding digital information and advertising display.**

**It should be noted that a similar scheme was dismissed at appeal for the installation of a double-sided freestanding digital information and advertising display at Hickleys Corner, Farnham GU9 7QQ. Although the proposed installation was at a busy highway junction the Inspector was of the view that the proposed would be visually alien – the main issue was the effect of the proposed advertisement display on visual amenity. The impact on visual amenity would be even greater in East Street.**

**The address on this application is incorrect; the proposed installation is outside 14 East Street as shown on the location plan. This location is on the edge of the Town Centre Conservation Area – 13 East Street is where the Conservation Area ends.**

**Farnham Neighbourhood Plan policy FNP4 Advertisement Control states that within the Plan area, proposals for an advertisement will be permitted where:**

- a) It would not be obtrusive in appearance, cause visual clutter or lead to a proliferation of signs, appear dominant or overbearing in the street scene, or cause significant harm to the appearance of any building on which it would be displayed because of siting, size, design, construction of materials;**
- b) The level of illumination would cause no significant harm to residential amenity; and**
- c) It would not endanger highway or public safety.**

**The proposal conflicts with this policy being dominant in the street scene, having a negative impact on amenity and public safety, causing obstruction to pedestrians and distraction to road users.**

**The proposed BT Street Hub Unit is visually intrusive standing at 2.98m high by 1.23m wide, and digital screens on both elevations.**

**Digital signage is discouraged in the historic market town of Farnham, especially in such a prominent location, with content changing at 10 second intervals, causing distraction to motorists close to a pedestrian crossing at Marlborough Walk, next to a vehicle access to the rear of Dominoes and the JD Weatherspoon's development, including between the hours of midnight and 5am at 600cd sqm.**

**The application states 'It should be noted that this proposal for the installation of a Street Hub will see with it the removal of existing, outdated and worn-out BT payphones, at no extra cost to the council.'**

**The owner of The Woolmead, Homes England, has ceased the lease of their land for the two BT payphones on the northeast side of the Royal Deer junction therefore this application has no bearing on those dilapidated payphones. There is no requirement to replace these payphones with a BT Street Hub Unit in another location.**

**Local Plan Part 1 (LPP1) policy TD1 Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

To enable those reviewing and determining this application, Farnham Town Council's comments must appear in full on the planning portal and in the Officer's report. In accordance with the provisions of the Town and Country Planning (Development Management Procedure) Order 2015, Article 25: Representation by parish councils before determination of application; the LPA must take into account any representations received from the council of the parish; the appropriate authority must notify the council of the parish the terms of the decision.

**Planning Inspectorate Reference: 6012555**

WA/2026/00609 Farnham Castle

FOOTPATH ADJACENT, 14 EAST STREET, FARNHAM GU9 7RX

Installation of 1No. BT Street Hub Unit and associated advertisement panels on either side of the unit.

**Starting Date:** 14/07/2026

**Appellant's Name:** Safia Rana-Jaswal (BT Group Plc)

**This appeal is proceeding under the Commercial Appeals Services; there is no opportunity for comments to be submitted.**

**7. Licensing Applications Considered**

**Premises Licence**

**New**

Farnham Premier Inn, Bourne Mill Business Park, Guildford Road, Farnham GU9 9QJ  
Whitbread Group Plc

An application has been received for a new premises licence. This premises licence will replace the one currently in place if it is granted.

The application is for Films and On and Off sales of alcohol 10:00-00:30 Monday to Sunday; Late night refreshment 23:00-00:30 Monday to Sunday; and Opening hours 06:00-01:00 Monday to Sunday (The premises shall remain open 24 hours a day for hotel residents. For non-residents, the premises shall close 30 minutes after the end of the non-standard timings identified in the supply of alcohol).

**Farnham Town Council notes that reconfiguration of the layout and the area for a new premises licence is in the existing hotel building.**

**8. Street Naming Applications**

There were none for this meeting.

