



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 16 June 2016

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 16 June 2016, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to 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

THIS PAGE LEFT BLANK



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 16th June 2016

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 May 10th 2016

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 7th June 2016 **Appendix B**
- 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 7th June 2016, 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 2016 **Appendix C**
 - b. To receive the Summary 2015/16 Income and Expenditure Outturn **Appendix D**
 - c. To consider the final Internal Auditor's Report for the Year Ended 31 March 2016 and agree the Council's response to any issues raised **Appendix E**
 - d. To approve the Annual Governance Statement (Page 2) **Appendix F**
 - e. To approve the variances list between the 2014/15 and 2015/16 Annual Returns as required **Appendix G**
 - f. Annual Return for the Year Ended 31 March 2016 for signature and submission to the External Auditor, and approve the **Appendix F**
- 8 **Planning & Licensing Applications** **Appendix H, I, J**
i) To receive the minutes of the Planning & Licensing Consultative Group held on 9th May, 23rd May, and 6th 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 21st July 2016

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 including property matters.

Council Membership:

Councillors: John Ward (Mayor), Mike Hodge (Deputy Mayor), David Attfield, Patrick Blagden CBE, Carole Cockburn, Paula Dunsmore, John Scott Fraser, Mrs Pat Frost, Jill Hargreaves, Stephen Hill, 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 10th May 2016

Place

The Council Chamber, South Street, Farnham

Councillors

- * Pat Frost (Mayor of Farnham – Agenda Item 1)
- * John Ward (Mayor of Farnham items 2 onwards)
- * Mike Hodge (Deputy Mayor – item 6 onwards)
- * David Attfield
- * Patrick Blagden CBE
- * Carole Cockburn
- * Paula Dunsmore
- * John Scott Fraser
- A Jill Hargreaves
- * Stephen Hill
- A Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- * Julia Potts
- * Susan Redfern
- A Jeremy Ricketts
- * John Williamson

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader Corporate Governance)
Kevin Taitt (Team Leader, Outside Services)
Olivia Holloway (Civic administrator)

Mr Jonathan Jones – Honorary Town Crier

There were 28 members of the public in attendance.

Prior to the meeting, prayers were said by the Revd Jane Walker, St Mary the Virgin, Frensham

C001/16 Election of Mayor of Farnham

Cllr Cockburn proposed, and Cllr Williamson seconded, that Cllr John Ward be elected Mayor of Farnham for the Municipal Year 2016/2017. There were no other nominations.

RESOLVED *nem con* that: Cllr John Ward be elected Mayor of Farnham for the Municipal Year 2016/2017.

C002/16 Cllr Frost invested Cllr Ward with the Mayoral Chain and Badge of Office.

C003/16 The Mayor of Farnham's Declaration of Acceptance of Office

Having been invested with the Chain and Badge of Office, Cllr John Ward made his Declaration of Acceptance of Office and commenced his duties as Mayor.

C004/16 The Mayor's speech of acceptance

Cllr Ward thanked his fellow councillors for their faith in again electing him to the position of Mayor of Farnham which was both an honour and privilege. He said he would, with the help of his Mayoress, do all he could to uphold the high standards of his predecessors. The Mayor said the Council was very much run on a cross-party consensus which was demonstrated by his proposer and seconder coming from different groups, and thanked them for their kind words.

The Mayor said the theme of his year, if there was such a thing would be communication as so many difficulties and potential conflicts could be avoided or at least mitigated if people or institutions would talk to each other before acting. Farnham Town Council had already won a national award for its website and the Mayor wanted to continue the good work to ensure that communication with citizens, institutions and other councils continued to improve.

The Mayor announced that his Mayoral charity would be the Ridgeway Community School focusing on supporting young people and being committed to helping those who for no fault of their own were disadvantaged.

C005/16 Presentation of the Mayoress' chain and badge of office

The Mayor presented Mrs Gillian Ward with the Mayoress's badge of office.

C006/16 Apologies for Absence

Apologies were received from Cllr Hargreaves, Hollins-Owen, Mirylees and Ricketts

C007/16 Minutes

The Minutes of the Farnham Town Council Meeting held on Thursday 28th April 2016 were agreed and signed by the Mayor as a correct record.

C008/16 Declarations of interests

There were no disclosures of interest relating to items on the agenda.

C009/16 Election of Deputy Town Mayor

Cllr Frost proposed, and Cllr Dunsmore seconded, that Cllr Mike Hodge be elected Deputy Mayor for the Municipal Year 2016/17. There were no other nominations.

RESOLVED nem con that: Cllr Mike Hodge be elected Deputy Mayor for the Municipal Year 2016/2017.

C010/16 Cllr Ward, the Mayor of Farnham, invested Cllr Hodge with the Badge of Office of Deputy Mayor of Farnham.

C011/16 The Deputy Mayor's Declaration of Acceptance of Office.

Having received the Badge of Office, Cllr Hodge made his Declaration of Acceptance of Office and thanked the Council for his appointment. He said it was a huge honour to take on the role and serve the people of Farnham and he hoped he and the Mayor would make a good team in the year ahead.

C012/16 Vote of thanks to the retiring Town Mayor

Cllr Attfield proposed a vote of thanks to the retiring Mayor, Cllr Mrs Pat Frost, which was seconded by Cllr Potts.

Cllr Attfield thanked the retiring Mayor, Cllr Frost for representing Council and all the residents of Farnham over the past twelve months. She was one of the longest serving town councillors and he thought it was time to recognise that commitment when she became Mayor. He thanked her and her consort Bob for the time and commitment to Farnham's communities, whether the younger generation, residential homes, hospitals, clubs and societies, which had made it a superb year.

Cllr Potts echoed these comments emphasising the hard work and dedication given by Cllr Frost over some thirty years. Regardless of party politics the commitment of the outgoing Mayor and her consort was recognised across Farnham and heartfelt thanks were due to them both.

C013/16 Presentation of Past Town Mayor's Badge and Past Mayor's Consort Badge
The Mayor presented Cllr Mrs Pat Frost with a Past Mayor's Badge and Mr Bob Frost with a Past Mayor's Consort's Badge.

Part 1 – Items for Decision

C014/16 Appointment of Lead Member or Spokesperson for the council

Cllr Dunsmore proposed, seconded by Cllr Redfern that Cllr Cockburn be appointed as Leader of the Council for 2016/17. There being no other nominations it was **RESOLVED nem con that: Cllr Cockburn be appointed as Leader of the Council for 2016/17.**

Part 2 – Items Noted

C015/16 Date of next meeting

Members noted that the next Council Meeting would take place on Thursday 16th June.

The Town Mayor closed the meeting at 7.44 pm

Date

Chairman



FARNHAM TOWN COUNCIL

B

Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 7th June 2016

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors David Attfield, Carole Cockburn, and John Williamson

In attendance:

Officers present:

Iain Lynch (Town Clerk)

1. Election of Lead Member

Cllr Williamson proposed, seconded by Cllr Attfield that Cllr Cockburn be elected as Lead Member for 2016/17.

2. Apologies

Apologies were received from Councillors Frost, Hargreaves, Hill, Ricketts, and the Mayor

3. Declarations of Interest

There were no declarations of interest

4. Notes of Meeting held on 19th April 2016

POINTS	ACTION
The Notes of the previous meeting were agreed.	

5. Finance

POINTS	ACTION
1) Members received the following documents (which had been circulated to all councillors) in relation to the end of year accounts 2015/16 in preparation for External Audit. i. Summary Income and expenditure by Committee	

<ul style="list-style-type: none"> ii. Summary Income and Expenditure by account code iii. The Bank Reconciliation as at 31st March 2016 iv. The Trial Balance 2015/16 v. The updated Asset Register as at 31st March 2016 vi. The draft Report and Financial Statements for 2015/16 and the reserves at 31st March 2016 vii. A copy of the Annual Governance Statement viii. The end of year Internal Audit letter 2015/16 and Officers' responses ix. The draft Annual Return for 2015/16 and a list of variances against revised budget <p>2) The Town Clerk went through each of the appendices in detail.</p> <ul style="list-style-type: none"> i. Members agreed that the overall outturn for 2015/16 with expenditure £1,162,768 against a programmed budget of £1,163,892 with income being £1,224,351 against budgeted income of £1,163,892 resulting in a small surplus of £61,623 for the year. ii. Members asked that a review be made of the investment levels of interest to ensure that best value for money was being received (within the legislative constraints), and that a future report on subscriptions be made as part of the budgeting process. iii. 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 in light of the comments from the Internal Auditor and the recommended approach set out in the new Practitioners' Guide. The figures would be marked as restated. iv. Members noted the changes to the Asset register which had increased to £1,541,674. v. Members received and agreed the draft Report and Financial Statements for 2015/16 for adoption by Council noting that there were a few additions to be made to the grants list for those funded by the New Initiatives Fund. vi. Members reviewed the explanation of variances where there was a percentage change greater than 10% over the previous year. vii. Members welcomed the Internal Auditor's report and noted there were no additional issues raised as part of the year-end visit apart from the change to remove staff costs (Code 4001 – contracted staff) from the Staff Costs section of the Annual Return (Box 4) and include them in Total Other Payments (Box 6 of Annual Return) in accordance with revised guidance 2.15 in the Practitioners' Guide. The Internal Auditor had agreed to sign all elements of Page 5 of the Annual Return. viii. Members discussed the benefit of doing some further surveys of opinion on how the council spends its monies eg Do people feel £5 a year per household on Farnham in Bloom is about the right sum? 	<p>Town Clerk to report to October meeting</p> <p>Recommendation to Council: To adopt the Report and Financial Statements for 2015/16 for signature.</p> <p>Recommendation to Council: To welcome Internal Auditor's year-end Report.</p> <p>Recommendation to Council:</p> <ul style="list-style-type: none"> 1) To approve the Annual Governance Statement (Page 2 of the Annual Return) 2) To approve the Annual Return and associated papers for submission to the External Auditor.
---	---

