



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

Thursday 18 October 2012 at 7.00pm

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 18 October 2012, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

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 18th October 2012.....

Name of Councillor

	Nature of interest (please tick)		
Agenda Item No	I am a Waverley Borough Councillor/Surrey County Councillor*	Other reason	Type of interest (disclosable pecuniary or Other) and reason

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 18th October 2012.

Place

The Council Chamber, South Street, Farnham

Prayers

Prior to the meeting, at 6.55pm, prayers will be said in the Council Chamber. Councillors and members of the public are welcome to attend.

Questions by the Public

The 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 Disclosure of Interests

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

NOTES:

Members are requested to make declarations of interest, on the form attached to this agenda to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting, or handed to the Town Clerk at the start of the meeting.

3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 13th September 2012

Appendix A

4 Statements by the Public

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

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

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

Part 1 – Items for Decision

- 6 Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
- | | |
|--|-------------------|
| i) Community Enhancement held on 26 th September 2012 | Appendix B |
| ii) Strategy and Finance held on 9 th October 2012 | Appendix C |
| iii) Tourism and Events held on 15 th October 2012 | Appendix D |
- 7 Planning Applications**
To receive the minutes of the Planning Consultative Group held on 27th September 2012 and 10th October 2012 **Appendix E, F**
- 8 Motion**
To consider the Motion received from Cllr Beaman:

Farnham Town Council is disappointed that no significant and provable benefits to the town in respect of air quality mitigation appear to have emerged since Waverley Borough Council's Air Quality Action Plan was initiated in July 2008.

The Town Council notes that staffing levels at the Borough Council to deal with air quality and other environmental issues have recently been reviewed and that new staffing levels were proposed to the Council's Executive Committee at its meeting on 2 October 2012. However, the staffing allocation for air quality was to remain at 0.5 FTE, in spite of the fact that discussions were ongoing about the possibility of providing specialist air quality support to Guildford Borough Council. The Town Council is concerned that this might result in a loss of officer time that might otherwise be allocated to work on Farnham's air quality problems.

The Town Clerk is requested to write to Waverley Borough Council seeking reassurance that work on behalf of Farnham towards mitigation of pollution on the town centre roads designated within the Air Quality Management Area continues at a level appropriate to that need and that staffing allocated to Farnham's problems is not cut.

The Town Clerk is also requested to write to the Department of Health, Waverley Borough Council and Surrey County Council requesting support for the development of a 'Clean Air for Farnham Campaign' to increase public awareness of the danger to public health caused by poor air quality and awareness of the choices available to people to reduce the risks they currently face. The Town Clerk should copy all relevant correspondence to The Rt Hon Jeremy Hunt MP, as Farnham's MP and the new Secretary of State for Health.

Part 2 – Items to Note

- 8 Actions taken under Scheme of Delegation**

9 Reports from other Councils

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

10 Reports from Outside Bodies

To receive from Members any verbal reports on Outside Bodies.

11 Date of next Meeting

To confirm the date of the next meeting as 13th December 2012

The Mayor will close the meeting.

Membership:

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

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 13th September 2012

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)

Rachel Aves (Team Leader Corporate Governance)

Two members of the public were in attendance

Questions by the Public

There were no questions from the Public.

C049/12

Apologies

Apologies were received from Councillors D Attfield, P Frost, C Genziani, S Hollins-Owen, S O'Grady, G Parlett, Dr J Parry, S Redfern.

C050/12

Minutes

The Minutes of the Farnham Town Council meeting held on Thursday 12^h July 2012 were agreed.

C051/12

Disclosures of Interests

Personal interests were declared in relation to Item 6 (discussions with Waverley Borough Council) by councillors who were Members of Waverley Borough Council: Blagden, Cockburn, Hargreaves, Hill, J O'Grady, Potts, Steel, and Ward, R Steel declared an interest in relation to Item 6 as a member of the Board of Management of the Maltings.

C052/12

Statements by the Public

There were no Statements by the Public

C053/12

Mayor's Announcements

- i) The Mayor announced that he was proud and delighted to announce that Farnham had received two Gold Awards in the South and South East in Bloom Judging. The first was for the Town Centre for which the Farnham had also been the Category winner, and the second was for the Larger Town category. He said that officers, councillors and volunteers had done an amazing job throughout the year. The Mayor also congratulated the Victoria Gardens team led by Dr Penny Marriott which had again received an Outstanding Award.
- ii) Cllr Hargreaves proposed three cheers for the achievement which were given with gusto.
- iii) The Mayor gave details of a number of occasions when he and the Mayoress had represented the Council since the last meeting. These included:
 - the Battle of Britain event at RAF Odiham;
 - the Jalsa Salana at the Ahmadiyya Muslim Association;

- presenting medals at the Walk under the Stars in aid of the Phyllis Tuckwell Hospice;
 - the inaugural Farnham Community Games hosted at Farnham Rugby Club and the Farnham Leisure Centre;
 - the Marriage of Figaro at Farnham Castle; and
 - the Heritage Open Days organised by the Farnham Society in association with the Town Council.
- iv) The Mayor gave a warm welcome to Rachel Aves who had started as the new Corporate Governance Team Leader