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

There were none for this meeting.

**10. Date of next meeting**

Monday 24th August 2026 at 9.30am.

The meeting ended at 10.36 am

Notes written by Jenny de Quervain



# FARNHAM TOWN COUNCIL

# E

## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30am on Monday 24th August 2026

#### Place

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

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

Councillor Andrew Laughton (Lead Member)  
Councillor David Beaman  
Councillor Alan Earwaker  
Councillor Mark Merryweather  
Councillor George Murray  
Councillor Tim Woodhouse

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillor Mauluka.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications for Key/Larger Developments Considered

##### **Farnham Castle**

##### **NOT/2026/01429 Farnham Castle**

Officer: Claire Reina

LOWER CHURCH LANE & MIDDLE CHURCH LANE, FARNHAM GU9 7PP

G.P.D.O. 2015 Sch 2, Part 16, Class A - Notification of telecommunication works to install full fibre connection points in existing chambers. Openreach

**For information only.**

**NOT/2026/01504 Farnham Castle**

Officer: Sera Elobisi

BRIGHTWELL HOUSE, OLD MARKET PLACE, FARNHAM GU9 7WE

In accordance with The Electronic Communications Code (Conditions and restrictions)

Regulations 2003 (as amended) Regulation 7 & 7A (listed buildings and ancient monuments).

Installation of fixed line broadband electronic communications apparatus, detailed as

ONEA19081435 140M of External Cable at CAZARO LOUNGE BRIGHTWELL HOUSE. Openreach

**For information only.**

**WA/2026/01417 Farnham Castle**

Officer: Alistair de Joux

BEEFEATER RESTAURANT, BOURNE MILL BUSINESS PARK, GUILDFORD ROAD, FARNHAM GU9 9PS

Application under Section 73 to vary condition 2 (approved plans) of WA/2025/01495 to allow

alterations to design and landscaping; discharge of conditions 6 (biodiversity net gain) and 12

(landscaping scheme).

The amendments are shown on the submitted drawings and are limited to the following:

- The previously approved internal plant room has been extended further southwards to accommodate the required plant. This results in the plant room increasing in size by 14 sqm.
- As a result of the above, the attached and previously approved external plant enclosure is proposed to shift southwards. Walsingham Planning Limited. Company Reg No. 09402985 VAT No. 245 9002 16 Registered Office: Bourne House, Cores End Road, Bourne End, Bucks SL8 5AR Also, offices in Bourne End and Bristol 2
- Also as a result of the above, a ground floor window on the proposed building's east elevation and overlooking the external plant enclosure has been omitted to avoid noise ingress from the plant equipment.
- The pedestrian access ramp serving the east elevation of the proposed building has been reconfigured so that it lands on the adjacent path (an existing tree interrupted the path in front of the previous ramp landing).
- The additional UA parking space has moved west closer to the existing UA spaces in the place of two standard spaces. The two standard parking spaces have been relocated to where the UA space was previously approved. The number of spaces therefore remains the same.
- The external escape doors serving the three staircases have been modified (glazing has been reduced) to match the applicant's approved specification.
- The location of some proposed planting has been amended to avoid underground drainage infrastructure.

As a result of the changes to the plant room, enclosure and access ramp, there has also been some minor changes to the landscaping proposals. Updated landscaping documents are therefore also provided for condition 2 and, at the same time, to address requirements of condition 12.

Although the BNG documents are not listed in condition 2, these have also been updated following the landscape changes and are proposed to be dealt with within this application for the discharge of condition 6.

The proposed changes, as shown on the submitted drawings, would not have a material impact on the character and appearance of the previously approved building or site or any other technical elements/reports.

**No comment.**

**WA/2026/01421 Farnham Castle**

Officer: Tajinder Rehal

WAITROSE, THE HART, FARNHAM GU9 7HD

Installation of plant equipment consisting of 2 DAC units, multiple refrigeration units and 1 AHU units on the first floor roof as well as an additional pump and housing; removal of existing plant equipment from roof and rear of store.