6. Infrastructure Planning Group update

POINTS	ACTION
<p>i) Cllr Cockburn provided an update on the latest position for the Neighbourhood Plan. The intention for the Regulation 15 Consultation Draft had been ready for some time and was awaiting approval of the Borough Council on its latest Avoidance Strategy for the Special Protection Areas. Unfortunately Waverley had not been prepared to share the results of its consultation and SANG report but the Local Plan was to be considered at a Special Interest Group at the Borough Council on 27th June and it would then be going to the Full Council at Waverley on 21st July</p> <p>ii) The Working Group heard that the Farnham Plan would be completed at the end of June and be discussed at a briefing for Councillors on 7th July with the intention of discussing any issues at Strategy & Finance on 19th July and approving it at Council on 21st July. It would then be submitted to Waverley on 22nd July.</p> <p>iii) Members noted that Rachel Aves was continuing to assist with the finalising of the Neighbourhood Plan until Council.</p>	

7. Memorial Hall and Sports Ground

POINTS	ACTION
<p>The Working Group considered a question raised by Mr Westcott at Council on 28th April that was referred to Strategy & Finance, for consideration (Minute C185/15).</p> <p>The Working Group noted that since Council an email had also been received from Mrs Yolanda Hesse raising similar issues and a number of members of the public had raised concerns in the Herald newspaper and with councillors about the potential loss of a gifted piece of land. The concerns raised included that if covenants for memorial purposes could be overturned for a financial benefit for an organisation, then this would inhibit the future philanthropy of potential benefactors who wished to gift items for future generations of residents.</p> <p>The Working Group received the report at Appendix I to its agenda which set out the background and details of the covenants in the Deed of Transfer.</p> <p>The Working Group considered a number of issues before agreeing to recommend to Council that discussions take place with Waverley Borough Council to safeguard the future of the Sports Ground.</p> <p>Cllr Williamson advised that he had, as a member of Waverley Borough Council, raised similar questions at both the Waverley Executive and Council meetings.</p>	<p>Recommendation to Council: It is recommended that Farnham Town Council:</p> <ol style="list-style-type: none"> 1) Enter discussions with Waverley Borough Council on the future of the site given the approved planning permission for an extension to the Memorial Hall and proposals for the feasibility study for moving the Football Club from the sports ground to the former landfill site in Wrecclesham; and the suggestions that housing should be built on the sports ground. 2) Take legal advice on the strength of the covenants. 3) Investigate the possibility of taking responsibility for managing the sports ground to retain the ground in accordance with the donor's wishes.

8. Contracts Update

POINTS	ACTION
The Clerk provided a brief update on current contracts including Victoria Gardens CCTV; Council office window repairs; depot doors and painting.	.

9. Wellbeing Task Group

POINTS	ACTION
Item deferred in the absence of Cllr Ricketts.	

10. Property Matters

POINTS	ACTION
<p>The Clerk reported on a number of property matters including:</p> <p>i) Progress on establishing the Hale Trust and plans for fundraising and quotations being sought for the next phase of the project.</p> <p>ii) Discussions with Porthaven and its solicitors on the West Street access. It was agreed to recommend to Council that, subject to the Town Clerk being satisfied with the amendments to the draft deed, that the Council Seal be used to seal the document.</p> <p>iii) Discussions with the Farnham Gospel Hall Trust for changes to the access at Green Lane Cemetery. Further details are included in the Exempt Annex I.</p>	<p>Recommendation to Council: That the Town Clerk be authorised to use the Council Seal on the Deed, subject to being satisfied with the amendments.</p> <p>Recommendation to Council: That the Town Clerk be authorised to conclude the proposals set out in Exempt Annex I in accordance with the recommendation.</p>

11. Grant Request from Transition Town Farnham

POINTS	ACTION
The Working Group considered a detailed proposal (Appendix M to its agenda) from Transition Town Farnham which was proposing to take over the empty Iceland Building in the Woolmead as a community 'Hive' to develop a number of community initiatives. The project could help build a stronger community and fitted well with a number of initiatives being developed by the Town Council to support community activity. Strategy & Finance agreed to recommend to Council that it supports the innovative venture with a pump-priming grant of £2,300 from the new Initiatives Fund.	<p>Recommendation to Council: It is recommended that a grant of £2,300 be given to Transition Farnham, to develop the Community Hive.</p>

12. Request for consideration of a new Twinning arrangement

POINTS	ACTION
The Working Group discussed a proposal (attached at Appendix L to iots agenda) received from Mr Iain Wodehouse-Easton to consider a twinning arrangement with Castelnau-de-Medoc in France. Members felt the proposal needed to be part of a wider discussion on partnerships at the next away day (targeted for the end of September) but agreed that if representatives from the Castelnau-de-Medoc Council were in Farnham they would have some informal discussions to find out more details.	Proposal be discussed as part of a wider review of partnerships at the councillor next away-day.

13. Town Clerk Update

POINTS	ACTION
The Town Clerk provided a verbal update on a number of relevant matters including 90 th birthday street parties being covered by the town council's insurance; staffing changes (a new organisation chart would be published in the near future); the transfer of the management of the Farnborough Road allotments; The anticipated transfer of a piece of land to extend the Gostrey Meadow toilets and use the Borelli Shelter as a storage area for events in Gostrey Meadow, and a request by Carnival and others for road closure assistance. It was agreed to recommend that the Town Clerk could, subject to clarifying any insurance issues allow the use of a Council vehicle to reinforce the road closure by the A31 for the Farnham Carnival.	Recommendation to Council: It is recommended that subject to clarifying any insurance issues the use of a Council vehicle to reinforce the road closure by the A31 for the Farnham Carnival be agreed.

14. Date and Time of Next Meeting

POINTS	ACTION
Members agreed that the next meeting would take place on Tuesday 19th July 2016 at 9.30am	Town Clerk to circulate agenda

Meeting ended at 11.50am

Notes written by Iain Lynch



Farnham Town Council

Report and Financial Statements

Year ending 31st March 2016

Farnham Town Council

Financial Statements for the year ended 31 March 2016

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2016 are set out on the pages attached and consist of the following:

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

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

Basis of preparing the Financial Statements

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

External Auditor's Opinion

The External Auditor's Opinion is provided on an Annual 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.

Farnham Town Council

Outturn for the Year ended 31st March 2016

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	1,162,728
Income received	240,063
Net spending	922,665
Local Parish Council Tax Grant	23,230
Precept on Waverley Borough Council	961,057
Amount transferred to balances for the year	61,622

Capital expenditure

The funding for capital expenditure in the 2015/16 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 2016 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 Mrs Pat Frost
Town Mayor (2015-16)

June 2016

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

Farnham Town Council

Income & Expenditure for the year ended 31 March 2016

Expenditure by Working Groups	Year ended 31 March 2016			2014/15
	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Finance (excluding precept)	555,767	48,668	507,099	479,801
2 Community Enhancement	293,554	51,445	242,109	181,350
3 Tourism & Events	175,145	58,092	117,053	151,861
4 Cemeteries	138,262	105,088	33,174	(129,199)

	1,162,728	263,293	899,435	683,813
--	-----------	---------	---------	---------

Net cost of services

	£	£
Precept on the Borough Council	961,057	932,313
	61,622	248,504

Surplus/(Deficit) for the year

Movement on General Fund balance and reserves:

Balance brought forward	1,309,199	1,060,695
Surplus/Deficit for the year	61,622	248,504
Balance carried forward	1,370,821	1,309,199

Farnham Town Council

Balance Sheet at 31 March 2016

	Notes	31 March 2016	31 March 2015
		£	£
Fixed assets			
Tangible fixed assets	1, 3	-	-
Current assets			
Money Market deposits		1,412,259	1,408,323
Debtors (including VAT recoverable)	4	37,558	55,520
Bank/Petty cash		30,573	325
Mayor's charity funds held by council		1,755	6,571
Total current assets		1,482,145	1,470,739
Current liabilities			
Creditors and accrued expenses including commercial card and Mayor's charity funds	5	111,324	161,540
		1,370,821	1,309,199
Total assets less current liabilities			
Capital and reserves			
Earmarked Reserves	6	871,000	831,000
General Reserves		499,821	478,199
Total reserves		1,370,821	1,309,199

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

£53,793 £59,311

The amount outstanding is:

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 2016 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, 2016

.....
Town Mayor 2015-16

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2016

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 2016

(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)

	31 st March 2016	31 st March 2015
Operational land and buildings (on historic cost basis)	£	£
Council Offices	261,728	261,728
Other Public Buildings	237,275	237,275
Wrecclesham Community Centre	204,957	202,546
Depot	116,204	111,679
 Vehicles and equipment		
Vehicles	66,390	34,024
Audio and Visual Systems	23,608	22,959
Christmas Decorations	87,006	71,237
Civic Insignia	16,341	15,041
Grounds Equipment	49,686	49,686
Computers, telephones and office equipment	61,502	60,644
Other	15,709	6,692
 Infrastructure assets		
Bus shelters	59,707	59,707
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	231,950	199,540
Allotments and Gardens	25,892	25,892
 Total value	1,534,304	1,434,999

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2016
(continued)

4. Debtors and prepayments	2016	2015
	£	£
Debtors	14,161	3,382
Value added tax	23,397	52,138
Prepayments	-	-
	37,558	55,520

5. Creditors and accrued expenses	2016	2015
	£	£
Creditors	5,011	4,561
Bank account	-	45,267
Pensions/PAYE/NIC creditor	7,860	7,133
Income in advance	30,902	14,697
Accruals	62,586	71,021
Commuted sums	-	8,000
HSBC Commercial Card	2,367	2,392
Mayor's charity funds held by Council	2,598	8,469
	111,324	161,540

The overdrawn bank account represented cheques issued but not cleared through the bank as at 31st March 2015 which were funded by a transfer from the call account.

