



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 13th June 2013 at 7.15pm or at the conclusion of the Council acting as Trustee of the Farnham South Street Trust (whichever is the later).

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 13th June 2013, at 7.15PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

Questions by the Public

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

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

Please note that there is a maximum capacity of 30 in the public gallery



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.15pm (or at the conclusion of the meeting of the Council acting as Trustee of the Farnham South Street Trust whichever is the later) on Thursday 13th June 2013.

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meetings, at 6.50pm, prayers will be said in the Council Chamber by Pastor Michael Hall, of the Farnham Pentecostal church. Councillors and members of the public are welcome to attend.

Presentation by Natalie Jarman

Natalie Jarman, will make a short presentation on the proposed Guildford Road Development to include a Premier Inn and a Beefeater.

Questions by the Public

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

1 Apologies

To receive apologies for absence.

2 Minutes

- (i) To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 9th May 2013 **Appendix A**

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, on the form attached to this agenda to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting, or handed to the Town Clerk at the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and*

before any debate starts unless dispensation has been obtained.

4

The Town Mayor to invite members of the public present to make statements on any item on the agenda.

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

5

Town Mayor's Announcements

To receive the Town Mayor's announcements.

Part I – Items for Decision

6

Working Group Notes

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

- | | | |
|------|---|----------------------|
| i) | Community Enhancement held on 15 th May 2013 | Appendix B |
| ii) | Tourism and Events held on 20 th May 2013 | Appendix C |
| iii) | Cemeteries and Appeals held on 23 rd May 2013 | Appendix D |
| iv) | Strategy and Finance held on 23 rd April and 4 th June 2013 | Appendix E, F |

7

Year End Accounts

The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on 4th June 2013, and are for formal approval by the Council prior for submission to the External Auditor.

- a. To receive and agree the draft Financial Statements for 2012/13 and earmarked reserves at 31st March 2013 **Appendix G**
- b. To receive the Summary Income and Expenditure Outturn showing expenditure at 95.4% of budget and income at 103.4% of budget **Appendix H**
- c. To consider the Internal Auditors Report for the Year Ended 31 March 2013 and agree the Council's response to the issues raised **Appendix I**
- d. To approve the Annual Governance Statement and the Annual Return for the Year Ended 31 March 2013 for signature and submission to the External Auditor, and approve the variances list **Appendix J**

8

Planning Applications

To receive the minutes of the Planning Consultative Group held on 18th April, 30th April, 16th May, and 30th May 2013. **Appendix K, L, M, N**

Part 2 – Items to Note

9

Reports from other Councils

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

10

Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

11

Actions taken under the scheme of delegation

Town Clerk to report on any relevant matters

12 Date of next Meeting

To confirm the date of the next meeting as July 25th 2013 at 7pm.

13 Exclusion of the Press and Public (if required)

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

Part 3 – Confidential Items

14 Exempt notes to Cemetery and Appeals Working Group (Contractual matter) and Strategy and Finance Working Group (Staffing matter)

The Town Mayor will close the meeting.

Membership:

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

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 11th May 2013

Place

The Council Chamber, South Street, Farnham

Councillors

- * Stephen Hill (Mayor of Farnham - items 1-4)
- * Patrick Blagden CBE (Mayor of Farnham items 5 onwards)
- * David Attfield
- * David Beaman
- * Jeremy Ricketts (Deputy Mayor - item 8 onwards)
- * Carole Cockburn
- * Pat Frost
- * Carlo Genziani
- * Jill Hargreaves
- * Jennifer O'Grady
- * Stephen O'Grady
- * Sam Hollins-Owen
- * Graham Parlett
- * Dr Jessica Parry
- * Julia Potts
- * Susan Redfern
- * Roger Steel
- * John Ward

* Present

A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader Corporate Governance)
Kevin Taitt (Team Leader, Outside Services)
Ginny Gordon (Customer Services)

- C001/13 **Apologies for Absence**
There were no apologies.
- C002/13 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 11th April 2013 were agreed and signed by the Mayor as a correct record.
- C003/13 **Declarations of interests**
There were no disclosures of interest relating to items on the agenda.
- C004/13 **Election of Mayor of Farnham**
Cllr Cockburn proposed, and Cllr Hollins-Owen seconded, that Cllr Paddy Blagden be elected Mayor of Farnham for the Municipal Year 2013/2014. There were no other nominations.
- RESOLVED: that Cllr Patrick Blagden CBE be elected Mayor of Farnham for the Municipal Year 2013/2014.**
- C005/13 **Cllr Hill invested Cllr Blagden with the Mayoral Chain and Badge of Office.**
- C006/13 **The Mayor of Farnham's Declaration of Acceptance of Office**
Having been invested with the Chain and Badge of Office, Cllr Patrick Blagden made his Declaration of Acceptance of Office and commenced his duties as Mayor.
- C007/13 **The Mayor's speech of acceptance**
The Mayor thanked his nominators for proposing him and councillors for electing him to the position of Mayor of Farnham. He viewed his appointment with a mixture of humbleness and horror but would do his very best. It would not be easy to follow his predecessors Cllr Stephen Hill and Cllr Jill Hargreaves who had set such high standards, but he had learnt a lot from them.
- The Mayor said he would do everything he could for charities and community groups in Farnham and for his chosen charity BLESMA (the British Limbless Ex-Service Men's Association). As a former Serviceman and mine clearance specialist, he had seen at first hand the traumatic effects of amputations and felt it was important to support service men and women who had lost limbs or their sight in service of their country.
- C008/13 **Presentation of the Mayoress' badge**
The Mayor presented Mrs Ann Blagden with the Mayoress' badge.
- C009/13 **Election of Deputy Town Mayor**
Cllr Hargreaves proposed and Cllr Redfern seconded that Cllr Jeremy Ricketts be elected Deputy Mayor for the Municipal Year 2013/14.
- Cllr Attfield proposed and Cllr Parlett seconded that Cllr Pat Frost be elected as Deputy Mayor for 2013/14.
- Cllr Ward requested a recorded vote.
- The Vote for Deputy Mayor was as follows:
- | | |
|---------------------|---------------|
| Patrick Blagden CBE | Cllr Ricketts |
| David Attfield | Cllr Frost |

David Beaman	Cllr Frost
Jeremy Ricketts	Cllr Ricketts
Carole Cockburn	Cllr Ricketts
Pat Frost	Cllr Frost
Carlo Genziani	Cllr Ricketts
Jill Hargreaves	Cllr Ricketts
Stephen Hill	Cllr Ricketts
Sam Hollins-Owen	Cllr Ricketts
Jennifer O'Grady	Cllr Frost
Stephen O'Grady	Cllr Frost
Graham Parlett	Cllr Frost
Dr Jessica Parry	Cllr Frost
Julia Potts	Cllr Frost
Susan Redfern	Cllr Ricketts
Roger Steel	Cllr Ricketts
John Ward	Cllr Ricketts

For Councillor Ricketts: 10 votes
 For Councillor Frost: 8 votes.

RESOLVED: That Cllr Jeremy Ricketts be elected Deputy Mayor for the Municipal Year 2013/2014.

C010/13 Cllr Patrick Blagden, the Mayor of Farnham, invested Cllr Ricketts with the Badge of Office of Deputy Mayor of Farnham.

C011/13 **The Deputy Mayor's Declaration of Acceptance of Office.**
 Having received the Badge of Office, Cllr Ricketts made his Declaration of Acceptance of Office and thanked the Council for his appointment. He said he hoped to earn the trust and confidence of the Council over the coming year and looked forward to helping the new Mayor fulfil his duties.

C012/13 The Mayor, presented Mrs Debbie Ricketts with the Deputy Mayoress' Badge.

C013/13 **Vote of thanks to the retiring Town Mayor**
 Cllr Steel proposed a vote of thanks to the retiring Mayor, Cllr Stephen Hill, and seconded by Cllr Ward. Cllr Steel said he had been honoured to propose Cllr Hill for Mayor and equally was pleased to give the vote of thanks for a wonderful year. Cllr Hill had been a great ambassador for the Town, attending more functions than he could possibly list. The Mayor had to have stamina and staying power for the wide range of events and on one day alone he attended five events starting at 11.30am and finishing at 2.30am the next morning.

2012/ 13 was a special year with special events. The Mayor lit the Olympic Beacon and attended the Olympic Civic Reception, celebrated the 30th anniversary of our town's twinning, there were events surrounding the Queen's Golden Jubilee, and of course the events to mark William Cobbett's 250th anniversary – Farnham's most famous and infamous son. These were all exceptional experiences.

The Mayors chosen Charity was Farnham Foodbank. This little known charity feeds people caught between needing help from the state but have no funds for food until government payments begin. Stephen and Helen Hill had raised around £10000 for Farnham Foodbank in their year of office with the Mayoress, Helen Hill single-handedly

raising around £2000 from her skydive. A remarkable feat and they together they gave this excellent and worthwhile charity the life blood it needed – publicity where ever they went. Cllr Steel commended Cllr Hill as a great ambassador for Farnham, who worked extraordinarily hard, and he unreservedly offered the Council's vote of thanks.

In response, Cllr Hill said he and the Mayoress had had an enormously rewarding and fulfilling year. They had learnt a lot about Farnham, its businesses, residents, charitable groups, churches, sportsmen and women, history and geography. They had enjoyed considerable generosity and friendliness from so many people and had been fortunate to welcome the Countess of Wessex to Farnham and the Phyllis Tuckwell Hospice on his last day in office.

Cllr Hill had been proud to raise so much for his charity, but he commended the staff at Farnham Town Council for the events put on during the year and the Farnham Foodbank volunteers who worked so hard at the events. He also thanked the Aldershot and Farnham Camera Club and in particular David Fisher for being at all the events and getting some great shots.

Cllr Hill particularly wanted to thank the whole staff team who had made the year go so well and the Town Clerk who had done so much to ease him through the his year of office and going above and beyond the call of duty. He thanked his Mayoress Helen for accompanying him to so many events and remaining cheerful and supportive.

In concluding, Cllr Hill said the new Mayor and Mayoress were a first class team and he wished them an excellent year.

- C014/13 **Presentation of Past Town Mayor's badge and Past Mayoress' Badge**
The Mayor presented Cllr Stephen Hill with a Past Mayor's Badge and the Mayoress Mrs Helen Hill with a Past Mayoress' badge and bouquet of flowers.

Part 1 – Items for Decision

- C015/13 **Appointment of Lead Member or Spokesperson for the council**
Cllr Beaman proposed, and Cllr Hargreaves seconded, that Farnham's practice of recent years of the Spokesperson of the Council being the Lead Member of the Strategy and Finance Working Group be continued.
RESOLVED THAT the appointment of the Lead Member or Spokesperson for the Council as set out in Standing Order 4.1 be the Lead Member of the Strategy and Finance Working Group

Part 2 – Items Noted

- C016/13 **Date of next meeting**
Members noted that the next Council Meeting would take place on Thursday 13th June at 7.15pm or at the conclusion of the Meeting of Council as Trustee of South Street Trust whichever was the later.

