



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 25 June 2015

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 25 June 2015, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

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

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Agenda Full Council

Time and date

7.00pm on Thursday 25th June 2015

Place

The Council Chamber, South Street, Farnham

Prior to the start of the meeting prayers will be said by Pastor Michael Hall of the Farnham Pentecostal Church.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

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

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

3 Minutes

To agree the Minutes of the meeting held on June 4th 2015

Appendix A

4 Questions and Statements by the Public

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

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

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

Part 1 – Items for Decision

6 **Working Group Notes**

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

- i) Strategy and Finance held on 9th June 2015 **Appendix B**
- ii) Community Enhancement held on 10th June 2015 **Appendix C**
- iii) Cemeteries and Appeals held on 11th June 2015 **Appendix D**

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 9th June 2015, 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 2015/16 and earmarked reserves at 31st March 2015 **Appendix E**
- b. To receive the Summary 2015/16 Income and Expenditure Outturn **Appendix F**
- c. To consider the final Internal Auditors Report for the Year Ended 31 March 2015 and agree the Council's response to any issues raised **Appendix G**
- d. To approve the Annual Governance Statement and the Annual Return for the Year Ended 31 March 2015 for signature and submission to the External Auditor, and approve the variances list **Appendix H**

8 **Planning & Licensing Applications**

Appendix I

- i) To receive the minutes of the Planning & Licensing Consultative Group held on 8th June
- ii) To consider any significant Planning Applications

Part 2 – Items to Note

9 **Actions taken under Scheme of Delegation**

10 **Reports from other Councils**

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

11 **Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

12 **Date of next Meetings**

To note the date of the next meeting as Thursday 30th July 2015

Part 3 – Confidential Items

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 of the agenda in view of any confidential items under discussion

* * * * *

Council Membership:

Councillors: Mrs Pat Frost (Mayor), John Ward (Deputy Mayor), David Attfield, Patrick Blagden CBE, Carole Cockburn, Paula Dunsmore, John Scott Fraser, , Jill Hargreaves, Stephen Hill, Mike Hodge, Sam Hollins-Owen, Mike Hyman, Andy Macleod, Kika Mirylees, Julia Potts, Susan Redfern, Jeremy Ricketts, John Williamson.

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.

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 4th June 2015

Place

The Council Chamber, South Street, Farnham

- * Pat Frost (Mayor of Farnham)
- * John Ward (Deputy Mayor)

- * David Attfield
- * Patrick Blagden CBE
- * Carole Cockburn
- * Paula Dunsmore
- * John Scott Fraser
- * Jill Hargreaves
- * Stephen Hill
- * Mike Hodge
- * Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- * Kika Mirylees
- * Julia Potts
- * Susan Redfern
- * Jeremy Ricketts
- * John Williamson

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader Corporate Governance)

Trevor Leggo, Director Surrey & Sussex Association of Local Councils
There were 12 members of the public in attendance.

Prior to the meeting, prayers were said by Pastor Michael Hall.

- C020/15 **Apologies for Absence**
Apologies were received from Cllr Hollins-Owen who would be late arriving
- C021/15 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 21st May 2015 were agreed and signed by the Mayor as a correct record.
- C022/15 **Declarations of interests**
Apart from the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were no declarations of interest
- C023/15 **Questions and Statements by the Public**

- i) Mr David Beaman commented on the proposed redevelopment of Brightwells East Street. Nearly three years had passed since Application (WA/2012/0192) and it seems that WBC and CNS were seeking to avoid a further extension of planning permission by doing the minimum possible preliminary work on the site. Mr Beaman noted that FTC had objected to the 2012 application *“on the grounds that there is substantial doubt and uncertainty as to the suitability of the current scheme to meet the future needs of Farnham and is not sustainable development”*. The passage of a further significant period of time has only served to result in a scheme which is now well past its sell by date.

Mr Beaman advised that Michael Blower had put forward an alternative community-based proposal for East Street which could include a new cultural centre based on either a restored or new build Redgrave for which a business plan was currently being prepared by Michael Holden with the support of Andrew Welch. Mr Beaman felt this had created an eleventh opportunity for one final effort to be made to convince WBC and CNS that there was a better way forward and suggested that consideration is given to FTC leading a campaign with the Farnham Society and Farnham Residents Network to try and achieve a plan that meets everybody’s objectives.

- ii) Mr Alan Earwaker spoke on behalf of the Residents Network on the Brightwells NMA application. He thanked the Town Council for its well-researched and robust objection. On the most simple level, Mr Earwaker could not see how an application described as ‘imperative’ by the applicant could be considered as ‘non-material’. More importantly Section 96A of the Town and Country Planning Act could not be used to circumvent the Environmental Impact Assessment (EIA) Directive.

Mr Earwaker said the applicant was seeking an ‘implementing consent’ for a £70m EIA project. However case law shows that an implementing consent cannot be lawfully granted unless a complete and up-to-date Environmental Assessment exists for the project.

Mr Earwaker pointed out a number of issues which demonstrated that the relevant Environmental Impact Assessment requirements had never been assessed, and he asked that the Town Council included these points in its response.

- iii) Mr Jerry Hyman referred to page 16 of the agenda and confirmed that in his view Crest Nicholson did have an interest in the development and that the query raised on interests need not be pursued.
- iv) Mr David Wylde said that Crest Nicholson had watered down its proposal as a result of the forceful objection to the Non Material Amendment submitted by the Town Council. The Council's original letter had stated that "*the purpose of the NMA is to escape the time limit of the original planning application*" and that "*if the Local Planning Authority allows the misuse of the NMA to escape the time limit set, there will be significant negative consequences to residents and the environment...*". Mr Wylde felt that permission would have a very material impact on the town way beyond the scope of a Non Material Amendment, and asked that the Town Council reinforced its original objection with this point.

C024/15 **Town Mayor's Announcements**

- i) The Town Mayor reminded Councillors of the Civic Service taking place on 14th June, and asked Members to confirm their attendance.
- ii) The Town Mayor advised on the dress code for Council and that her preference for addressing the Mayor was 'Madam Mayor', and for chairman of Committees and Working Groups was 'Chairman' rather than 'Chair'.
- iii) The Mayor suggested that in view of the public interest item 8 would be taken first.

Part I – Items for Decision

C025/15 **Significant Planning Applications**

The Mayor reminded members of the public that this was a meeting of Farnham Town Council in public, and not a public meeting, and that the item in question was an amendment to a planning application, but not a mechanism to revamp the original application.

Rachel Aves introduced the report at Appendix D to the agenda and outlined the changes to the original Non Material Amendment Application (NMA/2015/0036) that had been considered by the Council in March. The Council's response was attached to the agenda.

It was noted that legal advice had been sought by officers and this confirmed that there was no power to make an application under s96A of the Town and Country Planning Act 1990 unless the applicant had an "interest in land". Officers explained that as Crest Nicholson had a unilateral notice on title to the land with Land Registry and as such Crest Nicholson held sufficient interest to make an application under s96a. Members were advised that objection on the basis of failing to meet the "interest in land" criteria was not advisable.

Cllr Cockburn said that in her view although the works were less the changes had to be considered material as the bridge was felt to be an essential element when the initial application was decided. There would still be large vehicles, dust, traffic and highways safety issues.

Cllr Hill reported that he and Cllr Macleod had met with Matthew Evans at Waverley BC and that he felt the changes now proposed were not material and he felt that the NMA should be allowed.

Cllr Williamson said that he agreed with Cllr Cockburn and that the changes were material. He added that the Town Council should reference the lack of Environmental Impact Assessment for the main planning permission in their objection as it was relevant to this application.

Cllr Ricketts said the concerns of local people on traffic, congestion and air pollution should be raised, and the bridge should be built.

Cllr Blagden noted the debate was similar to the previous discussion on the NMA relating to the changes for Marks and Spencer and seemed to be an evasion of proper planning procedure. He pointed out that from his earlier career there were temporary equipment bridging options that could be put in place very quickly and be removed quickly.

Cllr Potts said that everyone agreed that a major start on site without the bridge was a 'red line'. It was important to consider how to get on site to build the bridge. Something had to be done to make a start and as a Town Councillor she supported the NMA. She felt the response should include a comment that major work could not start without the bridge, although she noted that the applicant was not asking or seeking not to build the bridge.

Cllr Macleod added that NMA applications should be considered with preceding NMA's in mind. He felt that this application, alongside the previous approved NMA applications for this site, meant that the application was considered material. Non Material meant trivial or unimportant. Examples of NMAs turned down in Waverley included the inclusion of a toilet in a utility room extension. The cumulative effect of the NMAs on this site were significant in comparison, including the fact that the Gostrey Centre could no longer operate on site as a result of NMA changes. He pointed out that Crest Nicholson had had six years to make a start on site but had not done so.

Cllr Ward felt the issue was between imperative and non-material. If something was imperative, it was stretching the English language to call it non-material. Cllr Ward said NMAs were designed so Planning Committees did not have to consider minor issues such as colour of bricks at the back of a development, or whether a window could be a few inches wider. If funding were in place, if the land acquisition had been completed it would be hard to object but there was a danger that the town could be blighted if the application were approved.

Cllr Fraser said that he felt the changes were very material and that the use of an NMA was devious. He felt the draft letter was excellent and could be enhanced with some minor amendments.

On a proposal by the Mayor, Seconded by Cllr Attfield Council agreed

- 1) by 13 votes to 4 that the changes proposed were Material
- 2) by 12 votes to 4 with one abstention that the lack of a bridge of some sort would have an impact on traffic and pedestrian safety. It was recognised that an equipment bridge could be utilised.

It was proposed by Cllr Ricketts and seconded by Cllr Fraser and agreed by 13 votes to 4 that the requirement for an Environmental Impact Assessment to be carried out should be raised.

Cllr Hollins-Owen arrived at this point

Cllr Macleod noted that that in the applicants' letter it was said that traffic in the Town Centre had decreased since 2006. This was not true as all traffic was increasing and estimates showed that traffic in South Street alone had increased by 35%.

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

- 1) the initial objection submitted to Waverley BC in respect of the detail of the application in April 2015 be noted
- 2) The Town Clerk prepare a further enhanced objection response based on the issues raised in the debate.

[A copy of the letter sent to Waverley Borough Council is attached as Annex I to these minutes]

C026/15 **Election to Working Groups**

Council noted that Councillors had identified preferences for the Working Groups for 2015/16 in accordance with Standing Order 15 which were attached at Annex 1, in order of preference for each Working Group as indicated by each councillor. Council then proceeded with appointments to each Working Group in accordance with Standing Order 15. Where councillors who were not part of the Majority Group did not wish to take up their allocation of places these were offered to the Majority Group.