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.16	Comments
Election and By-election Fund	£30,000	To cover Election and By-election costs. WBC invoices after an election.
Legal Expense fund	£20,000	To cover unforeseen legal costs.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£35,000	Provision unforeseen expenditure.
Bus Shelters and Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Commuted sum from Surrey County Council for bus shelter refurbishment
Gostrey Meadow and public space enhancements	£35,000	Includes lighting/ power upgrades and bandstand .

/cont'd

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2016
(continued)

6. Earmarked Reserves and General Reserves (continued)

Category	Balance at 31.3.16	Comments
Additional CCTV equipment	£30,000	To fund programmed investment.
Planning	£25,000	Provision for Neighbourhood Plan.
Environment	£20,000	Provision for Air Quality and other initiatives.
Cemetery Chapels	£160,000	Major repairs are required to the Chapels.
Cemetery Enhancements	£40,000	Programme of works to footpaths and memorials.
Cemeteries	£40,000	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	£70,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£80,000	Unforeseen/emergency repairs provision
Council Chamber	£20,000	Replacement furniture and equipment
Christmas Lights	£10,000	To fund the purchase of future Christmas Lights
Capital Receipts	£143,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
Total Earmarked	£871,000	
General	£499,821	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£1,370,821	

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2016

(continued)

7. Contingent liabilities

There were no contingent liabilities at 31 March 2016 (2015: none).

8. Grants paid in the year

During the year grants were paid to the following organisations:

<u>Community Grants:</u>	<u>£</u>
40 Degreez	3,400
318 Ceramics	500
Badshot Lea Football Club	2,000
Bishop's Meadow Trust	1,000
Bourne Beautification	360
Citizens Advice – Waverley	15,360
Cobbett Statue Trust	2,000
Creative Response (Arts) Ltd	1,000
Farnham Art & Design Education Group	700
Farnham Brass Band	1,000
Farnham Competitive Music Festival	400
Farnham Cricket Club	2,000
Farnham Decorative & Fine Arts Society	1,500
Farnham Maltings	1,500
Farnham Maltings	12,800
Friends of Potters Gate School	500
Hale Carnival	400
New Ashgate Gallery Trust	1,200
Opportunities	400
Rowledge Cricket Club	1,000
Stopgap Dance Company	600
The Dance Movement	1,961
Voluntary Action South West Surrey	1,400
Woodlarks	2,000
	<u>54,981</u>
 <u>Town Clerk Small Grants</u>	 <u>£</u>
3 rd Farnham Scouts	250
Farnham Local Food	201
Farnham Rotary Club	155
Farnham Rugby Club	200
Farnham Sports Council	200
Phyllis Tuckwell	100
Post 19	57
St Andrew's Church	200
St Andrew's School	29
Transition Farnham	250
Woodlarks	216
Wrecclesham History Project	250
	<u>2,180</u>

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2016
(continued)

8. Grants paid in the year (continued)

Other Grants:

Blackwater Valley		1,500
Farnham Carnival		1,500
Farnham Hoppa		5,000
Farnham Maltings	Centenary of the first two minute silence	3,500
St Peter's PCC	Leverton Hall disabled access	<u>1,750</u>
		<u>13,250</u>

20/04/2016

Farnham Town Council

11:23

Summary Income & Expenditure by Budget Heading 31/03/2016

Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Strategy & Finance</u>								
	Expenditure	623,791	555,766	555,017	-749	13,128	-13,877	102.5 %
	Income	1,076,306	1,009,726	992,492	17,234			101.7 %
	Net Expenditure over Income	-452,515	-453,960	-437,475	16,485			
<u>Community Enhancement</u>								
	Expenditure	226,981	293,554	274,805	-18,749	15,893	-34,642	112.6 %
	Income	45,630	51,445	53,480	-1,955			96.3 %
	Net Expenditure over Income	181,350	242,109	221,405	-20,704			
<u>Tourism & Events</u>								
	Expenditure	202,648	175,145	191,545	16,400	2,502	13,898	92.7 %
	Income	50,788	58,092	45,500	12,592			127.7 %
	Net Expenditure over Income	151,861	117,054	146,045	28,991			
<u>Cemeteries</u>								
	Expenditure	248,947	138,262	142,525	4,263	3,156	1,107	99.2 %
	Income	378,148	105,088	72,500	32,588			144.9 %
	Net Expenditure over Income	-129,199	33,174	70,025	36,851			
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	1,302,365	1,162,728	1,163,892	1,164	34,679	-33,515	102.9 %
	Income	1,550,868	1,224,351	1,163,892	60,459			105.2 %
	Net Expenditure over Income	-248,503	-61,623	0	61,623			

REPORT OF THE INTERNAL AUDITOR 2015-2016

I visited the Town Council Office on Monday 12th October 2015 to commence the Internal Audit process for 2015-2016. During this first visit I focussed on Payroll administration, together with a review of Minutes. I also discussed with the Town Clerk/RFO the comments from the External Auditor relating to 2014-2015.

A second visit was made on 25th November 2015 to continue the Internal Audit process, specifically focussing on Payments and Income procedures, Bank reconciliations and Petty Cash.

A further visit was made on 10th February 2016 to consider Risk Management, the completion of the Budget exercise, Assets and Investments, Event management and use of volunteers.

A final visit to check the Annual Return and year-end procedures was made on Monday 9th May 2016.

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

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

A. BOOKS OF ACCOUNT

Council uses the RBS Omega accounting software, and entries are made and balanced twice weekly

Council is registered for VAT, charging it appropriately on some sales. Returns are submitted quarterly, the last at 30 September 2015.

Half yearly repayments continue on the PWLB loan which was taken out for Office improvements.

Officer comments (Dec 2015)

The Public Works Loan Board loan (478388) was taken out for 26 years to pay for an extension to the Council Offices to house the Town Council when the building was in the ownership of Waverley Borough Council. The final payment of the loan will be repaid in October 2022.

B. FINANCIAL REGULATIONS

Financial Regulations were revised January 2015, but a further revision is required to these and to Standing Orders to reflect the new procurement regulations as set out in NALC LTN 87.

Officer comments (Dec 2015)

Financial Regulations revised at Council on 10 December 2015

Checking of Contracts procedures will be done in May 2016. **Deferred due to staff changes, but a recent tender exercise has been correctly carried out. (May 2016)**

Council is eligible to use the general Competence Powers, and use of S.137 is no longer required.

Payment authorisation procedures are satisfactory, with two Member release required for BACS payments, and two signatures on cheques. Corporate card procedures ensure correct usage of this facility which is available to 5 members of staff.

Following recommendations last year, checking of variable direct debit amounts was introduced.

However, it was noted that the June 2015 schedule of payments made by direct debit was insufficiently initialled.

Officer comments (Dec 2015)

Noted. All months will be reviewed and submitted to Members for checking

C. RISK MANAGEMENT

Cemetery Management – the service provided is efficient and professional, with tariffs monitored and income controlled satisfactorily. Charges are now levied for genealogy searches when these are time consuming.

Regular monthly inspections of all cemeteries are undertaken and defects noted, and there is a rolling programme of headstone inspections. **The checklist used by staff could usefully be amended to include confirmation of checks made and in order, as well as listing defects found.**

Officer comments (May 2016)

The checklist has been amended

A similar inspection regime, with frequencies and content based on Risk Assessments, should be instituted for Allotments, street furniture and all other Council owned or managed sites.

Officer comments (May 2016)

A detailed plot based record of Allotment inspections is now in use. The record of inspections of street furniture is still outstanding.

Event Management – the numerous events (Festivals, Picnic in the Park, Christmas Lights and Market, Music in the Meadow etc) are well managed with sponsorship and other income, and expenditure, tightly controlled within pre-allocated budgets. **Insurance cover for volunteers at events to be clarified.**

Officer comments (May 2016)

Insurance cover for volunteers has been reviewed and enhanced to include cover for litter pickers and crime prevention panel.

The annual external Health and Safety review has been completed, with few adverse comments noted. A complete fire drill including evacuation of Councillors is to be arranged shortly

Officer comments (Dec 2015)

Annual Risk Management report considered and approved at December Council.

D. BUDGET & PRECEPT

A very comprehensive budget review process has taken place, including consideration of use of Reserves, and the anticipated underspend at year-end.

Regular quarterly reviews of income and expenditure against budget are carried out.

RFO is aware of NIC increases due April 2016.

Officer comments (Dec 2015)

2016/17 Budget incorporates NIC increase within salaries budget

E. INCOME

Tariffs for all income sources were reviewed in November 2015 to take effect in April 2016.

A good standard of income monitoring, debt control, cash handling and receipt book control is in place, with weekly banking of cash and cheques.

Occasional slow payers are reviewed and chased appropriately.

VAT is charged appropriately on eligible services.

F. PETTY CASH

There are three separate floats - £300 general petty cash, £30 projects and £25 Depot. Expenditure is justified by receipts, and a weekly schedule of all Petty Cash payments is prepared for retrospective authorisation. However it was noted that not all schedules were being checked in this way. **Relevant staff should be reminded of this requirement.**

Officer comments (Dec 2015)

Noted. Staff have been reminded of the requirement. It should be noted that all petty cash payments are independently reviewed as part of the month-end reconciliation process.