The Town Mayor closed the meeting at 7.51 pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9am on Wednesday 15th May 2013

Place

Council Chamber, Council Offices, South Street, Farnham

Present:

Councillors Attfield, Cockburn, Redfern, Ricketts and Ward.

Officers: Kevin Taitt, Katherine Jones, Iain Lynch.

Martin Billet of the Farnham in Bloom Community Group attended until the end of Agenda item 4.

1. Apologies

No apologies for absence were received.

2. Minutes from last meeting

The notes of March 13th were agreed as a true and accurate record of the meeting.

3. Updates

POINTS	ACTION
<ul style="list-style-type: none">Noted that Outside Services Team Leader is still to put the hanging basket tree up by DMH Stallard.Noted that Outside Services Team Leader and the Mayor, Cllr Blagden, had planted the free seeds provided by the RHS as part of their 'edible garden' promotion.Noted that the allotment water charges at Alderley Farm had been reduced from £250 per calendar month, to £50 per calendar month.Noted that an Allotments Forum was taking place in the Council Offices on 26th June, where one issue that would be discussed would be water use on allotments and the	<ul style="list-style-type: none">No actions to follow.

potential banning of sprinklers.	
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4. Declarations of Interest

No declarations of interest were received.

5. Farnham in Bloom Community Group Report presented by Martin Billetts

POINTS	ACTION
<ul style="list-style-type: none"> • Noted that work continued with the Post 19 Club in the Greenhouses. The work the group undertake was described to the new members of the working group. • Farnham Carnival plans: Noted that the Post 19 Club would plant the free RHS seeds into small pots. These pots would be wrapped with a paper label which would have the message 'Farnham in Bloom: More than just Showtime!' and some basic information on all the work done by Farnham in Bloom other than the hanging baskets. • Noted that the Community Group were hoping to enlist the help of representatives from the various groups involved with Farnham in Bloom; the community group, allotment holders, councillors, litter pickers, families and schools if possible, to walk behind the Farnham Carnival float. • Agreed that sponsorship would not be sought for the float specifically, but instead the corporate and gold sponsors' logos would appear on the float. 	<ul style="list-style-type: none"> • Outside Services Team Leader to recruit the assistance of allotment holders to follow the carnival float.

6. Waverley Borough Council Community Clearing Team and other clearing matters arising

POINTS	ACTION
<ul style="list-style-type: none"> • Noted a number of suggestions from Working Group members for the Community Clearing Team <ul style="list-style-type: none"> i. The alleyway by Searle Road still needed to be cleared, as requested after the previous working group meeting. ii. Low Lane: a large number of the hedges have become overgrown and there is a great deal of litter in the hedges, banks and ditches which needs clearing. • Town Clerk agreed to investigate ownership of land and possibility of registering it to Farnham Town Council. • Noted that there were Surrey Highways Local Committee meetings which councillors could attend to highlight areas that are particularly problematic. • Noted that a Community Pride Fund grant may be 	<ul style="list-style-type: none"> • Project Coordinator to communicate suggestions to Waverley Borough Council. • To ensure prime alleyways are better managed.

<p>available for work to areas like Low Lane.</p> <ul style="list-style-type: none"> It was also noted that the alleyways in the centre of town remain to be unsatisfactorily kept. Noted that the ownership of these areas of land was not clear. 	
<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

7. Sponsorship Update

POINTS	ACTION
<ul style="list-style-type: none"> Noted that sponsorship stood at £8,965.00 with a target of £12,000. Agreed that Councillor Ricketts would approach local golf courses and some local businesses. Noted that Hamptons International had returned as Corporate Sponsor for 2013, and that Evitavonni had returned for the second year as Gold Sponsors for 2013. 	<ul style="list-style-type: none"> Councillor Ricketts to target local golf courses and other businesses for sponsorship.

8. Judging Days

POINTS	ACTION
<ul style="list-style-type: none"> Noted that the Town Centre judging day for the South and South East in Bloom Competition would be taking place on 10th July from 2.30pm. Noted that the Large Town, including surrounding villages, judging day for the South and South East in Bloom completion would be taking place on 11th July from 9.30am. Agreed that councillors would do litter picks of the judging routes on the judging days before the judges arrived. Noted that the Town Crier had agreed to escort the judges around once again for the Town Centre judging day and that the Hoppa bus was booked for the Large Town route. Noted that further details would be arranged in the next working group meeting. 	<ul style="list-style-type: none"> Project Coordinator to organise judging day itinerary.

9. Schools Hanging Baskets

POINTS	ACTION
<ul style="list-style-type: none"> • Noted that thirteen schools had taken part in planting up sixty five hanging baskets which will be hung at their schools and on Castle Street. • Noted that the remaining five required for Castle Street were made up by the Post 19 Club. • Noted that the Mayor would judge the hanging basket competition for the schools before the school summer holiday. 	

10. Allotments update

POINTS	ACTION
<ul style="list-style-type: none"> • Noted that there were no vacant allotments. • Noted that an allotment holder barbeque would be taking place on Saturday 18th May. 	<ul style="list-style-type: none"> • Outside Services Team Leader to notify councillors about the barbeque via email. • Outside Services Team Leader to email all allotment dates to councillors. • Project Coordinator to include all allotment dates with minutes from this meeting.

11. Street Furniture update

POINTS	ACTION
<ul style="list-style-type: none"> • Noted that the installation of the bus shelter in Weybourne Lane had been completed. • Agreed that an opening should take place including the Farnham Town Councillors, Waverley Borough Councillors or representatives, the resident who petitioned for a new bus stop, and local press. • Noted that a community noticeboard had been ordered to be placed in Gostrey Meadow, over the bridge from the war memorial where the path splits. This noticeboard was to be funded by Farnham Town Council and Waverley Borough Council. 	<ul style="list-style-type: none"> • Project Coordinator to arrange the bus stop opening.

<ul style="list-style-type: none"> • Agreed to order a noticeboard to be shared with the Bourne Community Café as the current single board noticeboard was too small. • Noted that the noticeboard for Park View Residents Association was on order. 	
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12. Green House Open Day

POINTS	ACTION
<ul style="list-style-type: none"> • Noted that the Greenhouse Open Day would be taking place on 16th May from 10am-12noon, tea and coffee would be provided. 	<ul style="list-style-type: none"> • Project Coordinator to attend to take photographs.

13. Famous names of Farnham

POINTS	ACTION
<ul style="list-style-type: none"> • Noted a number of the names that are currently on the wall. • Agreed that three new names would be added to the wall of fame. • Agreed to update Rachel Morris' plaque to reflect her recent success in London 2012. • Agreed to update any damaged or faded plaques. 	<ul style="list-style-type: none"> • Outside Services team leader to update wall.

14. Works at Farnham Station

POINTS	ACTION
<ul style="list-style-type: none"> • Noted that works would be undertaken for three weeks in August to rebuild the level crossing at Farnham Station which will cause the road to be closed. • Noted that the Town Clerk had discussed the possibility of Network Rail replacing the bus stops, which they had provisionally agreed to, but would need to seek permission and clarify funding provisions. • Noted that Network Rail may be doing some enhancement work by the taxi rank, and agreed that the Working Group should prioritise work in this area for enhancement. 	<ul style="list-style-type: none"> • Outside Services Team Leader to explore low maintenance sustainable planting bed for the taxi rank area.

15. Any other business

POINTS	ACTION
<ul style="list-style-type: none"> • Noted that Farnham Town Council had received a request from a local resident to take over maintenance of the Bridge Square Community Garden as he was no longer able to do so. 	<ul style="list-style-type: none"> • Clarify ownership of the site.

<ul style="list-style-type: none"> • Noted that the community group may wish to help to clear the area. • Councillor Ricketts suggested the implementation of a task group to deal with air quality and water saving measures, to include Catherine Powell, Councillor Parry and himself, along with any other interested parties. Agreed that this would be formally considered in the next working group meeting. • Noted that the South East Allotments forum would be taking place in the council offices on the 26th June. 	
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16. Date of next meeting

Date changed from 26th June, to 9am on 25th June 2013, agreed.

Minutes compiled by Katherine Jones

Meeting finished at 10.45 a.m.

May 17th 2013

Membership: Councillors Attfield, Cockburn, Redfern, Ricketts and Ward.



FARNHAM TOWN COUNCIL

C

Notes

Tourism and Events Working Group

Time and date

7.00pm on Monday 20 May 2013

Place

Council Chamber, South Street, Farnham

Attendees:

Cllrs Jill Hargreaves, David Beaman and Stephen Hill

Officers Present:

Iain Lynch (Town Clerk)
Louise Mason (Projects & Events Co-ordinator)
Catherine Knight

1. Apologies

Apologies for absence were received by Cllrs Carole Cockburn, John Ward, Paddy Blagden.

2. Notes of the last meeting

POINTS	ACTION
The notes of 5 February 2013 were agreed as an accurate record of the meeting.	

3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

4. Music in the Meadow and Picnic in the Park

POINTS	ACTION
Councillor attendance at each event was discussed. It was agreed to send an email on Cllr Hargreaves' behalf to all councillors asking which dates they might be available to help.	Project Co-ordinator to send out email and collate replies.

<p>Cllr Beaman volunteered to attend the first concert on Sunday 2nd June 2013.</p> <p>It was agreed that there may not be any Councillor presence on Sunday 9th June 2013 on account of the Civic Service. Project Co-ordinator will 'man' the Information Tent if no Councillors were able to help.</p> <p>Members were updated on the progress of the projects, and sponsorship with three sponsors for Music in the Meadow and one for Picnic in the Park and additional income from a pitch-only contributor.</p> <p>Food stalls at Picnic in the Park were discussed. Louise Mason advised that some stallholders from 2012 were not available this year. Town Clerk confirmed that local suppliers could be supported and suggested Hunts Hill Farm and White Lodge Farm.</p>	<p>Project Co-ordinator to contact local suppliers.</p>
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5. Feast of Food

POINTS	ACTION
<p>Cllr Hargreaves provided an update following a meeting she and the Town Clerk had with the Brasserie Blanc manager.</p> <p>It was hoped that a photograph of Raymond Blanc and The Mayor could be used to launch the Food Fortnight 2013.</p> <p>Sponsorship was discussed and it was agreed that a number of businesses would be approached to see if they wished to be involved this year.</p> <p>The number of applications was progressing well and it was agreed that application forms would be sent to all stall holders from 2012 who hadn't yet applied.</p> <p>It was agreed that the Hogs Back Brewery should be contacted for a demo again this year.</p> <p>It was agreed that Eagle Radio should be present again at this year's Food Festival to promote the event.</p>	<p>Project Co-ordinator to create a back drop to be used on 4th June.</p> <p>Project co-ordinator to send out w/c 20th May.</p> <p>Project co-ordinator to contact.</p> <p>Project co-ordinator to contact and make arrangements.</p>

6. Christmas 2013

POINTS	ACTION
<p>The Project Co-ordinator confirmed that the road closure for Castle Street had been applied for and granted as agreed at the last T&E working group.</p> <p>The three location options were reviewed; Castle Street,</p>	

Gostrey Meadow and the Woolmead. It was agreed, for a range of reasons, that Gostrey Meadow was the preferred option.	Project Co-ordinator to proceed with Gostrey Meadow for the Christmas Switch-on event.
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7. Town Team Update