**No comment.**

**Farnham Firgrove****WA/2026/01418 Farnham Firgrove**

Officer: Tajinder Rehal

SURREY COUNTY COUNCIL, ST PETERS CHURCH OF ENGLAND PRIMARY SCHOOL, LITTLE GREEN LANE, FARNHAM GU9 8TF

Certificate of Lawfulness under Section 192 for extension to existing school building.

**No comment.**

**Farnham Moor Park****NOT/2026/01503 Farnham Moor Park**

Officer: Claire Reina

NEAR 3 BADSHOT LEA ROAD, BADSHOT LEA, FARNHAM GU9 9JR

G.P.D.O. 2015 Sch 2, Part 16, Class A - Notification of telecommunication Intention to Install fixed line Broadband Apparatus1X 9M LIGHT WOODEN POLE Openreach

**For information only.**

**4. Applications Considered****Farnham Bourne****CA/2026/01476 Farnham Bourne**

Officer: Jan Polnik

ELM TREE COTTAGE, 10 GREAT AUSTINS, FARNHAM GU9 8JG

GREAT AUSTINS CONSERVATION AREA WORKS TO TREE

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

**CA/2026/01477 Farnham Bourne**

Officer: Jan Polnik

11A GREAT AUSTINS, FARNHAM GU9 8JQ

GREAT AUSTINS CONSERVATION AREA WORKS TO TREE

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

**TM/2026/01439 Farnham Bourne**

Officer: Jan Polnik

41A SHORTEATH ROAD, FARNHAM GU9 8SH

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 25/01  
**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CC1 Climate Change and NE2 Green and Blue Infrastructure.**

**TM/2026/01444 Farnham Bourne**

Officer: Jan Polnik

10 LONGHOPE DRIVE, WRECCLESHAM, FARNHAM GU10 4SN

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 04/99

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

**TM/2026/01448 Farnham Bourne**

Officer: Jan Polnik

3 ANNANDALE DRIVE, LOWER BOURNE, FARNHAM GU10 3JD

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 28/03

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

**WA/2026/01426 Farnham Bourne**

Officer: Wanda Jarnecki

3 LITTLE AUSTINS ROAD, FARNHAM GU9 8JR

Application under Section 73 to vary Condition 1 (approved plans) of WA/2021/01888 to remove approved store area to create a two bay carport.

**No comment.**

**WA/2026/01471 Farnham Bourne**

Officer: Wanda Jarnecki

4 VICARAGE HILL, FARNHAM GU9 8HG

Erection of single storey extension and alterations including installation of rooflights.

**No comment.**

**Farnham Castle**

**CA/2026/01459 Farnham Castle**

Officer: Jan Polnik

CRAVEN HOUSE, 98 WEST STREET, FARNHAM GU9 7EN

FARNHAM CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

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

**TM/2026/01447 Farnham Castle**

Officer: Jan Polnik

TRAFALGAR COURT, FARNHAM GU9 7QE

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

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

**WA/2026/01422 Farnham Castle**

Officer: Dana Nickson

FLAT 3, BISHOPS TABLE, 27 WEST STREET, FARNHAM GU9 7DR

Listed Building Consent for internal alterations to install and provide lift access to Flat 3.

**No comment.**

**Farnham Firgrove**

**WA/2026/01451 Farnham Firgrove**

Officer: Wanda Jarnecki

19 SEARLE ROAD, FARNHAM GU9 8LJ

Erections of extensions with alterations to elevations and fenestration.

**No comment.**

**WA/2026/01491 Farnham Firgrove**

Officer: Sera Elobisi

26 SHORTEATH CREST, FARNHAM GU9 8SB

Certificate of Lawfulness under Section 192 for erection of hip to gable and dormer extension with installation of rooflights to provide habitable accommodation in roof space.