G. PAYROLL

Payroll is carried out externally by Moorepay, which presents an excellent software package producing very comprehensive reports. Input is by RFO or Accountant only.

Satisfactory procedures are in place for ensuring base salaries are correct, and that additional payments are properly authorised and recorded. **Council could consider whether the HR Panel should instigate monthly payroll checks.**

Officer comments (Dec 2015)

Ad hoc reviews of payroll have been undertaken by the Leader of the Council. It would be appropriate for these checks (of staff paid through the payroll) to be undertaken by the Lead Member of HR or a designated councillor as an additional safeguard for the Council. This matter will be reviewed at the next HR Panel meeting. [HR Panel is to agree who should undertake ad hoc checks]

(May 2016) – Head of HR Panel is to undertake ad hoc checks as above.

The transition to the new Moorepay salary package has had significant problems and frustrations in the first year of operation but these seem to have settled down now. Some elements of the new system are no longer implemented by Moorepay (eg notifying Pensions of the payments made) and now have to be done by FTC, but overall the system represents good value for money.

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

Salaries are paid on Spinal Column Points, with specific Farnham bands being adopted. It was noted that Council is still paying a geographical weighting, which it is believed was discontinued following the 2004 national agreement on Local Council salaries.

Officer comments (Dec 2015)

The Council undertook a review of pay and grading in 2010 and all new contracts had the exiting Outer London Weighting (which reflects the higher cost of living in Surrey) reapplied. The sum (currently £573 per annum) is reviewed as part of the 'Green Book' provisions annually and adjusted if any increase is applied as part of the National Joint Conditions. This matter will be reviewed by the next meeting of the HR Panel.

May 2016 – Current staff changes give opportunity for a review of structure and roles.

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

Officer comments (Dec 2015)

All staff will be auto-enrolled in the Local Government Pension Scheme in February 2017 in accordance with legislation. Staff will have the option of then opting out of the scheme again if they so wish.

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

Officer comments (Dec 2015)

In practice, only the Mayor's allowance is paid (when claimed), and costs of travel for training out of area.

H. ASSETS AND INVESTMENTS

The Asset Register is due for revision early March 2016, and an inventory of smaller items is due to be completed shortly.

The updated Asset Register is used to update Insurance schedules.

It is suggested that an occasional Member check on valuable assets, especially recent acquisitions, could be considered.

Officer comments (May 2016)

This will be undertaken by members of the asset management panel

The treatment of the CCLA investment, as commented on by External Auditors last year, is to be considered in the light of expected changes to governance and Accountability Practitioners Guide.

Officer comments (May 2016)

It is confirmed that, following revised guidance, the CCLA investment is correctly treated as short term.

I. BANK RECONCILIATIONS

Reconciliation of the Current Account, Call Account and Mayor's Account are carried out twice weekly by the Finance Officer, with a separate month-end reconciliation. Documents are available to Members, but there is no physical check of Bank Statements or Money market receipts on a structured basis. **Members may wish to consider the desirability of this as part of Financial Risk management.**

Officer comments (Dec 2015)

Members authorising BACS payments have full access to the bank statements online. Paper copies are available as part of the monthly reconciliations and as part of the quarterly submission to Council. Members views on the suggestion are welcomed, and a regular physical check of the bank statements and money market transactions can be implemented if desired. [Agreed that payment approvers will undertake ad hoc checks of statements.]

J. YEAR END ACCOUNTS

Draft figures for the Annual Return have been extracted from the accounts system, and subject to adjustment of Staff Costs to conform with revised guidance in G&A manual 2.15, are correct.

K. TRUSTEESHIP

Separate accounts are maintained for the South Street Trust, and these are independently examined. Meetings are minuted as being those of the Trust.

The process whereby the Council nominates Trustees for the Farnham Parochial Charity have now been clarified.

OTHER ITEMS

A detailed Staff Appraisal scheme, with measurable targets and training needs analysis is in place.

Document Retention and back-up is correctly managed.

Council Policies are up-to-date and displayed on website.

Paul Hartley
Internal Auditor
11th May 2016

F

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

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 highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority 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 2016.

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' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

Farnham Town Council

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 2016, that:

	Agreed		‘Yes’ means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 this smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 this smaller authority and recorded as minute reference:

MINUTE REFERENCE
dated 16/06/16

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 this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

Farnham Town Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	1,060,695	1,309,199	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. (+) Precept or Rates and Levies	932,313	961,067	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	618,555	263,294	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	RESTATED 456,425	512,940	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 smaller authority's borrowings (if any).
6. (-) All other payments	RESTATED 835,714	639,561	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	1,309,199	1,370,821	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	1,367,560	1,444,587	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 long term investments and assets	1,434,999	1,534,304	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	59,311	53,793	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority 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 this smaller authority on this date:

16/06/2016

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

Farnham Town Council

Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (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 smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

Farnham Town Council

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage those.	✓		
D. The precept or rates 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 this smaller authority's 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

PAUL HARTLEY

Signature of person who carried out the internal audit



Date

09/05/2016

*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 2015/16 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 work by the auditor. NALC, SLCC and ADA 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 highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the 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 tell the external auditor about 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 smaller authority 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 2 on page 3**). 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 3**. 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. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Farnham Town Council

Explanation of Variance between 14-15 and 15-16 for Annual Return 15-16, Boxes 2 to 6 and 9 & 10

Box number	Description	2014/15 Value	2015-16 Value	Difference	% change over prior year	Explanation if variance greater than 10% and £100
2	Precept	£932,313	£961,057	£28,744	3.1%	N/A
3	Total income and receipts	£618,555	£263,294	-£355,261	-57.4%	2014/15 includes receipt from sale of chapel of £300,000. Detail below.
4	Staff costs	£456,425	£512,940	£56,515	12.4%	See below
5	PWLB	£10,227	£10,227	£0	0.0%	N/A
6	All other expenditure	£835,714	£639,561	-£196,153	-23.5%	Significant expenditure changes relate to capital works on Wrecclesham Community Centre and the Council Offices; agreed revenue spend on the website and cemetery projects. Detailed variances are listed below.
9	Total fixed assets	£1,434,999	£1,540,674	£105,675	7.4%	Fixed assets list showing variances attached.
10	Total borrowings	£59,311	£53,793	-£5,518	-9.3%	Loan repayments for year
3	<u>Other income variances over 2014/15</u>					
	Sale of Chapel in 2014-15					-300,000
	Rent from West Street Chapel new in 2015-16					4,200
	Increased cemetery income					23,242
	Wrecclesham Community Centre contributions received 2014/15					-55,936
	Reduced Wrecclesham Community Centre grants 2015/16					-47,056
	Increased bank interest					1,533
	Increased					7,306

	event income					
	Reduction in Council Tax support grant					-4,105
	Increased banner income					4,806
	Increased sponsorship income					5,335
	All other variances (net)			% of total	2%	5,414
						-355,261
4	<u>Staff costs variances over 2014/15</u>					
	Increased actuarial contribution - one off adjustment					51,000
	Increased cost of additional staffing & events					2,518
	All other variances (net)			% of total	1%	2,997
						56,515
6						
	<u>Other payments variances over 2014/15</u>					
	Reduction in agency & contract staffing - mostly due to less spent on Neighbourhood Plan					-51,855
	Wrecclesham Centre refurbishment - project completed 2014/15					-89,411
	West Street Chapel refurbishment - project mostly carried out in 14/15					-119,867
	New vehicles purchased 2015/16					32,171
	More spent on Christmas lights 2014/15					-30,355
	Election costs 2015/16					30,455
	Community Initiatives 2015/16					28,649
	All other variances (net)			% of total	1%	4,060
						-196,153



FARNHAM TOWN COUNCIL

H

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 9 May 2016

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr P Blagden
Cllr C Cockburn
Cllr J S Fraser
Cllr M Hyman
Cllr A Macleod
Cllr K Mirylees
Cllr J Ward
Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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

1) Apologies

Cllrs Dunsmore, Hargreaves, and Ricketts

2) Declarations of Interest

Agenda Item No	Nature of interest (please tick/state as appropriate)		Type of interest (disclosable pecuniary or Other) and reason
	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	
WA/2016/0716	Cllr C Cockburn		Pecuniary as neighbour
CR/2016/0006	Cllr C Cockburn		Pecuniary as neighbour

3. Applications Considered by the Planning & Licensing Consultative Group on 9 May 2016

Farnham Bourne

WA/2016/0649 Farnham Bourne

Erection of extensions.

LANGDALEBOURNE GROVE DRIVE FARNHAM GU10 3QX

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

TM/2016/0049 Farnham Bourne

WORKS TO TREES/REMOVAL OF TREE

MANATOBA DENE CLOSE FARNHAM GU10 3PP

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2016/0691 Farnham Bourne

Erection of extensions and alterations following demolition of existing garage and extensions.

LYEMUN, LODGE HILL ROAD, FARNHAM GU10 3RE

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

TM/2016/0052 Farnham Bourne

T1 - Oak - Reduce overhang by around 3-4m back to boundary, leaving 3-4m radial canopy spread, prune to shape.

T2 - Pine - Reduce canopy by 2m back to boundary, to leave radial canopy spread of around 4-5m.