POINTS	ACTION
<p>The Town Clerk updated Members on developments following a recent meeting with The Maltings and confirmed the focus of the project was to promote Farnham as a distinctive Craft Town.</p> <p>The Town Clerk advised that after having photographed the 'Welcome to Farnham' signs, it was discovered that all signs are different. One of the objectives of the project is it re-do the entrance signs to Farnham to follow a consistent design, and celebrate Farnham as a distinctive Craft Town.</p> <p>It was confirmed that a letter has been drafted and will be sent to all local businesses on the Town Team Project database.</p> <p>The Town Clerk is also meeting with Prof Simon Olding from Craft Study Centre to discuss the Craft Trail leaflet</p>	<p>Alan Wyle to co-ordinate.</p> <p>Town Clerk to meet with Prof Simon Olding.</p>

8. Gostrey Meadow Vintage Event

POINTS	ACTION
<p>The Town Clerk updated Members on a request to use Gostrey Meadow for a Vintage Event. The owner of the Vintage Cake Shop on Downing Street is hoping to organise an event to raise money for a children's charity.</p> <p>Members agreed that it would be fine for the Council's premises licence for Gostrey Meadow to be used for music but that the organisers would need to arrange a temporary event notice for the sale of alcohol.</p> <p>Cllr Hargreaves voiced concerns about the strain on Officer time and it was agreed that FTC could not add another event to its programme in 2013. Agreed that FTC would give advice where necessary and promote the event on its website.</p>	<p>Project co-ordinator to arrange.</p> <p>Project co-ordinator to liaise with organisers.</p>

9. Coach Parking

POINTS	ACTION
Cllr Beaman discussed his concerns on the lack of coach	

<p>parking available in the town.</p> <p>It was confirmed that there are three coach parking spaces on the Hart but they are not clearly signed.</p> <p>It was noted that coach parking had been added to the Heritage leaflet and all future maps which will be sent to tour operators to encourage groups to visit the town.</p>	<p>Officers to contact SCC/WBC to enquire about improved signage for coach parking.</p>
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10. Community Carol Concert

POINTS	ACTION
<p>Cllr Hargreaves provided an overview of the proposed community carol concert which had been suggested by the Farnham Youth Choir.</p> <p>The Mayor had proposed that that the concert should be a civic event. Members agreed.</p> <p>It was noted that the concert would take place on 18th December in St Andrew's church and that a percentage of tickets would be made available for the community.</p> <p>It was agreed that the Lead Member and Town Clerk would work with the Farnham Youth Choir to progress arrangements</p>	<p>Lead Member and Town Clerk</p>

11. Heritage Open Days

POINTS	ACTION
<p>The Projector Co-ordinator updated Members on the Heritage Open Days and sought permission for the Council Chamber to be used for tours. Members agreed the dates would be Thursday 12th, Friday 13th and Saturday 14th September only.</p> <p>It was also agreed that FTC would put up the cemeteries display.</p>	<p>Project co-ordinator to confirm dates at next HOD working group.</p> <p>Project co-ordinator to arrange.</p>

12. Farmers' Market

POINTS	ACTION
<p>The Town Clerk provided an update following discussions with WBC. A request has been made for an electricity point to be added but no solution has been reached as yet.</p> <p>It was noted that stallholders were very disappointed that although they had requested a meeting with Waverley it had not yet taken place.</p>	<p>Town Clerk to follow up.</p>

It was agreed that the next Farnham meeting with producers would be held once information had been received and after the producers' meeting with WBC had taken place in order to update stallholders.

13. Residents' Guide

POINTS	ACTION
<p>Catherine Knight distributed a draft copy to Members who each gave their feedback.</p> <p>It was agreed that Members were happy with the content and the guide should proceed as is subject to minor changes.</p> <p>It was noted that the Chamber of Commerce had advertised in the Guide as part of their partnership working with the Town Council.</p> <p>It was confirmed that 10,000 copies of the Residents' Guide would be printed. It is both a stand-alone document and an insert into the current Town Guide 2012/13.</p> <p>Members thanked officers for a good document.</p>	<p>Catherine Knight to co-ordinate</p>

14. Website

POINTS	ACTION
<p>It was noted that the website fell within the Strategy and Finance Working Group remit but an update was provided for the Tourism and Events Working Group.</p> <p>It was noted that a review of the website and what it should be doing for FTC was underway.</p> <p>It was noted that a focus group was being put together and a survey had been drafted.</p> <p>The review and consultation period will take place between July and September 2013. It was anticipated that the successful contractor after the tender process would complete all updates over the winter months.</p>	

15. Any Other Business

POINTS	ACTION
<p><u>Tour of Britain Cycle Race</u> The Town Clerk advised Councillors that the Tour of Britain cycle race which will be passing in/around Farnham. It was</p>	<p>Project co-ordinator to speak to SCC to obtain</p>



FARNHAM TOWN COUNCIL

D

Notes

Cemeteries and Appeals Working Group

Time and date

10.00am on Thursday 23 May 2013

Place

Council Chamber, South Street, Farnham

Attendees: Cllr C Cockburn, Cllr Graham Parlett, Cllr Susan Redfern, Cllr John Ward.

Officers present: Iain Lynch (Town Clerk), Rachel Aves (Corporate Governance Team Leader), Adrienne Owen (Cemeteries Administrator), Alan Corcoran (Contracts and Facilities Officer).

1. Apologies for Absence

Apologies were received from Cllr Stephen Hill.

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The Notes of the meeting held on 28 th February 2013 were agreed.	

4. Finance Report

POINTS	ACTION
1) Members noted the agreed 2013/14 budget. 2) The report on Fees and Charges at Appendix B to the agenda was discussed. Members noted the Town Council's charges were last reviewed with effect from January 2012, apart from some VAT harmonisation changes that were required. A comparison to the fees and charges of neighbouring burial authorities was considered (attached at Annex I to Appendix B) and the suggested increases, representing a 2% increase, were agreed, with the following amendments: <ul style="list-style-type: none"> That the number of years for a plaque in the granite 	Recommendation to Full Council: that the draft fees and charges attached at Annex I to the minutes be adopted with effect from 1st July 2013.

<p>memorial book be increased to 25 years</p> <ul style="list-style-type: none"> • That the first 15 minutes for Genealogy Searches be free of charge. <p>3) It was agreed that the increases be recommended to Full Council for adoption with effect from 1st July 2013.</p>	
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5. Services and Projects Update

POINTS	ACTION
<p>i) <u>Commonwealth War Graves Commission (CWGC)</u> Members welcomed the news that the Commonwealth War Grave signs had been erected in the Farnham Cemeteries. It was agreed that a photograph would be taken on 31st May at 9.30am, with the Town Mayor and the representative for the CWGC, for use in publicity. It was agreed that the photograph should be taken at Badshot Lea Cemetery, as new gates had recently been installed.</p> <p>Members also discussed a civilian memorial in West Street Cemetery that is not owned and although is on the register of Commonwealth War Graves is not maintained by the CWGC. Members agreed that efforts should be made to ensure the memorial was in a good condition, to support the Town Council's promotion of the Commonwealth War Graves in Farnham's cemeteries. It was agreed that the Council should undertake to seek sponsorship of the cleaning and repair of the memorial.</p>	<p>1) Cemetery officers to take a photograph of Councillors with the Mayor and a Commonwealth War Grave representative, at Badshot Lea Cemetery.</p> <p>2) Officers to seek sponsorship of the clean and repair of the Commonwealth War Graves registered civilian memorial in West Street Cemetery.</p>
<p>ii) <u>New Cemetery Literature</u> Members were pleased to note the progress of the new Cemetery Literature. It was agreed that the new leaflets should be handed out at the next meeting with the Funeral Directors.</p>	
<p>iii) <u>Health and Safety Memorial Testing</u> Members received an update on the progress of the health and safety memorial testing and the single quote that had so far been received. It was agreed that the principle of a maximum payment per memorial be agreed and that this be recommended to Full Council as set out at exempt Annex 1 to the minutes. It was also agreed that officers should seek a second quote for comparison before the contract with the one mason who had responded be agreed.</p>	<p>3) Recommendation to Full Council: that the principle of a maximum payment per memorial be agreed as set out at exempt Annex 2 to the minutes.</p>
<p>iv) <u>Re-Opening of Hale Cemetery</u> Members received a verbal update on progress in relation to the reopening of Hale Cemetery. Members were pleased to note that regulations had been drafted and grave spaces mapped out. It was agreed that an additional meeting of the Cemeteries and Appeals Working Group take place on 27th June 2013.</p>	<p>4) An additional meeting of the Cemeteries and Appeals Working Group on 27th June be added to the calendar of meetings for 2013/14.</p>

<p>v) <u>Dog Fouling</u> Members received an update on the progress of the Dog Control Order. The Cemeteries Health and Safety Officer advised that publicity and public consultation would need to be undertaken in order for the Dog Control Order to be placed. Members agreed that a Dog Control Order is an important control, required to ensure the cemeteries remain clean, tidy and safe for members of the public and staff.</p> <p>vi) <u>Cemetery Chapels</u> Members received an update on the progress of the Cemetery Chapels project. Members were disappointed to hear that the Planning Application for Green Lane Chapel was being delayed by the Planning Authority, but were pleased to learn that the Bat Survey had been ordered and that some progress was being made.</p> <p>vii) <u>Green Lane Cemetery Extension</u> Members received an update on the progress of the possible cemetery extension at Green Lane Cemetery. They were disappointed to hear that there was a delay in the consideration by Waverley Borough Council of the proposal (suggested by the District Valuer) that a valuation by the District Valuer be jointly commissioned. Members enquired whether the Town Council should proceed with a valuation without the Borough Council. The Town Clerk advised that there are benefits associated with undertaking a valuation jointly, in that this would result in a fair and binding figure between the two authorities, but that this remained an option.</p> <p>Cllr Cockburn advised that she had received an email from a member of the public wishing to renovate the grave of the late George Sturt in Green Lane Cemetery. Officers confirmed that they had too received the same enquiry. It was agreed that the Town Council should actively support and assist people wishing to care for the graves of renowned and prominent Farnham people.</p> <p>viii) <u>Planting in the Cemeteries</u> Councillor Parlett advised that further to discussions at the previous meeting, he had met with the Outside Services Team Leader to discuss the hedging at West Street Cemetery. He explained that he had been pleased with the progress of the hedging, which would eventually replace the railing fencing. Councillor Cockburn advised that she had discussed with officers planting, funded by a recent donation, at the Garden of Reflection at West Street Cemetery,</p>	<p>5) Officers to undertake public consultation and publicity, in relation to the implementation of a Dog Control Order in all Farnham Cemeteries.</p> <p>6) Officers to assist the member of the public seeking support in the renovation of the George Sturt grave in Green Lane Cemetery.</p>
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6. Appeals and Matters Arising

POINTS	ACTION
The Town Clerk and Corporate Governance Team Leader updated members on the two continuing appeals.	

7. Date of Next Meeting

POINTS	ACTION
The date of the next meeting was agreed as 10am on Thursday 27 th June 2013.	

