



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

Thursday 12<sup>th</sup> June 2014 at 7.00pm

### Place

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

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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 12<sup>th</sup> June 2014, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

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

**Iain Lynch**  
Town Clerk

### **Members' Apologies**

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

### **Recording of Council Meetings**

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

### **Questions by the Public**

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

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

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



# FARNHAM TOWN COUNCIL

## Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

*Please use the form below to state in which Agenda Items you have an interest.*

*If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)*

As required by the Localism Act 2011, **I HEREBY Declare**, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: Date 12<sup>th</sup> June 2014  
 Name of Councillor .....

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	

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 12<sup>th</sup> June 2014.

### Place

The Council Chamber, South Street, Farnham

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### Prayers

Prior to the meetings, at 6.50pm, prayers will be said in the Council Chamber by Rev Conrad Hicks from Farnham Methodist Church. Councillors and members of the public are welcome to attend.

### Presentation of a painting as part of the centennial celebrations of Woodland Park, New Jersey by Mayor Keith Kazmark

Mayor Kazmark will join the meeting by a videoconference connection and make a presentation of a picture by Carol Clemens to celebrate the centenary of Woodland Park (formerly West Paterson).

### Questions by the Public

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

### 1 Apologies

To receive apologies for absence.

### 2 Minutes

- (i) To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 8<sup>th</sup> May 2014 **Appendix A**

### 3 Disclosure of Interests

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

#### NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Blagden, Cockburn, Frost, Hargreaves, Hill, J O'Grady, S O'Grady, Potts, Steel and Ward.*
- (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](mailto: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.

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

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

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

- 6 **Questions by Members**  
To consider any questions from councillors in accordance with Standing Order 9

## Part I – Items for Decision

- 7 **Working Group Notes**  
To receive the notes and any recommendations of the following Working Groups:
- |  |                   |
|--|-------------------|
| i) Community Enhancement held on 14 <sup>th</sup> May 2014   | <b>Appendix B</b> |
| ii) Tourism and Events held on 13 <sup>th</sup> May 2014     | <b>Appendix C</b> |
| iii) Cemeteries and Appeals held on 1 <sup>st</sup> May 2014 | <b>Appendix D</b> |
| iv) Strategy and Finance held on 3 <sup>rd</sup> June 2014   | <b>Appendix E</b> |
- 8 **Year End Accounts**  
The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on 3<sup>rd</sup> June 2014, 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 2013/14 and earmarked reserves at 31 <sup>st</sup> March 2014  | <b>Appendix F</b> |
| b. To receive the Summary 2013/14 Income and Expenditure Outturn  | <b>Appendix G</b> |
| c. To consider the Internal Auditors Report for the Year Ended 31 March 2014 and agree the Council's response to the issues raised  | <b>Appendix H</b> |
| d. To approve the Annual Governance Statement and the Annual Return for the Year Ended 31 March 2013 for signature and submission to the External Auditor, and approve the variances list | <b>Appendix I</b> |
- 9 **Planning Applications**  
To receive the minutes of the Planning & Licensing Consultative Group held on 28<sup>th</sup> April, 12<sup>th</sup> May and 2<sup>nd</sup> June. **Appendix J, K, L**
- 10 **Neighbourhood Plan Scoping Report** **Appendix M**  
To approve the draft Neighbourhood Plan Scoping Report for circulation to Statutory Consultees.
- 11 **Motion**  
To discuss the Motion submitted by Cllr Beaman in accordance with Standing Order 6.1

*“An objective review should be undertaken, based on collection of information of mayor making procedures adopted by other Councils, to determine best practice and make recommendations for any necessary changes to the current procedures in relation to future mayor-making within Farnham Town Council”*

## **Part 2 – Items to Note**

**12 Reports from other Councils**

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

**13 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

**14 Actions taken under the scheme of delegation**

Town Clerk to report on any relevant matters

**15 Date of next Meeting**

To confirm the date of the next meeting as July 25<sup>th</sup> 2014 at 7pm.

**16 Exclusion of the Press and Public (if required)**

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

## **Part 3 – Confidential Items**

**17 Exempt notes to Cemetery and Appeals Working Group (appeal matters) and Annex I to Strategy and Finance Working Group (Contractual matter)**

The Town Mayor will close the meeting.

Membership:

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

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

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

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# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 8<sup>th</sup> May 2014

### Place

The Council Chamber, South Street, Farnham

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#### Councillors

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

#### Officers Present:

Iain Lynch (Town Clerk)  
Rachel Aves (Team Leader Corporate Governance)  
Kevin Taitt (Team Leader, Outside Services)  
Mr Jonathan Jones – Honorary Town Crier

There were 20 members of the public in attendance.

- C001/14 **Apologies for Absence**  
Apologies were received from Cllrs J O’Grady, S O’Grady, Parry and Redfern.
- C002/14 **Minutes**  
The Minutes of the Farnham Town Council Meeting held on Thursday 17<sup>th</sup> April 2014 were agreed and signed by the Mayor as a correct record.
- C003/14 **Declarations of interests**  
There were no disclosures of interest relating to items on the agenda.
- C004/14 **Election of Mayor of Farnham**  
Cllr Ward proposed, and Cllr Steel seconded, that Cllr Jeremy Ricketts be elected Mayor of Farnham for the Municipal Year 2014/2015. There were no other nominations.
- RESOLVED nem con that: Cllr Jeremy Ricketts be elected Mayor of Farnham for the Municipal Year 2014/2015.**
- C005/14 Cllr Blagden invested Cllr Ricketts with the Mayoral Chain and Badge of Office.
- C006/14 **The Mayor of Farnham’s Declaration of Acceptance of Office**  
Having been invested with the Chain and Badge of Office, Cllr Jeremy Ricketts made his Declaration of Acceptance of Office and commenced his duties as Mayor.
- C007/14 **The Mayor’s speech of acceptance**  
Cllr Ricketts thanked his fellow councillors, saying he was honoured and humbled to represent Farnham as Mayor. He was looking forward to working with each councillor and the staff for the betterment of Farnham and its villages.
- Cllr Ricketts quoted the Dalai Lama who said “Too often we are entangled in short-sightedness. We need to adopt a more far-reaching view. We forget our basic human values. If we want to live in a better world, who do you think is going to bring it about? Only we human beings. Such change won’t come about as a result of government or UN action, but at the initiative of individuals. What we need is confidence and determination.” Cllr Ricketts knew from his year as Deputy Mayor that Farnham people have this confidence and determination and he hoped to use this force to tackle Farnham’s problems for the benefit of all.
- With a severely autistic Godson, the Mayor had chosen the Post 19 Group as his Mayoral charity for 2014-15. Post 19 helps local educationally challenged youngsters after school leaving age. Post 19 had formed a practical link with Farnham Town Council in horticultural activities and was working with the community group of Farnham in Bloom. The Mayor hoped to help with funding towards a minibus to transport the group to different activities.
- C008/14 **Presentation of the Mayoress’ badge**  
The Mayor presented Mrs Debbie Ricketts with the Mayoress’ badge and chain.
- C009/14 **Election of Deputy Town Mayor**  
Cllr Cockburn proposed and Cllr Hollins-Owen seconded that Cllr Jill Hargreaves be elected Deputy Mayor for the Municipal Year 2014/15. There were no other nominations.



**RESOLVED *nem con* that: Cllr Gillian Hargreaves be elected Deputy Mayor for the Municipal Year 2014/2015.**

C010/14 Cllr Jeremy Ricketts, the Mayor of Farnham, invested Cllr Hargreaves with the Badge of Office of Deputy Mayor of Farnham.

C011/14 **The Deputy Mayor's Declaration of Acceptance of Office.**

Having received the Badge of Office, Cllr Hargreaves made her Declaration of Acceptance of Office and thanked the Council for her appointment. She looked forward to working with the new Mayor and serving the people of Farnham in the year ahead

C012/14 **Vote of thanks to the retiring Town Mayor**

Cllr Cockburn proposed a vote of thanks to the retiring Mayor, Cllr Paddy Blagden, which was seconded by Cllr Ward. Cllr Cockburn said she felt she had undersold Paddy Blagden when proposing him as Mayor. She had spoken of his exemplary service record, his long career advising foreign governments and his diplomacy but she had omitted his tireless enthusiasm, and boundless charm with which he had embraced his role as Mayor.

He had carried out his duties in a delightful way, and there was not a single organisation in the town that had not benefitted from his good humour and genuine interest in its work. He had the support of an equally terrific Mayoress at his side throughout his successful year, and the strength of the partnership had been there for all to see. Paddy and Ann had always gone the extra mile, said Cllr Cockburn, and deserved the Council's thanks for what they had done for Farnham, for being fun and making the mayoral year one that will be remembered with affection.

In response, Cllr Blagden said it was difficult to respond to such a flattering vote of thanks. Being Mayor was a difficult job to do without a lot of help and he thanked his fellow councillors for guidance and had a depth of gratitude to the Town Clerk and his staff colleagues for answering questions with tact and diplomacy and supporting him throughout his year of office. Cllr Blagden paid tribute to Farnham as an amazing town, and to its army of unpaid volunteers who do so much to make it that. He had been enormously grateful for the support of his wife Ann as Mayoress and thanked her for her contribution to Farnham.

In concluding, Cllr Blagden wished the new Mayor and Mayoress every success in their special year.

C014/14 **Presentation of Past Town Mayor's badge and Past Mayoress' Badge**

The Mayor presented Cllr Paddy Blagden with a Past Mayor's Badge and the Mayoress Mrs Ann Blagden with a Past Mayoress' badge and bouquet of flowers.

**Part I – Items for Decision**

C015/14 **Appointment of Lead Member or Spokesperson for the council**

Cllr Steel proposed that a Lead Member or Leader of the Council be appointed. Previously, a specific Spokesperson for the Council had not been thought necessary and in recent years Cllr Ward had very ably carried out the role as Lead Member of Strategy and Finance. However, there were some key decisions ahead, not least of which was the completion of the Neighbourhood Plan, and the Council needed an

identified leader. Cllr Steel therefore proposed, seconded by Cllr Hill, that Cllr Ward be appointed Leader/Spokesperson.

Cllr Attfield proposed, seconded by Cllr Frost that Cllr Frost, that Cllr Steel be appointed Leader. Cllr Steel declined to accept the nomination, and there being no other nominations it was

**RESOLVED *nem con* that: Cllr Ward be appointed as Leader/Spokesperson of the Council for 2014/15.**

**Part 2 – Items Noted**

C016/14     **Date of next meeting**  
Members noted that the next Council Meeting would take place on Thursday 13<sup>th</sup> June.

The Town Mayor closed the meeting at 7.49 pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# B

## Notes

### Community Enhancement Working Group

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#### Time and date

9.30am Wednesday 14<sup>th</sup> May 2014

#### Place

Council Chamber, South Street, Farnham

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#### Attendees:

Members: Councillors David Beaman, Carole Cockburn, Stephen Hill and Susan Redfern.

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Amy Dawson (Community Enhancement Assistant)

In attendance: John Ely (Chairman of Farnham in Bloom Community Group)

#### 1. Apologies

Apologies were received from Councillor Jessica Parry.

#### 2. Declarations of Interest:

There were no declarations of interest.

#### 3. Notes of Meeting held on Tuesday 11<sup>th</sup> February 2014.

POINTS	ACTION
The notes of the previous meeting were agreed.	

#### 4. Farnham in Bloom Community Group Report

POINTS	ACTION
Members noted that the Farnham in Bloom Community Group had had a setback in regard to the wild flower area at Lidl. Glendale, a green services provider working for Waverley Borough Council, had mowed down the area, cutting down all the wildflowers and leaving the area a mess despite earlier discussions with Waverley to avoid this. Members were informed that the Community group would now be	

<p>working closely with Glendale, who had apologized and agreed to restore the area and fund native shrubs that will be planted in the autumn.</p> <p>The wildflower seeds at Lidl had already been rotavated before they were mowed down so they will be ready for next summer.</p> <p>Members noted that the Community Group had taken on Long Garden Walk as a project and were working towards keeping it tidy and clean.</p> <p>Members noted that on the 17<sup>th</sup> June 2014, the Community Group would be working at the Farnham Railway Station to clean up the green areas. A landscaping company will also be donating a day's work to help clear the areas.</p> <p>Members noted that the Community Group continued to recruit new members.</p>	<p><b>Team Leader Outside Services to inform South West Trains of the date of the work.</b></p>
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John Ely (Chairman of the Farnham in Bloom Community Group) left the meeting at 09.40am.