**No comment.**

**Farnham Heath End**

**WA/2026/01430 Farnham Heath End**

Officer: Justin Bramley

15A UPPER HALE ROAD, FARNHAM GU9 0NN

Certificate of Lawfulness under Section 192 for construction of a dormer extension to provide habitable accommodation in roof space.

**No comment.**

**WA/2026/01472 Farnham Heath End**

Officer: Wanda Jarnecki

THE BEECHES, FERNHILL LANE, FARNHAM GU9 0JJ

Erection of a single storey extension and alterations to existing garage to provide habitable accommodation following demolition of existing conservatory.

**No comment.**

**Farnham Moor Park**

**NMA/2026/01457 Farnham Moor Park**

Officer: Matt Ayscough

BROOMLEIGH COTTAGE, 27 WAVERLEY LANE, FARNHAM GU9 8BB

Amendment to WA/2026/00674 for addition of windows as well as reduction of door sizes and an increase in first floor window.

**No comment.**

**WA/2026/01427 Farnham Moor Park**

Officer: Wanda Jarnecki

POTTERS LODGE, 7 SANDS ROAD, THE SANDS, FARNHAM GU10 1PX

Erection of single storey extensions with alterations to elevations and fenestrations and associated landscaping following demolition of existing conservatory.

**Farnham Town Council notes the Surrey Hills National Landscape Planning Adviser comments.**

**The proposed extensions would be unusually large but their impact on the Surrey Hills National Landscape would be reduced by being single storey and with modern flat roof that would limit building mass. A disadvantage though, is that they would spread development sideways into undeveloped and open landscape, rather be confined to the rear of the property.**

**In my view though, the proposed strongly contemporary designs are of a high quality and therefore, only on balance, my conclusion is that it may be difficult to justify refusal just on National Landscape grounds.**

**WA/2026/01499 Farnham Moor Park**

Officer: Justin Bramley

5 THE KILNS, ROCK HOUSE LANE, RUNFOLD, FARNHAM GU10 1NP

Listed Building Consent for installation of french doors following removal of window and internal alterations.

**No comment.**

**Farnham Rowledge****TM/2026/01397 Farnham Rowledge**

Officer: Theo Dyer

MAYARO, 15 BOUNDSTONE ROAD, WRECCLESHAM, FARNHAM GU10 4TH

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 45/99

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

**TM/2026/01398 Farnham Rowledge**

Officer: Theo Dyer

1 GLYNWOOD, WRECCLESHAM, FARNHAM GU10 4TN

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 45/99

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

**TM/2026/01445 Farnham Rowledge**

Officer: Jan Polnik

1 HIGH STREET, ROWLEDGE, FARNHAM GU10 4BS

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR111

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

**TM/2026/01446 Farnham Rowledge**

Officer: Jan Polnik

BROAD HA'PENNY, WRECCLESHAM, FARNHAM GU10 4TF

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 18/99

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

**TM/2026/01493 Farnham Rowledge**

Officer: Jan Polnik

16 ROSEMARY LANE, ROWLEDGE, FARNHAM GU10 4DB

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 12/13

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure, a replacement tree must be planted.**

**WA/2026/01413 Farnham Rowledge**

Officer: Wanda Jarnecki

34 HIGH STREET, ROWLEDGE, FARNHAM GU10 4BT

Erection of single and two storey extensions and alterations with associated works.

**No comment.**

**WA/2026/01436 Farnham Rowledge**

Officer: Wanda Jarnecki

3 TERRA COTTA COURT, QUENNELLS HILL, WRECCLESHAM, FARNHAM GU10 4SL

Erection of single storey extensions and alterations to existing garage to provide habitable accommodation.

**Sufficient parking must be available within the boundary of the dwelling to meet WBC Parking Guidelines with the loss of the garage.**

**Farnham Weybourne**

**TM/2026/01440 Farnham Weybourne**

Officer: Jan Polnik

47 COPSE AVENUE, FARNHAM GU9 9EA

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/01

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

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

There were none for this meeting.