The meeting closed at 11.45am.

Notes by Rachel Aves

Annex I(i)

CEMETERY FEES - LOCAL RESEARCH FINDINGS

Note: AT NEED refers to a purchase at the time of death (not reserved or pre-purchased)

	Authority							
	Farnham Town Council CURRENT	Farnham Town Council PROPOSED		Rushmoor Borough Council	Godalming Joint Burial Committee	Ash Parish Council	Guildford Borough Council	Brookwood Cemetery, Woking
Notes	Costs INCLUDE grave digging	Costs INCLUDE grave digging		Costs INCLUDE grave digging	Costs EXCLUDE grave digging	Costs EXCLUDE grave digging	Costs INCLUDE grave digging Cremated Remains in GoR - no purchase rights	Privately Owned
Single Depth Burial AT NEED Resident	£ 2,050.00	£ 2,100.00		£ 2,837.00	£ 1,950.00	£ 1,950.00	£ 1,990.00	£ 3,950.00
Single Depth Burial AT NEED Non Resident	£ 4,100.00	£ 4,200.00		£ 5,674.00	N/A	£ 3,900.00	£ 3,980.00	N/A
Double Depth Burial AT NEED Resident	£ 2,110.00	£ 2,155.00		£ 3,475.00	£ 1,950.00	£ 2,860.00	£ 2,050.00	£ 4,275.00
Double Depth Burial AT NEED Non Resident	£ 4,220.00	£ 4,310.00		£ 6,950.00	N/A	£ 5,720.00	£ 4,100.00	N/A
Reopen Purchased Grave Resident	£ 735.00	£ 750.00		£ 1,315.00	POA	£ 735.00	£ 590.00	£ 1,175.00
Reopen Purchased Grave Non Resident	£ 1,470.00	£ 1,500.00		£ 2,630.00	N/A	£ 1,470.00	£ 1,180.00	N/A
Memorial Permit (Erection of First)	Free	Free		£ 262.00	£ 120.00	£ 175.00	£ 120.00	£ 500.00
Memorial Permit (Additional Inscription)	£ 115.00			£ 117.00	£ 80.00	£ 100.00	£ 80.00	£ 500.00
Cremated Remains Plot NEW Resident	£ 875.00	£ 890.00		£ 1,249.00	£ 850.00	£ 780.00	£ 360.00	£ 1,125.00
Cremated Remains Plot NEW Non Resident	£ 1,750.00	£ 1,780.00		£ 2,498.00	N/A	£ 1,560.00	£ 720.00	N/A

Annex I (ii)

SERVICE	Residents Fees (£)	Non-residents Fees (£)	VAT	INCREASE	Notes
BURIALS AND INTERMENTS – All Cemeteries					
Double Depth Grave <i>First interment and Exclusive Rights of Burial</i>	2155	4310	E	2%	
Single Depth Grave <i>First interment and Exclusive Rights of Burial</i>	2100	4200	E	2%	
Double Depth Grave <i>(Exclusive Rights of Burial Only)</i>	1405	2810		2%	
Single Depth Grave <i>(Exclusive Rights of Burial Only)</i>	1350	2700		2%	
Re-opening for full burial	750	1500	E	2%	
Children under 12 years <i>Interment and Exclusive Rights of Burial</i>	370	740	E	2%	
Interment of Cremated Remains in a Cremation Plot <i>First interment and Exclusive Rights of Burial</i>	890	1780	E	2%	
Cremation Plot <i>(Exclusive Rights of Burial Only)</i>	555	1110			
Re-opening for interment of cremated remains	335	670	E	2%	
GARDEN OF REFLECTION – West Street Cemetery					
Scattering of Ashes in Garden of Reflection (West Street)	26	26	E	2%	
Granite Memorial Book Package (Plus VAT) Granite plaque and inscription on Memorial Book for 25 years. Scattering of cremated remains free of charge	265 (318)	550 (660)	S	NIL	New Scheme. 10 year limit proposed to better reflect life span of plaques and be in line with services offered by other local authorities.
MEMORIALS – All Cemeteries (Plus VAT)					
Additional Inscription for graves	115 (138)	115 (138)	S	NIL	VAT already been added this year
Right to erect a memorial, for graves purchased prior to 01/03/08	165 (198)	165 (198)	S	NIL	VAT already been added this year
Health and Safety - memorial fee	55 (66)	55 (66)	S	NIL	VAT already been added this year
Fee for renewal of Memorial Permit after 12 months	10 (12)	10 (12)	S	NIL	VAT already been added this year
MISCELLANEOUS					
Purchase of additional 5 years of Exclusive Rights of Burial	225	450	E	2%	
Reservation of Grave Space	220	440	E	2%	
Transfer of Ownership	55 (66)	55 (66)	S	NIL	VAT already been added this year
Local Agreement Fee (on application only)	50 (60)	50 (60)	S	NIL	To encourage Local Agreements to be undertaken this fee is proposed to remain unchanged
Genealogy (per search)	10 (12) per hour	10 (12) per hour	S	NIL	FIRST 15 MINUTES FREE OF CHARGE. Fee amended to better reflect the cost to the Council
Turfing of graves after 1 year	60	60	E	£20	Proposed increase to better reflect cost to the Council of providing this service.
Levelling of Grave after 1 year	40	40	E	NIL	The existing fee reflects the cost to the Council
Adopt a Memorial Bench <i>(adopt whole bench for 10 years)</i>	265	265	E	NIL	Number of years decreased to better reflect life span of benches and be in line with services offered by other local authorities. As this is a new scheme, no increase is proposed.
Adopt a Memorial Bench <i>(adopt 1/3 of bench for 10 years)</i>	90	90	E	NIL	Number of years decreased to better reflect life span of benches and be in line with services offered by other local authorities. Increase proposed to reflect 1/3 of whole bench adoption cost.
Exhumation	Considered on an individual basis	Considered on an individual basis	E	N/A	



FARNHAM TOWN COUNCIL

E

Notes

Strategy and Finance Working Group

Time and date

9.00am Tuesday 23rd April 2013

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Carole Cockburn, Jill Hargreaves, Jeremy Ricketts, John Ward

Other Councillors: Cllr Stephen Hill

Officers present:

Iain Lynch (Town Clerk), Rachel Aves (Team Leader Corporate Governance), Alan Corcoran (Facilities and Contracts Officer) - Part

1. Apologies

Apologies were received from Councillors Pat Frost, Julia Potts, and Roger Steel.

2. Declarations of Interest:

- 1) Dual-hatted Councillors (Cllrs Paddy Blagden, Carole Cockburn, Jill Hargreaves, Stephen Hill and John Ward) declared personal interests in relation to their role as Waverley Borough Councillors.

3. Notes of Meeting held on 26th March 2013

POINTS	ACTION
The Notes were agreed.	

8. Finance

POINTS	ACTION
<ol style="list-style-type: none">1) Members received a number of provisional end of year finance documents and noted they were still subject to potential change as the final receipts and payments were processed.2) Members noted that there were some anomalies as a result of the change to the RBS finance system and the	

<p>more accurate allocation of expenditure to codes but that this had led to much clearer financial information. It was noted that some comparisons against 2011/12 would be difficult as a result of difficulties in the former Edge system in year end provisions and the mid year change to the new system.</p> <ol style="list-style-type: none"> 3) Members noted the progress on managing income had resulted in the recovery of some longstanding debts and that the level of debtors at year end was half the figure at 31st March 2012. In addition some payments had been received in April meaning that the level of outstanding debt was close to £6,200 down from £19,546 in March 2012. 4) Members received details of the potential outturn, noting that expenditure was at approximately 96% of budget and income at 103.3% of budget. Target savings had been achieved in Farnham in Bloom and Tourism and Events, and through previously reported staff savings through keeping posts vacant. In addition some projects such as the Neighbourhood Plan had inevitably slipped as a result of the delay in the Waverley Core Strategy. The additional income was largely due to continued growth in the cemeteries budget as reported at the revised budget. 5) As agreed, some investment had been brought forward to assist with the 2013/14 savings target. Members noted that overall there was potentially going to be a transfer to reserves of around £77,000 once the elections provision had been made. 6) Members felt that the Outturn was a good news story with the capital projects planned for 2013/14 and the statement by Waverley over the future of the Localisation of Council Tax Support funding. 7) Members considered the level of reserves and agreed how the potential transfer to reserves should be earmarked to meet approved projects. 	<p>Town Clerk to prepare detailed end of year papers for the Annual Return for the June meeting.</p>
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9. Rowledge Governance Review

POINTS	ACTION
<ol style="list-style-type: none"> 1) Members discussed the Workshop held at Rowledge on 13th April which had been attended by Councillors Ward, Cockburn and Beaman and by the Town Clerk. It was noted that there had been a good attendance, but that there were a number of concerns raised about the potential split from Farnham as well as positive support for the creation of a new Parish. It was noted that the proponents of the new Parish had agreed that the precept level was likely to be similar to the precept levied by Farnham Town Council after the first year of the Council and that the quoted figure of £17,000 was the anticipated first year costs. 2) Members noted the suggestion at the Workshop that Farnham Town Council should be better at explaining what it 	

<p>2. Members noted the outcome of a workshop organised by Surrey County Council in relation to the Highways Localism Offer and that the Waverley Local Committee would be reviewing the local schemes in June.</p>	
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12. Task Groups

POINTS	ACTION
<p>1. Members agreed to reappoint two Task Groups for 2013/14.</p> <ol style="list-style-type: none"> a. The Infrastructure Planning Group which was taking forward the Neighbourhood Plan would consist of Cllrs Cockburn, Genziani, Ricketts, Steel and the Mayor ex-officio. It was agreed to ask Cllr Parry to contribute as she could (time permitting). b. The Offices Working Group would consist of Cllr Attfield, Genziani and Hargreaves 	

13. Matters arising from the Annual Town Meeting

POINTS	ACTION
<ol style="list-style-type: none"> 1. Members considered the summary of issues raised at the Annual Town Meeting and the questions raised by electors in relation to the desire for greater responsibility and autonomy from Waverley Borough Council. 2. Members noted that there was closer working with Surrey on a number of areas and good partnership working through the Farnham Conservation Area Management Partnership. 	

14. Infrastructure Planning Group

POINTS	ACTION
<ol style="list-style-type: none"> 1. Cllr Cockburn advised Strategy and Finance of the forthcoming Working Groups for the Neighbourhood Plan, the first for Councillors on the 7th May and the second for members of the public on the 8th May. 2. Cllr Cockburn advised that the group was preparing the Surrey Futures response with input from all councillors invited. 3. Cllr Cockburn advised that future meetings of the IPG would consider the Woolmead and sharing experiences with Haslemere which was embarking on its Neighbourhood Plan. Cllr Cockburn advised that all councillors were welcome to attend and the group met every Friday at 10am. 4. Cllr Ricketts noted that Surrey County Council had drawn attention to the need to address air quality in its Surrey Future proposals and this was welcome. 	