WORKING GROUP NOTES

Tourism and Events Working Group

- C054/12 Cllr Hargreaves introduced the notes of the Tourism and Events Working Group at Appendix B to the agenda. She drew attention to the very successful Heritage Open Days and the new exhibition brought together by Mr Michael Blower on the Yards of Farnham.
- She said that the Farnham Grows event was being reviewed and was likely to have a different format for 2013 but commented on the success of bookings for the 2012 Food Festival, and the series of Music in the Meadow concerts which had just concluded. Preparations were underway for Christmas activities with the retailers and a useful planning meeting had been held with a retailer steering group.

Strategy & Finance Working Group

- Cllr Ward introduced the notes of the Strategy and Finance Working Group held on 17th July at Appendix Ci to the agenda.
- C055/12 Cllr Ward reported on the quarterly finance figures and the successful implementation of the RBS system. He thanked officers, and particular Mrs O'Grady, for the hard work in implementing the new system and presenting clear information whilst also managing the year-end processes.
- C056/12 The potential negative impact for the Town Council of the Government's Localisation of Council Tax Support proposals were noted. It was noted that the proposals appeared to be changing on daily basis but that there could be a ten percent reduction in the number of band D properties or equivalent funding that would be problematic.
- It was RESOLVED *nem con* that a response should be sent to the consultation proposals seeking to maintain the Council Tax base for Town and Parish Councils.**
- C057/12 Cllr Ward outlined the report considered by Strategy and Finance on the proposal to extend the Bandstand but that Members had felt the benefits were not commensurate with the cost. Officers had been asked to investigate temporary structure to extend the covered area when needed.

It was RESOLVED *nem con* that the Bandstand should not be extended but that options for temporary structures be further investigated.

- C058/12 Cllr Ward reported on the proposal for the new telephone contract that would save the Council some 35% over three years.
- It was RESOLVED *nem con* that**
- 1) the new telephone system from Calibre Communications at an average cost of £2,851 per annum be purchased;**
 - 2) the mobile telephone contract with the existing provider be extended on the best possible terms.**
- C059/12 It was noted that the Jubilee Street Party Insurance offered to local communities had been taken up by six communities at a cost of £531.80 with half of the costs met from Cllr Frost's Surrey County Council allocation.
- C060/12 Members noted that the first phase of the secondary glazing contract had been completed at a cost of £7,300 with positive acoustic and environmental benefits, and the second phase was recommended for approval. Members noted a transcription error in the minutes and recommendation for the costs of the second phase which should have read £11,500.
- It was RESOLVED *nem con* that the second phase of the Secondary Glazing Project be implemented by Selectaglaze at a cost of £11,500 from the agreed office refurbishment budget and earmarked reserves.**
- C061/12 Cllr Ward explained the benefits of the out-of-hours keyholding service to deal with emergencies at the Council Offices and Depot.
- It was RESOLVED *nem con* that Chubb Monitoring Services be appointed to provide a keyholding service for the Council buildings at a cost of £640 per annum.**
- C062/12 Members noted the discussions that had taken place in relation to the CCTV partnership between Surrey Highways, Surrey Police, Guildford Borough Council and Farnham Town Council. The implications of the closure of the Farnham Police Station were also noted.
- It was RESOLVED *nem con* that**
- 1) The Town Clerk be authorised to agree and sign a copy of the Memorandum of Understanding for the CCTV Partnership for 2012-15;**
 - 2) Farnham Town Council host the CCTV hub in the Council Offices following the closure of the Farnham Police Station;**
 - 3) Surrey Police be asked to meet the costs of the relocation and installation of the CCTV hub in the Council Offices.**
- C063/12 It was noted that a response had been made under urgency powers to the Licensing application by Farnham Rugby Club. It was felt that one of the Working Groups should have the ability to consider similar applications in future. Cllr Ward proposed and Cllr Hargreaves seconded that Licensing matters should be dealt with by the Planning Consultative Group as the Council's Regulatory Committee and its Terms of Reference duly amended.

It was RESOLVED *nem con* that consideration of licensing matters fall within the terms of reference of the Planning Consultative Group.

Cllr Ward introduced the notes of the Strategy and Finance Working Group held on 28th August at Appendix Cii to the agenda.

C064/12

Members noted the detailed work undertaken in relation to the Cemetery Chapels. It was pleasing to see that an agreed way forward now seemed possible after many years discussion. Members were keen that progress now be made. It was noted that the solution for the Hale Chapels was more complex because of their condition and that further options would be explored and funding options be investigated as set out in the report.