In terms of the Planning and Licensing Consultative Group Cllr Ward said that he believed there should be one representative per electoral Ward wherever possible. Cllr Dusmore and Cllr Hargreaves agreed to represent their respective wards.

Cllr Williamson agreed felt that people should be able to represent their wards on planning matters if they would like to.

It was proposed by Cllr Ward, seconded by Cllr Hollins Owen and

RESOLVED *nem con* that the number of places on the Planning and Licensing Working Group for 2015/16 be 11.

C027/15 The Mayor proposed, and it was agreed *nem con* that Council be adjourned in order that each Working Group could appoint its Lead Member to confirm the composition of the Strategy & Finance Working Group.

The list of appointments to Working Groups is set out at Annex 2.

C028/15 **Appointment of Task Groups**

Cllr Ward proposed, seconded by Cllr Attfield that the HR Panel, Infrastructure Planning Group and the Offices Task Group be reappointed.

Cllr Ricketts felt that the Health Task Group, which was about letting people have a say on matters affecting their health should also be reappointed. It was noted that the

Group had only met once in 2014/15, but had not appointed a Chairman or agreed its Terms of Reference.

On a vote it was agreed by 10 votes to 6 with two abstentions, not to reappoint the Health Task Group.

C029/15 Council noted that there was significant interest in being part of the Infrastructure Planning Group but there was concern that too large a group could make it unwieldy.

On a vote, it was agreed by 12 votes to 3 with three abstentions that the size of the group be five members.

Cllr Attfield proposed, seconded by Cllr Cockburn and agreed *nem con* that the Offices Task Group be renamed the Assets Task Group to reflect its wider role.

A vote was taken on the appointment to the Infrastructure Planning Group with the five councillors receiving the highest number of votes appointed.

The list of appointments to Task Groups is set out at Annex 2.

C030/15 **Appointment of Representatives on Outside Bodies**

Council noted that Councillors had identified preferences for being the Council's representative on External Bodies for 2015/16 in accordance with Standing Order 15.

There were a number of proposals for new groups and the following was agreed:

- i) Discussions with the University for the Creative Arts were on an informal basis without being invited by to serve on a specific body and as such the Mayor, Leader, Town Clerk and Lead Members would meet as needed on specific matter.
- ii) Village Fete committees and Sports and Social Clubs would not normally be the bodies to which the Council sent representatives, although Councillors could report back on relevant matters.
- iii) Council would not normally send a formal representative to groups which were lobbying groups on particular issues, but councillors could report back on any relevant matters.

It was noted that further information was required before a representative could be appointed to Performers Together and the Farnham Theatre Association

Following discussion, the representatives and reserve representatives on external bodies for 2015/16 were agreed and the full list is set out at Annex 3.

Part 2 – Items Noted

C031/15 **Actions under the Scheme of Delegation**

None reported.

C032/15 **Reports from Other Councils**

The Mayor reported that Surrey County Council was conducting further consultation on the Bus Review.

C033/15

Reports from Outside Bodies

- i) Cllr Ricketts reported that he had attended a meeting of the North East Hants & Farnham Clinical Commissioning Group which had discussed specific issues with the elderly. There was hidden deprivation in Farnham and the Town Council should work in partnership to help with meeting the needs of the vulnerable.
- ii) Cllr Cockburn reported that the New Ashgate Gallery was going from strength to strength and encouraged councillors to see its forthcoming exhibitions. The Gallery was working closely with the Craft Town Initiative which had a new co-ordinator for 2015.
- iii) Cllr Ward updated Council on the work of the Public Arts Trust and its ambitions to get suitable Public Art in new developments such as the Cobbett Statue in the Churchill development. He also reported that he had visited the storage compound with Charles Bone to see that the Clock and murals removed from the police station were being kept in good order pending their reinstatement on the new building, and all was well.
- iv) Cllr Cockburn reported that the Farnham Conservation Area Management Committee had met and that Town Council officers were now assisting with its work.

C034/15

Date of next meeting

Members noted that the next Council Meeting would take place on Thursday 25th June.

The Town Mayor closed the meeting at 8.50 pm

Date

Chairman



Mr Matthew Evans
Head of Planning Services
Waverley Borough Council
The Burys
Godalming
Surrey
GU7 1HR

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

10th June 2015

Dear Matthew

NMA/2015/0039 – Amended Plans

Farnham Town Council considered the amended plans at its meeting held on 4th June 2015 and maintains its strong objection to the above application for a non-material amendment to vary condition 16 of planning permission WA/2008/0279.

It should be noted that this objection **does not** replace the Town Council's previous objection (attached at annex I), but adds to some of the main concerns, in light of the amended plans submitted by the applicant. The issues raised in both letters of objection should be considered. However, it is acknowledged that comments made specifically in relation to the demolition of the Redgrave and laying of utility services are no longer applicable.

Following the changes made to this application by Crest Nicholson, the Local Planning Authority (LPA) must be satisfied that the amendment sought is non-material in order to grant an application under section 96A of the Town and Country Planning Act 1990. These provisions are typically used to allow insignificant changes in physical details of a development which make no difference to the impact of the development. This provision is wholly unsuitable for amendments of overwhelming public interest such as this, which is an application to facilitate a material start on the planning application, in order that it does not expire and prompt the need for a new application to be lodged.

Various legal and contractual conditions for the proposed development have not yet been satisfied, such as the Environmental Impact Assessment and funding for the scheme. Allowing inappropriate use of an NMA so as to enable a false material start on the site is considered irresponsible by Farnham Town Council and could be considered as negligent by Waverley BC as the Local Planning Authority. The officer's report notes comments in support of this application to the effect that the approval of this application would "allow the regeneration of the main site". This is clearly not a planning consideration and the Borough Council's objective to deliver the regeneration of this site should not influence the decision on whether or not to allow large changes through the system, inappropriately exploiting sec 96A of the Town and Country Planning Act 2009.

Farnham Town Council maintains that if this condition is varied, Waverley would appear to be conceding that its imposition of condition 16 on the 2012 application was unlawful as conditions should only be used where the local planning authority is satisfied that the requirements of the condition (including the timing of compliance) are so fundamental to the development permitted, that it would have been otherwise necessary to refuse the whole permission. With this in mind, the variance of this condition cannot be non-material and Farnham Town Council strongly objects to the variance of this condition.

The imposition of the condition prohibiting any work on site until the bridge was constructed was a material consideration agreed by the Planning Committee, when approving the scheme. It would be very surprising that it could now be considered 'non-material' and essentially render the initial concerns void.

Crucially, Farnham Town Council would like to point out that Waverley has a responsibility to consider this application's materiality whilst having regard to the changes proposed, together with any previous changes made under Section 96a. Clearly, the effect of previous NMAs, alongside this one are, cumulatively, material.

An NMA should not be used merely to allow a permission that has already been extended to be implemented, in order to avoid the need to reapply for planning permission. It has been argued that, a decision in favour of this application for a material change, using Section 96a of the TCPA 2009 would be purely to avoid a new application. The Borough Council must be very transparent and avoid confusion in its different functions and roles as landowner and development partner and as the Local Planning Authority.

Farnham Town Council formally requests that Waverley Borough Council rejects this application for a non-material amendment in accordance with good practice and planning law.

Yours sincerely

Iain Lynch
Town Clerk

WORKING GROUPS 2015/16

Working Group	
Strategy & Finance Working Group (6 members plus Lead Members (LM) from working groups not already appointed to this Working Group)	Cllr David Attfield Cllr Carole Cockburn Cllr Jill Hargreaves Cllr Jeremy Ricketts Cllr John Ward ** Cllr John Williamson Plus Cllr Stephen Hill (Lead Member Community Enhancement)
Community Enhancement Working Group (6 members)	Cllr Carole Cockburn Cllr Paula Dunsmore Cllr Stephen Hill ** Cllr Susan Redfern Cllr Jeremy Ricketts Cllr John Williamson
Tourism & Events Working Group (6 members)	Cllr Kika Mirylees Cllr Paula Dunsmore Cllr Jill Hargreaves ** Cllr Stephen Hill Cllr John Williamson Cllr John Ward
Cemeteries & Appeals Working Group (6 members)	Cllr David Attfield Cllr Carole Cockburn** Cllr Sam Hollins-Owen Cllr Susan Redfern Cllr John Ward Cllr John Williamson
Planning & Licensing Consultative Group (11 members – including one from each ward)	Cllr Paddy Blagden (Castle) Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham & Rowledge) Cllr J Scotty Fraser (Upper Hale) Cllr Jill Hargreaves (Firgrove) Cllr Mike Hyman (Hale & Heath End) Cllr Andy Macleod (Moor Park) Cllr Kika Mirylees (Shortheath & Boundstone) Cllr Jeremy Ricketts (Weybourne & Badshot Lea) John Ward (Shortheath & Boundstone) ** Cllr John Williamson (Castle)

** Lead Member of Working Group

Standing Panel

HR Panel (Task Group of Strategy and Finance) (6 Members)	Cllr Sam Hollins-Owen Cllr David Attfield Cllr Jill Hargreaves Cllr Stephen Hill Cllr Mike Hyman Cllr Andy Macleod
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Task Groups

Infrastructure Planning Group (5 Members)	Cllr Paddy Blagden Cllr Carole Cockburn Cllr Jill Hargreaves Cllr Andy Macleod Cllr John Ward
Assets Task Group (3 members)	Cllr David Attfield Cllr Sam Hollins-Owen Cllr Jill Hargreaves

REPRESENTATIVES ON OUTSIDE BODIES 2015/16

Outside Body	FTC Appointments 2015/2016
40 Degreez	Cllr Carole Cockburn Cllr Stephen Hill (Reserve)
Allotments Liaison Group	Cllr John Williamson
Badshot Lea Recreation Ground	Cllr David Attfield
Blackwater Valley Recreation and Countryside Management Committee	Cllr Mike Hodge
Bourne Recreation Ground	Cllr Sam Hollins-Owen
Brightwells Gostrey Centre	Cllr Carole Cockburn Cllr John Williamson (Reserve)
Farnborough Aerodrome Consultative Committee	Cllr David Attfield Cllr John Scott Fraser (Reserve)
Farnham Maltings Association Council of Management	Cllr Julia Potts
Farnham Crime Prevention Panel	Cllr Jeremy Ricketts
Farnham/Andernach Friendship Association	Cllr Pat Frost
Farnham Public Art Trust	Cllr John Ward
Farnham Rivers Management Committee (ideally to be a member of Community Enhancement Working Group)	Cllr Mike Hodge
Farnham River Watch	Cllr Mike Hodge
Farnham Quarry Liaison Group	Cllr David Attfield
Farnham Sports Council	Cllr Carole Cockburn
Farnham Visitors Forum	Cllr Jill Hargreaves
Hale Recreation Ground	Cllr John Scott Fraser Cllr Mike Hyman (Reserve)
New Ashgate Gallery	Cllr Sam Hollins-Owen Cllr Carole Cockburn (Reserve)
North East Hants & Farnham Clinical Commissioning Group	Vacant
Runfold Quarry Community Liaison Group	Cllr Andy Macleod
Surrey Association of Local Councils (2 representatives)	Mayor and Leader
Surrey CC Farnham Local Group (2 places)	Cllr Carole Cockburn Cllr Andy Macleod
Waverley Towns and Parishes Meetings	Mayor plus Deputy Mayor
Wrecclesham Community Centre	Cllr Pat Frost
Wrecclesham Recreation Ground Committee	Cllr Paula Dunsmore

In addition, Mayor, Leader and Clerk plus relevant Lead Members to attend Liaison meetings with the University of the Creative Arts.