15. Assets of Community Value

POINTS	ACTION
<ol style="list-style-type: none">1. Members noted the request for comments by Waverley Borough Council on the request by the Farnham Theatre Association that the Redgrave Theatre be listed as an Asset of Community Value. Members agreed that Brightwells as a listed building was an asset of Community Value, but although there was no objection in the Redgrave Theatre being listed felt that the closed Theatre may well not qualify. It was agreed that Farnham Town Council should respond by welcoming local community groups undertaking the management of community facilities through the Assets of Community Value scheme.2. Members noted the request by a resident of Rowledge for the Village Hall to be listed as an Asset of Community Value noting that it offers the local community vital social opportunities and facilities. Members agreed that it should be put forward as an Asset of Community Value, and also as a Building of Local Merit.3. Members noted that Cranleigh had proposed 130 Buildings of Local Merit.	<p>Letter setting out Town Council position to be sent to Waverley.</p>

16. Town Clerk Update

POINTS	ACTION
The Town Clerk updated members on a cemetery matter.	

17. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 4th June 2013 at 9am	Town Clerk to circulate agenda

Meeting ended at 12.25pm

Notes written by Iain Lynch



FARNHAM TOWN COUNCIL

F

Notes

Strategy and Finance Working Group

Time and date

9.00am Tuesday 4th June 2013

Place

Town Clerk's Office, South Street, Farnham

TO FOLLOW

G



Report and Financial Statements

Year ending 31st March 2013

Farnham Town Council

Financial Statements for the year ended 31 March 2013

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2013 are set out on the pages attached and consist of the following:

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

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

Basis of preparing the Financial Statements

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for medium-sized councils. The balance sheet does not therefore need to include the value of fixed assets such as premises, equipment and infrastructure, although they are included for completeness. The cost of services excludes depreciation and the accounts also exclude adjustments that would be necessary to meet accounting standard FRS 17, which relates to the accounting treatment for retirement benefits, as compliance is not required.

New Financial system

During the year Farnham Town Council changed accounting systems from the Edge financial system Advantedge to the RBS Omega financial package. This was accompanied by a review of financial codes to assist with year-on-year comparisons and staff allocations to services; and with the financial analysis of total spend across services on specific activities (eg utilities). Inevitably the two systems treated some matters in different ways leading to some anomalies in the first year when comparing against the prior year. For ease of comparison year on year, the figures on page 4 have been calculated by service committee.

External Auditor's Opinion

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

BDO LLP
Arcadia House
Ocean Village
Southampton
SO14 3TL

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

Outturn For The Year 2012/13

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

	£	
Cost of services	1,002,867	
Income received	-148,966	
Net spending	<hr/> 853,901	
Precept on Waverley Borough Council	<hr/> 938,117	
Amount added to balances for the year	<table border="1"><tr><td>84,216</td></tr></table>	84,216
84,216		

Capital expenditure

The funding for capital expenditure in the 2012/13 year was all from revenue and balances (there was no borrowing in the year).

Statement of responsibilities for the Statements of Accounts

The Council is required to:

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

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2013 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

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

The Responsible Officer has also:

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

Councillor Stephen Hill
Town Mayor (2012-13)

June 2013

Farnham Town Council
Council Offices
South Street
Farnham
Surrey GU9 7RN

Farnham Town Council

Income & Expenditure for the year ended 31 March 2013

	Year ended 31 March 2013			2011/12
Expenditure by Working Groups	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Finance (excluding precept)	498,276	10,042	488,234	461,514
2 Community Enhancement	250,570	28,234	222,336	269,954
3 Tourism & Events ~	136,220	28,909	107,311	68,318
4 Cemeteries	117,800	81,781	36,019	55,806
~included Jubilee expenditure				
	1,002,867	148,966	853,901	855,592*

Net cost of services

	£	£
Precept on the Borough Council	938,117	878,400
Surplus(-) for the year	-84,216	-22,808*

Movement on General Fund balance and reserves:

Balance brought forward	995,015	972,207
Surplus for the year	84,216	22,808*
Balance carried forward	1,079,232	995,015

* Net cost of services for 2011/12 corrected from £855,630 to £855,592 and surplus restated as £22,808

Farnham Town Council Balance Sheet at 31 March 2013

	Note	31 March 2013		31 March 2012	
	s	£	£	£	£
Fixed assets					
Tangible fixed assets	1, 3		-		-
Current assets					
Investments		1,100,000		1,000,000	
Debtors (including VAT recoverable)	4	27,800		31,636	
Bank/Petty cash		84,580		53,911	
Mayor's charity funds held by council		3,859			
Total current assets			1,216,239		1,085,547
Current liabilities					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		137,006		90,532
Total assets less current liabilities			1,079,232		995,015
Capital and reserves					
Earmarked Reserves	6		610,000		526,000
General Reserves			469,232		469,015
Total reserves			1,079,232		995,015

The Notes on pages 6 to 9 also form part of the Financial Statements.

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

The above statement presents fairly the financial position of the Council as at 31 March 2013 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in June, 2013

.....
Town Mayor

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2013

I. Principal accounting policies

Accounting convention

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

Fixed assets

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

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

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

Debtors and creditors

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

Stocks and work in progress

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

Reserves

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

General administration and support service costs

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

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2013 (continued)

2. Pension costs

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council.

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

Fixed assets	£
Operational land and buildings (on historic cost basis)	
Council Offices	1,075,480
Other Public Buildings	428,094
Wrecclesham Community Centre	500,000
Depot	110,484
Vehicles and equipment	
Vehicles	32,024
Audio and Visual Systems	21,304
Christmas Decorations	95,024
Civic Insignia	46,065
Grounds Equipment	29,263
Computers, telephones and office equipment	81,063
Other	14,768
Infrastructure assets	
Bus shelters	44,995
CCTV	43,324
Boards and Signs	14,547
Litter bins	15,900
Seats	2,781
Community assets	
Cemeteries	571,291
Allotments and Gardens	30,857
Total value	3,157,264

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2013
(continued)

4. Debtors and prepayments	2013	2012
	£	£
Debtors	9,000	19,546
Value added tax	17,653	12,090
Prepayments	1,147	0
	27,800	31,636

5. Creditors and accrued expenses	2013	2012
	£	£
Creditors	39,551	71,682
Pensions/PAYE/NIC creditor	8,805	0
Income in advance	12,271	18,850
Accruals	67,952	0
HSBC Commercial Card	4,568	0
Mayor's charity funds held by Council	3,859	0
	137,006	90,532

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.13	Comments
Election and By-election Fund	£27,000	To cover Election and By-election costs. WBC invoices after an election.
Legal Expense fund	£10,000	To cover unforeseen legal costs.
New Equipment	£45,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£46,000	Provision for required building works.
Bus Shelters and Street Furniture	£25,000	Infrastructure to be developed.
Additional CCTV equipment	£40,000	To fund programmed investment.
Gostrey Meadow and public space enhancements	£25,000	Includes lighting/ power upgrades and bandstand .

Earmarked Reserves and General Reserves (continued)

Category	Balance at 31.3.13	Comments
Planning	£15,000	Provision for Neighbourhood Plan.
Environment	£10,000	Provision for Air Quality and other initiatives.
Cemetery Chapels	£150,000	Major repairs are required to the Chapels.
Cemetery Enhancements	£40,000	Programme of works to footpaths and memorials.
Cemeteries	£35,000	Other identified costs including future provision.
IT investment	£15,000	To fund required investment/ upgrades.
Farmers' Market	£2,000	Equipment renewals fund.
Tourism Development	£20,000	To fund improved services.
Public Conveniences	£20,000	Upgrade to improve public conveniences.
Town Hall	£85,000	To fund agreed building works scheduled for 2013.
Total Earmarked	£610,000	
General	£469,232	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£1,079,232	

7. Contingent liabilities

There were no contingent liabilities at 31 March 2013 (2012: none).

Summary Income & Expenditure by Budget Heading 31/03/2013

Month No : 12

Committee Report



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Of Budget
<u>Strategy & Finance</u>					
Expenditure	476,382	498,276	496,819	-1,457	
Income	893,267	948,159	944,817	3,342	
Net Expenditure over Income	-416,885	-449,883	-447,998	1,885	100.4%
<u>Community Enhancement</u>					
Expenditure	291,351	250,570	278,258	27,688	
Income	21,397	28,234	23,500	4,734	
Net Expenditure over Income	269,954	222,336	254,758	32,422	87.3%
<u>Tourism & Events</u>					
Expenditure	97,970	136,220	152,419	16,199	
Income	29,653	28,909	33,500	-4,591	
Net Expenditure over Income	68,318	107,311	118,919	11,608	90.2%
<u>Cemeteries</u>					
Expenditure	118,983	117,800	124,321	6,521	
Income	63,177	81,781	50,000	31,781	
Net Expenditure over Income	55,806	36,019	74,321	38,302	48.5%
<u>INCOME - EXPENDITURE TOTALS</u>					
Expenditure	984,687	1,002,867	1,051,817	48,951	95.4
Income	1,007,494	1,087,083	1,051,817	35,266	103.4
Net Expenditure over Income	-22,808	-84,217	0	84,217	



FARNHAM TOWN COUNCIL

Report Council

Internal Audit Year-end review

Review of accounts and draft Annual Return

- 1 Attached at Annex I is a copy of the 2012/13 end of year Internal Audit report from Mr Alan Harland. As part of this review Mr Harland has undertaken detailed comparisons of the Income and Expenditure account and balance sheet and the numbers taken from them for the Annual Return.
- 2 Mr Harland has confirmed that subject to the Council agreeing the Annual Return and Governance Statement, then his Internal Auditor's report will be unqualified.

Opting to tax for VAT

- 3 Mr Harland has also reviewed VAT further, following his interim visit and comments on VAT exempt income from cemetery charges and the rent of the Wrecclesham Community Centre in his letter dated 21st December. He has drawn attention in particular to the benefit of 'opting to tax' the Community Centre and Chapels in order to recover the VAT for the refurbishment works on these planned works. The detail is set out further in Mr Harland's letter at Annex I.

Strategy and Finance Response to the Internal Audit letter

- 4 Strategy and Finance welcomes Mr Harland's detailed review and his indication that he will make an unqualified endorsement of the accounts and Annual Return following the Council's adoption of the same.
- 5 Strategy and Finance agree that the 'Option to Tax' Wrecclesham Community Centre would make sense, and recommend this to Council and also propose that the Council offers grant support to the Wrecclesham Community Centre Trustees to lessen the impact of the change during the transition to a new lease. Similarly, subject to confirmation from HMRC, it is proposed that the Council opts to tax the Cemetery Chapels in order to recover VAT on the proposed works.

Recommendations

1. Council welcomes the Internal Audit end-of-year report
2. Council opts to tax Wrecclesham Community Centre and the Cemetery Chapels in order to recoup VAT and agrees to offer grant support to the Wrecclesham Community Centre Trustees to lessen the impact of the change during the transition to a new lease.

See separate PDF for Internal Auditors Report



FARNHAM TOWN COUNCIL



Separate PDF annex for Annual Return



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative group

Time and date

7.00pm on Thursday 18 April 2013

Place

Members Room, South Street, Farnham

Planning Consultative Group Members Present

Cllr David Beaman
Cllr Paddy Blagden
Cllr Carlo Genziani
Cllr Jeremy Ricketts
Cllr Roger Steel

Officers in attendance: Rachel Aves, Ginny Gordon

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

1. Apologies for absence from Planning Consultative Group Members

Apologies for absence were received from Councillors S O'Grady and J Parry.