It was RESOLVED *nem con* that

- 1) Planning and related permissions be sought for the conversion of Green Lane Chapel into residential use;**
- 2) Planning and related permissions be sought for the conversion of West Street Chapel into a workshop or other community use.**

C065/12

Cllr Ward thanked Alan Corcoran for the work undertaken with the Offices Group. A five year programme had been put together to meet the Council's legal obligations and necessary improvements following the acquisition of the Council Offices from Waverley Borough Council in 2011. Some useful plans had been prepared which would be subject to a further report before being considered by Council. It was noted that the carpets were very worn in public areas and on the stairs and that quotes had been obtained to replace the public area carpets.

It was RESOLVED *nem con* that the reception area, corridor and stairs including the first floor landing be re-carpeted at a cost of £2,474 with the costs met from the property maintenance budget.

C066/12

Members noted that Waverley Borough Council had rethought its reception requirements and was no longer progressing its request for the Town Council to manage the reception service on an agency basis.

C067/12

Cllr Cockburn reported on the latest position on Waverley's Core Strategy and the work undertaken by the Infrastructure Planning Group in collating views on the Council's response. It was noted that there was limited time to submit the response and that the Council's Planning advisor, Philip James, was assisting in completing the consultation forms in the right format.

It was agreed that this was an important document and that the Town Council would need to be at the subsequent Public Inquiry into the Core Strategy. Cllr Steel said that members of the public had found it very difficult to respond using the Waverley format for comments. Cllr Beaman said that it was a very important document for the future of Farnham.

It was RESOLVED *nem con* that the Town Clerk be delegated to submit the Council's final response to Waverley's pre-submission consultation with advice from the Infrastructure Planning group.

C068/12 Cllr Cockburn reported on the new proposal to be submitted for funding as a result of the Mary Portas project proposals. The bid would be for £10,000 and the aim would be to undertake a smaller version of the project already agreed by Council.

It was RESOLVED *nem con* to submit a further bid for funding from the Portas Project to work with retail businesses.

C069/12 Cllr Ward outlined discussions that the Working group had had on the new Code of Conduct brought in as a result of the Localism Act 2011. It was felt to be sensible to broadly follow the Waverley model as it was shorter than the NALC (National Association of Local Councils) Model; the Monitoring Officer would be at Waverley; and it would minimise confusion for councillors and members of the public. It was agreed that the amount in section 4 (3) of the Code relating to gifts and hospitality be increased from £25 to £50.

It was noted that the Town Clerk would be the proper officer for agreeing relevant dispensations and that the Register of Interests would be published on the Town Council's website.

Cllr Ricketts felt that the Code of Conduct should ensure that Councillors took their responsibilities to act on behalf of the community on all matters such as air pollution seriously. The Mayor referred the topic to the Infrastructure Planning Group for further consideration.

It was RESOLVED *nem con* that

- 1. the Code of Conduct at Annexe 1 to the minutes be adopted as Farnham Town Council's Code of Conduct with immediate effect and be published on the Council's website with the sum at section 4 (3) being £50;**
- 2. the arrangements approved by Waverley Borough Council at Annexe 3 to Appendix D of the Strategy and Finance agenda for investigating Standards Allegations be noted;**
- 3. the Town Clerk publish the Register of Interests to comply with the Localism Act for Waverley and for each Town and Parish Council;**
- 4. the Town Clerk be authorised to approve any dispensations to comply with the provisions of the Localism Act;**
- 5. training be arranged for all councillors on the new Code of Conduct.**

C070/12 Members noted that the Government was consulting on changes to the 1894 Local Government Act which had long been sought by the sector to remove the requirement for all payments to be signed by two councillors. It was noted that appropriate audit and financial controls would remain.

It was RESOLVED *nem con* that the Town Clerk responds to the Consultation on behalf of the Council in consultation with the Mayor and Spokesman for the Council, welcoming the changes.

Cemeteries and Appeals Working Group

C071/12 Cllr Cockburn introduced the notes of the meeting held on 13th September which were tabled, and provided an update the biodiversity work being undertaken.

Planning Consultative Group

C072/12 The notes of the Planning Consultative Group meetings held on 26th July, 9th August and 6th September were noted.

C073/12 Reports from Other Councils

Cllr Cockburn provided an update on the Farnham Conservation Area Management Plan that was nearing completion.

C074/12 Reports from Outside Bodies

1. Cllr Cockburn reported on the success of the Farnham Community Games which had been backed by the Farnham Sports Council and congratulated David Gill for all he had done to make the Community Games such a success. She hope they would become a regular feature as an Olympic legacy event.
2. Cllr Steel raised the problem faced by the Farnham Malting Cinema. They were needing to go digital as a result of changed by the film distributors. He hoped the Council would be able to support the project. The item was referred to Strategy and Finance Working Group for consideration.
3. Cllr Beaman reported on the Hale Recreation Management Committee. He was concerned that such groups had the right advice on their insurance requirements. The Town Clerk referred him to Surrey Community Action who had previously supported similar groups with such advice.
4. Cllr Beaman reported on the good work done by the Blackwater Valley Countryside Partnership and the pressure on its finances without Waverley Borough Council's contribution. He was concerned that work in Farnham could cease without continuing support.