FARNHAM TOWN COUNCIL

B

Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 9th June 2015

Place

Town Clerk's Office, South Street, Farnham

Attendees:

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

In attendance:

Officers present:

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

1. Apologies

Apologies were received from Councillors Hargreaves and the Mayor

2. Declarations of Interest

There were no declarations of interest

3. Notes of Meeting held on 6th April 2015

POINTS	ACTION
The Notes of the previous meeting were agreed.	

4. Finance

POINTS	ACTION
1) Members received the following documents (which had been circulated in hard copy to all councillors) in relation to the end of year accounts 2014/15 in preparation for Audit. i. Summary Income and expenditure by Committee ii. Detailed Income and Expenditure by Committee iii. Detailed income and Expenditure by account code iv. The Bank Reconciliation as at 31 st March 2015 v. The Trial Balance 2014/15 vi. The updated Asset Register as at 31 st March 2015 vii. The draft Report and Financial Statements for 2014/15	

<p>viii. The revised earmarked reserves at 31st March 2015</p> <p>ix. A copy of the External Auditor's Intermediate Audit Questionnaire for 2014/15</p> <p>x. A list of variances against revised budget</p> <p>xi. The end of year Internal Audit letter 2014/15 and Officers' response</p> <p>xii. A copy of the Draft Annual Return and Governance Statement for 2014/15</p> <p>2) The Town Clerk went through each of the appendices in detail.</p> <p>i. Members agreed that the overall outturn for 2014/15 with expenditure £1,302,365 against a programmed budget of £1,19,708 with income being £1,550,868 against budgeted income of £1,119,708. Members noted the additional income was principally because of the sale of Green Lane Chapel and additional grant income accounted for in 2014/15 relating to Wrecclesham Community centre, whilst the expenditure included the capital expenditure on West Street Chapel, the replacement of the Christmas Lights, and increased Neighbourhood Plan costs for which virement had been agreed during the year.</p> <p>ii. Members noted and agreed the changes that had been made for consistency between years to the apportionment of costs between boxes 4 and 6 of the Annual Return relating to the staff travel, training, bookkeeping.</p> <p>iii. Members noted that a separate note was being made for the External Auditor to show the interest for the Cambridge and Counties Deposit Account which had been allocated during the year (£65.44) but was not shown on the bank reconciliation statement as the C&C statement was received after the reconciliation was prepared.</p> <p>iv. Members discussed the detail of the earmarked reserves at 31st March and agreed the movement that had taken place. It was noted that earmarked reserves stood at £831,000 with the general reserve being £478,199 in accordance with the council's policy of the general reserve being at six months of precept or operating income.</p> <p>v. Members noted the changes to the Asset register which had increased to £1,434,999. A discussion took place on the insurance value versus the book value, and it was agreed that a more detailed report on Assets values and variations would be considered by Strategy & Finance in the autumn.</p> <p>vi. Members received and agreed the draft Report and Financial Statements for 2014/15 for adoption by Council.</p> <p>Cllr Ricketts left at this point.</p>	<p>Town Clerk to present Assets report in the autumn</p> <p>Recommendation to Council: To adopt the Report and Financial Statements for 2014/15 for signature.</p>
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<p>vii. Members noted and agreed the responses to the External Auditor's Intermediate Audit Questionnaire. For 2014/15 additional questions had been asked on the sale of the Green Lane Chapel and on the works to West Street Chapel as these had been above the £100,000 threshold for further examination.</p> <p>viii. Members reviewed the explanation of variances where there was a percentage change greater than 10% over the previous year. It was noted that a comment was needed on the assets register (box 9) to the effect that the Assets Register was attached.</p> <p>ix. Members noted the level of outstanding debtors had reduced and that apart from the VAT debtor (which had already been refunded) the level of debtors (excluding one where Small Claims Court Action had been taken in a previous year and was still being pursued) was down to £3,382 from £26,948 in 2013/14. Creditors which had been high in 2013/14 at £309,800 (mainly as a result of the refurbishment works to Wrecclesham Community Centre) had been reduced to £113,881 by the payment of invoices by cheque on 31st March meaning that they were shown in the accounts as un-presented cheques rather than creditors.</p> <p>x. Members welcomed the Internal Auditor's report and noted there were no additional issues raised as part of the year-end visit. The Internal Auditor had agreed to sign all elements of Page 5 of the Annual Return.</p> <p>xi. Members noted that the Electors' Rights in relation to the accounts had been published on the noticeboard as required and on the Council's website. Members recommended that the Draft Annual Return and Governance Statement be approved by Council and that the associated papers be submitted to the External Auditor.</p>	<p>Recommendation to Council: To welcome Internal Auditor's year-end Report.</p> <p>Recommendation to Council: To approve the Annual Return, Annual Governance Statement and associated papers for submission to the External Auditor.</p>
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5. Banking arrangements

POINTS	ACTION
<p>Following the election, the Working Group reviewed the Council's banking arrangements with HSBC (one for the main account and one for the Mayor's Charity account) and the signatory list. It was agreed to recommend that all councillors be signatories with the accounts continuing with HSBC for the time being. The Clerk would continue to be an authorised signatory for the administration of the accounts but not for the authorisation of payments which would continue to be approved by two councillor signatories (three for payments above £10,000). The Clerk would continue to manage the council's investments in accordance with Financial Regulations.</p>	<p>Recommendation to Council:</p> <ol style="list-style-type: none"> 1) All councillors be signatories on the Council's accounts held with HSBC 2) The clerk be a signatory for the administration of the account.

6. Contract Update

POINTS	ACTION
The Clerk provided a brief update on current contracts.	.

7. Town Clerk Update

POINTS	ACTION
No items reported.	

8. Items for future meetings

POINTS	ACTION
<p>Members noted that Cllr Ricketts had proposed a well-being Task Group might be appropriate to help take forward some of the issues being raised by the North East Hants and Farnham Community Commissioning Group, particularly in relation to the Connections Project aimed at helping older people in Farnham. Members felt that this could be appropriate if there were sufficient councillors who were prepared to sit on the Task Group and make an effective contribution.</p> <p>It was agreed that the Town Clerk would speak with Cllr Ricketts to clarify the purpose of the group and assist with drafting Terms of Reference if required.</p>	<p>Cllr Ricketts and Town Clerk.</p>

9. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 21st July 2015 at 9.30am	Town Clerk to circulate agenda

Meeting ended at 12.28pm

Notes written by Iain Lynch



FARNHAM TOWN COUNCIL



Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 10th June 2015

Place

Council Chamber, South Street, Farnham

Attendees:

Members: Councillors, Carole Cockburn, Stephen Hill, Susan Redfern, John Williamson, Jeremy Ricketts and Paula Dunsmore

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader) and Lara Prior (Community Enhancement Officer)

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

2. Apologies

No Apologies.

3. Declarations of Interest:

There were no declarations of interest.

4. Notes of Meeting held on Wednesday 18th March 2015.

POINTS	ACTION
Farnham Railway Station. Graduate Landscapes have cleared the bed by the bus stop and have planted the area with geraniums and marigolds. The area will need watering and the Outside Team will do this. In the autumn Graduate Landscapes will plant up the area with spring bedding plants.	Outside Team Leader to make sure area is watered regularly

4. Farnham in Bloom Community Group

POINTS	ACTION
John Ely who is a member of the community group explained to the new Councillors on the committee the work of the Community Group and also the number of members on the group. The group works closely with Farnham in Bloom and do small projects. The group works closely with the Post 19 group.	

<p>The group also works on the wildflower area by Lidl's in Dogflud Way. The group is working closely with Post 19 on the Carnival float. John was asked if the Hickleys Corner planting was going to happen and it is not happening this year. He was also asked if the group was actively recruiting or expanding. John explained that the committee was about the right size but would welcome more volunteers. The group was also looking at areas for bulb planting in October and also would welcome any ideas. The group would be looking at the Winter celebration in Gostrey Meadow at the next meeting.</p> <p><i>John Ely left the meeting</i></p>	
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5. Farnham in Bloom Events 2015

POINTS	ACTION
<ul style="list-style-type: none"> i. FIB Launch and Open Day. Held on the 27th May at the greenhouses in West Street. Proved to be a successful event with 25 people attending. Look to review the launch for future years. ii. Flowers and Fizz evening. To celebrate 25 years of Farnham in Bloom. Event to be held at Squires Garden Centre, Badshot Lea on the 1st July between 6.15pm and 8.15 pm. Invitations ready to go out. The evening will consist of music, magicians, gardeners question time all accompanied by a glass of fizz and canapés. The Farnham Herald will be there to take some photos. 	