**6. Appeals Considered**

There were none for this meeting.

**7. Licensing Applications Considered**

**Pavement Licence**

**Renewal**

Caffe Nero, 2 Castle Street, Farnham, Surrey, GU9 7HR  
Mrs C Griffin (for Caffe Nero)

**Farnham Town Council would like to raise objection to the potential obstruction caused by tables and chairs not being laid out as per the plan included.**

**Photographs have been shared to show that the business is not adhering to the current layout – being the same layout as shown in the renewal application.**

**Please note. FTC comments were passed to WBC Head of Service and the Licensing Manager to consider with the pavement licence renewal documentation. They have until 07 September 2026 to make their decision. Outcome to be advised.**

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

There were none for this meeting.

**10. Date of next meeting**

Monday 7<sup>th</sup> September 2026 at 9.30am.

The meeting ended at 10.30 am

Notes written by Jenny de Quervain



# FARNHAM TOWN COUNCIL

# F

## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30am on Monday 7th September 2026

#### Place

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

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

Councillor Andrew Laughton (Lead Member)  
Councillor David Beaman  
Councillor Alan Earwaker  
Councillor Brodie Mauluka  
Councillor Mark Merryweather  
Councillor Tim Woodhouse

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillor Murray.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications for Key/Larger Developments Considered

##### **Farnham Castle**

##### **WA/2026/01552 Farnham Castle**

Officer: Tajinder Rehal

WAITROSE, THE HART, FARNHAM GU9 7HD

Alterations to elevations including a replacement 'on demand grocery' hatch and a new single door with associated works.

**No comment.**

#### 4. Applications Considered

##### **Farnham Bourne**

###### **CA/2026/01553 Farnham Bourne**

Officer: Jan Polnik

ABINGDON, GREAT AUSTINS, FARNHAM GU9 8JQ

GREAT AUSTINS CONSERVATION AREA REMOVAL OF TREES

**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 CC1 Climate Change and NE2 Green and Blue Infrastructure; a replacement green boundary should be planted.**

###### **CA/2026/01561 Farnham Bourne**

Officer: Jan Polnik

MAVINS COURT, 4 GREENHILL ROAD, FARNHAM GU9 8JN

GREAT AUSTINS CONSERVATION AREA REMOVAL OF TREES

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

###### **TM/2026/01526 Farnham Bourne**

Officer: Jan Polnik

9 LONGHOPE DRIVE, WRECCLESHAM, FARNHAM GU10 4SN

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 04/99

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

###### **TM/2026/01548 Farnham Bourne**

Officer: Jan Polnik

DIAL HOUSE EAST, 24 LONGDOWN ROAD, LOWER BOURNE, FARNHAM GU10 3JL

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

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

###### **TM/2026/01572 Farnham Bourne**

Officer: Jan Polnik

16 FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HN

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

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

###### **NMA/2026/01529 Farnham Bourne**

Officer: Justin Bramley

15 BOURNE FIRS, LOWER BOURNE, FARNHAM GU10 3QD

Amendment to WA/2025/01390 to change materials.

**No comment.**

###### **NMA/2026/01569 Farnham Bourne**

Officer: Tajinder Rehal

HIGH WRAY, 73 LODGE HILL ROAD, LOWER BOURNE, FARNHAM GU10 3RB

Amendment to WA/2025/02166 to change fenestration and dormer window.

Note. Changes more in keeping with existing house.

**No comment.**

**WA/2026/01531 Farnham Bourne**

Officer: Justin Bramley

45 AVELEY LANE, FARNHAM GU9 8PR

Erection of a second storey extension with car port under; link extension and conversion of existing store to habitable accommodation; installation of roof mounted solar panels following removal of chimney.