C075/12 Date of next meeting

The Mayor confirmed that the next meeting would be held on 18th October

The Town Mayor closed the meeting at 8.40

Date

Chairman



The Farnham Town Council Members' Code of Conduct 2012

On their election or co-option to Farnham Town Council members are required to sign an undertaking to comply with the authority's Code of Conduct.

The Code of Conduct, adopted by the authority on 13 September 2012 is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a disclosable pecuniary interest are being considered.

If you need guidance on any matter under this Code you should seek it from the Town Clerk or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code. Please note that it is a criminal offence to fail to notify the Town Clerk of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the authority's clerk.

Introduction and Interpretation

- I. (1) This Code applies to you as a Member of **Farnham Town Council** ("the Council") when you act in your role as a Member.
- (2) You are a representative of the Council and the public will view you as such. Your actions can impact on how the Council as a whole is viewed.
- (3) This Code is based on and is consistent with the seven principles of public life set out in Section 28 Localism Act 2011 and attached at [Annex ii](#) which **Farnham Town Council** endorses: -
 - selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - leadership

Farnham Town Council is under a duty to promote and maintain high standards of conduct by members.

- (4) It is your responsibility to comply with the provisions of this Code when acting in your capacity as a Member.
- (5) In this Code –
 - “meeting” means any meeting of
 - (a) the Council;
 - (c) any of the Council’s committees, Working Groups, Task Groups, Panels, sub-committees, joint committees, joint sub-committees, area committees, Special interest Groups or other similar groups;
 - “Member” includes a co-opted member and an appointed member.

General Obligations

2.
 - (1) **You must** always treat member-colleagues, officers, other organisations and members of the public with respect and comply with Farnham Town Council’s Member-Officer Working Protocol.
 - (2) **You must not** conduct yourself in a manner which is contrary to the Council’s duty to promote and maintain high standards of conduct by Members.
 - (3) **You must not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is –
 - (aa) reasonable and in the public interest;
 - (bb) made in good faith and in compliance with the reasonable requirements of the Council; and
 - (cc) you have consulted the Town Clerk, Monitoring Officer or taken other independent legal advice prior to its release.
 - (4) **You must not** prevent another person from gaining access to information to which that person is entitled by law.
 - (5) **You must not** use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
3. When using or authorising the use by others of the resources of the Council -
 - (1) **Do** act in accordance with the Council’s reasonable requirements and policies;
 - (2) **Do** ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (3) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Gifts and Hospitality

4.
 - (1) **Do** exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member.

- (2) **Do not** accept significant gifts or hospitality from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
- (3) **Do** register with the Town Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

Registration of Interests

- 5. (1) **You must** notify the Monitoring Officer of your disclosable pecuniary interests, or other interests which the Council has decided are appropriate for registration. On election, you must do this within 28 days of being elected or appointed to office. Details of disclosable pecuniary interests are set out in the Annex 1 to this Code.
- (2) **Do** similarly notify the Monitoring Officer of any disclosable pecuniary or other interests not already registered within 28 days of your re-election or re-appointment to office.
- (3) **Do** be aware that disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person.
- (4) **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of or your occupation of a position of general control or management in the following bodies -
 - (i) bodies to which you have been appointed or nominated by the Council;
 - (ii) bodies exercising functions of a public nature;
 - (iii) bodies directed to charitable purposes;
 - (iv) bodies one of whose principal purposes include the influence of public opinion or policy.

Disclosure of Interests and Participation

- 6. (1) **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for disclosure.
- (2) **Do** notify the Monitoring Officer of any interest not already registered that is disclosed to a meeting under paragraph 6(1) above within 28 days of the disclosure.
- (3) **Do not** participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter. **Do** withdraw from the meeting during the consideration of the matter unless a dispensation has been authorised by the Town Clerk under section 33(1) of the Localism Act (Annex 4 refers).

Decision-making and Predetermination

- 7. (1) Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your political role as a Member.
- (2) However, **do not** place yourself under any financial or other obligation to outside individuals or organizations that might seek to influence you in the performance of your official duties.
- (3) When making a decision, **do** consider the matter with an open mind and on the facts before the meeting at which the decision is to be made, listening to the advice of relevant parties, including advice from officers, and taking all relevant information into consideration, remaining objective and making decisions on merit.

ENDS

DISCLOSABLE PECUNIARY INTERESTS

- 1. Employment, office, trade, profession or vocation**
Any employment, office, trade, profession or vocation carried on for profit or gain.
- 2. Sponsorship**
Any payment or provision of any other financial benefit (other than from the Council) made or provided within the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7) of the Localism Act 2011 in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
- 3. Contracts**
Any contract which is made between you (or a body in which you have a beneficial interest) and the Council-
 - (a) under which goods or services are to be provided or works are to be executed; and
 - (b) which has not been fully discharged.
- 4. Land**
Any beneficial interest in land which is within the area of the Council.
- 5. Licences**
Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
- 6. Corporate Tenancies**
Any tenancy where (to your knowledge)-
 - (a) the landlord is the Council; and
 - (b) the tenant is a body in which you have a beneficial interest.
- 7. Securities**
Any beneficial interest in securities of a body where-
 - (a) that body (to your knowledge) has a place of business or land in the area of the Council; and
 - (b) either-
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

2. Members should not place themselves in situations where integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour. Members should show integrity by consistently treating other people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or position, for example as an officer or employee of the authority.