6. South and South East in Bloom 2015

POINTS	ACTION
<ul style="list-style-type: none"> i. Farnham in Bloom sponsorship 2015 2014 sponsorship was £14,490 and to date this year £14,330. The list of sponsors was gone through and it was agreed to chase up sponsors who haven't carried on this year. ii. Hanging basket, trough and planter sponsorship was gone through and a number of areas are not sponsored at present. iii. Farnham railway station project. As reported in the minutes of the last meeting. Graduate Landscapes have improved the area in front of the station with a summer bedding scheme and will be planting autumn bedding scheme. They are also looking to put in some form of topiary. iv. South and South East in Bloom judging days on the 9th and 10th July. On the 9th July the judges will be visiting Farnham in the Large Town category. The starting time will be 9.30 am which starts with a 15 minute presentation and we are also allowed 15 minutes for a press shoot. The tour will then take a maximum of 2.5 hours. 	<p>Team Leader and Community Enhancement Officer to progress</p>

<p>On the 10th July the judges will be visiting Farnham Town Centre and again starting at 9.30 a.m. The format will be the same but will be a walking tour around the Town. This will be a different set of judges.</p> <p>Last year's judges reports would be useful particularly to new Councillors. It was noted that both the 2014 South and South East in Bloom and Britain in Bloom judges had agreed to come to Farnham to help prepare for the 2015 assessment. Members felt taking the advice would be useful.</p> <p>Members felt that all residents and residents associations should have as much information about the judging days as possible and a weekly press release should be sent to the Herald.</p>	<p>Team Leader Outside Services to email to all members.</p> <p>Team Leader Outside Services to progress.</p> <p>Community Enhancement Officer to progress</p>
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7. Allotments

POINTS	ACTION
<p>i. Members were given an outline of the allotment service and an update on the income to date. It was explained how the income worked regarding allotments as the allotment year runs from January 1st to 31st December.</p> <p>ii. The Outside Services Team Leader has been in conversation with Matt Lank at Waverley Borough Council about Weybourne allotment site being transferred to Farnham Town Council. Still no progress being made.</p> <p>iii. The waiting list for an allotment now stood at 41. This is made up of 10 Non residents, 8 people only wanting Morley Road site, and 7 people only want Wrecclesham allotment site. This leaves 16 people waiting for allotments on other sites. A successful campaign was run by putting out a press release into the Farnham Herald and also put on Facebook and Twitter. Members noted that a complaint had been received regarding queue jumping but the Team Leader was unsure how this had happened. A review of the system to take place by Outside Services Team Leader.</p>	<p>Outside Services Team Leader to progress</p> <p>Outside Services Team Leader to progress</p>

8. Surrey County Council Highways Localism Project

POINTS	ACTION
<p>Members were given a detailed report on the expenditure for 2014/15 in the areas covered by the Outside Services Team. Expenditure for the year was £13,520.</p> <p>It was also explained to Members that funding for 2015/16 had been cut by 50% to £7000. This will have an impact on the work carried out by Farnham Town Council on Surrey's behalf. To date the Town Clerk has not signed up to the scheme as a response to a request for further information was awaited.</p>	

9. Street Furniture update

POINTS	ACTION
<p>i. Members heard that vinyl wrapping of bus shelters had proved very successful last year and would continue again this year within budget approval. The 2 windows on the substation in Gostrey Meadow had not been vandalised in any way. It was proposed initially to vinyl wrap the bus shelters in South Street this year. It would probably be 1 bus shelter as 25 years of Farnham in Bloom and the other shelter would be an events orientated vinyl wrap.</p> <p>ii. A request for a tree to be planted in Weydon Hill Close from a resident. Surrey County Council will need to give approval as it will be planted in a verge.</p> <p>iii. Firgrove Hill railway bridge had now been repainted to enhance the area. This was achieved whilst the road closure was taking place overnight. Network rail agreed that it could be done and they have scheduled in a complete refurbishment of the bridge in 2017/18.</p>	<p>Community Enhancement Officer to progress.</p> <p>Outside Services Team Leader to progress.</p>

10. Graffiti and Street Litter

POINTS	ACTION
<p>i. Graffiti has been a major problem over the last few months with graffiti on the Woolmead and Robert Dyas in particular. A specialist graffiti contractor has removed the graffiti from the Woolmead and has some left to remove from Robert Dyas. This is a nil cost to Farnham Town Council as both Robert Dyas and the Woolmead owners have agreed to pay for the removal.</p> <p>ii. A litter pick was carried out by Councillors as part of the Big Pick Week in March. Any areas that need litter picking please forward the request to the Community Enhancement Officer.</p> <p>iii. At the top of the footpath leading from Central Car Park, past the Bush Hotel and into the Borough are a number of unsightly bins. Members would like these removed as they are unsightly and the area is always strewn with litter. The path from the Borough to the back of the buildings is owned by Boots Opticians. At the end of the buildings is a set of double gates where these bins could be relocated. A meeting is to be held with the 3 waste contractors to talk to them about the relocation of the bins. This meeting is a high priority.</p>	<p>Community Enhancement Officer to progress</p>

11. Community Clean Up Gangs

POINTS	ACTION
<p>Members considered areas that may need the Community Clean Up Gang to visit.</p>	

12. Items for Future Meetings

POINTS	ACTION
Councillor Ricketts would like to raise at the next meeting the question of air pollution and cigarette ends.	Outside Services Team Leader

13. Date of Next Meeting

The date of the next meeting is scheduled for the 9 th September. Some members are on holiday and would like the meeting rescheduled. A suitable date to be found. Also the time of the start of the meeting is to be moved to 9am to meet the needs of working councillors.	Community Enhancement Assistant to notify members of the new date.
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Meeting ended at 12.10 pm

Notes by Kevin Taitt



FARNHAM TOWN COUNCIL

D

Notes

Cemeteries and Appeals Working Group

Time and date

9.30am on Thursday 11 June 2015

Place

Byworth Room, Council Offices, South Street, Farnham

Attendees: Cllrs Carole Cockburn, Stephen Hill, Susan Redfern, John Ward and John Williamson.

Officers present: Iain Lynch (Town Clerk) and Rachel Aves (Corporate Governance Team Leader).

1. Apologies for Absence

Apologies were received from Cllr Sam Hollins-Owen

2. Declarations of Interest

No declarations of interest were received.

3. Notes of Last Meeting

POINTS	ACTION
The notes of the meeting held on 19 th February 2015 were agreed.	

4. Appeals

POINTS	ACTION
Members were provided with a copy of the cemetery regulations and received an update on recent appeals and the appeals process.	

5. Cemetery Chapels

POINTS	ACTION
The Town Clerk advised members of the conclusion of work at West Street Chapel which included needing to repair damage made to the listed gates. The matter was being investigated by the Council's surveyor.	

Members discussed the progress of discussions with the Hale History Project who were trying to constitute a group to take on the Hale Chapels with the Town Council. It was noted that the group had expanded and that viability tests were being undertaken, alongside discussions with other local community centres to find out more about ensuring the viability of the chapels as a community building.	
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6. Services and Projects Update

POINTS	ACTION
<p><u>Cemetery Path Repairs</u> It was noted that further path repairs would be undertaken in the coming year, and members agreed that the finishing of the repairs 2014/15 had been high quality and welcomed the further enhancements being made.</p> <p><u>Other matters</u></p> <p>i) Members noted that the Dog Control Order had not yet been made.</p> <p>ii) Members were advised of an incident where an unknown mason dumped a concrete base for a kerb surround in Green Lane Cemetery. It was agreed that the area where the concrete was dumped be cleared of soil in order to deter this happening again. Cllr Cockburn expressed that she did not want this area of Green Lane to be like that at Badshot Lea, where the soil was turfed and now raises to the height of the fence.</p> <p>iii) It was noted that the hedging at West Street Cemetery was still being maintained with a view to it replacing the railings when they are no longer fit for purpose.</p> <p>iv) The Town Clerk advised members that he had received correspondence from Bishops Meadow in relation to the hole in the wall at West Street Cemetery. It was noted that this hole was caused by a fallen tree. It was noted that the area on the other side in Bishops Meadow was planned for some work to create a biodiversity area. It was noted that the hole in the wall could also pose a danger to volunteers who worked nearby it as it affected the stability of the portion of this high wall and it was agreed that the hole be fixed.</p> <p>It was also agreed that a sign should be erected to pre warn any people that use the hole as a cut through to Bishop's Meadow that the wall will be being repaired.</p> <p>v) It was noted that officers were preparing a report on the revision of cemetery regulations and that this would be presented at a future meeting.</p>	<p>Officers to complete the Dog Control Order.</p> <p>Officers to clear area in Green Lane Cemetery where soil is piled.</p> <p>Recommendation to Full Council: that the hole in the wall in West Street Cemetery be fixed.</p> <p>Officers to erect signage at West Street to pre warn about planned repairs to wall.</p> <p>Officers to arrange consultation on changes to cemetery regulations and future plans.</p>

<p>It was agreed that before any changes are made and plans made for additional services, consultation should be undertaken with residents and cemetery users.</p> <p>vi) Members agreed that a tour of the cemeteries would take place on 6th August 2015 and that this would include a short tour of neighbouring authorities' cemeteries as well as those owned by FTC.</p>	
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7. Date of next meeting

POINTS	ACTION
<p>It was agreed that the date of the next meeting would be Thursday 27th August 2015 at 9.30am.</p>	

The meeting closed at 10.45am.

Notes by Rachel Aves

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Farnham Town Council

Report and Financial Statements

Year ending 31st March 2015



Farnham Town Council

Financial Statements for the year ended 31 March 2015

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2015 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.

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

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	1,302,364	
Income received	591,220	
	<hr/>	
Net spending	711,144	
Local Parish Council Tax Grant	27,335	
Precept on Waverley Borough Council	<hr/> 932,313	
	<hr/>	
Amount transferred to balances for the year	<table border="1"><tr><td style="text-align: center;">248,504</td></tr></table>	248,504
248,504		

Capital expenditure

The funding for capital expenditure in the 2014/15 year was all from revenue (including grants) and balances: there was no borrowing in the year.

Statement of responsibilities for the Statements of Accounts

The Council is required to:

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

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2015 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 Jeremy Ricketts
Town Mayor (2014-15)

June 2015

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

Farnham Town Council
Income & Expenditure for the year ended 31 March 2015

Expenditure by Working Groups	Year ended 31 March 2015			2013/14
	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Finance (excluding precept)	623,790	143,993	479,801	557,986
2 Community Enhancement	226,981	45,630	181,350	187,444
3 Tourism & Events	202,646	50,786	151,861	108,825
4 Cemeteries	248,947	378,146	(129,199)	72,139
<hr/>				
Net cost of services	1,302,364	618,551	683,813	926,394
			£	£
Precept on the Borough Council			932,313	907,859
Surplus/(Deficit) for the year			248,504	(18,537)
Movement on General Fund balance and reserves:				
Balance brought forward			1,060,695	1,079,232
Surplus/Deficit for the year			248,504	(18,537)
Balance carried forward			1,309,199	1,060,695

NB some figures are affected by rounding

Farnham Town Council Balance Sheet at 31 March 2015

	Notes	31 March 2015		31 March 2014	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1, 3		-		-
Current assets					
Money Market deposits		1,408,323		850,000	
Debtors (including VAT recoverable)	4	55,520		62,196	
Bank/Petty cash		325		458,637	
Mayor's charity funds held by council		6,571		3,178	
Total current assets			1,470,739		1,374,011
Current liabilities					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		161,540		313,314
Total assets less current liabilities			1,309,199		1,060,695
Capital and reserves					
Earmarked Reserves	6		831,000		594,000
General Reserves			478,199		466,695
Total reserves			1,309,199		1,060,695

The Council has an outstanding Public Works Loans Board (No 478388) repayable on an annuity basis until 29/10/22.

The amount outstanding is:	£59,311	£64,406
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The Notes on pages 6 to 10 also form part of the Financial Statements.