#### 5. Britain in Bloom/South and South East in Bloom 2014

POINTS	ACTION
<p>Members received a report on the Farnham in Bloom 2014 sponsorship so far.</p> <ul style="list-style-type: none"> <li>i. Members noted that the total income to date was £12,750.</li> <li>ii. Members received an update on the Farnham Railway Station project and that an update on the replacement of the bus shelters would follow after a meeting between the Outside Services Team Leader and Surrey County Council.</li> </ul> <p>Cllr Redfern suggested that if Farnham Town Council is going to be in contact with Network Rail then they should be asked to re-paint the railway bridge on Firgrove Hill.</p> <ul style="list-style-type: none"> <li>iii. Members noted that the South and South East in Bloom Judging dates were 16<sup>th</sup> July for Large Town and 17<sup>th</sup> July for Town Centre.</li> </ul>	<p><b>Outside Services Team Leader</b></p>

#### 6. Allotments

POINTS	ACTION
<ul style="list-style-type: none"> <li>i. Members received an update on the income of the allotments and were informed that there was £520 outstanding from 2013/14. Members noted that anyone who does not pay would lose their allotment and it would be given to someone on the waiting list.</li> <li>ii. Members noted that an update on the Weybourne allotments was to follow after a further meeting is set up with Waverley Borough Council.</li> </ul>	<p><b>Outside Services Team Leader to progress</b></p>

Members were agreed to consider giving some allotment associations more responsibility for maintenance of their sites. This could save money spent by the Outside Services Team doing it and some of the money saved could be used to fund the associations for any equipment they need.	<b>Outside Services Team Leader to discuss interest with allotment associations</b>
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### 7. Surrey County Council Highways Localism Project

<b>POINTS</b>	<b>ACTION</b>
<p>Members were informed that some funding for the Surrey County Council Highways Localism Project had been carried forward from last year as Farnham Town Council was unable to spend the full amount in view of the late agreement for the project.</p> <p>Members noted that the Outside Services Team needed to concentrate on this project and not just on Farnham in Bloom so that the money is used as agreed and therefore there is no danger of the money being taken away.</p> <p>Members noted that work needed doing to the Farnham sign on the A31 as it is overgrown and too small.</p> <p>Members noted that more signage was needed at the Farnham Railway Station and on Station Hill, directing people into the town and to show the start of the North Downs Way. A finger post would be best. The Town Clerk advised that Cllr Frost had provided some funding from her County Councillor allowance for signage improvements.</p> <p>Cllr Cockburn advised members of changes to the Farnham Area Conservation Management Plan Group and suggested that FCAMP should be recognised as a Farnham area group and co-ordinated Farnham Town Council.</p>	<p><b>Outside Services Team Leader to progress</b></p> <p><b>Community Enhancement Assistant to progress</b></p> <p><b>Recommendation to Council that Farnham Town Council should co-ordinate FCAMP</b></p>

### 8. Street Furniture Update

<b>POINTS</b>	<b>ACTION</b>
<p>Members were informed that the Outside Services Team Leader and Surrey County Council would be meeting to discuss:</p> <ul style="list-style-type: none"> <li>i. Bus stop on Hale Road</li> <li>ii. Bus shelters at the Farnham Railway Station.</li> </ul> <p>Members noted that an update on the bus shelters were to follow after the meeting.</p> <ul style="list-style-type: none"> <li>iii. Members noted that bins for the Bourne crossroads had been agreed and ordered and they should be arriving within 5 weeks.</li> </ul> <p>Cllr Cockburn requested that a bin be put by the Cricket Pavilion in the Bourne.</p>	<p><b>Outside Services Team Leader to progress</b></p>

<p>Cllr Cockburn informed members that a grit bin had been removed by contractors who worked at the Bourne crossroads. It was agreed that the Community Enhancement Assistant would contact the developer of the site for its reinstatement</p>	<p><b>Community Enhancement Assistant to contact contractors</b></p>
<p>iv. Members received a report about a request for a bus shelter to be installed at the bus stop on Badshot Lea Road. Members noted the local councillors observations that the width of the pavement was too narrow for a bus shelter so were unable to support the request</p>	<p><b>Community Enhancement Assistant to respond to resident</b></p>

### 9. Famous Names of Farnham

POINTS	ACTION
<p>Members were asked to consider new names for the Famous Names of Farnham Wall on South Street.</p> <p>Members were given a report with all the requested names and agreed to all four of them. A reception would be arranged to launch the new names in July.</p>	<p><b>Community Enhancement Assistant to progress</b></p>

### 10. Farnham in Bloom Newsletter

POINTS	ACTION
<p>It was suggested that a list of main sponsors be put into the newsletter and also a QR code on the front cover to link people to the website where they can download the newsletter.</p>	<p><b>Community Enhancement Assistant</b></p>

### 11. Community Clean Up Gangs

POINTS	ACTION
<p>Members reviewed the latest timetable and it was agreed that a further reminder be sent to all councillors informing them to keep an eye out for areas to recommend to the Community Clean Up Gangs.</p>	<p><b>Community Enhancement Assistant</b></p>

### 12. Greenhouse Open Day

POINTS	ACTION
<p>Members noted that the Farnham in Bloom Greenhouse Open day was on the 15<sup>th</sup> May 2014 from 10am – 12 noon.</p>	

### 13. Brambleton Park Working Group/Task Group

POINTS	ACTION
<p>Members received a report from Cllr Beaman informing them that Brambleton Park had an opportunity to bid for funding but needed a</p>	

task group to be set up with support from Farnham Town Council to do this.

Members believed it is not the right time to make an application for funding and that it was unlikely that Brambleton Park would receive the funding at this stage since the funding would need to be used in the coming financial year.

Members suggested local residents might wish to form a formal "Friends of Brambleton Park" group at this stage with a view to applying for future funding.

#### **14. Items for Future Meeting**

<b>POINTS</b>	<b>ACTION</b>
Members noted that Farnham Town Council had to remove all its Flower troughs, planters and the hop cart from the Old Police Station to new locations as development would be commencing shortly.	
Members noted that hops were being planted in Gostrey Meadow.	

#### **15. Date of Next Meeting**

<b>POINTS</b>	<b>ACTION</b>
It was agreed that the date of the next meeting will be changed to Wednesday 18 <sup>th</sup> June 2014.	

Meeting ended at 10:50am

Minutes taken by Amy Dawson



# FARNHAM TOWN COUNCIL

# C

## Notes

Tourism and Events Working Group

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### Time and date

2:30 pm on Tuesday 13 May 2014

### Place

Byworth room, Council Offices, South Street, Farnham

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**Attendees:** Councillors J Hargreaves, D Beaman, C Cockburn, S Hill and J Ward

**Officers Present:** Iain Lynch (Town Clerk)  
Stephanie King (Events Officer)

### 1. Apologies

No apologies of absence were received.

### 2. Notes of the last meeting

POINTS	ACTION
The notes of 20 <sup>th</sup> January 2014 were agreed as an accurate record of the meeting.	

### 3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

### 4. Music in the Meadow & Picnic in the Park

POINTS	ACTION
<b>Music in the Meadow</b> Members received an update on the confirmed bands and charities that have been selected for the Music in the Meadow dates and the sponsorship that has been raised so far. Members	



<p>noted that there was a Main sponsor for Music in the Meadow this year for the first time. Members noted there were not many single day sponsors for Music in the Meadow but overall the sponsorship target had been exceeded.</p> <p>Members noted that Guildford Friary Band, usually booked for the last Music in the Meadow date were unable to play on that date this year.</p> <p><b>Picnic in the Park</b> Members received an update on the bands selected to play at Picnic in the Park. Members noted that there were two sponsors for the event this year, Weyfest Ltd and Companion Care. The sponsorship agreement with Weyfest includes them compering at Picnic in the Park bringing further links with the Farnham Carnival.</p> <p>Members received an update on refreshments that would be available at Picnic in the Park with two stallholders confirmed so far.</p> <p>Members noted that a contract had been agreed with Tony Fresko to sell ice-cream at all Music in the Meadow events and Picnic in the Park.</p> <p>Members received an update on the councillor rota for the events. It was noted that the Music in the Meadow taking place on 15 June may lack councillor presence due to the Civic Service taking place on the same day. Members agreed to update Events Officer with dates they are available.</p>	<p>Events Officer to invite more stallholders to attend.</p> <p>Councillors to provide Events Officer with dates they would be available.</p>
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## 5. Feast of Food

POINTS	ACTION
<p><b>Road Closure</b> Members noted that the road closure had already been granted for this year's Food Festival taking place on 27 September.</p> <p><b>Stalls</b> Members were updated with the number of applications that have already been received from stallholders to trade at the Food Festival this year. Members agreed with the discounts that have been offered to stall holders again this year.</p> <p><b>Italian Market</b> Members considered a report proposing that an Italian Market</p>	<p>Events Officer to continue collating stallholders for the Food Festival.</p>

<p>to be set up in Castle street to launch the Feast of Food fortnight this year. Members agreed that this would work well to launch of the Feast of Food Fortnight.</p> <p>The Town Clerk advised that Surrey Highways would suspend the parking bays to allow for the market. The Town Clerk advised that officers were still negotiating a fee with the market organiser to contribute to publicity costs.</p> <p>Councillor Beaman informed members and officers that the bus route in Castle Street was now operating again with two buses an hour and that this could have an impact on how the Italian Market set up in Castle Street. Members considered that a temporary bus stop could be arranged if needed. It was agreed that the Events Officer should inform the local bus companies about the road closures taking place for the Food Festival and Christmas Market.</p> <p>Members noted that officers had met with the Castle Street Residents Association chairman and there were no objections to the projected extra events this year.</p> <p>Members received details of a recent meeting with a local taxi company, Home James, representing all the taxi companies in Farnham. Concern had been expressed about the road closure in Castle Street affecting the taxi rank. A solution had been agreed for a temporary taxi rank to be placed at the top of the road closure next to Park Row, with signage in place at the bottom of Castle Street..</p>	<p>Events Officer to arrange</p> <p>Events Officer to inform local bus companies about the road closures taking place this year.</p> <p>Events Officer to arrange</p>
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## 6. Christmas 2014

POINTS	ACTION
<p><b>Christmas Market</b></p> <p>Members were updated with a budget proposal by the Town Clerk. Members noted that it was planned to break-even on the first year of running the market. The budget was based on around 100 stallholders attending plus an additional 20 stalls in the Bush Hotel. Members were informed that the Bush Hotel was keen to be involved in the Christmas Market. Members agreed that the idea of having stalls in the Bush hotel at a lower pitch rate would work well as it would appeal to some stallholders who required dry conditions but noted it would not be in the area of the main footfall. Members agreed that the Bush hotel's involvement would add to the event.</p>	<p>Events Officer to liaise with the Bush Hotel on details.</p>

Members considered offering a special introductory rate to stall holders this year as it is the first time the event is held. It was noted that having one or two sponsors should help cover any other expenditure that is made. Members noted that it was not considered practical to share administration with the Haslemere Christmas Market but equipment would be shared.

Members commented that the budget for the road closure seemed high. The Town Clerk explained that this cost included paying the contractor for three people for twelve hours to man the barriers and assist with marshalling.

Members agreed the arrangements for the Christmas Market.

### **Ice Rink proposal**

Members received an update on the proposal from Farnham Lions for an Ice rink in Gostrey Meadow and noted it had been decided to focus the proposal for 2015 to use more time for further research on the project including comparing other local ice rinks.

### **Christmas Lights Switch-On**

Members received an update on the arrangements for the Christmas Lights Switch-on to date. The stage will no longer have to be moved from its usual location due to the ice rink.

The Town Clerk advised members that Wise & Co had offered use of their roof if helpful for the Christmas Lights Switch On. This would be subject to further consideration.

Members considered the fairground provision for 2014 and agreed to invite both operators again if they are interested in attending.

Councillor Beaman asked officers how fairground operators maintain health and safety regulations. The Town Clerk explained that they supply insurance and ADIPs certificates for each ride.