Objectivity

3. Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Honesty

6. Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

7. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date: 26th September 2012

Place: Council Chamber, Council Offices, South Street, Farnham.

Attendees: Councillors Attfield, Potts, Redfern and Ricketts

Officers Present: Iain Lynch (Town Clerk), Kevin Taitt (Team Leader, Outside Services) and Katherine Jones (Project Co-ordinator)

Community Present: John Ely for items 1-3

1. Apologies

Cllr Hollins-Owen

Cllr Frost

2. Farnham in Bloom Community Group Report

POINTS	ACTION
<ol style="list-style-type: none">1. Introduced by the new Chairman of the Community Group, Mr. John Ely.2. John reported on upcoming events which were discussed at the Community Group meeting and include:<ul style="list-style-type: none">- 27th October 2012 – The second ‘Big Pick Week’- Spring bulb planting at Farnborough Road and other sites.- Agreed to keep the same format for the December Winter Festival as the previous year.3. There was also discussion of ‘Project 19’ which is run by Community Group member Martin Billet in which people with learning difficulties are involved in practical work. This had recently involved clearing an area at the Town Council’s greenhouse ready for growing items for replanting.4. Discussion of the need for increased membership of	

the Community Group. Cllr Potts had already spoken to some potential new members from residents' associations.	
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3. Minutes from last meeting

POINTS	ACTION
1) The Minutes were agreed. 2) It was noted that the Weybourne allotments had been formally raised with Waverley Borough Council. 3) It was noted that progressing with a project at the Kiln was to be actioned.	Project Coordinator and Outside Services Team Leader to discuss the Kiln project.

4. Declarations of Interest

Personal Interest – Cllr Potts – agenda item 10(ii) – WBC Board representative at Farnham Maltings

5. Results of South and South East in Bloom 2012

POINTS	ACTION
1. The working group were all extremely happy to note the results of South and South East in Bloom 2012 for Farnham, namely Gold Awards for both Large Town and Town Centre categories, and overall category winner for town centre, and wish to build on this success for Farnham in Bloom 2013. 2. Cllr Potts suggested that many local residents mistake wild flower meadow planting with lack of maintenance due to budget cuts and suggested that managed cutting of such areas and an introduction of more flowers would be appropriate to such areas. Large Town 3. The judges had suggested getting involved in Green Flag, but this was deemed too expensive. 4. Resource management and local heritage were seen as areas that could be improved upon, the latter could benefit from more 'In Bloom' use of the Farnham Maltings and related heritage. 5. Renovation or replacement of a lot of the local street furniture could help demonstrate pride of place. 6. Discussion took place regarding the idea of adopting roundabouts as happens in most towns now as a form of sponsorship, but inquiries would need to take place as to what level of protection people working on the roundabouts would need as the levels expected for Surrey County Council and Waverley Borough Council could be too expensive.	Outside Services Team Leader to liaise with Surrey County Council and Waverley Borough Council regarding managed cutting.

<p>Town Centre</p> <p>7. Cllr Ricketts suggested that there is a large problem with cigarette butts especially in cobbled areas and a campaign should be run to bring people's attention to this.</p> <p>8. It was agreed that marketing packs should be produced for the main sponsors of Farnham in Bloom, namely Hamptons International, Evitavonni and Squires Garden Centre which will include a copy of the DVD, the advertising they have received and copies of the gold certificates.</p>	<p>Cllr Ricketts to work with officers on a campaign to reduce cigarette butt waste.</p> <p>Project Coordinator to produce</p>
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6. Awards Evening

POINTS	ACTION
<p>1. It was agreed that sponsors would be invited to the awards / thank you evening for Farnham in Bloom 2012.</p> <p>2. Accordingly, it was agreed the venue needed to be changed and the group decided that it would take place at Squires Garden Centre who had kindly offered their facilities.</p> <p>3. It was agreed that the event will take place on the 11th October at 6pm.</p> <p>4. It was further decided that invitations should continue to be done on card to set a formal tone for the event, but that a save the date email should be circulated as soon as possible.</p>	<p>Outside Services Team Leader to liaise with Squires Garden Centre</p> <p>Project Coordinator to progress</p>

7. Budget

POINTS	ACTION
<p>1. It was noted that the Council would need to address the issue of the budget over coming months to decide whether to maintain, increase or reduce Farnham in Bloom in 2013/14.</p> <p>2. Upcoming costs include:</p> <ul style="list-style-type: none"> • Planter at Farnham Station • Winter Compost • Spring bulbs <p>3. There was discussion of the request from residents of Rowledge to obtain wooden planters. It was noted that this would be an expensive project that could not be undertaken in all areas of the town and surrounding areas. It was felt that using plants that would grow over the top and down the sides of the plastic planters could be used to improve the image.</p> <p>4. Noted that the Firgrove Hill hanging basket tree is waiting approval.</p> <p>5. There has been a reduction in graffiti removal costs as the service was not used for two months in July and August. It is hoped reductions can also be achieved as</p>	<p>Cllr Redfern to approach local business to seek approval.</p>