2. Disclosure of Interests

There were no disclosures of interests.

3. Applications Considered by the Planning Consultative Group on Thursday 18 April 2013

The applications considered by the Planning Consultative Group on Thursday 18 April 2013 are set out below.

WA/2013/0491	Farnham Bourne	Erection of detached garage (revision of WA/2012/1178). Previous comments were: Approved after consideration on 9 August 2012	78 BURNT HILL ROAD, FARNHAM GU10 3LN	Mr A Griffiths
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		Approved after consideration on 9 August 2012 and 18 April 2013.		
NMA/2013/0039	Farnham Castle	Non material amendment to WA/2012/1898 to provide changes to roof pitch and dormers. Previous comments on 20/12/2012 were as follows: No objections subject to the approval of the Listed Buildings Officer	OVERDEANS COURT, DIPPENHALL ROAD, FARNHAM GU10 5EB	Mrs M Knight
		No objections subject to the approval of the Listed Buildings Officer.		
WA/2013/0502	Farnham Moor Park	Erection of a dwelling and garage following demolition of existing dwelling and outbuildings (revision of WA/2012/1918) Previous comments were: Approved after consideration on 9 August 2012	5 STONEYFIELDS, FARNHAM GU9 8DX	Tim Bryson
		Approved after consideration on 9 August 2012 and 18 April 2013.		
WA/2013/0474	Farnham Moor Park	Erection of extensions and alterations including construction of dormer windows.	73 BROOMLEAF ROAD, FARNHAM GU9 8DH	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0494	Farnham Shortheath and Boundstone	Erection of extension and alterations.	ROSE COTTAGE, 89 SHORTHEATH ROAD, FARNHAM GU9	Nathan Vincent

			8SF	
		Approved after consideration and on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.		
NMA/2013/0038	Farnham Shortheath and Boundstone	Amendment to WA/2011/1869 to provide changes to rooflights and windows. Previous comments on 24/11/2011 were as follows: No comment	10 FORD LANE, FARNHAM GU10 4SH	Mrs M Knight
		Approved after consideration.		
TM/2013/0037	Farnham Weybourne and Badshot Lea	Application for works to a tree subject of Tree Preservation Order 26/01.	CLEARWATER, 40 COPSE AVENUE, FARNHAM GU9 9EB	Mr A Clout
		No objection subject to the approval of the Arboricultural Officer.		
WA/2013/0488	Farnham Weybourne and Badshot Lea	Certificate of Lawfulness under Section 192 for erection of a two-storey rear extension.	31 WOODBOURNE, FARNHAM GU9 9EE	Ms L Smitheman
		Approved after consideration and on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0038	Farnham Weybourne and Badshot Lea	Application for works to a tree subject of Tree Preservation Order 1/02.	9 WOODBOURNE, FARNHAM GU9 9EF	Mr A Clout

		No objection subject to the approval of the Arboricultural Officer.		
WA/2013/0554	Farnham Bourne	Erection of first floor extension.	5 ANNANDALE DRIVE, LOWER BOURNE GU10 3JD	Ms L Smitheman
		Approved after consideration and on the condition that the proposed extensions are in line with the particulars of the Farnham Design Statement.		
WA/2013/0540	Farnham Bourne	Erection of extensions and alterations following demolition of existing conservatory.	2, LEIGH LANE, FARNHAM GU9 8HP	Nathan Vincent
		Approved after consideration and on the condition that the proposed extensions and alterations are in line with the particulars of the Farnham Design Statement.		
TM/2013/0042	Farnham Castle	Application for the removal of a tree subject of Tree Preservation Order Far23.	HAMILTON HOUSE, CASTLE HILL, FARNHAM GU9 7JG	Mr A Clout
		No objection subject to the approval of the Arboriculture Officer.		
TM/2013/0040	Farnham Castle	Application for works to a tree the subject of Tree Preservation Order WA66.	7 WEST END GROVE, FARNHAM GU9 7EG	Brodie Cherry
		No objection subject to the approval of the arboriculture Officer.		
WA/2013/0552	Farnham Firgrove	Erection of first floor side extension.	30 ARTHUR CLOSE, FARNHAM GU9 8PE	Ms L Smitheman

		Approved after consideration and on the condition that the proposed extension is in line with the particulars of the Farnham Design Statement.		
WA/2013/0527	Farnham Moor Park	Erection of porch.	RHOANDER, OLD COMPTON LANE, FARNHAM GU9 8EG	Mr A Griffiths
		Approved after consideration and on the condition that the proposed design is in line with the particulars of the Farnham Design Statement.		
WA/2013/0499	Farnham Moor Park	Formation of new access and drive to serve dwelling under construction; closure of existing access.	2 COMPTON WAY, FARNHAM GU10 1QZ	Tim Bryson
		Approved after consideration.		
WA/2013/0504	Farnham Wrecclesham and Rowledge	Erection of single storey extensions and alterations.	22 ROSEMARY LANE, FARNHAM GU10 4DD	Ms L Smitheman
		Approved after consideration on the condition that the proposed design is in line with the particulars of the Farnham Design Statement.		
WA/2013/0556	Farnham Wrecclesham and Rowledge	Erection of single storey extensions following demolition of existing extension and decking area.	SARUM GLEN, 22 HIGH STREET, ROWLEDGE GU10 4BS	Ms L Smitheman

		Approved after consideration and on the condition that the proposed application and materials are in line with the particulars of the Farnham Design Statement.		
WA/2013/0503	Farnham Wrecclesham and Rowledge	Erection of two storey classroom building and chapel, following demolition of single storey classrooms.	MORE HOUSE SCHOOL, MOONS HILL, FRENHAM GU10 3AW	Andrew Forrest
		Approved after consideration and on the condition that the proposed application is in line with the particulars of the Farnham Design Statement.		
WA/2013/0500	Farnham Castle	Certificate of Lawfulness under Section 191 for the erection and use of a building as a dwelling house (Class C3) use along with ancillary garden for a continuous period in excess of 10 years.	WILLEY FARM, CHAMBER LANE, FARNHAM GU10 5ES	Mr A Griffiths
		No objection.		
WA/2013/0477	Farnham Castle	Display of illuminated and non-illuminated signs.	3 & 4, LION AND LAMB YARD, FARNHAM GU9 7LL	Michaela Mercer
		Object to the use of illuminated signs in the conservation area. Farnham Town Council would request that this application be referred to the conservation Office at Waverley Borough Council for comment.		

WA/2013/0505	Farnham Bourne	Change of use of land from forestry to a mixed use of on-going forestry and for filming purposes. This application is accompanied by an Environmental Statement.	LAND AT BOURNE WOOD, TILFORD ROAD, FARNHAM GU10 3RW	Andrew Forrest
		Approved after consideration. The Town Council invites opportunities for enabling the local economy and projects that can bring employment to the area and revenue in to the community.		
WA/2013/0517	Farnham Castle	Application for the display of illuminated and non-illuminated signs.	JOLLY SAILOR PUBLIC HOUSE, 64 WEST STREET, FARNHAM GU9 7EH	Tim Bryson
		Approved after consideration.		
WA/2013/0522	Farnham Firgrove	Erection of a dwelling together with part demolition and alterations to existing dwelling (revision of WA/2012/1758).	11 GROVE END ROAD, FARNHAM GU9 8RD	Andrew Forrest
		Strongly object on the basis that the proposal is contrary to the Farnham Design Statement and principles of the NPPF. In addition, this particular proposal is out of character with the area.		
WA/2013/0525	Farnham Firgrove	Erection of extensions and alterations.	31 & 32 SHEEPHOUSE, FARNHAM GU9 8LR	Ms L Smitheman
		Approved after consideration.		

WA/2013/0551	Farnham Hale and Heath End	Formation of new vehicular access; erection of single-storey extension following demolition of existing extension.	11 ALMA WAY, FARNHAM GU9 0QN	Nathan Vincent
		Approved after consideration.		
WA/2013/0511	Farnham Hale and Heath End	Erection of two storey rear extension and alterations following demolition of existing garage.	7 EAST AVENUE, FARNHAM GU9 0RA	Nathan Vincent
		Approved after consideration.		

The meeting closed at 7.50pm



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative group

Time and date

7.00pm on Tuesday 30 April 2013

Place

Members Room, South Street, Farnham

Planning Consultative Group Members Present

Cllr Carlo Genziani (arrived 7.40pm)

Cllr Jeremy Ricketts

Officers in attendance: Rachel Aves, Ginny Gordon

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

1. Apologies for absence from Planning Consultative Group Members

Apologies for absence were received from Councillors S O'Grady, J Parry, D Beaman, P Blagden and R Steel

2. Notes of previous meeting

Further to an administrative oversight in relation to the Notes of the Planning and Licensing Consultative Group meeting, it was agreed that the comments made on application WA/2013/0197 were as follows:

WA/ 2013/ 0197	Farnham Castle	Erection of a building to provide 50 sheltered flats with communal facilities including formation of a new vehicular access together with car parking, landscaping and associated works following demolition of existing police buildings.	FORMER POLICE STATION, LONG BRIDGE, FARNHAM GU9 7QA	Michaela Mercer
		Approved after consideration. The Town Council feels that this is a prestigious site and that the proposed development is in line with the particulars of the Farnham Design Statement. The proposed use of the building is suitable for this location, making use of facilities. The Town Council is pleased that the mural is being retained.		8

3. Disclosure of Interests

There were no disclosures of interests.

4. Applications Considered by the Planning Consultative Group on Tuesday 30 April 2013

The applications considered by the Planning Consultative Group on Tuesday 30 April 2013 are set out below.