Members noted that stallholders felt they did not do well at last year's switch-on event. Members wondered whether this may have been because of limited lighting. Although the lighting was improved with lights provided by Farnham Hedgehogs, better lighting was still required for stalls. Members considered buying some lights this year to build up a stock of useful items

Events officer to continue working on gaining sponsorship.

Events Officer to investigate further

Councillors and Officers to research further.

Events Officer to investigate options further.

Events Officer to research lighting further.

which could also be used for other events..

Members agreed to offer a 10% discount to stallholders who attended in 2014 as well as to organisations within the GU9/GU10 postcode.

**7. Sponsorship**

POINTS	ACTION
<p>Members received a report on sponsorship raised to date, noting figures had exceeded targets so far. Members agreed that this was very good news and that further options remained for some events such as Christmas.</p>	<p>Events Officer to continue work to gain sponsorship for events.</p>

**8. Publications**

POINTS	ACTION
<p><b>Residents Guide</b>            Members were updated on the residents guide and that it had been very well received. The extra events added this year were appreciated by the members of public.</p> <p>Members commented on the similar publication that had been produced by Local Authority Publishing shortly after Farnham Town Council’s publication noting that some information appeared to have been copied.</p> <p>Members agreed to increase the size of Farnham Town Council’s official resident guide in 2015 and to include advertising to help cover costs.</p> <p><b>Visitors Guide</b>            Catherine Knight joined the meeting to advise members that the visitors guide was at final draft stage. Members noted that advertising space has been difficult to possibly due to the way Local Authority Publishing has sold their advertising.</p> <p><b>Calendar</b>            Members reviewed the idea of a calendar which was proposed at the last working group meeting. Councillors agreed that a calendar could work well if an appropriate cost was negotiated and the timing considered and agreed to pursue the idea. Members also agreed to produce postcards and Farnham umbrellas aiming to cover costs but using the Tourism development budget to cover the set up costs.</p>	<p>Events Officer</p> <p><b>Recommendation to Council that a Farnham calendar, postcards and umbrellas be produced to add to the Farnham items available for sale.</b></p>

<p><b>Sticker for Sponsors</b> Members considered the concept of a sticker to give to sponsors to show their association with Farnham Town Council events hoping that this would add to the listing of sponsors in publications and elsewhere and others to get involved.</p>	<p><b>Events Officer to investigate further</b></p>
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### 9. Craft Town Project

POINTS	ACTION
<p>Members noted that the proposal for a bid to Arts Council England has been postponed for activity in 2015. Farnham Town Council would continue to support the project and existing projects would need to be built on in 2014 to better articulate the ambition behind craft town using the remaining Portas funding.</p>	

### 10. Updates on Other Matters and Items for Noting

POINTS	ACTION
<p>No other relevant matters for noting.</p>	

### 11. Date of Next meeting

The next meeting was agreed as Tuesday 8<sup>th</sup> July 2014 at 2.00pm.

Meeting ended at 3.37pm.

Notes taken by Stephanie King.



# FARNHAM TOWN COUNCIL

## D

### Notes

#### Cemeteries and Appeals Working Group

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**Time and date**

9.30am on Thursday 1 May 2014

**Place**

Byworth Room, South Street, Farnham

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**Attendees:** Cllrs Carole Cockburn, Stephen Hill and Graham Parlett.

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

**1. Apologies for Absence**

Apologies were received from Cllrs Genziani, Redfern and Ward.

**2. Declarations of Interest**

No declarations of interest were received.

**3. Notes of Last Meeting**

POINTS	ACTION
The notes of the meeting held on 27 <sup>th</sup> February 2014 were agreed.	

**4. Appeal for a headstone and kerb memorial**

POINTS	ACTION
Members considered the letter of appeal in respect of an application for kerbstones in Green Lane Cemetery.  After consideration it was agreed that the appeal be refused as the circumstances were not felt to be such that kerbing could be allowed, for the following reasons: <ul style="list-style-type: none"><li>• There was only one kerbed memorial in the vicinity.</li><li>• The interment took place after the change of regulations and the Notice of Burial, signed by the applicant, states as such accepting that kerbstones are not allowed.</li></ul>	Team Leader to write to appellant
Members reinforced their previous decision that graves which had	Team Leader Outside Services

been planted with shrubs or set out with boundaries that affected the character of the lawned cemetery should be addressed.	to progress.
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**5. Green Lane Cemetery Chapel**

<b>POINTS</b>	<b>ACTION</b>
Members agreed the draft Transfer of part of registered title document for Green Lane Cemetery Chapel, prior to the commencement of sale.	

**6. Date of next meeting**

<b>POINTS</b>	<b>ACTION</b>
It was agreed the next meeting would take place in June or July. The date of the meeting was to be confirmed.	

The meeting closed at 11.15am.

Notes by Rachel Aves



# FARNHAM TOWN COUNCIL

# E

## Notes

### Strategy and Finance Working Group

**Time and date**

9.00am Tuesday 3rd June 2014

**Place**

Town Clerk's Office, South Street, Farnham

**Attendees:**

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

## Officers present:

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

**16. Apologies**

Apologies were received from Councillors Cllrs Pat Frost, Jill Hargreaves, Roger Steel and Stephen Hill

**2. Declarations of Interest:**

Dual-hatted Councillors (Carole Cockburn, and John Ward) declared personal interests in relation to their role as Waverley Borough Councillors.

**3. Notes of Meeting held on April 8th 2014**

POINTS	ACTION
The Notes of the meeting held on 8 <sup>th</sup> April were agreed.	

**4. Finance**

POINTS	ACTION
1) Members received the following documents (which had been circulated in hard copy to all councillors) in relation to the end of year accounts in preparation for Audit.	



<ul style="list-style-type: none"> <li>a. A list of variances against revised budget. <ul style="list-style-type: none"> <li>i. Summary Income and expenditure by Committee</li> <li>ii. Detailed Income and Expenditure by Committee</li> <li>iii. Detailed income and Expenditure by account code</li> </ul> </li> <li>b. A copy of the Summary Outturn by Working Group showing the percentage variations against budget</li> <li>c. The Bank Reconciliation as at 31<sup>st</sup> March 2014</li> <li>d. The Trial Balance 2013/14</li> <li>e. The revised earmarked reserves at 31<sup>st</sup> March 2014</li> <li>f. The revised and restated Asset Register as at 31<sup>st</sup> March 2014</li> <li>g. The end of year Internal Audit letter 2013/14 and Officers' response</li> <li>h. A copy of the External Auditor's Intermediate Audit Questionnaire for 2013/14</li> <li>i. A copy of the Draft Annual Return and Governance Statement for 2013/14</li> <li>j. The draft Report and Financial Statements for 2013/14</li> </ul> <p>2) The Town Clerk went through each of the appendices in detail.</p> <ul style="list-style-type: none"> <li>a. Members agreed that the overall outturn for 2013/14 with expenditure £57,000 over budget against an expected shortfall of £25,000 of budget and income £54,000 ahead of budget was an excellent result and noted that the investment in the Council Offices and Wrecclesham Community Centre had also been largely met from revenue as a result of continued targeted savings.</li> <li>b. Members discussed the detail of the earmarked reserves at 31<sup>st</sup> March and agreed the movement that had taken place. It was noted that earmarked reserves stood at £594,000 with the general reserve being £466,695 in accordance with the council's policy of the general reserve being at six months of precept or operating income.</li> <li>c. Members discussed the Asset register and the revaluation that had taken place as a result of new guidance from the external auditor. Any gifted asset was now shown with a zero value, and any transferred asset was now shown with a £1 value, with any subsequent investment by the Town Council added to the value. This had resulted in the assets valuation reducing from £3,157,264 to £1,049,325.</li> <li>d. Members received the draft Report and Financial Statements for 2013/14 and the responses to the External Auditors Intermediate Audit Questionnaire.</li> </ul>	<p style="text-align: center;"><b>Recommendation to Council: To adopt the Report and Financial Statements for 2013/14 for signature.</b></p>
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<p>e. Members noted the level of outstanding debtors and creditors which had mainly been as a result of the refurbishment works. It was noted that the level of debtors relating to the last financial year, excluding two whose accounts were subject to court action, was now down to just over £6,000.</p> <p>f. Members welcomed the Internal Auditor's report and noted the issues raised within the report and the officers' responses. The proposed actions were agreed.</p> <p>3) The Strategy and Finance Working group recommended the Annual Return, Annual Governance Statement and associated papers in relation to the 2013/14 Outturn to Council for adoption and submission to the External Auditor.</p>	<p><b>Recommendation to Council: 1) to welcome Internal Auditor's Report and 2) to endorse the officers' response.</b></p> <p><b>Recommendation to Council: To approve the Annual Return, Annual Governance Statement and associated papers for submission to the External Auditor.</b></p>
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Alan Corcoran (Contracts and Facilities Officer) arrived at this point.

### 5. Contracts Update

POINTS	ACTION
<p><b>1) Wrecclesham Community Centre</b> Members were advised that the contract was now virtually complete and that the Centre had been reopened by Rt Hon Jeremy Hunt on 10<sup>th</sup> May. There were some items of snagging being completed but the contract had progressed well. Members noted that the new CCTV system had enabled the police to identify people stealing fuel and items from contractors working at Weydon School.</p> <p><b>2) Green Lane Chapel</b> Members welcomed the news that the Green Lane Chapel had sold at auction for £300,000 which would be reinvested in the renovation of the remaining chapels. Completion of the sale was due towards the end of June.</p> <p><b>3) Hale Chapel</b> Members noted that the planning restrictions on the site had delayed the public consultation planned for the beginning of the year, and it was agreed that now the situation had been clarified a meeting should be held for local residents.</p> <p><b>4) West Street Chapel</b> The Contracts and Facilities Officer advised members of the latest surveys and impacts for the West Street Chapel. Approval had been given by the Environment Agency for a Soakaway because of the difficulties and cost of connecting to the main sewers. Members</p>	<p>Contracts and Facilities Officer to arrange briefing/consultation event about Hale Chapels.</p> <p><b>Recommendation to Council that: 1) The Town Clerk, in consultation with the</b></p>

<p>agreed to seek competitive tenders for the work to be undertaken in four stages:</p> <ul style="list-style-type: none"> <li>i) Inside masonry work</li> <li>ii) Window work</li> <li>iii) Drainage and Internal fit out</li> <li>iv) External works, (the extent of which would be governed by the costs of stages 1-3).</li> </ul> <p>It was noted that funds may not be available for all the required work at the beginning, and it recommended that the work should be contained within a cost envelope set out at Exempt Annex 1.</p> <p>It was hoped the work to complete stages 1 to 3 would enable the preferred tenant to take up residence in approximately 18 weeks.</p> <p>Members confirmed that Drake &amp; Kannemeyer be retained for the remainder of the project at a fee of 8% of the anticipated contract sum set out at Exempt Annex 1.</p> <p><b>5) Replacement Council Chamber Tables.</b></p> <p>Members received an update on progress and news that two further quotes for the tables had been received. Officers were to see examples of the mechanisms proposed to dismount the tables and would report back to the next meeting prior to a recommendation coming forward for Council.</p>	<p><b>Leader and Lead Member of the Cemeteries and Appeals Working Group, be authorised to seek quotations and agree the most economically advantageous tender(s) for each stage of the project in accordance with Financial Regulations and within the financial envelope set out at Exempt Annex 1. 2) Drake and Kannemeyer be retained for the remainder of the project at a fixed fee of 8% of the anticipated contract sum set out at Exempt Annex 1.</b></p>
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Alan Corcoran left at this point.

## 6. Infrastructure Planning group update

<b>POINTS</b>	<b>ACTION</b>
<p>Members noted that a technical Scoping Report was being prepared for consideration by Statutory Consultees. This document would be circulated for approval by the next full Council.</p> <p>Cllr Cockburn expressed concern over the timetable for the Neighbourhood Plan given the large number of developments that were coming forward in the Waverley Local Plan vacuum. Waverley had a duty to prove its planning decisions were not harming the Special Protection Area, and should ensure developers provide the necessary guarantees or not allow development.</p> <p>Members discussed the need for a Legal Opinion on the pressures faced by the Thames Basis Heath and Wealden Heath both of which were under threat from the volume of developments in the area. Farnham was in an unusual position with the two SPAs in its area,</p>	<p><b>Recommendation to Council that: The Scoping report be adopted for stakeholder consultation.</b></p> <p><b>Recommendation to Council that: The Town Clerk be authorised to take Counsel's Opinion on the impact of the SPA on development in Farnham to inform the Neighbourhood Plan and Farnham's</b></p>

and there was need for legal clarity on what needed to be put in place if development were to be allowed. Members agreed that Farnham should seek its own legal opinion as neighbouring authorities (such as Hart and Rushmoor) were only affected by a single SPA.