<p>last year over Christmas.</p> <p>FIB Sponsorship:</p> <ol style="list-style-type: none"> 6. It was noted there were many shops (particularly some of the national chains) who have enjoyed the benefits of hanging baskets due to their location but do not contribute to the costs. It was suggested that alternative planting needs to be considered for such areas which are not directly attached to the businesses, such as railing troughs. 7. It was suggested that a press release should be sent out which thanks the small independent businesses that sponsor Farnham in Bloom. 8. The Working Group agreed that bridges should be sold in halves in 2013; that hanging baskets should remain at £50 but that an increased number should be sold. The cost of the corporate sponsorship package should increase from £1,500 to £3,000. 9. In-kind support should be sought from businesses that are unable to fund hanging baskets because of company policy. <p>Allotments</p> <ol style="list-style-type: none"> 10. It was noted that allotment charges for 2013 were agreed in 2011 as part of a two-year increase. 11. It has been suggested that a water supplement cost could be considered for introduction due to the high water costs on some allotments. 	<p>Project Co-ordinator to look at the area coming out of Downing Street onto the Borough and in South Street for alternatives to maintain the image of the area.</p> <p>Project Coordinator to send out a press release.</p> <p>Project Co-ordinator to revise sponsorship package for 2013.</p> <p>Outside Services Team Leader to prepare a report on water costs for allotments to review options.</p>
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8. Street Furniture update

POINTS	ACTION
<ol style="list-style-type: none"> 1. Update on the Weybourne Road bus shelter – Councillors considered quotes for the renovation or replacement of the bus stop, and quotes for installing a bench in the bus shelter on the opposite side of the road. It was agreed that due to the small difference between the cost of renovation and replacement the Elm Tree bus stop should be replaced. It was noted that Waverley Borough Council had agreed to pay half of the cost. Concern was expressed about the apparent lack of investment from the Section 106 funding for bus shelters arising from the David Lloyd Development. 2. Members noted that the bus stop by Sainsbury’s in South Street was in poor condition despite being cleaned. It is not managed by Farnham Town council and was the most used in Farnham. It is owned by Surrey County Council and was last cleaned by Waverley. It was agreed that further efforts to have it renovated should be pursued. 3. It was again suggested that a street crossing should be put in on South Street (crossing from Borelli Walk to Gostrey Meadow) and also one on the other side (Long Bridge). It was believed that there were plans 	<p>Project co-ordinator to clarify what has happened to the s106 funds from the David Lloyd leisure centre.</p> <p>Project Co-ordinator to contact Gerald Cannon at Waverley, and Surrey County Council with the aim of getting the bus stop renovated.</p>

for Surrey County Council to put the latter crossing in at the start of the 2013 financial year, but little information was shared formally with the Town Council.	
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9. Winter Festival 2012

POINTS	ACTION
1. It was agreed that the Winter Festival would follow the same format as 2011.	

10. Jubilee update

POINTS	ACTION
<ol style="list-style-type: none"> 1. Waverley Borough Council had agreed that a specimen tree could be planted on the fringes of Gostrey Meadow. 2. Farnham Town Council would soon receive a large number of saplings (free of charge) as part of the RHS 'Dig Together Day' which would take place on the weekend of the 25th November. Planting would take place with local community groups planting trees for the jubilee. <p>Maltings Project:</p> <ol style="list-style-type: none"> 1. The Farnham Institute Charity were considering contributing up to £5,000 for the jubilee project at the Maltings. 2. The Maltings have commissioned designs from a number of artists. The Mayor and Lead Member were involved in a shortlisting day on the 4th October with Farnham Town Council having earmarked funds towards the project. 3. The time scale for the project anticipates completion in the current financial year. 	

11. Big pick week

POINTS	ACTION
1. The Big Pick Week plans were explained by Katherine Jones. It was agreed that it would take place between the 27 th October and 4 th November. It was agreed to follow the same format as the March Big Pick Week. Working Group Members would organise a day to be involved in this.	

12. Risk Assessments

POINTS	ACTION
1. The updated risk assessment plans for the Working Group were noted.	

13. Future plans or items for future meetings

POINTS	ACTION
<p>1. Noted that future plans include a flower trough at the train station.</p> <p>2. Agreed to update the calendar of key dates and update the website up to date with upcoming events.</p> <p>Air pollution</p> <p>3. Cllr Ricketts suggested that further work was need to investigate what needs to be done regarding air pollution, such as the inclusion of green walls within areas of poor air quality levels as they can reduce pollution by 50-60% and provide visual enhancement. Cllr Ricketts has been in contact with a professor at Surrey University who would talk to the Council to help assess the best plan of action for the town.</p> <p>Cigarette bins.</p> <p>4. A number of problem areas in the town for cigarette butts littering the ground had been identified. The Town Council has installed a number of special cigarette butt bins in the town with some reserves in storage. It was suggested that there should be an educational campaign to attempt to prevent the problem linking with businesses and the community.</p>	<p>Project Co-ordinator to implement</p> <p>Project co-ordinator to investigate costs and options.</p> <p>Officers to consider options to raise awareness of the problem.</p>

14. Date of next meeting

The next meeting was confirmed as 9am on 9th January 2013.