20 VICARAGE HILL GU9 8HJ

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

NMA/2016/0076 Farnham Bourne

Amendment to WA/2013/1980 to provide alterations to size of extension and 2 additional rooflights. **Previous comments on 12.12.2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.**

71 AVELEY END, AVELEY LANE, FARNHAM GU9 8PS

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

CA/2016/0063 Farnham Bourne Mr A Clout

Great Austins Conservation area- Works to and removal of trees. T1 Beech - Fell T2 Sweet Chestnut saplings x2 T3 Beech - Fell T4 Oak - Reduce in height by 6-8 meters (retaining a finished height of 16-18m) Reduce over-extended lateral limbs by 6-7m (retain)

14 GREENHILL ROAD FARNHAM GU9 8JP

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

TM/2016/0054 Farnham Bourne Mr A Clout

WORKS TO TREES SUBJECT TO TPO FAR 107 **Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.**

WOODWAYS, 15 AVELEY LANE FARNHAM GU9 8PW

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

CA/2016/0067 Farnham Bourne Mr A Clout

OLD CHURCH LANE CONSERVATION AREA

WORKS TO AND REMOVAL OF TREES PROTECTED BY CA DESIGNATION, NOT TPO WA114. WORKS IN ACCORDANCE WITH SUBMITTED REPORT BY I.KEEN LTD.

ACORN COTTAGE VICARAGE HILL FARNHAM GU9 8HG

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

TM/2016/0053 Farnham Bourne Mr A Clout

TPO WA 114 APPLICATION FOR WORKS TO AND REMOVAL OF TREES

ACORN COTTAGE VICARAGE HILL FARNHAM GU9 8HG

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2016/0781 Farnham Bourne Julie Paine

Certificate of Lawfulness under Section 192 for the erection of an extension following demolition of existing garage.

11 DEEPDENE, FARNHAM GU10 3QP

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

WA/2016/0614 Farnham Bourne Rachel Kellas

Application under Section 73 to vary Condition 1 of WA/2015/1454 (plan numbers) to allow relocation of dormer window. **Previous comments on 10.08.2015 were as follows:**

Farnham Town Council deplores the cutting down of trees and the Aveley Lane access, destroying the nature of the road with traffic giving onto a single track lane, which is very narrow. Any access should be through the current access and Farnham Town Council hopes that Heroncourt will be kept in a decent condition.

LAND TO REAR OF HERONCOURT 39, FORD LANE, WRECCLESHAM GU10 4SF

Farnham Town Council has no objections.

WA/2016/0623 Farnham Bourne Rachel Kellas

Outline Application for the erection of a staff dwelling to serve the existing dwelling along with the erection of a detached dwelling with garage.

LAND AT 73 FRENHAM ROAD, LOWER BOURNE GU10 3HL

Farnham Town Council is concerned about the increased dwellings on this site, which is covered by BE3 and would suggest that the staff dwelling remains ancillary to the main dwelling.

WA/2016/0713 Farnham Bourne Rachel Kellas

Application under Section 73 to vary Conditions 1 & 24 of WA/2015/1454 (plan numbers and closure of access onto Aveley Lane) to allow access onto Aveley Lane. **Previous comments on 10.08.2015 were as follows: Farnham Town Council deplores the cutting down of trees and the Aveley Lane access, destroying the nature of the road with traffic giving onto a single track lane, which is very narrow. Any access should be through the current access and Farnham Town Council hopes that Heroncourt will be kept in a decent condition.**

LAND TO REAR OF HERONCOURT, 39 FORD LANE, WRECCLESHAM GU10 4SF

Farnham Town Council continues to deplore the cutting down of trees and the Aveley Lane access, destroying the nature of the road with traffic giving onto a single track lane, which is very narrow. Any access should be through the current access and Farnham Town Council hopes that Heroncourt will be kept in a decent condition and to the conditions of the Appeal.

WA/2016/0614 Farnham Bourne Rachel Kellas

Application under Section 73 to vary Condition 1 of WA/2015/1454 (plan numbers) to allow relocation of dormer window and an amended siting of the proposed dwelling. **Previous comments on 10.08.2015 were as follows: Farnham Town Council deplores the cutting down of trees and the Aveley Lane access, destroying the nature of the road with traffic giving onto a single track lane, which is very narrow. Any access should be through the current access and Farnham Town Council hopes that Heroncourt will be kept in a decent condition.**

LAND TO REAR OF HERONCOURT 39, FORD LANE, WRECCLESHAM GU10 4SF

Farnham Town Council is concerned about the siting and implications of the change of access.

Cllr Cockburn left the room.

WA/2016/0716 Farnham Bourne Rachel Kellas

Erection of a dwelling.

LAND AT 7 & 9 PINE RIDGE DRIVE, LOWER BOURNE GU10 3JW

Farnham Town Council would like to register a holding objection due to lack of information given for this proposed dwelling.

Cllr Cockburn returned.

WA/2016/0725 Farnham Bourne Rachel Kellas

Application under Section 73A to vary Condition 2 of WA/2014/2260 (plan numbers) to allow additional floorspace. **Previous comments on 22.12.2014 were as follows: Farnham Town Council objects to this application. This is an area covered by policy BE3 which seeks to protect the pattern of development in this area. In addition, policy FNP5 of the emerging Farnham Neighbourhood Plan which was subject to Reg 14 consultation in December 2014 seeks to maintain the informal rural character of this area. This proposal is obtrusive in respect of the surrounding area.**

LAND AT THE LODGE, 100 LODGE HILL ROAD FARNHAM GU10 3RD

Farnham Town Council has no objections to this proposal.

WA/2016/0749 Farnham Bourne Amy Radford

Erection of extensions and alterations (revision of WA/2015/2135) **Previous comments on 30.11.2015 were as follows: Farnham Town Council objects to the proposed extension and alterations in this unmade, narrow lane. It is overdevelopment of the site, out of keeping with the street scene and will have an adverse effect on the neighbours' amenities.**

WHITE HOUSE, VALLEY LANE, FARNHAM GU10 3NQ

Farnham Town Council has no objections subject to the neighbours' amenities not being adversely affected and all extensions and alterations being in keeping with the Farnham Design Statement.

NMA/2016/0072 Farnham Bourne Mrs M Knight

Amendment to WA/2015/1782 to provide alterations to garage elevations and position of garage; alterations to front elevation. **Previous comments on 05.10.2015 were as follows: Farnham Town Council objects – this proposal is out of proportion with the existing building.**

5 VICARAGE HILL, FARNHAM GU9 8HG

Farnham Town Council has no objections to this proposal.

WA/2016/0778 Farnham Bourne Rachel Kellas

Application under Section 73 to vary Condition 1 of WA/2015/2307 (plan numbers) to allow an alteration to the access arrangements. **Previous comments on 21.12.2015 were as follows:**

Farnham Town Council objects to this application which is in an area covered by BE3.

The site needs to be viewed from the street and across the valley as the Town Council is concerned about the erosion of trees on the bank arising from Dene Lane, which is material in light of BE3.

LAND TO THE REAR OF 106 LODGE HILL WOOD, LODGE HILL ROAD, FARNHAM GU10 3RD

Farnham Town Council has no objections to this proposal.

NMA/2016/0075 Farnham Bourne Mrs M Knight

Amendment to WA/2015/0573 to provide alterations to garage. **Previous comments on**

13.04.2013 were as follows: Farnham Town Council objects to this proposal. This is overdevelopment of this site on a narrow lane. Notwithstanding the unsuitability of the site, the design is totally out of keeping with the intrinsic character of the area.

79A MIDDLE BOURNE LANE, FARNHAM GU10 3NJ

Farnham Town Council has no objections.

Farnham Castle

WA/2016/0667 Farnham Castle Kayleigh Taylor

Listed Building Consent for internal alterations and the insertion of 2 new windows.

ST ANDREWS COURT, 2 DOWNING STREET, FARNHAM GU9 7NX

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

WA/2016/0666 Farnham Castle Kayleigh Taylor

Alterations to elevations to provide 2 additional windows.

ST ANDREWS COURT, 2 DOWNING STREET, FARNHAM GU9 7NX

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

WA/2016/0724 Farnham Castle Kayleigh Taylor

Listed Building consent for internal alterations.

4 MIDDLE CHURCH LANE, FARNHAM GU9 7PP

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

WA/2016/0791 Farnham Castle Julie Paine

Erection of extensions and alterations to existing garage.

THE OLD VICARAGE, VICARAGE LANE, FARNHAM GU9 7PR

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

WA/2016/0792 Farnham Castle Julie Paine

Listed Building Consent for extensions and alterations to existing garage.

THE OLD VICARAGE, VICARAGE LANE, FARNHAM GU9 7PR

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

NMA/2016/0069 Farnham Castle Mrs M Knight

Amendment to WA/2015/0965 to provide alteration to window and dormers. **Previous comments on 08.06.2015 were as follows: Farnham Town Council objects to the overdevelopment this application would cause and the problems for extra parking in an already busy lane.**

SITE OF 26, MEAD LANE, FARNHAM GU9 7DY

Farnham Town Council has no objections.

WA/2016/0686 Farnham Castle Rachel Kellas

Installation of ATM.

16 SOUTH STREET, FARNHAM GU9 7RP

Farnham Town Council has no objections.

WA/2016/0687 Farnham Castle Rachel Kellas

Display of non-illuminated ATM signage and 2 poster frames.

16 SOUTH STREET, FARNHAM GU9 7RP

Farnham Town Council has no objections.

WA/2016/0732 Farnham Castle Gemma Paterson

Siting of two cabins for a temporary period (revision of WA/2015/1942). **Previous comments on 02.11.2015 were as follows: Farnham Town Council objects to the porta cabins which have already been sited and overlook the bathroom window at Flat 1.**

107 WEST STREET, FARNHAM GU9 7LQ

Farnham Town Council objects to the porta cabins which have already been sited in the conservation area and has an adverse effect on the neighbours' amenities.

WA/2016/0684 Farnham Castle Kayleigh Taylor

Erection of single storey extension and installation of roof lights to allow additional habitable accommodation following demolition of existing extension.