**No comment.**

**Farnham Castle**

**CA/2026/01555 Farnham Castle**

Officer: Jan Polnik

BISHOPS MEAD COTTAGE, BISHOPS MEAD, FARNHAM GU9 7DU

FARNHAM CONSERVATION AREA REMOVAL OF TREE

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

**CA/2026/01558 Farnham Castle**

Officer: Jan Polnik

GOSTREY MEADOW, UNION ROAD, FARNHAM

FARNHAM CONSERVATION AREA REMOVAL OF TREE

**For information only.**

**CA/2026/01571 Farnham Castle**

Officer: Jan Polnik

36 RED LION LANE, FARNHAM GU9 7QN

FARNHAM CONSERVATION AREA WORKS TO TREES

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

**NMA/2026/01507 Farnham Castle**

Officer: Dana Nickson

LAND TO THE REAR OF 38 THE BOROUGH, FARNHAM GU9 7DR

Amendment to WA/2025/01946 to allow for an elevation amendment to the approved dwellings.

**Application already refused as not considered nonmaterial:** The addition of a new access and entrance gates represents a material change from the approved scheme that can only be assessed under a S73 application for planning permission which would be subject to statutory and neighbouring consultations.

**Farnham Castle**

**NMA/2026/01530 Farnham Castle**

Officer: Tajinder Rehal

THE COURTYARD, FARNHAM GU9 7DR

Amendment to WA/2025/00595 to amend the requirements of condition 8 for an update to the Traffic Regulation Order (TRC) prior to occupation of the dwellings

Note. 8. Condition: No residential dwelling forming part of the development hereby permitted shall be occupied until the Traffic Regulation Order (TRO) has been updated to restrict any resident of the new development from obtaining a parking permit within Farnham Town Centre Controlled Parking Zone. Reason: To restrict future occupiers of the dwellings from applying for on-street parking permits within the town centre-controlled parking zone. This principle has been applied to other development in the town centre with limited or no on-site parking provision, in accordance with Policy DM1 of the Local Plan (Part 2) 2023, Policy FNP1 of the Farnham Neighbourhood Plan 2020 and the National Planning Policy Framework, 2024.

**Farnham Town Council consistently requests that future occupiers of any new dwellings within Farnham Town Centre Controlled Parking Zone A, where a new dwelling has its own onsite parking or no parking, be restricted from applying for on street parking permits.**

**To avoid delay to new residents moving into the development, the current contractor of the parking scheme must be advised of addresses to be excluded until the TRO has been updated to avoid permits being issued in error.**

**WA/2026/01508 Farnham Castle**

Officer: Wanda Jarnecki

17 HALE ROAD, FARNHAM GU9 9QQ

Erection of a single storey extension and alterations.

**No comment.**

**WA/2026/01510 Farnham Castle**

Officer: Wanda Jarnecki

17 HALE ROAD, FARNHAM GU9 9QQ

Certificate of Lawfulness under Section 192 for dormer extension and installation of rooflights to provide habitable accommodation in roof space.

**No comment.**

**Farnham Heath End**

Further to a subsequent application at Ravenswood Farm Cottage, the application is being brought back to this meeting.

**WA/2026/01419 Farnham Heath End**

Officer: Dana Nickson

RAVENSWOOD FARM COTTAGE, LOWER HALE, FARNHAM GU9 9RP

Certificate of Lawfulness under Section 191 to demonstrate works/uses were carried out i) construction of hardstanding on NE boundary completed approx. 2008. ii) use of site as builders yard (Class B8) for storage and distribution of building materials, plant and equipment, commenced in 2009 iii) siting of portacabin situated near NE boundary, as ancillary commercial office/storage (Class E), approx. 2013.

**Farnham Town Council objects to the inappropriate use of the land designated AGLV.**

**Unlawful development has been carried out with the addition of structures and, only in the past two years, extensive surfacing. Question is raised as to the red line boundary as it appears to encroach on adjoining land.**

**WA/2026/01512 Farnham Heath End**

Officer: Dana Nickson

RAVENSWOOD FARM COTTAGE, LOWER HALE, FARNHAM GU9 9RP

Change of use of part of commercial land (Use Class E) to allow display, storage and sales of motor vehicles (Sui Generis) (retrospective).