**comments on planning applications and Waverley's Local Plan with costs to be met from within approved budgets.**

Kevin Taitt (Team Leader, Outside Services) arrived at this point.

**7. Gostrey Meadow**

POINTS	ACTION
<p>1) Members considered a letter from the Executive Director of Waverley Borough Council on proposals for a possible leasehold transfer of Gostrey Meadow. Members noted that the proposals seemed very different to previous suggestions and it was agreed that the proposals should be explored further.</p> <p>2) Members reviewed the proposals for upgrading the public toilets in Gostrey Meadow. The preferred option was to add an extra unit to create separate disabled and ladies toilets (currently shared) and it was agreed to recommend to Council that Planning and landlord approval be sought from Waverley Borough Council and that funding support also be sought from relevant bodies including Planning Infrastructure contributions. It was noted that the ballpark cost for the project could be up to £100,000.</p> <p>3) Members noted that there still seemed to be problems of water pressure in the toilets and agreed that further testing was necessary to avoid the problems experienced.</p>	<p>Town Clerk to arrange meeting with Waverley Borough Council.</p> <p><b>Recommendation to Council that: The Town Clerk be authorised to seek landlord approval and planning approval to extend and improve the toilets in Gostrey Meadow, and seek funding support.</b></p> <p>Team Leader, Outside Services.</p>

**8. Replacement Vehicle**

POINTS	ACTION
<p>The Team Leader (Outside Services) advised members of the trials of an electric vehicle and hybrid vehicle to replace the Citroen Berlingo van. The aim was to have a vehicle with appropriate attachments that would enable Town Centre watering of plants to be a single person operation and to take place outside busy times of the day when congestion can occur. The proposed hybrid Goupil vehicle could have a tipping mechanism which would give it additional versatility, as well a removable cage and watering system. The list price for the Goupil was higher than its diesel competitors but the ongoing running costs should have revenue savings to supplement the environmental benefits. The list price was £24,350, with the tipper function adding £1,918, the cage £780, and the watering system and battery costing £4,744. It was agreed, subject to a further demonstration of the vehicle and price comparison,</p>	<p><b>Recommendation to Council:</b>  <b>That a Goupil Hybrid vehicle be purchased with tipper, cage and watering system with the costs met from a combination of revenue budgets and earmarked reserves.</b></p>

that a Goupil Hybrid vehicle be purchased.

Members noted that the existing Berlingo vehicle would continue to be used until it was no longer cost effective to run it.

Kevin Taitt left at this point.

**9. Town Clerk Update**

<b>POINTS</b>	<b>ACTION</b>
<p>1) The Town Clerk advised members that he had responded to the Hampshire Bus Review Consultation.</p> <p>2) The Town Clerk advised that he and the Team Leader (Corporate Governance) had meet with the proposed new Internal Auditor, Paul Hartley to discuss the arrangements for Internal Audit after the retirement of Alan Harland. Paul Hartley will follow a risk based approach a follow a check list of areas of investigation at each of his visits. He will make up to six separate visits during the year. Members agreed to confirm the appointment for three years subject to review after year one.</p> <p>3) Cllr Cockburn advised that the UCA was no longer hosting the school's art exhibition which was looking to find a new venue. The Town Clerk advised that the Reserves Centre had offered to be considered as a host venue.</p> <p>4) Members notes that the FCAMP (Farnham Conservation Area Management Plan) project at the Bishops Steps was progressing and that the Town Council's agreed contribution was now due.</p> <p>5) Cllr Cockburn advised that FCAMP continued to work well with support of all its partners. Waverley officers hoped the co-ordination of the group could now be taken up by another partner. As FCAMP is locally focussed members agreed that the administration/co-ordination of its activity would fit well with the Town Council.</p> <p>6) The Town Clerk advised the new Guide was at proofing stage. Cllr Attfield asked whether the fully restored Farnham Quarry managed by the Blackwater Valley Partnership, could have a focus in the Guide.</p>	<p><b>Recommendation to Council that: Mr Paul Hartley be appointed as the Council's Internal Auditor for three years (from 2014/15 to 2016/17), subject to review after the first year.</b></p> <p>Town Clerk</p> <p><b>Recommendation to Council: The Town Council offer to undertake the administration of FCAMP.</b></p> <p>Town Clerk</p>

**10. Date and Time of Next Meeting**

<b>POINTS</b>	<b>ACTION</b>
<p>Members agreed that the next meeting would take place on <b>Tuesday 15<sup>th</sup> July 2014</b> at 9.30am</p>	<p><b>Town Clerk to circulate agenda</b></p>

Meeting ended at 12.50pm

Notes written by Iain Lynch

**F**



**Farnham Town Council**

**Report and Financial Statements**

**Year ending 31<sup>st</sup> March 2014**

# Farnham Town Council

## Financial Statements for the year ended 31 March 2014

### Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2014 are set out on the pages attached and consist of the following:

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

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

### *Basis of preparing the Financial Statements*

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

### External Auditor's Opinion

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

BDO LLP  
Arcadia House  
Ocean Village  
Southampton  
SO14 3TL

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

## **Outturn for the Year**

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

	£	
Cost of services	1,167,612	
Income received	210,153	
Net spending	<u>957,459</u>	
Local Parish Council Tax Grant	31,063	
Precept on Waverley Borough Council	<u>907,859</u>	
Amount transferred from balances for the year	<table border="1"><tr><td style="text-align: center;">18,537</td></tr></table>	18,537
18,537		

## **Capital expenditure**

The funding for capital expenditure in the 2013/14 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 2014 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 Patrick Blagden CBE  
Town Mayor (2013-14)

June 2014

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



## Farnham Town Council

### Income & Expenditure for the year ended 31 March 2014

<i><b>Expenditure by Working Groups</b></i>	Year ended 31 March 2014			2012/13
	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Finance (excluding precept)	643,706	85,719	557,986	488,234
2 Community Enhancement	223,491	36,046	187,444	222,336
3 Tourism & Events	148,239	39,414	108,825	107,311
4 Cemeteries	152,175	80,036	72,139	36,019

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	1,167,612	241,216	926,394	853,901
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#### ***Net cost of services***

	£	£
Precept on the Borough Council	907,859	938,117
<i><b>Deficit(-) for the year</b></i>	(18,537)	84,216

#### ***Movement on General Fund balance and reserves:***

Balance brought forward	1,079,232	995,015
Surplus/Deficit for the year	(18,537)	84,216
Balance carried forward	1,060,695	1,079,232

NB some figures are affected by rounding

## Farnham Town Council Balance Sheet at 31 March 2014

	Notes	31 March 2014		31 March 2013	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	1, 3		-		-
<b>Current assets</b>					
Money Market deposits		850,000		1,100,000	
Debtors (including VAT recoverable)	4	62,196		27,800	
Bank/Petty cash		458,637		84,580	
Mayor's charity funds held by council		3,178		3,859	
<b>Total current assets</b>			<b>1,374,011</b>		<b>1,216,239</b>
<b>Current liabilities</b>					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		313,314		137,006
<b>Total assets less current liabilities</b>			<b>1,060,695</b>		<b>1,079,232</b>
<b>Capital and reserves</b>					
Earmarked Reserves	6		594,000		610,000
General Reserves			466,695		469,232
<b>Total reserves</b>			<b>1,060,695</b>		<b>1,079,232</b>

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

The amount outstanding is:	£64,406	£69,112
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The Notes on pages 6 to 9 also form part of the Financial Statements.

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

The above statement presents fairly the financial position of the Council as at 31 March 2014 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, 2014

.....  
**Town Mayor 2013-14**

.....  
**Responsible Financial Officer**

# Farnham Town Council

## Notes to the Financial Statements for the year ended 31 March 2014

### I. Principal accounting policies

#### **Accounting convention**

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

#### **Fixed assets**

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

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

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

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor 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 2014**  
(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.

<b>3. Fixed assets following revaluation 31<sup>st</sup> March 2014 in line with external auditor's latest guidance.</b>	<b>31<sup>st</sup> March 2013</b>	<b>31<sup>st</sup> March 2014</b>
Operational land and buildings (on historic cost basis)	£	£
Council Offices	1,075,480	253,591
Other Public Buildings	428,094	236,098
Wrecclesham Community Centre	500,000	111,001
Depot	110,484	60,545
Vehicles and equipment		
Vehicles	32,024	34,024
Audio and Visual Systems	21,304	22,054
Christmas Decorations	95,024	41,094
Civic Insignia	46,065	15,041
Grounds Equipment	29,263	47,023
Computers, telephones and office equipment	81,063	48,001
Other	14,768	7,819
Infrastructure assets		
Bus shelters	44,995	49,495
CCTV	43,324	43,324
Boards and Signs	14,547	13,547
Street furniture (Litter bins, lampposts, Seats)	18,681	19,478
Community assets		
Cemeteries	571,291	21,298
Allotments and Gardens	30,857	25,892
Total value	<b>3,157,264</b>	<b>1,049,325</b>

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2014**  
(continued)

<b>4. Debtors and prepayments</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Debtors	26,885	9,000
Value added tax	34,025	17,653
Prepayments	1,286	1,147
	62,196	27,800

<b>5. Creditors and accrued expenses</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Creditors	169,318	39,551
Pensions/PAYE/NIC creditor	8,814	8,805
Income in advance	45,814	12,271
Accruals	81,884	67,952
HSBC Commercial Card	3,514	4,568
Mayor's charity funds held by Council	3,970	3,859
	313,314	137,006

**6. Earmarked Reserves and General Reserves**

Category	Balance at 31.3.14	Comments
Election and By-election Fund	£34,000	To cover Election and By-election costs. WBC invoices after an election.
Legal Expense fund	£10,000	To cover unforeseen legal costs.
New Equipment	£40,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£40,000	Provision unforeseen expenditure.
Bus Shelters and Street Furniture	£15,000	Infrastructure to be developed.
Additional CCTV equipment	£25,000	To fund programmed investment.
Gostrey Meadow and public space enhancements	£25,000	Includes lighting/ power upgrades and bandstand .

## Earmarked Reserves and General Reserves (continued)

Category	Balance at 31.3.14	Comments
Planning	£15,000	Provision for Neighbourhood Plan.
Environment	£10,000	Provision for Air Quality and other initiatives.
Cemetery Chapels	£125,000	Major repairs are required to the Chapels.
Cemetery Enhancements	£35,000	Programme of works to footpaths and memorials.
Cemeteries	£35,000	Other identified costs including future provision.
IT investment	£15,000	To fund required investment/ upgrades.
Tourism Development	£20,000	To fund improved services.
Public Conveniences	£50,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£75,000	Unforeseen/emergency repairs provision
Council Chamber	£25,000	Replacement furniture and equipment
<b>Total Earmarked</b>	<b>£594,000</b>	
<b>General</b>	<b>£466,695</b>	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
<b>Total Reserves</b>	<b>£1,060,695</b>	

## 7. Contingent liabilities

There were no contingent liabilities at 31 March 2014 (2013: none).

# Appendix G Summary I&E

# Appendix Gi Summary I&E account

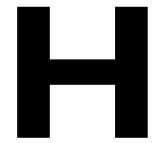


# Appendix Gi Summary I&E account

# Appendix Gi Summary I&E account



# FARNHAM TOWN COUNCIL



## Report Council

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### Time and date

7pm Thursday 12<sup>th</sup> June 2014

### Place

Council Chamber, South Street, Farnham

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### Internal Auditor Report and officer comments

Attached at H1 is the report of the Internal Auditor, Mr Alan Harland, following his review of final accounts at year end and of any outstanding matters following his visit in January 2014. This was considered at the Strategy and Finance Working Group on 3<sup>rd</sup> June. Strategy & Finance also reviewed the detail of a separate letter from Mr Harland dated 21st May, confirming that the Council was within the VAT *de minimis* threshold.

Mr Harland has raised a number of issues in his letter and the comments of officers are set out below.