16 BEAVERS ROAD, FARNHAM GU9 7BD

Farnham Town Council has no objections.

Farnham Firgrove

WA/2016/0752 Farnham Firgrove Kayleigh Taylor

Alterations to garage to provide additional habitable accommodation.

MIOLANS, 62 BRIDGEFIELD, FARNHAM GU9 8AW

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

WA/2016/0639 Farnham Firgrove David Spring

Erection of single storey extension and alterations.

12 ST JOHNS ROAD, FARNHAM GU9 8NT

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

Cllr Cockburn left the room.

CR/2016/0006 Farnham Firgrove Amy Radford

Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use to provide 2 dwellings.

26 ST GEORGES ROAD, FARNHAM GU9 8NB

Farnham Town Council has no objections, but would request improved landscaping on this residential road.

Cllr Cockburn returned.

WA/2016/0787 Farnham Firgrove David Spring

Erection of extensions and alterations.

22 UPPER WAY, FARNHAM GU9 8RG

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

Farnham Hale and Heath End

WA/2016/0712 Farnham Hale and Heath End Amy Radford

Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension (revision of WA/2016/0278). **Previous comments on 07.03.2016 were as follows: Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and all materials being in keeping with existing.**

2 FAIRVIEW GARDENS, FARNHAM GU9 0NG

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

WA/2016/0628 Farnham Hale and Heath End Kate Ingram

Erection of single-storey rear extension; alterations to roof to form habitable accommodation including side dormer and roof lights.

1 BETHEL CLOSE, FARNHAM GU9 0PZ

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

NMA/2016/0073 Farnham Hale and Heath End Mrs M Knight

Amendment to WA/2016/0165 to provide alterations to elevations. **Previous comments on 22.02.2016 were as follows: Farnham Town Council is concerned that the proposed double garage is going to be used for habitation and hopes it will be conditioned as ancillary to the main dwelling.**

11 HIGHLANDS ROAD, FARNHAM GU9 0LX

Farnham Town Council is concerned that the proposed double garage is going to be used for habitation and hopes it will be conditioned as ancillary to the main dwelling.

WA/2016/0760 Farnham Hale and Heath End David Spring

Erection of extensions and alterations.

31 EAST AVENUE, FARNHAM GU9 0RA

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

WA/2016/0762 Farnham Hale and Heath End Kayleigh Taylor

Construction of new access onto Nutshell Lane.

59 UPPER HALE ROAD, FARNHAM GU9 0NX

Farnham Town Council OBJECTS to this proposed new access, which would be a dangerous exit on a narrow road and junction. It would also mean the removal of a hedge which would be out of character for the area.

Farnham Moor Park

WA/2016/0717 Farnham Moor Park Julie Paine

Application under Section 73 to vary Condition 1 of WA/2015/1786 (approved plan numbers) to allow alterations to fenestration and roof. **Previous comments on 05.10.2015 were as follows: Farnham Town Council has no objections subject to the proposed dwelling being in keeping with the Farnham Design Statement.**

11 WITCHINGS, MONKS WELL, FARNHAM GU10 1RH

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

WA/2016/0753 Farnham Moor Park Amy Radford

Erection of extensions and alterations including integral garage (revision of WA/2015/2306).

Previous comments on 21.12.2015 were as follows: Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement.

FAIRACRE, 35 COMPTON WAY, FARNHAM GU10 1QT

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

WA/2016/0665 Farnham Moor Park Julie Paine

Erection of a garage with garden room above following demolition of an existing garage and carport together with the erection of 2 sets of new gates.

OLD KILN, 12 MONKSHANGER, FARNHAM GU9 8BU

Farnham Town Council has no objections but would request that the garage and garden room remain ancillary to the main dwelling.

WA/2016/0668 Farnham Moor Park Gemma Paterson

Erection of a building to provide 14 flats with parking under using existing access; altered vehicular access from St Cross Road; change of use and alterations to part of existing building to provide A1 unit (retail) and B1 units (office/light industrial)

74-84 EAST STREET, FARNHAM GU9 7TP

Farnham Town Council has no objections and would suggest that the developers work closely with nearby residents.

Farnham Shortheath and Boundstone

WA/2016/0648 Farnham Shortheath and Boundstone Julie Paine

Construction of dormer windows.

FLAT 2, ST JOAN HOUSE, 22 LITTLE GREEN LANE FARNHAM GU9 8TB

Farnham Town Council has no objections.

WA/2016/0673 Farnham Shortheath and Boundstone Kayleigh Taylor

Erection of extensions.

5 BURNT HILL ROAD, WRECCLESHAM GU10 4RU

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

WA/2016/0637 Farnham Shortheath and Boundstone Kate Ingram

Erection of extensions and alterations.

65 GREENHILL WAY, FARNHAM GU9 8TA

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

TM/2016/0058 Farnham Shortheath and Boundstone Mr A Clout

TPO03/13 APPLICATION FOR WORKS TO A TREE AND REMOVAL OF TREES SUBJECT TO TPO WOODLAND TPO 03/13

3 WICKET HILL FARNHAM GU10 4RD

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

NMA/2016/0077 Farnham Shortheath and Boundstone Mrs M Knight

Amendment to WA/2015/0946 to provide alterations to elevations. **Previous comments on**

08.06.2015 were as follows: Farnham Town Council has no objections provided the new extensions are in line with the Farnham Design Statement.

11 GORSE LANE, WRECCLESHAM GU10 4SD

Farnham Town Council has no objections subject to the alterations being in keeping with the Farnham Design Statement and all materials in keeping with existing

WA/2016/0612 Farnham Shortheath and Boundstone Mrs J Hammick

Erection of extensions and alterations following demolition of existing garage.

51 SANDROCK HILL ROAD, WRECCLESHAM GU10 4RJ

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

WA/2016/0690 Farnham Shortheath and Boundstone David Spring

Erection of a dwelling and associated parking (revision of WA/2015/1219). **Previous comments on 13.07.2015 were as follows: Farnham Town Council strongly objects to this application. The resultant plots are out of character with the area and the proposals will drastically, negatively impact on the street scene. This proposal is not in line with the Farnham Design Statement 2010, which seeks the retention of Shortheath and Boundstone's "sylvan, rural" character.**

This application should be refused, failure to do so with set a negative precedent for overdevelopment of rural areas and the deterioration of the current pattern of development.

32 THORN ROAD, WRECCLESHAM GU10 4TU

Farnham Town Council is concerned about the adverse effect on the neighbours' amenities due to the small space available and very little garden.

WA/2016/0774 Farnham Shortheath and Boundstone Kayleigh Taylor

Erection of extensions and alterations.

PINEVIEW, 2 BOURNE DENE, WRECCLESHAM GU10 4RF

Farnham Town Council has no objections subject to the extensions and alterations being in keeping with the Farnham Design Statement and all material used in keeping with existing.

Farnham Upper Hale

WA/2016/0682 Farnham Upper Hale Julie Paine

Erection of a single storey side extension following demolition of existing garage.

32 FOLLY LANE NORTH, FARNHAM GU9 0HX

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.

TM/2016/0050 Farnham Upper Hale Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TPO ORDER WA 118 TREE 2
5 WELLESLEY GARDEN FARNHAM GU9 0JS

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

DW/2016/0018 Farnham Upper Hale Kayleigh Taylor

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 3.3m, and for which the height of the eaves would be 2.3m.

86 ALMA LANE, FARNHAM GU9 0LP

Farnham Town Council has no objections.

Farnham Weybourne and Badshot Lea

WA/2016/0620 Farnham Weybourne and Badshot Lea Julie Paine

Erection of extensions following demolition of existing conservatory.

44 WEYBOURNE ROAD, FARNHAM GU9 9HG

Farnham Town Council has no objections to the extensions being in keeping with the Farnham Design Statement and all material used are in keeping with existing materials.

WA/2016/0661 Farnham Weybourne and Badshot Lea Julie Paine

Certificate of Lawfulness under Section 192 for hip to gable enlargement of the roof and construction of a dormer window.

130 WEYBOURNE ROAD FARNHAM GU9 9HD

Farnham Town Council has no objections.

WA/2016/0611 Farnham Weybourne and Badshot Lea David Spring

Erection of extension and alterations to roof; construction of dormer window and relocation of roof light.

KILN COTTAGE, BADSHOT FARM LANE, BADSHOT LEA GU9 9HY

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Design Statement and all material used in keeping with existing materials.

WA/2016/0788 Farnham Weybourne and Badshot Lea Rachel Kellas

Application under Section 73 to vary Condition 20 and remove Conditions 13 and 17 of

WA/2011/1921 to allow a change to the design of plot 1 to allow a new electricity pylon, alterations to plots 2 - 13 and to remove the requirement for 10% renewable energy. **Previous comments on 24.11.2011 were as follows: This is an area of known flood risk and we are concerned by this application. It is an out of character development for the area and there is a loss of amenity due to removal of open green space. We are also concerned about the effect this would have on the wildlife in the area.**

LAND AT STOCKWOOD WAY, FARNHAM GU9 9TE

Farnham Town Council OBJECTS to the removal of conditions.

WA/2016/0765 Farnham Weybourne and Badshot Lea David Spring

Erection of extensions.

130 WEYBOURNE ROAD, FARNHAM GU9 9HD

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all material used in keeping with existing materials.

WA/2016/0776 Farnham Weybourne and Badshot Lea Kate Ingram

Erection of a hip to gable extension to existing first floor flat.

65 BADSHOT LEA ROAD, BADSHOT LEA GU9 9LP

Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

WA/2016/0730 Farnham Wrecclesham and Rowledge Kate Ingram

Erection of a porch together with new windows; alterations to roof of existing garage.