Notes taken by Katherine Jones

Meeting finished at 11.30 a.m.



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

10.00am Tuesday 9th October 2012

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Appointed Members: Councillors David Attfield, Pat Frost, Jill Hargreaves, Jeremy Ricketts,

Lead Members: Carole Cockburn

Other Councillors: Stephen Hill (Mayor), David Beaman, Paddy Blagden

Officers present:

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

In the absence of Cllr Ward Cllr Steel proposed, seconded by Cllr Hargreaves that Cllr Cockburn Chair the Meeting. This was agreed.

1. Apologies

Apologies were received from Councillors Potts and Ward.

2. Declarations of Interest:

The following declaration of interest was made:

Item 9 Cllr Pat Frost declared a Personal interest as a County Councillor.

3. Notes of Meeting held on 28th August 2012

POINTS	ACTION
1) The Notes were agreed. 2) The correction to the minutes of 17 th July related to Item 7 (3) - the figure of £7,300 should have read £11,500 - was agreed.	

4. Audit Letter 2011/12

POINTS	ACTION
<p>1) Members welcomed the positive Audit letter and the External Auditor's comments that "on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met"</p> <p>2) Members noted that the two technical items raised in the "Issues Arising" report and that these matters had been dealt with.</p> <p>3) Cllr Cockburn asked that thanks be recorded to all Officers concerned in completing the Audit successfully.</p> <p>4) A copy of the Annual Return and Report is attached at Annex 1 to these Notes for Full Council.</p> <p>5) Members noted that the dates offered by the External Auditor for the 2012/13 had been brought forward by a month. It was agreed to go with the Audit date of July 5th 2013 with the result that the June Council meeting would need to be brought forward to 13th June and Strategy and Finance to 4th June to fit with required publication dates.</p>	<p>Recommendations to Council that:</p> <p>1) the report of the Auditor be welcomed;</p> <p>2) the action taken in relation to the Issues Arising be noted;</p> <p>3) the date for the 2012/13 Audit be 5th July, and that meeting dates be adjusted accordingly.</p>

5. Finance Report

POINTS	ACTION
<p>1) Members reviewed a range of documents attached to the meeting's agenda relating to the finance at the six month point including the detailed balance sheet and bank and cash reconciliations to 30th September; the budget comparison at 30th September of expenditure against budget; and the Statement of investments at 4th October; and had the latest BACS and cheque payments available for review.</p> <p>2) The latest position in relation to aged (over 3 months) and outstanding debtors were considered and two outstanding debts were recommended for write off. One company had gone into liquidation owing £600 net of VAT; whilst the Directors of the other were no longer trading under the same business name and it was uneconomic to pursue further. The amount owing was £50 net of VAT.</p> <p>3) Members considered a number of adjustments to the budget as a result of experience in the year to date and the new coding system introduced as a result of the new financial software. Members noted that further adjustments would be necessary as a result of the reallocation of overheads to service budgets and that the revised budget incorporating the changes would be presented to the November meeting as part of the first consideration of the 2013/14 budget.</p> <p>4) The adjustments agreed for approval by Council are attached at Annex 2.</p> <p>5) Cllr Steel advised members, following the referral from the</p>	<p>Recommendation to Council that: the two debts totalling £650 which are uncollectable, as set out in the report to Strategy and Finance, be written off.</p> <p>Recommendation to Council that: the proposed adjustments to the 2012/13 budget as set out in Annex 2 be agreed.</p>

<p>last Council meeting, of the requirement of the Maltings to upgrade their cinema projector to a digital model as a result of a changed policy by the distributors to stop supplying 35mm film. The new model, which was likely to have 3D capability, would cost in the region of £55,000. Cllr Steel advised that the cinema was an important component of the income generated by the Maltings to make it viable and proposed a grant be made towards the costs. The Town Clerk advised that it would be possible to contribute from the grants budget and Vire funding from one of the identified savings. Accordingly Cllr Hargreaves proposed, seconded by Cllr Steel that a grant of £5,000 be made towards the cost of the Digital Cinema project. This was agreed for recommendation to Council.</p>	<p>Recommendation to Council that: a grant of £5,000 be made towards the Digital projector for the Maltings, with the costs met from the identified savings in the revised 2012/13 budget.</p>
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6. Offices Update

POINTS	ACTION
<p>1) Members considered the revised plans for the office improvements and agreed that a detailed specification should now be drawn up by Elm Workspace at a cost of £1,308 prior to putting the project to tender.</p>	<p>Facilities and Contracts Officer to progress</p>