#### 1) Closedown

The internal Auditor has commented on the situation with the long term absence of a member of staff and on some of the difficulties that have been experienced, particularly at year end, in having several people involved in the processing of documentation with varying degrees of knowledge of the system. With other workload pressures and leave for both employed and contracted staff, the processes were slightly behind the closure in 2013.

Mr Harland has suggested some helpful changes to assist the end of the year-end process in future and these will be discussed further with the Council's external accountant.

#### 2) VAT partial exemption

With the capital projects in 2013/2014 the council conducted a thorough review of the VAT partial exemption arrangements using the Internal Auditor to prepare and check the calculations. This is detailed at Annexe Kii, and it can be seen that the Council just kept within the *de minimis* threshold. Officers will keep an eye on the expenditure impacts on future cemetery chapels work to check whether or not the threshold is exceeded.

#### 3) Debtors

The debtors levels at the end of the financial year had increased compared to 2012/13 but these were largely due to the early invoicing of sponsors for 2014/15. A focus continues to be placed on

any aged debtors and an update will be provided at the meeting for debtors whose income was processed in the first month of the new financial year.

Strategy & Finance welcomed the Internal Auditors report and endorsed the comments by officers and recommended both for adoption by Council.

It is recommended that:

- 1) Council welcome Internal Auditor's Report; and**
- 2) Endorse the officers' response.**

H(i)

Hi 2

Hi 3

Appendix I ANNUAL RETURN  
Section 1



Appendix I ANNUAL RETURN  
Section 2



# FARNHAM TOWN COUNCIL



## Notes

Planning & Licensing Consultative group

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### Time and date

9.30 am on Monday 28 April 2014

### Place

Council Chamber, South Street, Farnham

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### Planning Consultative Group Members Present

Cllr D Beaman

Cllr C Cockburn

Cllr R Steel

**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 for absence

Apologies received from Councillors J Rickets and C Genziani

#### 2. Declarations of Interest

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
Carole Cockburn	WA/2014/0578			Personal as a neighbour

### 3. Applications Considered by the Planning Consultative Group on 28 April 2014

WA/2014/0528	Farnham Bourne	Erection of extensions and alterations.	FERNDAL PINE RIDGE DRIVE, FARNHAM GU10 3JW	Gemma Page
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
CA/2014/0047	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	11 GREENHILL ROAD, FARNHAM GU9 8JW	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
NMA/2014/0025	Farnham Castle	Non material amendment to WA/2013/1477 for changes to roof lights, sky light, internal layout, changes to internal and external staircases, removal of door and closure of street duct. <b>Full permission was granted on 03/09/2013. Previous comments on 03/10/2013 were as follows: Farnham Town Council welcomes this imaginative use of the building and has no objections subject to the approval of the Listed Buildings Officer</b>	112 WEST STREET, FARNHAM GU9 7HH	Mrs M Knight
		<b>The Town Council's previous comments still stand. Welcomes the imaginative use of the building and has no objections subject to the approval of the Listed Buildings Officer</b>		
TM/2014/0059	Farnham Hale and Heath End	Application for works to a tree subject of Tree Preservation Order 33/99.	8 FAIRVIEW GARDENS, FARNHAM GU9 0NG	Mr A Clout

		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
WA/2014/0540	Farnham Moor Park	Erection of a single storey extension and alterations.	31 ABBOTS RIDE, FARNHAM GU9 8HZ	Kathryn Pearson
		<b>Concerned about the possible adverse effect on the neighbouring property</b>		
WA/2014/0524	Farnham Shortheath and Boundstone	Certificate of Lawfulness under Section 192 for a single storey extensions following demolition of existing outbuilding.	30 BALDREYS, FARNHAM GU9 8RH	Mark Baker
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
WA/2014/0564	Farnham Upper Hale	Erection of rear extension and alterations following demolition of existing conservatory.	2A HOGHATCH LANE, FARNHAM GU9 0BY	Gemma Page
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		
WA/2014/0563	Farnham Wrecclesham and Rowledge	Erection of single storey extensions and alterations; erection of detached garage following demolition of existing.	WAYWARD, 85 BOUNDSTONE ROAD, FARNHAM GU10 4AT	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in keeping the street scene and the materials in keeping with existing.</b>		
WA/2014/0583	Farnham Bourne	Erection of extensions and alterations following demolition of existing extensions.	20 VICARAGE HILL, FARNHAM GU9 8HJ	Tim Bryson

		<b>Farnham Town Council has no objections subject to the alterations and extensions being in keeping the street scene and the materials in keeping with existing.</b>		
NMA/2014/0034	Farnham Bourne	Non material amendment to WA/2013/1151 to render dormers instead of tile hang.	44 AVELEY LANE, FARNHAM GU9 8PS	Mrs M Knight
		<b>Full permission granted on 09/07/013</b>		
CA/2014/0051	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to and removal of trees.	6B LITTLE AUSTINS ROAD, FARNHAM GU9 8JR	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
NMA/2014/0033	Farnham Bourne	Non material amendment to WA/2011/0571 to allow alterations to the rear bay shaped window.	6B LITTLE AUSTINS ROAD, FARNHAM GU9 8JR	Mrs M Knight
		<b>Full permission was granted on 05/04/011</b>		
WA/2014/0608	Farnham Castle	Listed Building Consent for internal alterations.	49 DOWNING STREET, FARNHAM GU9 7PH	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer</b>		
WA/2014/0602	Farnham Castle	Alterations to elevations.	40 LONG GARDEN WALK, FARNHAM GU9 7HX	Rachel Kellas
		<b>Farnham Town Council has no objections</b>		

WA/2014/0584	Farnham Castle	Application under Section 73 to remove Condition 6 of WA/2013/1213 (condition seeks the provision of electric vehicle charging points). <b>Full permission granted on 16/07/2013. Previous comments on 22/08/2013 were as follows: FTC welcomes the imaginative use of a brown fill site</b>	TRAVIS PERKINS, WEST STREET, FARNHAM GU9 7AF	Tim Bryson
		<b>Farnham Town Council has no objections</b>		
WA/2014/0587	Farnham Castle	Construction of timber decked terrace.	FARNHAM PARK GOLF CLUB, FOLLY HILL, FARNHAM GU9 0AU	Tim Bryson
		<b>Farnham Town Council has no objections subject to the materials used being in keeping with the existing materials.</b>		
WA/2014/0566	Farnham Firgrove	Erection of extensions and alterations (follows invalid application WA/2014/0169). <b>Previous comments on 10/02/2014 were as follows: Approved after consideration and on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement.</b>	14 LANCASTER AVENUE, FARNHAM GU9 8JY	Rachel Kellas
		<b>Approved after consideration and on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2014/0586	Farnham Shortheath and Boundstone	Application under Section 73 to vary Condition 2 of WA/2013/0171 (plan numbers) to allow alteration to elevations and materials. <b>Refused on 07/02/2013 but allowed on appeal. Previous comments on 11/03/2013 were: Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.</b>	33 SHORTHEATH ROAD, FARNHAM GU9 8SH	Rachel Kellas
		<b>Approved - on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement.</b>		

WA/2014/0594	Farnham Upper Hale	Erection of extensions and alterations to bungalow to form chalet bungalow (revision of WA/2013/2150). - <b>Withdrawn on 23/12/2013. Previous comments on 23/01/2014 were as follows: Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and in keeping with the existing design and materials.</b>	20 HOPE LANE, FARNHAM GU9 0HZ	Kathryn Pearson
		<b>Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement and in keeping with the existing design and materials.</b>		
NMA/2014/0037	Farnham Castle	Amendment to WA/2013/1688 for alterations to windows. <b>Previous comments on 31/10/2013 were as follows: Approved. The Town Council has no objection, subject to the building being conditioned for use as a garage and no ancillary living space.</b>	THE LONG HOUSE, CRONDALL LANE, FARNHAM GU10 5DL	Mrs M Knight
		<b>Approved. The Town Council has no objection, subject to the building being conditioned for use as a garage and no ancillary living space.</b>		
NMA/2014/0042	Farnham Shortheath and Boundstone	Amendment to WA/2012/1023 for alterations to roof design to allow flat section. <b>Previous comments were as follows: Approved after consideration on 26 July 2012</b>	THE SPINNEY, 1 BOUNDSTONE ROAD, FARNHAM GU10 4TH	Mrs M Knight
		<b>Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design statement.</b>		
NMA/2014/0038	Farnham Shortheath and Boundstone	Amendment to WA/2013/1900 to allow the rear of the extension to be widened. <b>Previous comments on 12/12/2013 were as follows: Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.</b>	49 SHORTHEATH ROAD, FARNHAM GU9 8SH	Mrs M Knight
		<b>Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.</b>		

WA/2014/0640	Farnham Shortheath and Boundstone	Erection of extensions and alterations.	CORBIERE, ROCK LANE, WRECCLESHAM GU10 4SY	Kathryn Pearson
		<b>Approved after consideration and on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and in keeping with the street scene.</b>		
WA/2014/0620	Farnham Upper Hale	Erection of single-story rear extension and alterations.	VENTNOR, QUEENS ROAD, FARNHAM GU9 0HP	Rachel Kellas
		<b>Approved after consideration and on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and in keeping with the street scene.</b>		
WA/2014/0651	Farnham Upper Hale	Application for under Section 73A to vary conditions 1 (plan numbers), 2 & 3 (external materials) and 4 (windows) of WA/2013/1299 to allow for regularisation of height of building and alteration of elevation. <b>Previous comments on the 22/08/2013 were as follows: Concerned about the size, scale and design of the application</b>	5 HEREFORD LANE, FARNHAM GU9 0JQ	Rachel Kellas
		<b>Farnham Town Council is concerned about the size, scale and design of the application</b>		
WA/2014/0553	Farnham Castle	Listed Building Consent for external alterations.	33 THE BOROUGH, FARNHAM GU9 7NJ	Rachel Kellas
		<b>No objections subject to the approval of the Listed Buildings Officer.</b>		
WA/2014/0561	Farnham Firgrove	Erection of 2 dwellings following demolition of existing store.	LAND AT 5 STATION HILL, FARNHAM GU9 8AA	Mark Baker



		<b>Farnham Town Council objects to the loss of retail space and is concerned at the lack of parking on Station Hill. The Town Council does not encourage extra residences to be built in the Air Quality management area.</b>		
WA/2014/0562	Farnham Weybourne and Badshot Lea	Alterations and construction of dormer windows to serve dwellings provided by CR/2013/0022- Prior <b>approval not required.</b> (revision of WA/2013/0175). <b>Previous comments on 10/03/2013 were as follows: Object – this is overdevelopment of this site and former facility. The access to this site is currently restrictive. Residential development within the strategic gap is generally not supported. There is not sufficient amenity space on this site with the current proposals. The requirement for development and utilisation of this site is recognised. A development consisting of greater amenity space and less units (such as Town Houses) would be more appropriate.</b>	BLOCK B, FORMER CLENMAY HOUSE, RUNFOLD ST GEORGE, FARNHAM GU10 1PL	Rachel Kellas
		<b>Farnham Town Council has no objections</b>		
DW/2014/0013	Farnham Wrecclesham and Rowledge	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 7.7m, for which the height would be 4m, and for which the height of the eaves would be 2.43m.	6A ROSEMARY LANE, FARNHAM GU10 4DB	Rachel Kellas
		<b>The Town Council is concerned about the size and effect of the proposed extension on the residential amenities of the neighbours.</b>		
WA/2014/0525	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations to provide a two-storey dwelling.	58 WRECCLESHAM HILL, WRECCLESHAM GU10 4JS	Gemma Page
		<b>Farnham Town Council has no objections</b>		

WA/2014/0523	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of existing conservatory.	14 KINGS LANE, WRECCLESHAM GU10 4QB	Kathryn Pearson
		<b>The Town Council objects to the scale and design of the erection and extensions, which they feel will have a detrimental effect on the amenities of the neighbours.</b>		
WA/2014/0614	Farnham Bourne	Erection of extensions and alterations.	BEECH HANGER, 3A, LONGDOWN CLOSE, FARNHAM GU10 3JN	Kathryn Pearson
		<b>Farnham Town Council objects to the poor design of the proposed extensions and alterations in this area.</b>		
WA/2014/0578	Farnham Bourne	Certificate of Lawfulness under section 192 for the erection of an outbuilding.	15 PINE RIDGE DRIVE, FARNHAM GU10 3JR	Kathryn Pearson
		<b>The Town Council would like to make it clear that they object to Certificate of Lawfulness applications and also that this application should remain ancillary to the main building.</b>		
WA/2014/0590	Farnham Castle	Listed Building Consent for display of externally illuminated signs.	112 WEST STREET, FARNHAM GU9 7HH	Kathryn Pearson
		<b>No objections subject to the approval of the Listed Buildings Officer.</b>		
WA/2014/0589	Farnham Castle	Display of externally illuminated signs.	112 WEST STREET, FARNHAM GU9 7HH	Kathryn Pearson
		<b>No objections to the external illuminated signs, but object to the internal signs. The external illuminated signs should be in character with this historic</b>		