71 BOUNDSTONE ROAD, ROWLEDGE GU10 4AT

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

WA/2016/0718 Farnham Wrecclesham and Rowledge David Spring

Erection of an extension.

28 ST PETERS GARDENS, WRECCLESHAM GU10 4QX

Farnham Town Council objects to this extension, which would have an impact on parking. The proposed extension would make an affordable 3 bed house into a 5 bed house, resulting in over development of the plot.

TM/2016/0057 Farnham Wrecclesham and Rowledge Mr A Clout

TP 9/01

APPLICATION FOR WORKS TO TREES

5 GREYSTEAD PARK FARNHAM GU10 4NB

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

TM/2016/0056 Farnham Wrecclesham and Rowledge Mr A Clout

TPO9/01

APPLICATION FOR WORKS TO TREES

9 GREYSTEAD PARK FARNHAM GU10 4NB

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

WA/2016/0671 Farnham Wrecclesham and Rowledge David Spring

Erection of dwelling following demolition of existing dwelling.

ZENNOR, CHERRY TREE WALK, FARNHAM GU10 4AD

Farnham Town Council **OBJECTS** to this proposal which is overdevelopment of the site, the proposed dwelling is too large.

WA/2016/0633 Farnham Wrecclesham and Rowledge Amy Radford

Erection of a dwelling together with associated works using existing access.

LAND AT JUNCTION OF SUMMERFIELD LANE AND FRENHAM HEIGHTS ROAD,
ROWLEDGE

Farnham Town Council **STRONGLY OBJECTS** to this proposal which is out of keeping with the street scene and the Farnham Design Statement.

WA/2016/0726 Farnham Wrecclesham and Rowledge Gemma Paterson

Consultation under Regulation 3 for extraction of sand (770,00 tonnes) and clay (512,000 cubic metres) from a site of 36.2 hectares; filling of existing and resultant void with (2.6 million cubic metres) non-hazardous industrial, commercial, household and
ALTON ROAD SANDPIT, ALTON ROAD, FARNHAM

Farnham Town Council OBJECTS to the number of lorries coming through the Conservation Area and the town centre. There needs to be a traffic management plan avoiding the town centre.

WA/2016/0694 Farnham Wrecclesham and Rowledge Rachel Kellas

Erection of 3 dwellings including a new access point from Pottery Lane following demolition of existing dwelling (revision of WA/2015/1662). **Previous comments on 21.09.2015 were as follows:** Farnham Town Council strongly objects to this application which is over development and out of keeping with the street scene. The current property is of local architectural and historical interest. Farnham Town Council would ask that this application be reviewed by the Conservation Officer.

THORNBRAKE HOUSE, 14 WOODCUT ROAD, WRECCLESHAM GU10 4QF

Farnham Town Council STRONGLY OBJECTS to this application which is over development and out of keeping with the street scene. The current property is of local architectural and historical interest. Farnham Town Council would ask that this application be reviewed by the Conservation Officer.

Farnham Town Council reviewed the following plans as requested at the Town Council meeting on 28 April 2016, but their comments remained the same.

Farnham Town Council STRONGLY OBJECTS to this application which is over development and out of keeping with the street scene. The current property is of local architectural and historical interest. Farnham Town Council would ask that this application be reviewed by the Conservation Officer.

WA/2016/0566 Farnham Weybourne and Badshot Lea Julie Paine

Erection of a dwelling and associated works.

LAND AT 34 ST GEORGES ROAD, BADSHOT LEA GU9 9LY

Farnham Town Council has no objections.

Date of next meeting Monday 23 May 2016 at 9.30am

The meeting closed at 10.30am

Notes by Ginny Gordon



FARNHAM TOWN COUNCIL

Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 23 May 2016

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Cllr C Cockburn

Cllr J S Fraser

Cllr M Hyman

Cllr A Macleod

Cllr K Mirylees

Cllr J Williamson

Other Councillors in attendance: None

Officers in attendance: Ginny Gordon

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

1) Election of Chairman of Working Group

Cllr Carole Cockburn nominated Cllr John Williamson as Chairman, seconded by Cllr MacLeod. There were no other nominations and Cllr Williamson was duly elected.

2) Apologies

Cllrs Dunsmore and Ricketts

3) Declarations of Interest

There were no Declarations of Interest.

4. Applications considered by the Planning & Licensing Consultative Group on 23 May 2016

Farnham Bourne

WA/2016/0814 Farnham Bourne

Erection of fence and gates.

3 GOLD HILL HOUSE, GOLD HILL, FARNHAM GU10 3JH

Farnham Town Council deplores the increase in high board fencing and walls making barriers for the wild life in the area and stopping their movement. This detracts from the semi rural nature and character of the area.

WA/2016/0804 Farnham Bourne

Erection of extensions and front porch.

OLD GARDEN COTTAGE, 3 VALLEY LANE, FARNHAM GU10 3NQ

Farnham Town Council has no objections subject to the extensions and front porch being in keeping with the Farnham Design Statement and all materials in keeping with existing.

WA/2016/0865 Farnham Bourne

Application under Section 73A to vary Condition 1 of WA/2015/0591 (plan numbers) to allow for alterations to position of garage. **Previous comments on 13.04.2015 were as follows:**

Farnham Town Council has no objections.

LAND AT TAMARINDA, BEECH AVENUE, FARNHAM GU10 3JY

Farnham Town Council has no objections.

NMA/2016/0084 Farnham Bourne

Amendment to WA/2015/1656 to provide alterations to roof. **Previous comments on 21.09.2015 were as follows: Farnham Town Council has no objections subject to the proposed extensions and alterations being in keeping with the Farnham Design Statement and materials used being in keeping with existing.**

REDHILL HOUSE, TILFORD ROAD, FARNHAM GU9 8HS

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

NMA/2016/0083 Farnham Bourne

Amendment to WA/2015/1221 to provide alterations to elevations and roof tiles. **Previous comments on 13.07.2015 were as follows: Farnham Town Council has no objections.**

16 VICARAGE HILL, FARNHAM GU9 8HJ

Farnham Town Council has no objections.

WA/2016/0826 Farnham Bourne

Erection of a dwelling and detached garage and a garage to serve existing dwelling following demolition of existing garages and sunroom.

LAND AT 8 KILN LANE, LOWER BOURNE GU10 3LR

Farnham Town Council is disappointed the Inspector did not turn down this application on principle of development on site.

WA/2016/0868 Farnham Bourne

Erection of detached dwelling and associated works.

LAND AT 65A LODGE HILL ROAD, LOWER BOURNE GU10 3RD

Farnham Town Council STRONGLY OBJECTS to the proposed dwelling which is out of keeping with the street scene and would destroy the character of this wooded and semi-rural area and is against the Farnham Design Statement.

Farnham Castle

CA/2016/0069 Farnham Castle CONSERVATION AREA P31/3/9 FARNHAM
WORKS TO TREES

MULBERRY LODGE WEST STREET FARNHAM GU9 7EH

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2016/0795 Farnham Castle

Erection of a dwelling together with a garage and associated works.

LAND AT END OF CUL DE SAC NORTH WEST SIDE, THREE STILES ROAD, FARNHAM

Farnham Town Council STRONGLY OBJECTS to the proposed dwelling which would encroach on open countryside as in Policy C3. The land is not designated or appropriate for development. This would also set a precedent in the area which is against strategic and local policies.

WA/2016/0839 Farnham Castle Change of use of ground floor from mixed use, shop/café (A1/A3) to 1 dwelling and change of use of 1st floor from sui generis to 1 dwelling, together with associated alterations.

THE BARN, OLD KILN COURTYARD, THE BOROUGH, FARNHAM GU9 7NA

Farnham Town Council has no objections.

WA/2016/0851 Farnham Castle

Erection of a single storey extension.

12A MEAD LANE, FARNHAM GU9 7DY

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.

WA/2016/0844 Farnham Castle

Display of sign.

3 CASTLE STREET, FARNHAM GU9 7HR

Farnham Town Council strongly objects to the display sign which should be a hanging design and in keeping with the Farnham Design Statement. This design is inappropriate for the Conservation area.

WA/2016/0843 Farnham Castle

Alterations to ground floor elevation and internal alterations.

3 CASTLE STREET, FARNHAM GU9 7HR

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

WA/2016/0845 Farnham Castle

Listed Building Consent for alterations to ground floor elevations and internal alterations.

3 CASTLE STREET, FARNHAM GU9 7HR

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

WA/2016/0855 Farnham Castle

Erection of a dwelling with garage; using existing access, following demolition of existing dwelling and ancillary buildings.

HURST, WEST STREET, FARNHAM GU9 7AP

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

WA/2016/0797 Farnham Castle

Erection of a two storey rear extension.

1 BABBS MEAD, FARNHAM GU9 7EE

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.

WA/2016/0803 Farnham Castle

Relocation of air conditioning units and erection of an enclosure.

107 WEST STREET FARNHAM GU9 7LQ

Farnham Town council has no objections.

WA/2016/0808 Farnham Castle

Listed Building consent for alterations.

6 THE BOROUGH, FARNHAM GU9 7NA

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

WA/2016/0812 Farnham Castle

Change of use of an existing outbuilding from ancillary residential (Class C3) use to office space (Class B1).

3 LOWER CHURCH LANE, FARNHAM GU9 7PS

Farnham Town Council has no objections.

WA/2016/0903 Farnham Castle

Listed Building Consent for the erection of an extension and alterations.

12 MIDDLE CHURCH LANE, FARNHAM GU9 7PP

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

WA/2016/0877 Farnham Castle

Application under Regulation 3 for formation of 16 on-street parking spaces for the use of the existing dwellings.