WA/2013/0606	Farnham Castle	Application for Listed Building Consent for the installation of 7 panel carvings.	FARNHAM MALTINGS, BRIDGE SQUARE, FARNHAM GU9 7QR	Andrew Forrest
		No objections subject to the approval of the Listed Buildings Officer		
CA/2013/0033	Farnham Castle	FARNHAM CONSERVATION AREA. 1x Beech - fell.	37 WEST STREET, FARNHAM GU9 7DR	Mr A Clout
		No objections subject to the approval of the Conservation Officer		
CA/2013/0034	Farnham Castle	FARNHAM CONSERVATION AREA. Works to trees.	2-3 WEST STREET, FARNHAM GU9 7DN	Mr A Clout
		No objections subject to the approval of the Conservation Officer		
WA/2013/0589	Farnham Firgrove	Erection of single-storey extension and replacement dormer window; provision of car parking.	1 ST JOHNS ROAD, FARNHAM GU9 8NT	Tim Bryson
		Approved after consideration and on the condition that the extensions and alterations are in line with the		

		particulars of the Farnham Design Statement.		
WA/2013/0600	Farnham Firgrove	Erection of shed following demolition of garage and shed.	104 WEYDON HILL ROAD, FARNHAM GU9 8NZ	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0567	Farnham Moor Park	Erection of extensions and alterations.	THE PACKHOUSE, TONGHAM ROAD, FARNHAM GU10 1PJ	Andrew Forrest
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0568	Farnham Moor Park	Listed Building Consent for the erection of extensions and alterations.	THE PACKHOUSE, TONGHAM ROAD, FARNHAM GU10 1PJ	Andrew Forrest
		No objections subject to the approval of the Listed Buildings Officer		
WA/2013/0571	Farnham Upper Hale	Erection of single-storey extension.	83 UPPER HALE ROAD, FARNHAM GU9 0JN	Ms L Smitheman

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0580	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of existing extensions.	ORCHARD COTTAGE, 7 CHERRY TREE ROAD, FARNHAM GU10 4AB	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0621	Farnham Castle	Erection of first floor extension.	3 RUNWICK COTTAGES, RUNWICK LANE, RUNWICK GU10 5EG	Andrew Forrest
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0614	Farnham Hale and Heath End	Erection of extensions and alterations following demolition of existing extensions.	11 BRICKSBURY HILL, FARNHAM GU9 0LZ	Nathan Vincent
		Approved after consideration and on the condition that the extensions and alterations are in line with the		

		particulars of the Farnham Design Statement.		
WA/2013/0613	Farnham Moor Park	Erection of extensions and alterations following demolition of existing extensions.	MIDSUMMERS, 68 LYNCH ROAD, FARNHAM GU9 8BT	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0619	Farnham Upper Hale	Erection of extension and alterations following demolition of existing conservatory.	TANGLEWOOD, 17 UPPER OLD PARK LANE, FARNHAM GU9 0AR	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0563	Farnham Shortheath and Boundstone	Erection of double garage with room above.	4 LITTLE THURBANS CLOSE, FARNHAM GU9 8SG	Tim Bryson
		Approved but would request that the proposed application be conditioned for recreational purposes only		
WA/2013/0564	Farnham Shortheath and Boundstone	Erection of extensions and alterations following demolition of existing garage.	53 GREEN LANE, FARNHAM GU9 8QE	Ms L Smitheman

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0566	Farnham Wrecclesham and Rowledge	Erection of building together with landscaping and alterations to vehicular access following demolition of existing building.	UNIT 1, HARVEYS FURNISHING GROUP, GROVEBELL INDUSTRIAL ESTATE, WRECCLESHAM ROAD, FARNHAM GU10 4PL	Andrew Forrest
		Concerned about the amount of parking available and would suggest that access times for the construction be conditioned to avoid the Weydon School rush hour		
WA/2013/0644	Farnham Bourne	Erection of single storey extension.	5 LODGE HILL ROAD, LOWER BOURNE GU10 3QN	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
NMA/2013/0045	Farnham Bourne	Amendment to WA/2012/0539 to provide alternative roofing materials.	BISCOVEY, DENE WALK, LOWER BOURNE GU10 3PL	Mrs M Knight

		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0633	Farnham Castle	Listed Building Consent for internal alterations.	OVERDEANS COURT, DIPPENHALL ROAD, DIPPENHALL GU10 5EB	Tim Bryson
		No objections subject to the approval of the Listed Buildings Officer		
WA/2013/0636	Farnham Castle	Provision of additional car parking area.	HEADWAY HOUSE, CROSBY WAY, FARNHAM GU9 7XG	Nathan Vincent
		Approved after consideration		
WA/2013/0646	Farnham Firgrove	Erection of extensions and alterations, including alterations to roof to provide habitable accommodation.	1A ST JOHNS ROAD, FARNHAM GU9 8NT	Tim Bryson
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0612	Farnham Hale and Heath End	Erection of 4 dwellings with integral garages following demolition of existing dwelling.	APPLEGARTH, 8 BROOKLANDS CLOSE, FARNHAM GU9 9BT	Andrew Forrest
		Approved after consideration and		

		on the condition that the proposed dwellings are in line with the particulars of the Farnham Design Statement.		
WA/2013/0648	Farnham Hale and Heath End	Erection of an attached dwelling.	LAND AT 21 WELLINGTON LANE, FARNHAM GU9 9BA	Ms L Smitheman
		Object, the original development of 2 semi-detached houses is as much as the site can sustain.		
WA/2013/0650	Farnham Shortheath and Boundstone	Erection of extensions and alterations following demolition of existing extension.	10 GARDENERS HILL ROAD, WRECCLESHAM GU10 4RL	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0640	Farnham Upper Hale	Certificate of Lawfulness under Section 192 for the erection of single storey extension and alterations.	12 BALL AND WICKET LANE, FARNHAM GU9 0PD	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		

WA/2013/0652	Farnham Upper Hale	Erection of extensions and alterations following demolition of existing extensions; erection of car port.	HEATH HILL, OLD PARK LANE, FARNHAM GUI0 5AA	Ms L Smitheman
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0639	Farnham Weybourne and Badshot Lea	Use of land for storage of touring caravans and siting of shipping containers, together with the provision of hard standing and parking.	LAND SOUTH OF LOWER WEYBOURNE LANE, BADSHOT LEA GU9 9NE	Tim Bryson
		Object, this is intensive commercial use behind a residential estate and not acceptable.		
WA/2013/0647	Farnham Wrecclesham and Rowledge	Certificate of Lawfulness under Section 192 for erection of single storey side extension following demolition of conservatory.	PADDOCK WOOD, SUMMERFIELD LANE, FRENHAM GUI0 3AN	Andrew Forrest
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		

The meeting closed at 8.00pm



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative group

Time and date

7.00pm on Thursday 16 May 2013

Place

Members Room, South Street, Farnham

Planning Consultative Group Members Present

Cllr David Beaman
Cllr Carole Cockburn
Cllr Carlo Genziani
Cllr Jeremy Ricketts
Cllr Roger Steel

Officers in attendance: Ginny Gordon

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

1. Apologies for absence from Planning Consultative Group Members

There were no apologies.

2. Disclosure of Interests

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
David Beaman	WA/2013/0680			✓ Fellow Councillor
Carole Cockburn	WA/2013/0680			✓ Fellow Councillor
Carlo Genziani	WA/2013/0680			✓ Fellow Councillor
Jeremy Ricketts	WA/2013/0680			✓ Fellow Councillor
Roger Steel	WA/2013/0680			✓ Fellow Councillor

3. Applications Considered by the Planning Consultative Group on Thursday 16 May 2013

The applications considered by the Planning Consultative Group on Thursday 16 May 2013 are set out below:

WA/2013/0663	Farnham Firgrove	Erection of single storey rear extension.	65 ARTHUR ROAD, FARNHAM GU9 8PD	Nathan Vincent
		Objections, the style of the proposed extension is unsympathetic to the style of the dwelling and concerned about the adverse effect on the residential amenities of the neighbours.		
WA/2013/0661	Farnham Shortheath and Boundstone	Erection of extensions and alterations to form chalet bungalow (revision of WA/2012/1289). Previous comments on 06.09.2012 Approved after consideration.	28 THORN ROAD, WRECCLESHAM GUI0 4TU	Mr A Griffiths
		Same comments still stand – approved after consideration		
WA/2013/0667	Farnham Weybourne and Badshot Lea	Use of land for the stationing of caravans for residential purposes for 1 gypsy pitch together with formation of additional hard standing, erection of utility/ dayroom building, erection of stable building.	LAND SOUTH OF GARDEN CENTRE ON WEST SIDE OF BADSHOT FARM LANE, FARNHAM	Andrew Forrest
		Strongly object, this proposal clearly conflicts with the policy in respect of land to which green belt rules apply and the Farnham/Aldershot Strategic Gap of which this land forms		

		<p>part. The proposal will also have a significant impact on the environment and character of the area and a caravan, buildings, parked vehicles will change the present rural character and appearance. Concerned that if the application is granted further applications for more caravans and more buildings will follow.</p>		
TM/2013/0050	Farnham Wrecclesham and Rowledge	Application for the removal of a tree subject of Tree Preservation Order 03/11.	60 ECHO BARN LANE, FARNHAM GUI0 4NF	Mr A Clout
		<p>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.</p>		
TM/2013/0052	Farnham Bourne	Application for the removal of a tree subject of Tree Preservation Order 28/10.	COMBE RISE, LATCHWOOD LANE, FARNHAM GUI0 3HB	Mr A Clout
		<p>Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.</p>		
WA/2013/0690	Farnham Bourne	<p>Application for a new planning permission to replace extant permission WA/2010/0376, erection of detached garage. Previous comments on 01.04.2010 no objections but would suggest the garage be conditioned for private garage use only.</p>	KIRKLAND (FORMERLY BAHATI), LONGDOWN ROAD, FARNHAM GUI0 3JS	Ms L Smitheman

		Previous comments still stand: no objections but would suggest the garage be conditioned for private garage use only.		
WA/2013/0677	Farnham Firgrove	Erection of extensions following demolition of existing extension and garage (revision of WA/2013/0260) Previous comments on 20.03.2013 – Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement	16 SHORTHEATH ROAD, FARNHAM GU9 8SR	Mr A Griffiths
		Previous comments still stand - Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and would also add that the building line does not encroach any further.		
WA/2013/0682	Farnham Moor Park	Use of land for equestrian purposes; erection of stable block and relocation of existing stable block.	BRIDGE VIEW, OLD BRIDGE ROAD, RUNFOLD GU10 1FD	Tim Bryson
		Approved after consideration on 16.05.2013		
WA/2013/0684	Farnham Shortheath and Boundstone	Erection of 2 dwellings with associated parking following demolition of existing dwelling; provision of additional access (revision of WA/2012/03620). Previous comments	LAND AT 12 JUBILEE LANE, FARNHAM GU10 4SZ	Tim Bryson

		on 22.03.2012 – Object as over development of this site and concerned about the impact of additional car parking and also out of keeping with the Farnham Design Statement in terms of pattern of development of this area.		
		Object, this is cramped over development and the height and design is out of character with the surrounding area and the Farnham Design Statement.		
WA/2013/0693	Farnham Shortheath and Boundstone	Erection of two storey rear extension.	56 GREENHILL WAY, FARNHAM GU9 8SZ	Ms L Smitheman
		Approved after consideration on 16.05.2013		
WA/2013/0680	Farnham Wrecclesham and Rowledge	Erection of detached dwelling and car port; formation of new vehicular access.	LAND AT ROSEBARTON, CHERRY TREE WALK, ROWLEDGE GUI0 4AD	Tim Bryson
		Object, this is against the recommendations of NPPF and is garden grabbing, which could lead to over development of the plot.		