		<b>conservation area.</b>		
WA/2014/0598	Farnham Firgrove	Erection of a dwelling.	LAND NEXT TO 17 ARTHUR ROAD, FARNHAM GU9 8PB	Mark Baker
		<b>Whilst the Town Council strongly objects to garden grabbing , in this instance the proposed dwelling is in character with the large plot available, but the council is concerned whether there is sufficient parking available.</b>		
DW/2014/0015	Farnham Firgrove	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 7.975m, for which the height would be 3.625m, and for which the height of the eaves would be 2.1m.	7 ARTHUR ROAD, FARNHAM GU9 8PB	Rachel Kellas
		<b>The Town Council is concerned about the size and effect of the proposed extension on the residential amenities of the neighbours.</b>		
WA/2014/0615	Farnham Moor Park	Erection of extensions following partial demolition of existing garage and demolition of existing conservatory.	PEMBROKE HOUSE, 64 LYNCH ROAD, FARNHAM GU9 8BT	Tim Bryson
		<b>Farnham Town Council has no objections</b>		
WA/2014/0635	Farnham Bourne	Erection of detached two-storey dwelling with garaging following demolition of existing bungalow and outbuildings.	12 LONGDOWN ROAD, FARNHAM GU10 3JS	Tim Bryson
		<b>Farnham Town Council has no objections</b>		
WA/2014/0630	Farnham Bourne	Erection of extensions and alterations.	KENDAL COTTAGE, 14 OLD CHURCH LANE, FARNHAM GU9 8HQ	Tim Bryson
		<b>Farnham Town Council continues to regret the changes to this old cottage in a designated conservation</b>		

		<b>area.</b>		
WA/2014/0621	Farnham Castle	Display of illuminated and non-illuminated signs.	21 THE BOROUGH, FARNHAM GU9 7NF	Gemma Page
		<b>Strong objections, this is against the rules strictly laid down in a conservation area. No internal illuminated signs allowed in a conservation area.</b>		
WA/2014/0631	Farnham Castle	External alterations.	THE OAST HOUSE, PARK ROW, FARNHAM GU9 7JH	Tim Bryson
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0632	Farnham Castle	Change of use of barn together with extensions and alterations to form two dwellings and associated works; erection of detached double garage.	1 BURLESBRIDGE COTTAGES, CRONDALL LANE, DIPPENHALL GU10 5DN	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the extensions and alterations are in keeping with the Farnham Town Design statement</b>		
WA/2014/0660	Farnham Firgrove	Erection of detached garage/store.	37 ST JOHNS ROAD, FARNHAM GU9 8NU	Tim Bryson
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0657	Farnham Firgrove	Erection of extensions and alterations.	13 SEARLE ROAD, FARNHAM, GU9 8LJ	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the extensions and alterations are in keeping with the Farnham Town Design statement</b>		
WA/2014/0647	Farnham Moor Park	Certificate of Lawfulness under Section 192 for extensions and alterations to roof to provide habitable accommodation.	35 HIGH PARK ROAD, FARNHAM GU9 7JJ	Tim Bryson

		<b>Farnham Town Council objects to the Certificate of Lawfulness and to the poor design of the proposed extensions and alterations.</b>		
WA/2014/0655	Farnham Shortheath and Boundstone	Erection of first floor extension and alterations to garage.	2 SWISS CLOSE, WRECCLESHAM GUI0 4TT	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the extensions and alterations are in keeping with the Farnham Town Design statement</b>		
WA/2014/0633	Farnham Wrecclesham and Rowledge	Erection of a dwelling following demolition of existing dwelling.	UPPER LODGE, SWITCHBACK LANE, ROWLEDGE GUI0 4DS	Tim Bryson
		<b>Farnham Town Council has no objections subject to the and proposed plans are in keeping with the Farnham Town Design statement</b>		
WA/2014/0636	Farnham Wrecclesham and Rowledge	Consultation on a County Matter; Extraction of sand (770,000 tonnes) and clay (512,000 cubic metres) from a site of 36.2ha; filling of existing and resultant void with (2.6 million cubic metres) non-hazardous industrial, commercial, household and inert wa	ALTON ROAD SANDPIT, ALTON ROAD, FARNHAM GUI0 5EL	Kathryn Pearson
		<b>The Town Council continues to strongly object and is concerned about the increase in traffic movement and poor consultation with local residents.</b>		

Notes taken by Ginny Gordon

The meeting closed at 10.30am



# FARNHAM TOWN COUNCIL

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## Notes

Planning & Licensing Consultative group

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### Time and date

9.30 am on Monday 12 May 2014

### Place

Council Chamber, South Street, Farnham

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### Planning Consultative Group Members Present

Cllr D Beaman

Cllr P Blagden

Cllr C genziani

**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 for absence

Apologies received from Councillor R Steel

#### 2. Declarations of Interest

There were no Declarations of Interest

#### 3. Applications Considered by the Planning Consultative Group on 12 May 2014

Ref	Ward	Proposal	Site Address	Officer Name
TM/2014/0071	Farnham Bourne	Application for works to a tree subject of Tree preservation Order 32/07.	5 GARDENERS HILL ROAD, FARNHAM GU10 4RL	Mr A Clout

		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
WA/2014/0732	Farnham Bourne	Erection of extensions and alterations.	6 LONGDOWN CLOSE, LOWER BOURNE GUI0 3JN	Kathryn Pearson
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		
WA/2014/0688	Farnham Bourne	Erection of decking.	17 STREAM FARM CLOSE, FARNHAM GUI0 3PD	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the materials being in keeping with the existing property.</b>		
WA/2014/0712	Farnham Bourne	Erection of extensions and alterations.	8 LODGE HILL ROAD, FARNHAM GUI0 3QN	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		
WA/2014/0715	Farnham Bourne	Erection of single-storey extensions and alterations, following demolition of conservatory.	7 GROVELANDS, FARNHAM GUI0 3RQ	Mark Baker
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		

WA/2014/0717	Farnham Bourne	Erection of first floor side extension and alterations.	ABBOTS END, TILFORD ROAD, FARNHAM GU9 8HX	Gemma Page
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		
WA/2014/0705	Farnham Castle	Listed Building Consent for internal alterations.	THE FARNHAM MALTINGS, BRIDGE SQUARE, FARNHAM GU9 7QR	Tim Bryson
		<b>Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.</b>		
WA/2014/0666	Farnham Castle	Listed Building Consent for alterations.	FARNHAM CONSERVATIVE CLUB, IVY HOUSE, IVY LANE, FARNHAM GU9 7PQ	Mark Baker
		<b>Farnham Town Council has no objections subject to the approval of the Listed Buildings Officer.</b>		
WA/2014/0710	Farnham Firgrove	Certificate of Lawfulness under Section 192 for extensions and alterations to attached garage.	64 UPPER WAY, FARNHAM GU9 8RL	Kathryn Pearson
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		
WA/2014/0663	Farnham Hale and Heath End	Erection of single storey rear extension following demolition of existing extensions.	20 EAST AVENUE, FARNHAM GU9 0RA	Rachel Kellas



		<b>Farnham Town Council has no objections subject to the extension being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		
NMA/2014/0047	Farnham Moor Park	Amendment to WA/2013/0381 to enlarge the proposed larder and addition of internal door from kitchen to garage. <b>Previous comments on 28.03.2013 were as follows: Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>	36 LYNCH ROAD, FARNHAM GU9 8BY	Mrs M Knight
		<b>Farnham Town Council reiterates the previous comments - Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement and all materials being in keeping with the existing so as to preserve the street scene and character of the area.</b>		
WA/2014/0728	Farnham Moor Park	Erection of extensions and alterations.	BROCAS DENE, TILFORD ROAD, FARNHAM GU9 8JA	Kathryn Pearson
		<b>Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		

NMA/2014/0045	Farnham Upper Hale	Amendment to WA/2012/0271 to add 2 roof lights to front elevation. <b>Previous comments were as follows: Approved after consideration on 08.03.2012</b>	169 UPPER HALE ROAD, FARNHAM GU9 0JE	Mrs M Knight
		<b>Farnham Town Council retains the same comments, approved after consideration.</b>		
TM/2014/0070	Farnham Wrecclesham and Rowledge	Application to fell and undertake works to trees subject of Tree preservation Order nos. 12/99, 14/99 & 11/10.	WAYWARD, 85 BOUNDSTONE ROAD, FARNHAM GU10 4AT	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
CA/2014/0056	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. 2x Leylandii - fell.	5 GREENHILL ROAD, FARNHAM GU9 8JN	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
WA/2014/0736	Farnham Castle	Erection of extensions and alterations following demolition of existing extension; erection of detached garage/ carport; alterations to entrance driveway (revision of WA/2013/1987). <b>Previous comments on 09.01.2014 were as follows: Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement</b>	OLD TILES, RUNWICK LANE, RUNWICK GU10 5EE	Kathryn Pearson

		<b>Same comments still remain - Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement</b>		
WA/2014/0750	Farnham Shortheath and Boundstone	Erection of two storey rear extension together with raised decking area.	89 SHORTHEATH ROAD, FARNHAM GU9 8SF	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the extension being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.</b>		
WA/2014/0740	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of existing detached garage.	9 HOLLIS WOOD DRIVE, WRECCLESHAM GUI0 4JT	Tim Bryson
		<b>Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement</b>		
TM/2014/0075	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 12/99.	LAND AT CLARE MEAD & THE COPSE, FARNHAM	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
WA/2014/0709	Farnham Bourne	Certificate of Lawfulness under Section 192 for erection of a two-storey extension.	1 CLUMPS ROAD, FARNHAM GUI0 3HF	Rachel Kellas
		<b>While not objecting to the application, Farnham Town Council deplores retrospective applications.</b>		
WA/2014/0719	Farnham Bourne	Erection of extensions and alterations.	3 LODGE HILL ROAD, FARNHAM GUI0 3QN	Rachel Kellas
		<b>Farnham Town Council approves after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement</b>		

WA/2014/0665	Farnham Castle	Relocation of air-conditioning unit and external alterations.	FARNHAM CONSERVATIVE CLUB, IVY HOUSE, IVY LANE, FARNHAM GU9 7PQ	Mark Baker
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0706	Farnham Castle	Change of use from retail (Class A1) to tattoo studio (sui generis) (revision of WA/2014/0311). <b>Previous comments on 10.0.2014 were as follows: The Town Council feels this application is within the Conservation Area and should remain as a retail outlet.</b>	10 DOWNING STREET, FARNHAM GU9 7PB	Kathryn Pearson
		<b>Farnham Town Council retains the same comments they made previously - The Town Council feels this application is within the Conservation Area and should remain as a retail outlet.</b>		
WA/2014/0692	Farnham Castle	Erection of outbuilding to provide ancillary residential accommodation following demolition of summerhouse.	22A BEAVERS ROAD, FARNHAM GU9 7BD	Mark Baker
		<b>The Town Council objects to the proposed ancillary accommodation on the grounds that this is garden grabbing and against the Farnham Town Design statement.</b>		
WA/2014/0725	Farnham Firgrove	Erection of extensions and alterations to existing bungalow to form chalet style dwelling.	1A, ST JOHNS ROAD, FARNHAM GU9 8NT	Tim Bryson
		<b>Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement, but are concerned at the loss of another bungalow.</b>		
WA/2014/0723	Farnham Hale and Heath End	Erection of extensions and alterations to form chalet style dwelling following demolition of existing extensions and detached garage.	1 NORTH AVENUE, FARNHAM GU9 0RD	Rachel Kellas
		<b>Farnham Town Council has no objections after consideration on condition</b>		