1-16, COLLEGE GARDENS, FARNHAM GU9 7EL

Farnham Town Council STRONGLY OBJECTS to this proposal which shows complete misunderstanding of parking issues in the town and the nature of College Gardens and its users. This application would be destroying the nature of the gardens.

WA/2016/0902 Farnham Castle

Erection of extension and alterations.

12 MIDDLE CHURCH LANE, FARNHAM GU9 7PP

Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer and all extensions and alterations being in keeping with the Farnham Design Statement.

WA/2016/0891 Farnham Castle

Erection of a two-storey ancillary office building; associated infrastructure and other works.

UNIVERSITY COLLEGE FOR THE CREATIVE ARTS, FALKNER ROAD, FARNHAM GU9 7DS

Farnham Town Council OBJECTS to the unimaginative design of the proposed office building and does not think it reflects the designs that the university is known for.

Farnham Firgrove

WA/2016/0878 Farnham Firgrove

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

79 WEYDON HILL ROAD, FARNHAM GU9 8NY

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.

Farnham Hale and Heath End

TM/2016/0066 Farnham Hale and Heath End

TPO FAR83

APPLICATION FOR REMOVAL OF 2 SCOTS PINE

CLAREBANK 8B VICARAGE LANE FARNHAM GU9 0PF

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2016/0799 Farnham Hale and Heath End

Erection of extension, alterations to elevations to provide for additional habitable floorspace.

3 HAMPTON ROAD FARNHAM GU9 0DF

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

WA/2016/0809 Farnham Hale and Heath End

Erection of a single storey extension.

25 WEST AVENUE FARNHAM GU9 0RH

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.

NMA/2016/0085 Farnham Hale and Heath End

Amendment to WA/2013/1459 to provide alterations to porch design. **Previous comments on 03.10.2013 were as follows: Concerned about the size of the proposed alterations and extensions and the adverse effect on the residential amenities of the neighbours.**

51 WEST AVENUE, FARNHAM GU9 0RB

Farnham Town Council has no comment.

Farnham Moor Park

TM/2016/0070 Farnham Moor Park

66 EAST STREET, FARNHAM GU9 7TJ

Farnham Town Council has no objections subject to the extension being in keeping

TPO WOODLAND 10/15

APPLICATION FOR A REMOVAL OF TREE SUBJECT TO TPO WOODLAND 10/15

8 COMBE END MOOR PARK LANE FARNHAM GU10 1QS

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

NMA/2016/0086 Farnham Moor Park

Amendment to WA/2014/1827 to provide alterations to elevations. **Previous comments on 27.10.2014 were as follows: Farnham Town Council has no objections.**

1 ST JAMES TERRACE, FARNHAM GU9 7JT

Farnham Town Council has no objections.

WA/2016/0863 Farnham Moor Park

Erection of first-floor rear extension.

18 STOKE HILLS, FARNHAM GU9 7TE

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.

WA/2016/0864 Farnham Moor Park

Erection of single storey rear extension to dental surgery.

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.

WA/2016/0892 Farnham Moor Park

Erection of a first floor, rear extension.

37 BROOMLEAF ROAD FARNHAM GU9 8DG

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.

WA/2016/0802 Farnham Moor Park

Erection of extensions and alterations, including dormer window to provide additional habitable accommodation.

33 HIGH PARK ROAD, FARNHAM GU9 7JJ

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

WA/2016/0872 Farnham Moor Park

Alterations to roof to create habitable accommodation including installation of dormer window.

BEACH CORNER, 7 CROOKSBURY ROAD, FARNHAM GU10 1QE

Farnham Town Council has no objections.

WA/2016/0867 Farnham Moor Park

Extension and alterations to roof to form habitable accommodation including installation of front and rear dormers and rooflights.

1A BROOMLEAF ROAD, FARNHAM GU9 8DG

Farnham Town Council has no objections.

WA/2016/0882 Farnham Moor Park

Consultation for a County Matter Application for the continued restoration of the site without compliance with Condition 18 and 19 of planning permission ref: WA/06/2395 dated 9 February 2007, so as to allow restoration and aftercare to be carried out in

RUNFOLD NORTH QUARRY, GUILDFORD ROAD, FARNHAM GU10 1PB

Farnham Town Council thinks it is essential that the Community Liaison Group is kept informed and is consulted to get a more consensual result.

WA/2016/0900 Farnham Moor Park

Erection of a single storey rear extension.

19 LOWER SOUTH VIEW, FARNHAM GU9 7LB

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

Farnham Shortheath and Boundstone

WA/2016/0794 Farnham Shortheath and Boundstone

Erection of single storey rear extension.

20 BURNT HILL WAY, WRECCLESHAM GU10 4RP

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with the existing.

WA/2016/0901 Farnham Shortheath and Boundstone

Erection of extensions and including attached garage.

82 SHORTEATH ROAD, FARNHAM GU9 8SQ

Farnham Town Council has no objections subject to the extensions and attached garage being in keeping with the Farnham Design Statement and all materials in keeping with the existing.

TM/2016/0077 Farnham Shortheath and Boundstone

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 5/99

15 LONGHOPE DRIVE FARNHAM GU10 4SN

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2016/0856 Farnham Shortheath and Boundstone

Single & two storey rear extensions & single storey side extension

90 BARDSLEY DRIVE, FARNHAM GU9 8UQ

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

Farnham Upper Hale

WA/2016/0869 Farnham Upper Hale

Alterations to elevations and roof including provision of dormer window.

ST MARKS CHURCH, UPPER HALE ROAD, FARNHAM GU9 0LT

Farnham Town Council has no objections.

WA/2016/0811 Farnham Upper Hale

Application for advertisement consent for the display of illuminated and non-illuminated signs.

OLD PARK SERVICE STATION, ODIHAM ROAD, FARNHAM GU10 5AB

Farnham Town Council has no objections.

WA/2016/0810 Farnham Upper Hale

Installation of an ATM and housing unit.

OLD PARK SERVICE STATION, ODIHAM ROAD, FARNHAM GU10 5AB

Farnham Town Council has no objections.

Farnham Weybourne and Badshot Lea

WA/2016/0849 Farnham Weybourne and Badshot Lea

Erection of single storey rear extension.

4 THE ALDERS, THE GREEN, BADSHOT LEA GU9 9NR

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials in keeping with the existing.

TM/2016/0074 Farnham Weybourne and Badshot Lea

APPLICATION FOR WORKS TO ALDER TREE SUBJECT OF TPO 26/01 T15

55 WOODBOURNE FARNHAM GU9 9EE

Farnham Town Council has no objections subject to the approval of the Arboricultural Officer, but is concerned about the amount of works to trees across Farnham.

WA/2016/0847 Farnham Weybourne and Badshot Lea

Approval of reserved matters (layout, scale, and appearance) following the outline approval for the erection of 71 dwellings including access and associated car parking (WA/2014/2113). **Previous comments on 08.12.2014 were as follows: The Town Council welcomes the fact that the owner has been in discussion with local community groups, but gathers that changes to the original description do not seem to be reflected in the plans. Any development must benefit the village of Badshot Lea with improved facilities at the recreation ground or nearby, plus parking for the villagers**

LAND TO THE WEST OF ST GEORGES ROAD, BADSHOT LEA

Farnham Town Council would stress that it is imperative for the developers to continue to keep talking to Badshot Lea Association to reflect the needs and wishes of the local residents and for them to keep working together.

WA/2016/0912 Farnham Weybourne and Badshot Lea

Change of use from Use Code A1 Retail to Use Code D2 Leisure (Indoor Trampoline Park)(revision of WA/2016/0501). **Previous comments on 04.04.2016 were as follows: Farnham Town Council has no objections.**

LYNWOOD HOUSE, 8B FARNHAM TRADING ESTATE, WATER LANE, FARNHAM GU9 9NN
Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

WA/2016/0850 Farnham Wrecclesham and Rowledge

Erection of extensions and alterations.

12 GREYSTEAD PARK, FARNHAM GU10 4NB

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

WA/2016/0800 Farnham Wrecclesham and Rowledge

Certificate of Lawfulness under Section 192 for the erection of an extension.

LICKFOLDS COTTAGE, 43 LICKFOLDS ROAD, ROWLEDGE GU10 4AE

Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and all materials used in keeping with the existing.

WA/2016/0828 Farnham Wrecclesham and Rowledge

Erection of single-storey extension and alterations (revision of WA/2016/0121). **Previous comments on 08.02.2016 were as follows: Farnham Town Council is concerned at the size of the proposed extension and alterations and the adverse effect on the residential amenities of the neighbours.**

38 HIGH STREET, ROWLEDGE GU10 4BT

Farnham Town Council has no objections.

WA/2016/0881 Farnham Wrecclesham and Rowledge Consultation under Regulation 3
for erection of sports pavilion.

WEYDON ACADEMY, WEYDON LANE, FARNHAM GU9 8UG

Farnham Town Council has no objections.

Appendix D
Licensing applications for consideration

An application received for a variation of a premises licence. The application is for a new licensing plan to include hotel bedrooms on the ground and first floors and to allow the sale of alcohol to residents and guests only 24 hours a day, 7 days a week in the whole of the premises. All other licensable activities, permitted hours and opening hours to remain as existing. The last date for representations is **14th June 2016**. All correspondence in relation to this application contact licensing@waverley.gov.uk.

Premises	Application Type	Address	Applicant
The Princess Royal Farnham	Variation	Guildford Road, Runfold	Fuller, Smith & Turner PLC

Farnham Town Council has no objections.

Date of next meeting Monday 6 June 2016 at 9.30am

The meeting closed at 10.30am

Notes by Ginny Gordon