4. Applications to consider – late submissions

TM/2013/0032	Farnham Hale and Heath End	Application for works to trees subject of Tree Preservation Order 21/10	2 The Glade, Farnham
		Approved after	

		consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.	
TM/2013/0033	Farnham Bourne	Application for works to trees subject of Tree Preservation Order Far 105	Vale House, 40 Frensham Vale, Farnham
		Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.	
TM/2013/0034	Farnham Moor Park	Application for the removal of trees subject to Tree Preservation Order Far 3	8 Moor Park Lane, Farnham
		Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.	
WA/2013/0430	Farnham Castle	Installation of 4 CCTV cameras	Farnham Castle, Castle Hill, Farnham
		Approved after consideration	
WA/2013/0431	Farnham Castle	Listed Building Consent for the installation of CCTV cameras	Farnham Castle, Castle Hill, Farnham
		Approved after consideration	
WA/2013/0436	Farnham Moor Park	Change of use from Class A1 (retail) to class A5 (take-away)	Contec House, East Street, Farnham
		Object, this will attract congregating youths which will cause an adverse effect on the residential amenities of the neighbours	
WA/2013/0445	Farnham Weybourne and Badshot Lea	Application for the display of illuminated signs	Nuffield Health Fitness and Wellbeing Centre, Weybourne Road, Farnham
		Object, this proposal is out of keeping with the area and Farnham Town Council would have preferred a smaller sign with external	

		illumination. The size, design, colour and material are inappropriate for the setting and contrary to D10 as is the positioning.	
WA/2013/0447	Farnham Bourne	Erection of first floor extension and alterations	Edgeborough School, Frensham Road, Farnham
		Farnham Town Council would have welcomed these additional facilities for this outstanding school	
WA/2013/0448	Farnham Shortheath and Boundstone	Erection of single storey rear extension	Ridgeway Cottage, 38 Shortheath Road, Farnham
		Approved after consideration	
WA/2013/0451	Farnham Bourne	Erection of extensions and alterations following demolition of part of existing dwelling	Prospect House, 53 Lodge Hill Road, Farnham
		Approved after consideration	
WA/2013/0459	Farnham Moor Park	Certificate of Lawfulness under Section 192 for construction of a dormer extension and alterations	23 Sumner Road, Farnham
		Approved after consideration	
WA/2013/0460	Farnham Moor Park	Erection of extensions and alterations following partial demolition of existing dwelling	Quadrels, 6 Temples Close, Farnham
		Approved after consideration	
WA/2013/0463	Farnham Weybourne and Badshot Lea	Erection of storage building	Farnham Rugby Club, Monkton Lane, Farnham
		Approved after consideration	
WA/2013/0469	Farnham Firgrove	Erection of two storey side extension and alterations (revision of WA/2013/0067 Previous comments on 25/10/2012 and 24/01/2013)approved after consideration	31 Menin Way, Farnham
		Approved after consideration	

The meeting closed at 8.05pm



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative group

Time and date

7.00pm on Thursday 30 May 2013

Place

Members Room, South Street, Farnham

Planning Consultative Group Members Present

Cllr David Beaman

Cllr Carole Cockburn

Cllr Carlo Genziani (arrived at 7.34pm)

Cllr Jeremy Ricketts

Officers in attendance: Ginny Gordon

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

1. Apologies for absence from Planning Consultative Group Members

Apologies received from Cllr R Steel

2. Disclosure of Interests

There were no disclosures of interests.

3. Applications Considered by the Planning Consultative Group on Thursday 16 May 2013

The applications considered by the Planning Consultative Group on Thursday 30 May 2013 are set out below:

TM/2013/0055	Farnham Firgrove	Application for works to a tree subject of Tree Preservation Order 38/99.	18 THE FAIRFIELD, FARNHAM GU9 8AJ	Brodie Cherry
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		Approved after consideration subject to the approval of the Arboriculture Officer at Waverley Borough Council.		
CA/2013/0044	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	THE OLD VICARAGE, SWINGATE ROAD, FARNHAM GU9 8JJ	Mr A Clout
		Approved after consideration subject to the approval of the Conservation Officer at Waverley Borough Council.		
WA/2013/0756	Farnham Bourne	Erection of extensions and alterations following demolition of existing extension.	WEDGE WOOD, 3 MANOR GARDENS, FARNHAM GU10 3QB	Justin Bougoure
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0764	Farnham Bourne	Erection of extensions and alterations to form two storey dwelling.	43 MIDDLE BOURNE LANE, FARNHAM GU10 3NH	Sarah Rogers
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0725	Farnham Bourne	Erection of extension & alterations to form chalet style dwelling.	TWO ACRES, MONKS WALK, FARNHAM GU9 8HT	Ms L Smitheman

		Concerned this might not comply with Policy RD2		
WA/2013/0740	Farnham Castle	Display of illuminated and non-illuminated signs (revision of WA/2013/0255). Previous comments on 28.03.2013 were as follows: Strongly object to the sign, but not the principle of changing signage. No sign should be blocking the fanlight, an important architectural feature. It is out of keeping and inappropriate with the conservation area. The arm for the sign should be of traditional materials, such as brass.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson
		Amendments approved on 30 May 2013		
WA/2013/0741	Farnham Castle	Erection of rear extension and alterations.	18 LOWER CHURCH LANE, FARNHAM GU9 7PS	Justin Bougoure
		Concerned about the adverse effect on the residential amenities of the neighbouring properties		
WA/2013/0742	Farnham Castle	Listed Building Consent for the erection of extension and alterations.	18 LOWER CHURCH LANE, FARNHAM GU9 7PS	Justin Bougoure
		Concerned about the adverse effect on the residential amenities of the neighbouring properties		

WA/2013/0721	Farnham Moor Park	Consultation on a County matter; retention of mortar batching plant and associated infrastructure; continued importation of sharp sand. (Retrospective).	LAND AT RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM GUI0 IPB	Mr A Griffiths
		<p>Object to the retrospective planning application. The operation is reliant on the supply of sand from South Runfold and concerned the reserves at Runfold will run out and the site could not be restored. The application seeks an extension until 31.12.2016, but it is likely that the reserves of sand will be fully extracted by that date and the date needs to be earlier. The current operating times, if extended would not be in line with the rest SITA. There is also an accumulation of water from around the plants with inadequate drainage and treatment so that polluted water runs into the pond at the site which has left it in a poor condition.</p>		

NMA/2013/0048	Farnham Moor Park	Amendment to WA/2012/1642 to amend internal layout and reduction in volume of extension. Previous comments on 25.10.2012 were as follows: Concerned about the extent of the alterations as there have already been previous alterations and extensions.	24 HIGH PARK ROAD, FARNHAM GU9 7JL	Mrs M Knight
		Previous comments still stand: Concerned about the extent of the alterations as there have already been previous alterations and extensions.		
NMA/2013/0051	Farnham Moor Park	Amendment to WA/2011/2062 to replace the glass balustrade on the east side of the pool roof terrace with a brick & render wall to match new render. Previous comments on 05.01.2012 were: No Comment	MONKS WELL HOUSE, 1, MONKS WELL, FARNHAM GU10 1RH	Mrs M Knight
		Previous comments still stand: No Comment		
NMA/2013/0052	Farnham Moor Park	Amendment to WA/2013/0006 to increase ridge and eaves height by 295mm and change materials to external walls. Previous comments were: Approved after consideration on 24.01.2013	GREEN SHUTTERS, 24 CROOKSBURY ROAD, FARNHAM GU10 1QE	Mrs M Knight
		No comment		
WA/2013/0703	Farnham Shortheath and Boundstone	Erection of extensions and alterations following demolition of existing garage.	128 GREENFIELD ROAD, FARNHAM GU9 8TQ	Ms L Smitheman
		Concerned about the size of the proposed		

		development and the design being out of character with the existing design.		
WA/2013/0748	Farnham Shortheath and Boundstone	Erection of extensions and alterations to form two storey dwelling (revision of WA/2013/0183). Previous comments on 11.03.2013 were as follows: Object - Concerned about the adverse effect on the amenities of the neighbouring properties. The design is not in keeping with the street scene.	18 GREEN LANE, FARNHAM, GU9 8PU	Tim Bryson
		Same comments still stand: Object - Concerned about the adverse effect on the amenities of the neighbouring properties. The design is not in keeping with the street scene.		
WA/2013/0710	Farnham Wrecclesham and Rowledge	Erection of single storey extension and porch.	19 LICKFOLDS ROAD, ROWLEDGE GU10 4AF	Sarah Rogers
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.		
WA/2013/0769	Farnham Bourne	Erection of single storey and two storey extensions and alterations.	14 & 14A SCHOOL LANE, FARNHAM GU10 3PF	Justin Bougoure
		Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of		

		the Farnham Design Statement.		
WA/2013/0797	Farnham Bourne	Erection of single storey detached classroom.	EDGEBOROUGH SCHOOL, FRENHAM ROAD, FARNHAM GU10 3AH	Mr A Griffiths
		Approved after consideration and on 30 May 2013		
WA/2013/0804	Farnham Castle	Change of use from office (Class B1) to 3 residential dwellings (Class C3).	SUITE A, FIRST FLOOR, 18 LION AND LAMB YARD, FARNHAM GU9 7LL	Mr A Griffiths
		Approved after consideration and on 30 May 2013		
WA/2013/0806	Farnham Firgrove	Change of use of existing residential care home (use Class C2) to a house of multiple occupancy (use Class C4) for student accommodation.	29 ST JOHNS ROAD, FARNHAM GU9 8NU	Mr A Griffiths
		Concerned that this does not meet with the current car parking requirements and also concerned about the adverse effect on the residential amenities of the neighbouring properties.		
WA/2013/0784	Farnham Hale and Heath End	Certificate of Lawfulness under Section 192 for roof extensions and alterations.	28 UPPER HALE ROAD, FARNHAM GU9 0NS	Mr A Griffiths
		No comment		
WA/2013/0805	Farnham Moor Park	Display of illuminated signs	19 WOOLMEAD, FARNHAM GU9 7TT	Tim Bryson
		Object to internally illuminated signs so close to the Conservation Area.		

WA/2013/0800	Farnham Moor Park	Erection of single storey extension; erection of detached garage/playroom following demolition of existing garage.	28 BROOMLEAF ROAD, FARNHAM GU9 8DG	Ms L Smitheman
		Concerned about the size and effect of the proposed extension on the residential amenities of the neighbours.		
WA/2013/0801	Farnham Moor Park	Erection of garage following demolition of existing garage.	GREEN SHUTTERS, 24 CROOKSBURY ROAD, FARNHAM GU10 1QE	Mr A Griffiths
		Approved after consideration on 30 May 2013		
WA/2013/0802	Farnham Upper Hale	Erection of single storey rear/side extension.	5 WINGS ROAD, FARNHAM GU9 0HN	Justin Bougoure
		Approved after consideration on 30 May 2013		
WA/2013/0796	Farnham Weybourne and Badshot Lea	Alterations to elevations and installation of access ramp.	9A FARNHAM TRADING ESTATE, WATER LANE, FARNHAM GU9 9NN	Justin Bougoure
		Approved after consideration on 30 May 2013		
WA/2013/0787	Farnham Wrecclesham and Rowledge	Erection of porch following demolition of existing porch.	BARI, 18 THE LONG ROAD, FARNHAM GU10 4DQ	Sarah Rogers
		Approved after consideration on 30 May 2013		

PC/2013/0011	Farnham Wrecclesham and Rowledge	Consultation from a neighbouring authority for the proposed extension of time for the extraction of sand & clay, subsequent infill with waste & progressive restoration as permitted by planning consent WA99/0223.	ALTON ROAD SANDPIT, ALTON ROAD, FARNHAM	Justin Bougoure
		Concerned about the increasing traffic on the roads and inadequate consultation with local residents.		

The meeting closed at 8.20pm