		<b>that the extensions and alterations are in line with the Farnham Design Statement, but are concerned at the loss of another bungalow.</b>		
WA/2014/0667	Farnham Moor Park	Certificate of Lawfulness under Section 191 for the continued use of the chapel building and conservatory as Class BI(a) office use.	MOOR PARK HOUSE, MOOR PARK HOUSE WAY, FARNHAM GU10 1QP	Kathryn Pearson
		<b>The Town Council has no comment to make.</b>		
WA/2014/0671	Farnham Upper Hale	Erection of extensions and alterations following demolition of existing extensions.	6 UPPER OLD PARK LANE, FARNHAM GU9 0AS	Tim Bryson
		<b>Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement.</b>		
WA/2014/0691	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations to form chalet-style dwelling.	113 WEYBOURNE ROAD, FARNHAM GU9 9EZ	Rachel Kellas
		<b>Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement, but are concerned at the loss of another bungalow.</b>		
WA/2014/0670	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations following demolition of existing office/store.	10 ST GEORGES CLOSE, BADSHOT LEA GU9 9LZ	Mark Baker
		<b>Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement.</b>		
WA/2014/0749	Farnham Bourne	Certificate of Lawfulness under Section 192 for the erection of a single-storey extension.	THE OLD FARM, 2 HILLSIDE ROAD, FRENHAM GU10 3AJ	Tim Bryson

		<b>Farnham Town Council has no objections.</b>		
WA/2014/0735	Farnham Bourne	Change of Use of ground floor restaurant to additional residential accommodation (to combine with first floor flat to form a two storey single dwelling).	61, FRENHAM ROAD, FARNHAM GU10 3HL	Mark Baker
		<b>Farnham Town Council has no objections after consideration and welcomes the change of use.</b>		
WA/2014/0746	Farnham Castle	Display of non-illuminated advertisement on awning.	2 LION AND LAMB YARD, FARNHAM GU9 7LL	Rachel Kellas
		<b>Farnham Town Council has no objections to non-illuminated advertising.</b>		
WA/2014/0755	Farnham Firgrove	Erection of extensions and alterations.	8 BRAMBLETON AVENUE, FARNHAM GU9 8QU	Mark Baker
		<b>Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement.</b>		
WA/2014/0747	Farnham Hale and Heath End	Erection of single-storey rear extension following demolition of existing conservatory.	29 BRICKSBURY HILL, FARNHAM GU9 0LZ	Tim Bryson
		<b>Farnham Town Council has no objections after consideration on condition that the extension is in line with the Farnham Design Statement.</b>		
WA/2014/0757	Farnham Moor Park	Change of use from retail (Class A1) to form additional residential accommodation to existing dwelling (Class C3).	63 EAST STREET, FARNHAM GU9 7TJ	Kathryn Pearson
		<b>Farnham Town Council has no objections after consideration to form additional residential accommodation on condition that the extension is in line with the Farnham Design Statement and the existing dwelling.</b>		

WA/2014/0741	Farnham Moor Park	Erection of extensions and alterations, including roof extension and rear dormer.	1 PARK ROAD, FARNHAM GU9 9QN	Rachel Kellas
		<b>Farnham Town Council has no objections after consideration on condition that the extension and alterations are in line with the Farnham Design Statement.</b>		
TM/2014/0074	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order 17/99.	LAND AT BROAD HA'PENNY, FARNHAM GU10 4TF	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
WA/2014/0753	Farnham Shortheath and Boundstone	Erection of extensions and alterations to form chalet-style dwelling.	LYNBANK, SUNNYDELL LANE, WRECCLESHAM GU10 4RB	Kathryn Pearson
		<b>Farnham Town Council has no objections after consideration on condition that the extensions and alterations are in line with the Farnham Design Statement, but are concerned at the loss of another bungalow in the town.</b>		
WA/2014/0748	Farnham Weybourne and Badshot Lea	Erection of two-storey side and single-storey rear extension, following demolition of existing attached garage.	7 STOCKWOOD WAY, FARNHAM GU9 9TE	Kathryn Pearson
		<b>Farnham Town Council has no objections after consideration on condition that the extensions are in line with the Farnham Design Statement.</b>		
WA/2014/0738	Farnham Weybourne and Badshot Lea	Erection of detached dwelling together with associated parking.	8 LEA CLOSE, BADSHOT LEA GU9 9LW	Kathryn Pearson
		<b>Farnham Town Council objects, this is garden grabbing and not in line</b>		

		<b>with the Farnham Design Statement. It is close to the school where there are already difficulties with regard to parking and on street parking and also overdevelopment of the site.</b>		
WA/2014/0759	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations to clubhouse building; formation of parking/turning areas; installation of replacement floodlighting; erection of stands and dug-outs together with associated works and landscaping.	RECREATION GROUND, WESTFIELD LANE, WRECCLESHAM GU10 4PJ	Gemma Page
		<b>Farnham Town Council has no objections providing the floodlighting does not affect neighbouring properties.</b>		

Notes taken by Ginny Gordon

The meeting closed at 10.30am





# FARNHAM TOWN COUNCIL



## Notes

### Planning & Licensing Consultative group

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#### Time and date

9.30 am on Monday 2 June 2014

#### Place

Council Chamber, South Street, Farnham

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#### Planning Consultative Group Members Present

Cllr D Beaman  
Cllr P Blagden  
Cllr C Cockburn  
Cllr C Genziani

**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 for absence

Apologies received from Councillor R Steel

#### 2) Declarations of Interest

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
Carlo Genziani	WA/2014/0891			Personal as relative of applicant
Carlo Genziani	WA/2014/0892			Personal as relative of applicant

### 3) To Appoint a Lead Member for Municipal Year 2014/2015

Cllr Cockburn proposed Cllr Genziani as Lead Member for the Planning Consultative Group and Cllr Blagden seconded.

Cllr Genziani was elected as Lead Member.

### 4) Applications Considered by the Planning Consultative Group on 2 June 2014

Ref	Ward	Proposal	Site Address	Officer Name
TM/2014/0077	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 18/03.	12ANNANDALE DRIVE, FARNHAM GU10 3JD	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
TM/2014/0078	Farnham Bourne	Application to fell trees subject of Tree Preservation Order Far I.	PRIORY FARM, WAVERLEY LANE, FARNHAM GU9 8EW	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
TM/2014/0079	Farnham Bourne	Application for works to a tree subject of Tree Preservation Order 08/13.	28A VICARAGE HILL, FARNHAM GU9 8HJ	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
NMA/2014/0050	Farnham Bourne	Amendment to WA/2011/2017 to provide internal and external alterations. <b>Previous comments on 8/12/11 were as follows: No comment</b>	TRUNDLES, 2 PINE GROVE LOWER BOURNE GU10 3RG	Mrs M Knight

		<b>Farnham Town Council retains the same comment of no comment</b>		
WA/2014/0780	Farnham Bourne	Erection of detached workshop building following demolition of existing building.	61 LODGE HILL ROAD, FARNHAM GU10 3RD	Gemma Page
		<b>Farnham Town Council has no objections provided the proposed workshop is in keeping with the existing building and conditioned for use as a workshop only.</b>		
WA/2014/0765	Farnham Bourne	Erection of dormer roof extension and alterations.	HANSEL COTTAGE, 6 OLD CHURCH LANE FARNHAM GU9 8HQ	Gemma Page
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
WA/2014/0778	Farnham Castle	Erection of extensions and alterations; erection of detached double garage together with related works.	LOSEHILL HOUSE, CRONDALL LANE, FARNHAM GU10 5DL	Tim Bryson
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with existing.</b>		
WA/2014/0802	Farnham Castle	Erection of extensions and alterations following demolition of existing extension and detached garage.	20 MARSTON ROAD, FARNHAM GU9 7BN	Kathryn Pearson
		<b>Farnham Town Council has no objections subject to the alterations and extensions, but is concerned about the loss of parking space.</b>		

WA/2014/0797	Farnham Castle	Formation of new vehicular access and alterations to existing driveway (to serve The Long House).	LOSEHILL HOUSE, CRONDALL LANE, FARNHAM GU10 5DL	Tim Bryson
		<b>Farnham Town Council has no objection</b>		
WA/2014/0827	Farnham Firgrove	Erection of extensions and alterations, following demolition of existing conservatory.	72 TILFORD ROAD, FARNHAM GU9 8DW	Kathryn Pearson
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
WA/2014/0803	Farnham Hale and Heath End	Erection of two-storey side extension and alterations, following demolition of outbuildings.	1 SANTINA CLOSE, FARNHAM GU9 0LD	Tim Bryson
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
NMA/2014/0049	Farnham Moor Park	Amendment to WA/2013/0840 to move an existing wall out by 1045mm and a reduction in the number of velux windows to two. <b>Previous comments on 20.06.13 were as follows: Concerned about the adverse effect on the residential amenities of the neighbours.</b>	9 ST JAMES TERRACE, FARNHAM GU9 7JT	Mrs M Knight
		<b>Farnham Town Council is concerned about the adverse effects on the residential amenities of the neighbours.</b>		
WA/2014/0805	Farnham Moor Park	Erection of extensions and alterations.	37 BROOMLEAF ROAD FARNHAM GU9 8DG	Mark Baker

		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
WA/2014/0828	Farnham Moor Park	Erection of decking following removal of existing decking.	16 THOROLD ROAD, FARNHAM GU9 7JY	Gemma Page
		<b>Farnham Town Council has no objection provided materials are in keeping with the existing materials.</b>		
WA/2014/0826	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations.	WOODLAND GLADE, COPSE AVENUE, FARNHAM GU9 9EA	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
WA/2014/0766	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of conservatory.	2 QUENNELLS HILL, WRECCLESHAM GU10 4ND	Rachel Kellas
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
WA/2014/0764	Farnham Wrecclesham and Rowledge	Erection of store extension following demolition of existing store (follows invalid application WA/2014/0506). <b>Previous comments on 07.04.2014 were as follows: Farnham Town Council has no objections.</b>	SPORTS & SOCIAL CLUB, WRECCLESHAM RECREATION GROUND, RIVERDALE, WRECCLESHAM GU10 4QR	Gemma Page
		<b>Farnham Town Council has no objections</b>		

WA/2014/0852	Farnham Bourne	Erection of extensions and alterations.	I BOURNE GROVE CLOSE, FARNHAM GU10 3RA	Gemma Page
		<b>Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing.</b>		
WA/2014/0876	Farnham Bourne	Erection of extensions and alterations to form two-storey dwelling.	47A MIDDLE BOURNE LANE, FARNHAM GU10 3NJ	Gemma Page
		<b>Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement, but the Town Council regrets the loss of another bungalow in the area.</b>		
WA/2014/0846	Farnham Bourne	Erection of extensions and alterations (revision of WA/2014/0178). <b>Previous comments on 24.02.2014 were as follows: Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.</b>	UNDER LATCHWOOD, LATCHWOOD LANE, FARNHAM GU10 3HA	Mark Baker
		<b>Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.</b>		
WA/2014/0844	Farnham Castle	Formation of additional car parking area (following invalid application WA/2013/0636). <b>Previous comments on 30.04.2013 were as follows: Approved after consideration</b>	HEADWAY HOUSE, CROSBY WAY, FARNHAM GU9 7XG	Tim Bryson
		<b>Farnham Town Council's comments remain the same - Approved after consideration.</b>		

WA/2014/0853	Farnham Firgrove	Erection of first floor rear extension.	49 GROVE END ROAD FARNHAM GU9 8RB	Rachel Kellas
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
NMA/2014/0052	Farnham Firgrove	Non material amendment to WA/2013/1130 to replace proposed cladding with render to match ground floor. <b>Previous comments on 01.08.2013 were as follows: Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>	41 TILFORD ROAD, FARNHAM GU9 8DN	Mrs M Knight
		<b>Farnham Town Council's comments remain the same - Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2014/0841	Farnham Firgrove	Erection of extensions and alterations.	54 BRIDGEFIELD, FARNHAM GU9 8AW	Kathryn Pearson
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2014/0883	Farnham Moor Park	Installation of extraction flue.	CONTEC HOUSE, EAST STREET, FARNHAM GU9 7SX	Gemma Page
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0871	Farnham Shortheath and Boundstone	Erection of conservatory.	18 LITTLE GREEN LANE, FARNHAM GU9 8TB	Gemma Page