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

The above statement presents fairly the financial position of the Council as at 31 March 2015 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, 2015

.....
Town Mayor 2014-15

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2015

1. Principal accounting policies

Accounting convention

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

Fixed assets

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

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

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

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor BDO (Winter 2014 briefing) with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

Debtors and creditors

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

Stocks and work in progress

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

Reserves

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

General administration and support service costs

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

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2015
(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.

3. Fixed assets (following revaluation 31st March 2014 in line with external auditor's latest guidance)	31st March 2015	31st March 2014
Operational land and buildings (on historic cost basis)	£	£
Council Offices	261,728	253,591
Other Public Buildings	237,275	236,098
Wrecclesham Community Centre	202,546	111,001
Depot	111,679	106,893
 Vehicles and equipment		
Vehicles	34,024	34,024
Audio and Visual Systems	22,959	22,054
Christmas Decorations	71,237	41,094
Civic Insignia	15,041	15,041
Grounds Equipment	49,686	47,023
Computers, telephones and office equipment	60,644	48,001
Other	6,692	5,820
 Infrastructure assets		
Bus shelters	59,707	49,495
Town Centre CCTV	43,324	43,324
Boards and Signs	13,547	13,547
Street furniture (Litter bins, lampposts, Seats)	19,478	19,478
 Community assets		
Cemeteries	199,540	50,383
Allotments and Gardens	25,892	25,892
 Total value	1,434,999	1,122,759

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2015
(continued)

4. Debtors and prepayments	2015	2014
	£	£
Debtors	3,382	26,885
Value added tax	52,138	34,025
Prepayments	-	1,286
	55,520	62,196

5. Creditors and accrued expenses	2015	2014
	£	£
Creditors	4,561	169,318
Bank account	45,267	-
Pensions/PAYE/NIC creditor	7,133	8,814
Income in advance	14,697	45,814
Accruals	71,021	81,884
Commutated sums	8,000	-
HSBC Commercial Card	2,392	3,514
Mayor's charity funds held by Council	8,469	3,970
	161,540	313,314

The overdrawn bank account represents cheques issued but not cleared through the bank as at 31st March 2015 and these will be funded by a transfer from the call account.

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.15	Comments
Election and By-election Fund	£41,000	To cover Election and By-election costs. WBC invoices after an election.
Legal Expense fund	£10,000	To cover unforeseen legal costs.
New Equipment	£72,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£40,000	Provision unforeseen expenditure.
Bus Shelters and Street Furniture	£15,000	Infrastructure to be developed.
Additional CCTV equipment	£25,000	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 31.3.15	Comments
Planning	£25,000	Provision for Neighbourhood Plan.
Environment	£15,000	Provision for Air Quality and other initiatives.
Cemetery Chapels	£125,000	Major repairs are required to the Chapels.
Cemetery Enhancements	£35,000	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.
Tourism Development	£20,000	To fund improved services.
Public Conveniences	£65,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£75,000	Unforeseen/emergency repairs provision
Council Chamber	£25,000	Replacement furniture and equipment
Christmas Lights	£5,000	To fund the purchase of future Christmas Lights
Capital Receipts	163,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
Total Earmarked	831,000	
General	£478,199	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£1,309,199	

7. Contingent liabilities

There were no contingent liabilities at 31 March 2015 (2014: none).

Summary Income & Expenditure by Budget Heading 31/03/2015

Month No : 12

Committee Report

F i

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Strategy & Finance</u>							
Expenditure	643,706	623,791	548,063	-75,728	17,674	-93,401	117.0 %
Income	993,579	1,076,306	967,848	108,458			111.2 %
Net Expenditure over Income	-349,872	-452,515	-419,785	32,730			
<u>Community Enhancement</u>							
Expenditure	223,491	226,981	245,850	18,869	38,745	-19,875	108.1 %
Income	36,047	45,630	40,860	4,770			111.7 %
Net Expenditure over Income	187,444	181,350	204,990	23,640			
<u>Tourism & Events</u>							
Expenditure	148,239	202,646	184,795	-17,851	7,926	-25,777	113.9 %
Income	39,414	50,786	39,000	11,786			130.2 %
Net Expenditure over Income	108,825	151,861	145,795	-6,066			
<u>Cemeteries</u>							
Expenditure	152,175	248,947	141,000	-107,947	6,300	-114,247	181.0 %
Income	80,036	378,146	72,000	306,146			525.2 %
Net Expenditure over Income	72,139	-129,199	69,000	198,199			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	1,167,612	1,302,365	1,119,708	-182,657	70,644	-253,302	122.6 %
Income	1,149,075	1,550,868	1,119,708	431,160			138.5 %
Net Expenditure over Income	18,537	-248,503	0	248,503			

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>							
4000 Salaries	422,456	437,105	511,000	73,895		73,895	85.5 %
4001 Agency/Contract Staffing	58,269	103,080	45,000	-58,080	1,086	-59,166	231.5 %
4002 Actuarial Contribution	0	8,000	8,000	0		0	100.0 %
4003 Contract Cleaning	0	8,614	0	-8,614		-8,614	0.0 %
4020 Additional Staffing & Events	1,634	7,248	7,500	252		252	96.6 %
4025 Farmers' Market Supervision	1,092	1,200	1,200	0		0	100.0 %
4030 Staff Training	3,802	1,241	5,800	4,559		4,559	21.4 %
4041 Staff Travel	730	1,052	2,000	948		948	52.6 %
4050 Staff Recruitment/Advertising	720	579	1,000	421		421	57.9 %
4070 Protective Clothing	1,243	989	1,000	11		11	98.9 %
4095 OLD Extra Pension Payments	17,500	0	0	0		0	0.0 %
4100 Rent	0	2,500	2,500	0		0	100.0 %
4110 Rates	28,956	29,591	35,900	6,309		6,309	82.4 %
4115 Water Charges	7,373	6,584	8,500	1,916		1,916	77.5 %
4120 Energy Costs	3,435	11,689	17,500	5,811		5,811	66.8 %
4130 Insurance	9,763	9,383	12,500	3,117	350	2,767	77.9 %
4140 Office Costs	2,789	3,360	3,300	-60		-60	101.8 %
4170 Property Maintenance/Refurbish	246,575	262,888	42,500	-220,388	7,684	-228,073	636.6 %
4175 Graffiti Removal	5,732	5,004	7,200	2,196	550	1,646	77.1 %
4176 Consumables	4,215	4,108	13,800	9,692		9,692	29.8 %
4181 Equipment Maintenance	3,706	2,020	3,000	980		980	67.3 %
4182 Equipment Purchase	5,040	34,888	25,000	-9,888	10,250	-20,138	180.6 %
4190 CCTV	5,212	4,474	8,200	3,726		3,726	54.6 %
4195 Alarms - Fire, Security	6,096	4,410	6,500	2,090	144	1,946	70.1 %
4196 Crime Prevention	407	448	500	52		52	89.6 %
4205 Waste Disposal	2,975	2,158	2,600	442		442	83.0 %
4210 Grave Digging	14,015	0	3,000	3,000		3,000	0.0 %
4215 Friends Of Cemeteries	118	0	500	500		500	0.0 %
4217 Buy back of EROB	210	94	0	-94		-94	0.0 %
4220 Memorials & Plaques	140	496	0	-496	50	-546	0.0 %
4225 Cemetery Memorial Maintenance	7,375	413	5,000	4,587	368	4,219	15.6 %
4300 Vehicle Costs - Fuel	5,423	4,675	7,000	2,325		2,325	66.8 %
4301 Vehicle Costs - LPG	770	734	2,000	1,266		1,266	36.7 %
4302 Vehicle Costs - Maintenance	2,554	3,254	1,500	-1,754		-1,754	217.0 %
4303 Vehicle Costs - Road Tax	668	683	750	68		68	91.0 %
4310 New Vehicles/Machinery	0	0	0	0	32,671	-32,671	0.0 %
4350 OLD CODE War Memorial	1,259	0	0	0	275	-275	0.0 %
4400 Stationery	4,685	4,141	4,000	-141		-141	103.5 %
4410 Photocopying Charges	11,455	7,162	9,700	2,538		2,538	73.8 %
4411 Publications, books etc	587	93	1,000	907		907	9.3 %

Detailed Income & Expenditure by Account 31/03/2015

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4415 Printing & Design (External)	8,549	10,214	10,000	-214		-214	102.1 %
4425 Advertising & Publicity	4,313	5,332	1,300	-4,032	327	-4,359	435.3 %
4440 Telephones	11,145	8,808	9,400	592		592	93.7 %
4455 Postages & Distribution	11,943	9,719	7,500	-2,219		-2,219	129.6 %
4460 Subscriptions & Memberships	8,118	5,150	6,245	1,095		1,095	82.5 %
4461 Licences	4,510	4,443	4,800	357		357	92.6 %
4480 IT Equipment	5,428	6,467	5,000	-1,467		-1,467	129.3 %
4481 Web Site	23,305	14,340	15,000	660	480	180	98.8 %
4482 IT Support	8,808	10,065	12,000	1,935	738	1,197	90.0 %
4501 Mayoral Allowance 2014-15	0	2,700	2,700	0		0	100.0 %
4503 Mayoral Allowance 2013-14	2,700	0	0	0		0	0.0 %
4520 Members' Travel	118	0	200	200		200	0.0 %
4525 Members' Training	290	436	1,000	565		565	43.6 %
4540 Civic Functions	4,492	5,431	5,000	-431	98	-528	110.6 %
4541 Christmas Civic Carol Concert	150	1,960	0	-1,960		-1,960	0.0 %
4545 Twinning/Partnerships Expenses	333	1,100	1,000	-100	946	-1,046	204.6 %
4550 Bank Charges	2,330	2,808	1,850	-958		-958	151.8 %
4555 Legal Fees	0	6,297	4,000	-2,297		-2,297	157.4 %
4560 Bookkeeping/Accountancy Costs	6,818	5,597	4,000	-1,597	300	-1,897	147.4 %
4570 Audit Fees	4,018	4,538	4,500	-38		-38	100.8 %
4585 Professional Fees	17,609	19,894	9,500	-10,394	1,750	-12,144	227.8 %
4600 Tourism Developments & Events	7,484	9,202	9,000	-202	1,974	-2,176	124.2 %
4610 Horticultural Supplies	11,912	8,036	10,000	1,964		1,964	80.4 %
4611 Flowers	5,985	10,766	10,000	-766	1,979	-2,745	127.4 %
4612 Community Group	6	0	0	0		0	0.0 %
4613 Community Events	96	1,003	0	-1,003		-1,003	0.0 %
4625 Entertainment - Performers	5,485	7,610	5,250	-2,360	3,500	-5,860	211.6 %
4630 Events Costs - Other Events	279	2,402	5,500	3,098		3,098	43.7 %
4641 Christmas Lights - Install	35,634	63,635	33,000	-30,635		-30,635	192.8 %
4642 Christmas Lights - Power	0	1,200	2,000	800		800	60.0 %
4650 Street Furniture	3,961	2,777	3,000	223	3,000	-2,777	192.6 %
4655 Banners	6,830	3,689	4,000	311		311	92.2 %
4702 Equipment Hire	15,603	11,742	8,000	-3,742	2,125	-5,867	173.3 %
4800 Grants	20,043	20,383	20,440	57		57	99.7 %
4801 Grant - Farnham Maltings	12,600	12,800	12,800	0		0	100.0 %
4802 Grant - Citizens Advice Bureau	15,360	15,360	15,360	0		0	100.0 %
4803 Grant - 40 Degreez	3,400	3,400	3,400	0		0	100.0 %
4804 Small Grants	1,939	1,985	2,000	15		15	99.2 %
4820 Neighbourhood Plan	4,046	6,657	20,500	13,843		13,843	32.5 %
4821 Elections	0	0	7,000	7,000		7,000	0.0 %
4822 Newsletter	4,100	4,400	5,250	850		850	83.8 %