**The application form states that the operation commenced in June 2023 whereas Companies House shows change of address to this location as September 2024. Clarification must be sought.**

**Farnham Town Council objects to the inappropriate use of the land designated an Area of Great Landscape Value (AGLV). This will cause have to its character in conflict with LPP1 RE3(ii); the character of an AGLV should be protected and enhanced. This location is not suitable for storage, display and sales of vehicles and intensification of the limited access from Farnborough Road. Conflict is likely with shared access to the site as permission has been granted for the erection of a funeral ceremony building and car parking.**

#### **Farnham Moor Park**

##### **NMA/2026/01527 Farnham Moor Park**

Officer: Anna Whitty

7 LYNCH ROAD, FARNHAM GU9 8BZ

Amendments to WA/2025/00388 to reduce part of extension and alter fenestration.

**No comment.**

##### **NMA/2026/01541 Farnham Moor Park**

Officer: Justin Bramley

52 LYNCH ROAD, FARNHAM GU9 8BY

Amendment to WA/2025/02457 retention of existing flat roof, rooflight and fenestration; alterations to elevations.

**No comment.**

##### **WA/2026/01576 Farnham Moor Park**

Officer: Wanda Jarnecki

153 LOWER WEYBOURNE LANE, BADSHOT LEA, FARNHAM GU9 9LL

Proposed vehicular access and associated hardstanding.

**No comment.**

#### **Farnham North West**

##### **WA/2026/01560 Farnham North West**

Officer: Wanda Jarnecki

39 LARKFIELD ROAD, FARNHAM GU9 7DB

Erection of a single storey extension and porch including alterations to elevations and additional rooflight following demolition of existing attached store; alterations to existing driveway access and associated works.

**No comment.**

#### **Farnham Rowledge**

##### **NMA/2026/01513 Farnham Rowledge**

Officer: Dana Nickson

4 PEAR TREE LANE, ROWLEDGE, FARNHAM GU10 4DW

Amendment to WA/2026/00323 to change the design of the dwelling.

**Application already refused as not considered nonmaterial:** The proposed amendments would represent significant material alterations to the approved scheme and can only be assessed under a full application for planning permission which would be subject to statutory and neighbouring consultations.

**NMA/2026/01533 Farnham Rowledge**

Officer: Dana Nickson

QUARRY HOUSE, GARDENERS HILL ROAD, LOWER BOURNE, FARNHAM GU10 3JB

Amendment to WA/2025/00281 relating to CIL phasing plan to separate each of the four plots and associated works.

**No comment.**

**WA/2026/01540 Farnham Rowledge**

Officer: Wanda Jarnecki

104 BOUNDSTONE ROAD, ROWLEDGE, FARNHAM GU10 4AU

Alterations to detached garage to provide home office and gym.

**No comment.**

**WA/2026/01516 Farnham Weybourne**

Officer: Justin Bramley

10 THE WARREN, FARNHAM GU9 9AS

Certificate of Lawfulness under Section 192 for proposed stationing of a mobile home within the residential land of existing dwelling and for purposes ancillary to the main dwelling.

**No comment.**

**WA/2026/01557 Farnham Weybourne**

Officer: Anna Whitty

THAMES WATER UTILITIES LTD, FARNHAM SEWAGE TREATMENT WORKS, MONKTON LANE, FARNHAM GU9 9ND

Construction of a depot facility building and associated works.

**Farnham Town Council supports the LLFA comments for onsite BNG to include tree planting and rainwater harvesting for use onsite.**

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

There were none for this meeting.

**6. Appeals Considered**

There were none for this meeting.