		<b>Farnham Town Council has no objections provided the materials are in keeping with the existing property</b>		
WA/2014/0884	Farnham Moor Park	Erection of porch, construction of dormer window and alterations to existing dormer windows.	DROMKEEN, OLD COMPTON LANE, FARNHAM GU9 8EH	Mark Baker
		<b>Approved after consideration and on the condition that the materials and character are in keeping with the street scene and Farnham Design Statement.</b>		
TM/2014/0083	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order 26/08.	29A BURNT HILL WAY, FARNHAM GU10 4RP	Mr A Clout
		<b>Farnham Town Council is very concerned that there is not sufficient management of trees in the borough. The Town Council does not want the character of the area destroyed.</b>		
WA/2014/0761	Farnham Bourne	Erection of detached dwelling with attached garage together with associated works.	LAND ADJACENT TO 6 LATCHWOOD LANE, FARNHAM GU10 3HB	Tim Bryson
		<b>Farnham Town Council objects – this comes under BE3 policy which should be respected. The Town Council objects to the fragmentation of large plots and the harm to well wooded area.</b>		
WA/2014/0786	Farnham Bourne	Erection of a building to provide 5 flats following demolition of existing building together with associated parking and works.	7 FRENHAM ROAD, FARNHAM GU9 8HD	Mark Baker
		<b>The Town Council objects to the size, scale and number of proposed flats. It is overdevelopment of the plot and insufficient parking allocated when</b>		



		<b>there is no parking available in adjacent roads.</b>		
WA/2014/0811	Farnham Bourne	Erection of extensions and alterations to existing bungalow to provide two storey dwelling.	20A OLD FRENHAM ROAD, FARNHAM GU10 3HD	Tim Bryson
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement and the materials are in keeping with existing, however the town council is concerned at the loss of yet another bungalow in the area.</b>		
WA/2014/0793	Farnham Firgrove	Change of Use from office (Class B1a) to a single dwelling (Class C3) together with alterations.	45 THE FAIRFIELD, FARNHAM GU9 8AG	Kathryn Pearson
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement and the materials are in keeping with existing.</b>		
WA/2014/0779	Farnham Firgrove	Certificate of Lawfulness under Section 192 for the erection of pool outbuilding and associated works.	CLUMPS END HOUSE, CLUMPS ROAD, LOWER BOURNE GU10 3HF	Tim Bryson
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0771	Farnham Hale and Heath End	Change of Use of ground floor from Class A1 (retail) to additional residential accommodation (Class C3) to create two bedroom dwelling.	57 UPPER HALE ROAD, FARNHAM GU9 0NX	Kathryn Pearson
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0791	Farnham Hale and Heath End	Erection of two storey rear extension and alterations to form single residential dwelling.	41 FARNBOROUGH ROAD, FARNHAM GU9 9AQ	Gemma Page
		<b>The Town Council objects to this proposal, which is overdevelopment of the</b>		

		<b>site with possible adverse effects on the residential amenities of the neighbouring properties.</b>		
DW/2014/0023	Farnham Moor Park	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.75m, for which the height would be 3.71m, and for which the eaves height would be 2.80m.	7 MENIN WAY, FARNHAM GU9 8DY	Gemma Page
		<b>Farnham Town Council is concerned about the possible adverse effect on the residential amenities of the neighbours.</b>		
WA/2014/0787	Farnham Moor Park	Erection of dwelling following demolition of existing dwelling and garage.	93 BROOMLEAF ROAD, FARNHAM GU9 8DH	Tim Bryson
		<b>The Town Council objects to the design and adverse effect on the street scene, which is out of character. The design and materials are not in keeping with the street scene and the Farnham Design statement.</b>		
WA/2014/0785	Farnham Moor Park	Erection of two detached dwellings and garages following demolition of existing dwelling and outbuildings; formation of new vehicular access.	COMPTONS, COBBETTS RIDGE, FARNHAM GU10 1RQ	Mark Baker
		<b>Please see comments at appendix I.</b>		
WA/2014/0807	Farnham Upper Hale	Certificate of lawfulness under Section 192 for erection of a single storey rear extension, following demolition of existing conservatory.	LINWOOD, WINGS ROAD, FARNHAM GU9 0HN	Tim Bryson
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0830	Farnham Weybourne and Badshot Lea	Erection of single-storey side extension following demolition of existing garage.	54 UPPER WEYBOURNE LANE, FARNHAM GU9 9DF	Tim Bryson
		<b>The Town Council is concerned about the adverse effect the proposed extension will have on the neighbours.</b>		

WA/2014/0806	Farnham Weybourne and Badshot Lea	Outline application for the erection of 7 dwellings (all matters reserved).	LAND AT, RUNFOLD ST GEORGE, BADSHOT LEA GU9 9NT	Kathryn Pearson
		<b>Please see comments at appendix 2.</b>		
WA/2014/0843	Farnham Firgrove	Erection of single storey extension and alterations.	42 FIRGROVE HILL, FARNHAM GU9 8LQ	Mark Baker
		<b>Farnham Town Council has no objections and on the condition that the materials are in keeping with existing and the extension is a 1m from the boundary.</b>		
WA/2014/0856	Farnham Moor Park	Certificate of Lawfulness under Section 191 for the use of premises as Class BI (offices).	UNIT 5, BOURNE MILL BUSINESS PARK, GUILDFORD ROAD, FARNHAM GU9 9PS	Kathryn Pearson
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0872	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations.	130 BADSHOT PARK, BADSHOT LEA GU9 9NF	Tim Bryson
		<b>Farnham Town Council has no objections.</b>		
WA/2014/0891	Farnham Bourne	Erection of extensions and alterations (to rear of dwelling).	STREAM FARM CLOSE, FARNHAM GU10 3PD	Mark Baker
		<b>Farnham Town Council has no objections.</b>  <b>Cllr Genziani left the meeting and returned after plans WA/2014/0891 and 0892 had been discussed</b>		
WA/2014/0892	Farnham Bourne	Erection of extensions and alterations (to front and side of dwelling).	8 STREAM FARM CLOSE, FARNHAM GU10 3PD	Mark Baker
		<b>Farnham Town Council has no objections.</b>  <b>Cllr Genziani returned.</b>		
WA/2014/0910	Farnham Firgrove	Erection of a dwelling and garage following demolition of existing garage.	LAND ADJACENT TO 45, FIRGROVE HILL, FARNHAM GU9 8LP	Gemma Page

		<b>Farnham Town Council has no objections and on the condition that the materials are in keeping with existing and the street scene.</b>		
WA/2014/0901	Farnham Firgrove	Erection of extensions and alterations following demolition of existing garage/lean to.	2 HILLARY CLOSE, FARNHAM GU9 8QZ	Rachel Kellas
		<b>Approved after consideration and on the condition that the extensions and alterations are in keeping with the street scene and Farnham Design Statement.</b>		
WA/2014/0887	Farnham Firgrove	Erection of first floor extension and alterations; erection of garage following demolition of existing garage.	12 FIRGROVE HILL, FARNHAM GU9 8LQ	Tim Bryson
		<b>Approved after consideration and on the condition that the extensions and alterations are in keeping with the street scene and Farnham Design Statement.</b>		
WA/2014/0888	Farnham Hale and Heath End	Erection of extensions and alterations.	57 FARNBOROUGH ROAD, FARNHAM GU9 9AJ	Gemma Page
		<b>The Town Council is concerned about the size, scale, lack of sufficient parking and adverse effect on the street scene.</b>		

Notes taken by Ginny Gordon

The meeting closed at 10.20am

**WA/2014/0785**

**Erection of two detached dwellings and garages following demolition of existing dwelling and outbuildings; formation of new vehicular access  
Comptons, Cobbetts Ridge, Farnham, GU10 1RQ**

The application envisages the splitting of the current plot occupied by Comptons. This is in breach of the 1936 Moor Park Agreement between the developers and Farnham Urban District council which in essence states that there should be only one dwelling per designated plot. The Farnham Urban District Council review of 1956 upheld this and the agreement was refined by the Farnham Urban District Council Review of 1962 endorsed by Surrey County Council in 1964 and eventually incorporated in Waverley Borough Council's 1984 and subsequent Local Plans.

The site lies within an Area of Special environmental Quality which aims to promote landscape enhancement and conservation of the areas local distinctiveness. The current proposal is inconsistent with the same and conflicts with the Policies BE3, D6 and D7 of the Waverley Borough Local Plan 2002.

The site lies within an Area of Great Landscape Value in which the landscape character is to be conserved and enhanced. The proposal is inconsistent with the same and conflicts with national, strategic and local policies as set out in Policy C3 and D7 of the Waverley Local Plan 2002.

The erection of two dwellings on the plot of the size proposed formed by the sub-division of the existing curtilage of Comptons would conflict with Policies SE4, SE8 and SE9 of the Surrey Stricture Plan 2004 and Policies BE3, D1 and D4 of the Waverley Borough Local Plan 2002 insofar as the site is within a recognised Area of Special Environmental Quality and the proposed development would encourage and no doubt result in the erosion of the semi-rural and low density of the surrounding development. It would furthermore detract from the well wooded appearance of the area.

**Therefore, this application if allowed would not be in keeping with the above policies. It would inevitably lead to the following:-**

A further erosion of the distinctive semi-rural character of Cobbetts Ridge and the rest of Moor Park.

It would lead to a further loss of trees and other vegetation on the site which would increase visibility as well as creating a run off and the associated danger of landslip and flooding into properties further down the slope, ie those on Monks Well. The developer/Applicant has previous history on Moor Park of indiscriminately removing trees prior to development/consent.

By creating two small plots it would be out of keeping with the density of the surrounding development and would create pressure for fragmentation throughout Moor Park. In this regard it is important to note a distinctive and emphasised comment within the Inspector's Appeal Decision (Appeal Ref APP/R3650/A/08/2077307) in respect of land at Coburg, 4 Monks Well, Moor Park, Farnham, GU10 1RH. In that particular case the Inspector made it abundantly clear that the heart of that Appeal related to plot division. The Inspector agreed with the Council and MPRA and other individual objectors that if that appeal were allowed and permission granted it could and would be seen as a precedent which could open the door to other (perhaps more intrusive) proposals on certain portions of other plots. It could be the start of a process which over time could lead to a radical and undesirable change to the estate, even to the extent of suburbanising parts of it. The previous Inspector on the Coburg site in 1981 stated similar concerns. The Inspector on this subsequent occasion had little doubt that this is what Local Plan Policy BE3 seeks ultimately to avoid along with the aforementioned Moor Park Agreement.

**WA/2014/0806**

**Outline application for the erection of 7 dwellings (all matters reserved)  
Land at Runfold St George, Badshot Lea, GU9 9NT**

Objection to Land at Runfold St. George

The site is physically and visually detached from the village with little clear association with the village boundary.

Any development would be out of character within this rural setting - adjacent to the newly developed nature reserve/bird sanctuary

It would add to the ribbon development towards Runfold St. George.

Recent applications have allowed Runfold St. George to grow and remain a compact individual settlement.

It is a `green field` site in countryside beyond the Green Belt. The NPPF identifies that the intrinsic character and beauty of the countryside should be recognized.

The site is part of the Strategic Gap, LP Policy C4, and is in an important position on the fringes of a nature reserve.

This site, in conjunction with other projects, would erode local countryside and add to urbanisation.

The site was not selected for Stage 2 in the last update of the SHLAA.

The site is not listed as an acceptable development area within the draft Neighbourhood Plan.

The site is within the 5km zone of the SPA and conflicts with Policy NRM6.

Other greenfield and brownfield sites around the borough are more suitable locations for development.

Sustainable development is about change for the better. This development has no positive attributes, would reduce our open countryside and is wholly detrimental to the local community.

**Further comments regarding the former Police Station**

**WA/2014/0394**

**Former Farnham Police Station**

**Erection of a building to provide 50 sheltered flats (Category II0) with communal facilities including formation of a new vehicular access together with car parking, landscaping and associated works following demolition of existing police buildings.**

Farnham Town Council would like to add further comments to the proposals that officers liaise with FCAMP with regard to the landscaping and environmental improvements to this development. The Town Council is pleased that permission has been granted for the development provided the issues with landscaping are implemented. The former police houses are not included in the new development, but will also need to be included in the landscaping programme and consultations with FCAMP. They will need to be consulted throughout and with regard to street furniture and railings so that they conform with the plans.