Detailed Income & Expenditure by Account 31/03/2015

Month No : 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4830 Blackwater Valley CMS	817	1,500	1,500	0		0	100.0 %
4910 Loan Repayments	10,227	10,227	10,227	0		0	100.0 %
4999 Miscellaneous Expenses	15,288	3,569	20,036	16,467		16,467	17.8 %
6666 Bad Debt Write Offs	273	364	0	-364		-364	0.0 %
7777 In year savings	-14,552	0	0	0		0	0.0 %
8888 Overhead recharge to Services	-13,159	0	0	0		0	0.0 %
Total OverHead	1,167,612	1,302,365	1,119,708	-182,657	70,644	-253,302	122.6 %
<u>Income Detail</u>							
1000 Hall & Room Lettings Income	4,550	3,375	3,700	-325			91.2 %
1080 Allotment Rents Income	9,732	10,981	10,260	721			107.0 %
1100 Interment Fees Income	38,530	51,290	30,000	21,290			171.0 %
1120 Grave Purchases Income	37,085	21,595	40,000	-18,405			54.0 %
1130 Memorials Income	3,281	4,287	2,000	2,287			214.4 %
1160 Cemeteries Other Income	615	474	0	474			0.0 %
1200 Grants Income	30,000	49,250	0	49,250			0.0 %
1201 Sponsorship Income (+VAT)	10,690	14,750	10,300	4,450			143.2 %
1202 Income - Contributions	18,804	72,786	7,000	65,786			1039.8 %
1203 Donations - Income	3,631	400	500	-100			80.0 %
1204 Bookings/Hire	33,424	37,865	34,000	3,865			111.4 %
1300 Banners Income	6,269	3,694	4,000	-306			92.3 %
1521 Income - LG Contributions	2,542	0	0	0			0.0 %
1522 Surrey Highways Contract	5,110	10,202	13,800	-3,598			73.9 %
1900 Precept	907,859	932,313	932,313	0			100.0 %
1905 Local Parish Council Tax Grant	31,063	27,335	27,335	0			100.0 %
1910 Interest Received	5,258	5,485	4,500	985			121.9 %
1915 Bank Charges reimbursement	0	14	0	14			0.0 %
1920 Sale Of Assets	0	300,000	0	300,000			0.0 %
1999 Miscellaneous Income	631	4,774	0	4,774			0.0 %
Total Income	1,149,075	1,550,868	1,119,708	431,160			138.5 %
Total Expenditure	1,167,612	1,302,365	1,119,708	-182,657	70,644	-253,302	122.6 %
Total Income	1,149,075	1,550,868	1,119,708	431,160			138.5 %
Net Expenditure over	18,537	-248,503	0	248,503			

INTERNAL AUDIT FINAL REPORT
(Final Page extract only as other issues previously considered at April Council)



J. YEAR END ACCOUNTS

Figures have been extracted from the Omega system, and subject to adjustment of Staff Costs and Fixed Assets figures, and a £1 rounding error, are correctly entered on the Annual Return. All bank accounts were reconciled at 31st March 2015, although interest added to a deposit account had not been included as income. This will be covered by explanatory note.

FTC: Following Internal Auditor visit, rounding discrepancy corrected; typing error on Assets value corrected; allocation of staff training, staff travel, bookkeeping and staff recruitment costs made consistent between 2013/14 and 2014/15. An explanatory note included on accumulated interest of £65.44 on the Cambridge & Counties Deposit account has been included as a note for the external auditor. All adjustments included in papers submitted to Council for approval.

K. TRUSTEESHIP

Council is the sole (Corporate) Trustee of the South Street Trust, which has no property, but considerable accrued funds producing an income of around £25,000 p.a. This is distributed by means of grants and donations.

Separate accounts are maintained, and dedicated meetings and minutes are in place.

OTHER ITEMS

Some areas of activity are covered by a Procedures Manual or procedural notes, and generally trained staff are available to cover key activities in the event of unexpected absence. **A more comprehensive programme of guidance notes could usefully be compiled.**

FTC:- Noted. This is an ongoing process.

Unusually for a Council of this size, it operates with a number of Working Parties, rather than Committees. As these do not have devolved powers, every action has to be approved by full Council. This precludes, for example, the authorisation of payments by Strategy and Finance. Also, Council could stand accused of a lack of transparency as Working Party meetings are not open to the public, and the impression is given that decisions based on their recommendations are “rubber stamped” by Council without public discussion.

FTC:- Council prefers to keep to the current structure and is satisfied with the level of transparency.

Retention of records and Publication Scheme was approved in April 2012 and should be checked against latest requirements of Legal Topic Note 40 and the 2015 Local Government Transparency Code (shortly to come into force).

FTC:- Agreed.

Review of effectiveness of internal controls is carried out March annually.

A comprehensive Staff handbook including Disciplinary & Grievance procedures, Equal Opportunity policy, & Harassment policy is in place.

Paul Hartley
Internal Auditor
21st May 2015

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

Farnham Town Council

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	1,079,232	1,060,695	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	907,859	932,313	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	241,216	618,555	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	500,951	556,632	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	656,434	735,505	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	1,060,695	1,309,199	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1,311,815	1,367,560	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,122,759	1,434,999	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	64,406	59,311	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes ✓	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

Farnham Town Council Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

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

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature

External auditor name Date

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to

	Council/Meeting
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The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

Signature of person who carried out the internal audit Date

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	✓
Sections 1 and 2	An explanation of any difference between Box 7 and Box 8 is provided?	✓
	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Section 2	For any statement to which the response is 'no', an explanation is provided?	✓
Section 4	All green boxes completed by internal audit and explanations provided?	✓

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 8 June 2015

Place

Byworth Room, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr P Blagden
Cllr C Cockburn
Cllr P Dunsmore
Cllr J Scotty Fraser
Cllr M Hyman
Cllr A Macleod
Cllr J Ward
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon, Rachel Aves

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

Cllrs Hargreaves, Mirylees and Ricketts.

2) Declarations of Interest

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
Cllr J Williamson	WA/2015/0894			Personal – Friend of the MD of Developer

3) Applications Considered by the Planning & Licensing Consultative Group on Monday 8 June 2015

CA/2015/0039 Farnham Bourne

GREAT AUSTINS FARNHAM CONSERVATION AREA.

Works to and removal of trees.

86B TILFORD ROAD, FARNHAM GU9 8DS

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

TM/2015/0050 Farnham Bourne

Application to fell trees subject of Tree Preservation Order Far21.

PINE WOOD, GOLD HILL, FARNHAM GU10 3JH

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

CA/2015/0036 Farnham Bourne

GREAT AUSTINS FARNHAM CONSERVATION AREA.

Works to and removal of trees.

3A GREENHILL ROAD FARNHAM GU9 8JN

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

CA/2015/0037 Farnham Bourne

OLD CHURCH LANE FARNHAM CONSERVATION AREA.

Removal of one tree.

4 OLD CHURCH LANE, FARNHAM GU9 8HQ

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

WA/2015/0464 Farnham Castle

Erection of detached dwelling and garage following demolition of existing garage together with associated works (revision of WA/2014/2275). **Previous comments on 22.12.2014 were as follows: Farnham Town Council is concerned about the adverse effects on the setting of the listed building.**

39 WEST STREET, FARNHAM GU9 7DX

Farnham Town Council remains concerned about the adverse effects on the setting of the listed building and would refer the application to the Listed Buildings Officer.

WA/2015/0777 Farnham Firgrove

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

8 SHORHEATH ROAD, FARNHAM GU9 8SR

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0819 Farnham Hale and Heath End

Erection of extensions and alterations following demolition of detached garage.
28 WEST AVENUE, FARNHAM GU9 0RB

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0802 Farnham Hale and Heath End

Erection of two-storey side extension and alterations, following demolition of existing shed (revision of WA/2014/0803). **Previous comments on 02.06.2014 were as follows: Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.**

1 SANTINA CLOSE, FARNHAM GU9 0LD

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0813 Farnham Moor Park

Erection of first floor rear extension.

19A HALE ROAD, FARNHAM GU9 9QQ

Farnham Town Council is concerned about the adverse effects on the residential amenities of the neighbours the proposed extension's close proximity to the neighbours' boundary.

WA/2015/0808 Farnham Shortheath and Boundstone

Erection of single storey front and rear extensions and alterations.

BAY TREE HOUSE, 12 GARDENERS HILL ROAD, WRECCLESHAM GU10 4RL

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0781 Farnham Upper Hale

Erection of single storey extension.

QUEENS COTTAGE, QUEENS LANE, FARNHAM GU9 0LU

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

TM/2015/0051 Farnham Weybourne and Badshot Lea

Application for works to a tree subject of Tree Preservation Order WA203.

LAND AT THE LAURELS, FARNHAM GU9 9EG

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

WA/2015/0850 Farnham Bourne

Erection of extensions and alterations and a detached garage and creation of new access (revision of WA/2015/0291). **Previous comments on 23.02.2015 were as follows: Farnham Town Council has no objections.**

1 THE RIDINGS, CEDARWAYS, FARNHAM GU9 8SW

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

TM/2015/0054 Farnham Bourne

Application for works to a tree subject of Tree Preservation Order 28/03.

3 ANNANDALE DRIVE, FARNHAM GU10 3JD

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

WA/2015/0829 Farnham Castle

Erection of single storey extension and alterations following demolition of existing conservatory.

5 CRONDALL LANE, FARNHAM GU9 7BG

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0858 Farnham Hale and Heath End

Erection of extensions and alterations.

34 BRICKSBURY HILL, FARNHAM GU9 0LZ

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0827 Farnham Moor Park

Erection of a single storey rear extension.

4 SUMNER ROAD, FARNHAM GU9 7JU

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0855 Farnham Upper Hale

Erection of single storey rear extension and alterations.