**7. Licensing Applications Considered**

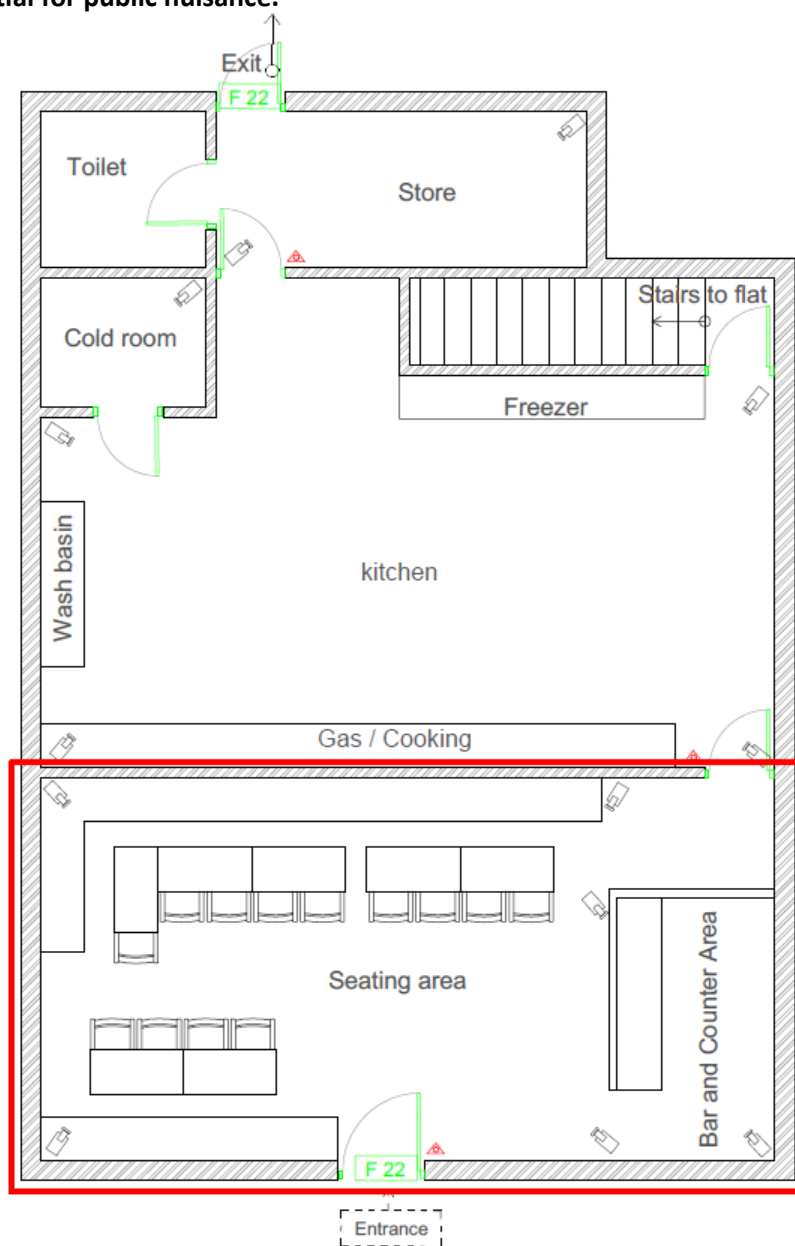
**New**

Yoyo Master Chef, 1 Perry Way, St Marks Place, Farnham GU9 0EY

Mr G S Madan

An application has been received for a new premises licence. The application is for Late night refreshment (indoors only) 23:00-00:00 Friday and Saturday; and On sales of alcohol and Opening hours 11:00-23:00 Sunday to Thursday and 11:00-00:00 Friday and Saturday.

Farnham Town Council to seek clarification of toilet facilities available to those eating/drinking indoors. If no toilet facilities are available to customers eating/drinking until 00.00 there is a potential for public nuisance.



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

There were none for this meeting.

**10. Date of next meeting**

Monday 21st September 2026 at 9.30am.

The meeting ended at 10.33am

Notes written by Jenny de Quervain