5 LAWDAY PLACE LANE, FARNHAM GU9 0BT

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

NMA/2015/0059 Farnham Castle

Amendment to WA/2015/0303 to lower the level of the proposed patio and retain existing screening. **Previous comments on 23.02.2015 were as follows: Farnham Town Council has no objections.**

9 LARKFIELD ROAD, FARNHAM GU9 7DB

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

NMA/2015/0057 Farnham Firgrove

Amendment to WA/2014/0841 to alter fenestration. **Previous comments on 02.06.2014 were as follows: Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.**

54 BRIDGEFIELD, FARNHAM GU9 8AW

Farnham Town Council has no objections on the condition that the alterations are in line with the Farnham Design Statement.

TM/2015/0060 Farnham Shortheath and Boundstone

Application for works to a tree subject of Tree Preservation Order 25/01.

FARNHAM CLOISTERS, 41 SHORTHEATH ROAD, FARNHAM GU9 8SX

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

WA/2015/0864 Shortheath and Boundstone Farnham

Certificate of Lawfulness under Section 192 for the construction of single storey extension to rear.

4 BIRCH CLOSE, WRECCLESHAM GU10 4TJ

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

NMA/2015/0056 Farnham Upper Hale

Amendment to WA/2014/1696 to retain and alter existing garage to allow a staged development.

Previous comments on 13.10.2014 were as follows: Farnham Town Council has no objections.

3 UPPER OLD PARK LANE, FARNHAM GU9 0AT

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

TM/2015/0057 Farnham Weybourne and Badshot Lea

Application for works to trees subject of Tree Preservation Order 1/02.

22 WOODBOURNE, FARNHAM GU9 9EF

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

WA/2015/0874 Farnham Wrecclesham and Rowledge

Erection of detached garage/log store following demolition of existing garage/store.

PADDOCK WOOD, SUMMERFIELD LANE, FRENHAM GU10 3AN

Farnham Town Council has no objections provided the alterations are in keeping with the Farnham Design Statement.

TM/2015/0064 Farnham Bourne

Application for works to trees subject of Tree preservation Order 28/03.

12 ANNANDALE DRIVE, FARNHAM GU10 3JD

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

WA/2015/0931 Farnham Bourne

Erection of single storey and two storey extensions following demolition of existing single storey extension.

28 MIDDLE BOURNE LANE, FARNHAM GU10 3NH

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

NMA/2015/0064 Farnham Castle

Amendment to WA/2015/0101 for alterations to garage and car port and the addition of new windows. **Previous comments on 09.02.2015 were as follows: Farnham Town Council has no objections.**

61 CASTLE STREET, FARNHAM GU9 7LN

Farnham Town Council has no objections provided the alterations are in keeping with the Farnham Design Statement.

WA/2015/0920 Farnham Castle

Application under Section 73 to vary Condition 4 of WA/2014/0778 (permitted plans) to allow internal and external alterations (as shown DRG 10-1228-05 A). **Previous comments on 02.06.2014 were as follows: Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.**

LOSEHILL HOUSE, CRONDALL LANE, FARNHAM GU10 5DL

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0918 Farnham Firgrove

Erection of extensions and alterations.

18 ST JOHNS ROAD, FARNHAM GU9 8NT

Farnham Town Council has no objections subject to the alterations and extensions are in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0926 Farnham Hale and Heath End

Erection of single storey extensions.

37 UPPER HALE ROAD, FARNHAM GU9 0NX

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0913 Farnham Hale and Heath End

Erection of two storey extension and alterations to elevations together with associated works.

69 HEATH LANE, FARNHAM GU9 0PX

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0935 Farnham Shortheath and Boundstone

Erection of extensions and alterations to existing bungalow to create chalet bungalow.

10 OAKLEY LODGE, BURNT HILL ROAD, WRECCLESHAM GU10 4RZ

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0924 Farnham Upper Hale

Erection of extensions and alterations following demolition of existing extension and sheds.

9 LAWDAY LINK, FARNHAM GU9 0BS

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

TM/2015/0061 Farnham Wrecclesham and Rowledge

Application for works to trees subject of Tree Preservation Order 03/06.

4 MEADOW WAY, FARNHAM GU10 4DY

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

TM/2015/0062 Farnham Wrecclesham and Rowledge

Application for works to trees subject of Tree Preservation Order 14/00.

8 THE CHINE, FARNHAM GU10 4NN

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

WA/2015/0981 Farnham Bourne

Erection of extension and alterations to elevations together with ancillary works.

5 BOURNE VIEW, PINE GROVE, LOWER BOURNE GU10 3RG

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

CA/2015/0045 Farnham Bourne

GREAT AUSTINS FARNHAM CONSERVATION AREA.

Removal of one Acer.

10 MAVINS ROAD, FARNHAM GU9 8JT

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

TM/2015/0069 Farnham Bourne

Application for works to trees subject of Tree Preservation Order 03/12.

FIRDALE HOUSE, 11 OLD FRENHAM ROAD, FARNHAM GU10 3PT

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

WA/2015/0979 Farnham Shortheath and Boundstone

Erection of single storey rear extension and associated works.

37 SANDROCK HILL ROAD, WRECCLESHAM GU10 4SU

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0978 Farnham Wrecclesham and Rowledge

Erection of single storey side extension, construction of decking and alterations following demolition of existing conservatory.

10 CHAPEL ROAD, ROWLEDGE GU10 4AP

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0810 Farnham Bourne

Erection of extensions and alterations following demolition of existing garage.

30, LONGDOWN ROAD, LOWER BOURNE GU10 3JL

Farnham Town Council has no objections provided the new extensions are in line with the Farnham Design Statement.

WA/2015/0824 Farnham Castle

Certificate of Lawfulness under Section 192 for erection of extensions and alterations.

3 RUNWICK COTTAGES, RUNWICK LANE, RUNWICK GU10 5EG

Farnham Town Council has no objections provided the new extensions are in line with the Farnham Design Statement.

WA/2015/0832 Farnham Bourne

Erection of replacement dwelling following demolition of existing dwelling.

THE COACH HOUSE, TILFORD ROAD, FARNHAM GU9 8HR

This application is invalid.

WA/2015/0905 Farnham Bourne

Construction of dormer window and alterations to allow use of loft as habitable accommodation.

10 SCHOOL LANE, LOWER BOURNE GU10 3PF

Farnham Town Council has no objections provided the alterations are in line with the Farnham Design Statement and there are no adverse effects to the residential amenities of the neighbours.

WA/2015/0940 Farnham Bourne

Erection of detached dwelling with associated parking following demolition of existing garage.

LAND AT 79 BURNT HILL ROAD, LOWER BOURNE GU10 3LL

Farnham Town Council objects to this application due to overdevelopment of a small plot and the adverse effect to the neighbouring property.

WA/2015/0964 Farnham Bourne

Erection of a dwelling.

THE OLD TENNIS COURT, GOLD HILL, LOWER BOURNE GU10 3JH

Farnham Town Council has no objections subject to the dwelling being in line with the Farnham Design Statement.

WA/2015/0983 Farnham Bourne

Application under Section 73A to vary Condition 2 of WA/2013/1425 (approved plan numbers on appeal decision) to allow alterations to roof and elevations. **Previous comments on 03.10.2015 were as follows: Strongly object, this proposal could lead to further fragmentation and does not comply with land designated as BE3 or the Neighbourhood Plan.**

LAND ADJACENT TO 17 GARDENERS HILL ROAD, FARNHAM GU10 3HY

Farnham Town Council has no objections provided the new extensions are in line with the Farnham Design Statement.

CR/2015/0006 Farnham Castle

Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use to provide 3 dwellings.

5 ST GEORGES YARD, FARNHAM GU9 7LW

Farnham Town Council has no objections subject to the dwellings being in line with the Farnham Design Statement.

WA/2015/0804 Farnham Castle

Erection of extensions and alterations to provide two storey dwelling following demolition of two outbuildings.

10 THREE STILES ROAD, FARNHAM GU9 7DE

Farnham Town Council has no objections provided the new extensions are in line with the Farnham Design Statement.

WA/2015/0904 Farnham Castle

Erection of dwelling and detached garage to serve No 1 Castle Court, together with associated parking and access onto Castle Street.

LOWNDES END, LONG GARDEN WALK EAST, FARNHAM GU9 7HX

Farnham Town Council has no objections provided the style is in keeping with Castle Street and the street scene and the Farnham Design Statement.

WA/2015/0915 Farnham Castle

Display of illuminated and non-illuminated signs.

74 CASTLE STREET, FARNHAM GU9 7LP

Farnham Town Council objects to the display of illuminated and non-illuminated signs which are out of keeping with the street scene.

WA/2015/0916 Farnham Castle

Display of two flags.

BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM
GU9 7DR

Farnham Town Council has no objections.

WA/2015/0917 Farnham Castle

Listed Building Consent for attachment of two flagpoles to front elevation for display of flags.
BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR

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

WA/2015/0942 Farnham Castle

Listed Building Consent for alterations to shop front.
8 WEST STREET, FARNHAM GU9 7DN

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

WA/2015/0943 Farnham Castle

Consent to display non illuminated advertisements.
8 WEST STREET, FARNHAM GU9 7DN

Farnham Town Council has no objections.

WA/2015/0951 Farnham Castle

Display of 7 additional flags.
TRAVIS PERKINS, WEST STREET, FARNHAM GU9 7AF

Farnham Town Council has no objections.

WA/2015/0963 Farnham Castle

Consent to display non-illuminated advertisements.
38 - 39 NATWEST BANK, THE BOROUGH, FARNHAM GU9 7NW

Farnham Town Council has no objections.

WA/2015/0965 Farnham Castle

Erection of 2 dwellings following demolition of an unlisted building in a Conservation Area (existing dwelling).

26 MEAD LANE, FARNHAM GU9 7DY

Farnham Town Council objects to the overdevelopment this application would cause and the problems for extra parking in an already busy lane.

WA/2015/0811 Farnham Firgrove

Alterations to roof space to provide habitable accommodation including front and rear dormer windows.

48 WEYDON HILL ROAD, FARNHAM GU9 8NY

Farnham Town Council is concerned about the adverse effect on the neighbours' amenities and the street scene.

WA/2015/0828 Farnham Firgrove

Erection of single storey extensions, wall and outbuilding.
9 OLD FARNHAM LANE, FARNHAM GU9 8JU

Farnham Town Council has no objections provided the new extensions are in line with the Farnham Design Statement.

WA/2015/0852 Farnham Firgrove

Certificate of Lawfulness under Section 192 for erection of dormer extensions and alterations to elevations to provide habitable roof space.

2 ST GEORGES ROAD, FARNHAM GU9 8NB

Farnham Town Council objects to the proposed elevations and alterations which are out of keeping with the Farnham Design Statement and are very large.

WA/2015/0941 Farnham Moor Park

Erection of extensions and alterations.

9 LYNCH ROAD, FARNHAM GU9 8BZ

Farnham Town Council objects to the proposed extensions and alterations due to the adverse effect on the neighbours' amenities due to the blocking of light from the proposed extension near to the neighbours' boundary.

WA/2015/0953 Farnham Moor Park

Change of use from light industrial unit [B1C] to training centre [D1].

UNIT 4A, ROMANS INDUSTRIAL PARK, EAST STREET, FARNHAM GU9 7SY

Farnham Town Council has no objections.

WA/2015/0959 Farnham Moor Park

Certificate of Lawfulness under Section 192 for construction of dormer window and installation of roof lights to provide additional habitable accommodation.

21 SUMNER ROAD, FARNHAM GU9 7JU

Farnham Town Council has no objections subject to the proposals being in keeping with the Farnham Design Statement.

NMA/2015/0063 Farnham Shortheath and Boundstone

Amendment to WA/2014/1001 to provide changes to roof of front extension and relocation of existing first floor window on side elevation. **Previous comments on 16.06.2014 were as follows: The Town Council is concerned at the size and development of the extensions.**

45 BOUNDSTONE ROAD, WRECCLESHAM GU10 4TW

Farnham Town Council is concerned at the size and development of the extensions and that the proposed changes to the extension and elevations are not in keeping with the Farnham Design Statement.

WA/2015/0946 Farnham Shortheath and Boundstone

Erection of extensions and alterations, including construction of dormer windows, to provide habitable accommodation.

11 CHESILBOURNE, GORSE LANE, WRECCLESHAM GU10 4SD

Farnham Town Council has no objections provided the new extensions are in line with the Farnham Design Statement.

WA/2015/0980 Farnham Shortheath and Boundstone

Erection of two storey and single storey extension (revision of WA/2015/0362). **Previous comments on 09.03.2015 were as follows: Farnham Town Council strongly objects, the proposed extensions and alterations are out of keeping with the Farnham Design Statement.**

31 BURNT HILL ROAD, WRECCLESHAM GU10 4RU

Farnham Town Council strongly objects, the proposed extensions and alterations are out of keeping with the Farnham Design Statement and the Council's previous objections have not been solved.

WA/2015/0778 Farnham Upper Hale

Construction of dropped kerb and associated works

98 ALMA LANE, FARNHAM GU9 0LP

Farnham Town Council has no objections.

WA/2015/0816 Farnham Upper Hale

Erection of replacement dwelling and detached annexe following demolition of existing dwelling and annexe (revision of WA/2014/2062) Previous comments on 24.11.2014 were as follows:

Farnham Town Council is concerned this would create 2 individual dwellings on the plot rather than creating an annexe ancillary to the main dwelling.

HEATH HILL, OLD PARK LANE, FARNHAM GU10 5AA

Farnham Town Council is concerned this would create 2 individual dwellings on the plot rather than creating an annexe ancillary to the main dwelling. The Council also objects to the proposed dwelling not being in keeping with the street scene or the Farnham Design Statement.

WA/2015/0930 Farnham Upper Hale

Construction of a dropped kerb and parking area

96, ALMA LANE, FARNHAM GU9 0LP

Farnham Town Council has no objections.

CR/2015/0008 Farnham Weybourne and Badshot Lea

Prior Notification Application - Change of use from Class A1 (hairdresser) to Class C3 (residential) use to provide 1 dwelling.

22A WEYBOURNE ROAD, FARNHAM GU9 9ES

Farnham Town Council has no objections.

WA/2015/0892 Farnham Weybourne and Badshot Lea

Provision of generator compound.

FARNHAM SEWAGE TREATMENT WORKS, MONKTON LANE, FARNHAM GU9 9ND

Farnham Town Council has no objections provided the generator is well screened and cannot be heard beyond the boundary of the site.

WA/2015/0897 Farnham Weybourne and Badshot Lea

Consent to display non illuminated advertisement

FOOTBALL GROUND AND BUILDINGS, MONKTON LANE, FARNHAM GU9 9ND

Farnham Town Council has no objections.

WA/2015/0901 Farnham Weybourne and Badshot Lea

Request to vary or modify Section 106 Legal Agreement in respect of planning infrastructure contributions.

LAND AT STOCKWOOD WAY, FARNHAM GU9 9TE

The Section 106 was an integral part of the planning consent and should not be negotiable. If allowed, will it not open the floodgates for other developers to re-negotiate terms and conditions of planning consent and thereby set a precedent?

WA/2015/0944 Farnham Weybourne and Badshot Lea

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

106 WEYBOURNE ROAD, FARNHAM GU9 9HE

Farnham Town Council has no objection provided the proposed build and materials are in keeping with the existing structure and in line with the Farnham Design Statement.

WA/2015/0954 Farnham Weybourne and Badshot Lea

Erection of two-storey extension and alterations to elevations

23 BULLERS ROAD, FARNHAM GU9 9EW

Farnham Town Council has no objection provided the proposed build and materials are in keeping with the existing structure and in line with the Farnham Design Statement.

WA/2015/0972 Farnham Weybourne and Badshot Lea

Change of Use from B8 (storage or distribution) To B2 (industrial process not B1)

FARNHAM TRADING ESTATE, WATER LANE, FARNHAM GU9 9PA

Farnham Town Council has no objection.

WA/2015/0866 Farnham Wrecclesham and Rowledge

Erection of extensions and alterations.

37 SHORRHEATH CREST, FARNHAM GU9 8SB

Farnham Town Council objects to the proposed large extensions and alterations which are not in line with the Farnham Design Statement or the street scene.

WA/2015/0867 Farnham Wrecclesham and Rowledge

Erection of two-storey extension and alterations to roof including dormer window; erection of car port and garden room, following demolition of existing outbuilding.

33 ROSEMARY LANE, FARNHAM GU10 4DD

Farnham Town Council objects to the proposed large extensions and alterations which are not in line with the Farnham Design Statement or the street scene.

WA/2015/0902 Farnham Wrecclesham and Rowledge

Erection of glazed doors and screen, erection of timber outbuilding, alterations to pedestrian access together with ancillary works following demolition of existing outbuilding.

ST PETERS CHURCH, BEALES LANE, FARNHAM GU10 4PY

Farnham Town Council has no objections.

WA/2015/0907 Farnham Wrecclesham and Rowledge

Erection of single storey extension and alterations.

94 ST PETERS GARDENS, WRECCLESHAM GU10 4QZ

Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design Statement and the materials are in keeping with the existing.

WA/2015/0955 Farnham Wrecclesham and Rowledge

Alternative proposal 1: Erection of a dwelling.

LAND AT CHERRYFIELDS, FULLERS ROAD, ROWLEDGE

Farnham Town Council welcomes the improvement to this plot, but feels that the erection of one dwelling is sufficient provided the plans are in line with the Farnham Design Statement.

WA/2015/0956 Farnham Wrecclesham and Rowledge

Alternative proposal 2: Erection of 2 dwellings.

LAND AT CHERRYFIELDS, FULLERS ROAD, ROWLEDGE GUI0 4DF

Farnham Town Council welcomes the improvement to this plot, but feels that the erection of two would be over development of the plot.

WA/2015/0961 Farnham Wrecclesham and Rowledge

Erection of two storey building following demolition of two existing single storey classroom buildings.

MORE HOUSE SCHOOL, MOONS HILL, FRENHAM GUI0 3AW

Farnham Town Council has no objections.

WA/2015/0974 Farnham Wrecclesham and Rowledge

Change of Use from Class A1 (retail) to flexible use Class A1 (retail) Or Class B8 (storage or distribution) together with alterations to elevations and associated works

2 GROVEBELL INDUSTRIAL ESTATE, WRECCLESHAM ROAD, WRECCLESHAM GUI0 4PL

Farnham Town Council has no objections.

WA/2015/0894 Farnham Bourne

Outline application, with access to be determined, for the erection of 98 dwellings including 29 affordable dwellings; together with the provision of Suitable Alternative Natural Greenspace (SANG) and other associated works. This application is accompanied by an Environmental Statement.

LAND AT WAVERLEY LANE, WAVERLEY LANE, FARNHAM

Farnham Town Council is strongly opposed to this application and a letter of objection will follow.

WA/2015/0895 Farnham Bourne

Outline application, with access to be determined, for the erection of 59 dwellings including 18 affordable dwellings; together with the provision of Suitable Alternative Natural Greenspace (SANG) and other associated works. This application is accompanied by an Environmental Statement.

LAND AT WAVERLEY LANE, WAVERLEY LANE, FARNHAM

Farnham Town Council is strongly opposed to this application and will be sending a separate response.

CR/2015/0007 Farnham Castle

Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use to provide 5 dwellings.

THE OLD HOP KILN, 1LONG GARDEN WALK, FARNHAM GU9 7HX

Farnham Town Council is concerned about sufficient parking for this number of dwellings in an already crowded area.

LICENSING

Premises Address	Application Type	Applicant
Pizza Express CastleStreet Farnham	Variation	Pizza Express (Restaurants) Ltd

An application has been received for a variation to a premises licence. The application is for the amendment of the layout of the premises in accordance with new plans for the ground floor with new bar and till areas and new pizzaiola area and new additional rooms on the first floor. All other licensable activities, permitted hours and opening hours remain as existing.

Farnham Town Council has no objections.

An application has been received for a new premises licence.

Premises Address	Application Type	Applicant
University for the Creative Arts Falkner Road, Farnham	New	University for the Creative Arts

The application is for Films 10:00-23:00 Monday to Sunday:

Live music and Recorded music 12:00-01:00 Monday and 12:00-02:00 Thursday-Saturday (Bank Holiday Sundays and New Year's Eve 10:00-02:00):

Anything regulated of a similar description 10:00-01:00 Monday; 10:00-23:00 Tuesday and Wednesday; 10:00-02:00 Thursday-Saturday; and 12:00-23:00 Sunday (Bank Holiday Sundays and New Year's Eve 10:00-02:00); Late night refreshment 23:00-01:00 Monday and 23:00-02:00 Thursday-Saturday (Bank Holiday Sundays and New Year's Eve 10:00-02:00):

On sales of alcohol 12:00-01:00 Monday; 12:00-23:00 Tuesday and Wednesday; and 12:00-02:00 Thursday-Sunday (Bank Holiday Sundays and New Year's Eve 10:00-02:00) and Opening hours –

These premises are only open to members of the University, their guests or persons attending pre-booked events. The licensed area will close within 30 minutes of the terminal hour set for the day in question.

Farnham Town Council has no objections.

**The meeting closed at 10.45am
Notes by Rachel Aves and Ginny Gordon**