7. Risk Assessments and Health and Safety

POINTS	ACTION
<p>1. Alan Corcoran introduced the Working Group's Risk Assessment review. The document attached at Appendix J had been revised in light of staff changes but was broadly the same as the previous year. This was an interim look at the Working Group's own responsibilities prior to a full report being made to the November Working Group alongside issues arising from the external review by the Council's Health and Safety advisors Ellis Whittam. Members noted and agreed Appendix J.</p>	<p>Further report to the November meeting.</p>

8. Pension Auto-enrolment

POINTS	ACTION
<p>1) Members noted that the changes brought about by the Government's new Regulations set out in the report at Appendix K. As the Council was part of the Local Government Pension Scheme, staff were already contractually entitled to join the Pension Scheme.</p>	

Members noted the staging dates when some aspects of the scheme, relating to staff who wished to opt out and subsequent reviews, would come into effect for the Town Council.	
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9. Surrey County Council 'Lengthsman Offer'

POINTS	ACTION
<p>1) The Town Clerk introduced the report at Appendix L, and gave further information following the Mayor and Clerk attending a briefing by the Head of Change and Performance of Surrey County Council at the Surrey Association of Local Councils AGM.</p> <p>2) Members noted that the offer was in three parts: a lengthsman scheme; amenity improvement; and co-design of services. Cllr Attfield was concerned that Lengthsman schemes elsewhere tended to be at the cost of the Town or Parish Council and he was concerned that Farnham should not be taking on these sorts of extra costs at a time when future budgets were very uncertain.</p> <p>3) The Town Clerk advised members that the initial discussions with Surrey had been based on creating synergy where two or three authorities were paying for the same type of service, such as graffiti clearance and on working as an agent under contract to the county, where the benefit was a more responsive and locally appropriate service. The Lingfield Hub has been the model which the County was considering evolving and this was based on funding for the duties delivered. If the Town wished to top up a service, then this could also be possible.</p> <p>4) The Town Clerk advised that confirmation of Farnham's commitment needed to be made at this stage, ahead of the autumn Surrey Local Committee meetings if the scheme were to be implementable in 2013/14. He felt that there should be the opportunity of sharing overhead costs whilst providing a more responsive service for the local community.</p> <p>5) Members agreed that Farnham Town Council should reconfirm its interest in undertaking work on Surrey's behalf and that the Clerk should be authorised to continue discussions with Surrey County Council on areas that will bring synergy and local improvement to services that would be covered by cost recovery.</p>	<p>Recommendation to Council that:</p> <p>1) Farnham Town Council confirm to Surrey County Council that it is willing to take on services that can be undertaken by the Town Council and this will bring service improvements or cost benefits for local taxpayers;</p> <p>2) The Town Clerk be authorised to agree the scope of services that could be undertaken by the Town Council from 2013/14 and the basis for cost recovery.</p>

10. Work Programme

POINTS	ACTION
<p>I. Members noted that discussions had recently taken place in Rowledge about the possibility of there being a separate Parish Council. A local resident had prepared a paper on</p>	

<p>the pros and cons of the proposal. Members felt that not all the benefits of being part of the larger Council area had been addressed but felt no specific action should be taken by the Town Council at this stage.</p> <ol style="list-style-type: none"> 2. Members considered that a survey of Council services, possibly using an online survey tool such as SurveyMonkey, should be carried out. Officers to prepare 3. Members agreed that the schedule of items for future meetings could be circulated. 	<p>Report to be prepared on gaining community views on Council services.</p>
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11. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Tuesday 20th November at 9am (a change from the previously published date).</p>	<p>Town Clerk to circulate agenda</p>

Meeting ended at 11.29

Notes written by Iain Lynch



Local Councils in England

Annual return for the year ended 31 March 2012

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

The annual return on pages two to five is made up of four sections:

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

Each council must approve this annual return no later than 30 June 2012.

Completing your annual return

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

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

The annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

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

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

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

Section 1 – Accounting statements for

FARNHAM TOWN COUNCIL

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

	Year ending		Notes and guidance
	31 March 2011 £	31 March 2012 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	945,571	972,207	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	875,939	878,400	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	117,821	129,095	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	533,870	564,192	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	423,027	410,268	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	972,207	995,015	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1,027,842	1,053,911	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	3,088,274	3,134,676	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	77,469	73,457	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES ✓	NO ✓	Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 29/6/2012

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

28/6/2012

and recorded as minute reference:

C030/12

Signed by Chair of the meeting approving these accounting statements.



Date 29/6/2012

Section 2 – Annual governance statement

We acknowledge as the members of:

FARNHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, that:

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

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

C 030/12 ENG

dated 29/6/2012

Signed by:

Chair  REQUIRED

dated 29/6/2012

Signed by:

Clerk  REQUIRED

dated 29/6/2012

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

Section 3 – External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of

FARNHAM TOWN COUNCIL

Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

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

(continue on a separate sheet if required)

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

Please see enclosed report

**BDO LLP Southampton
United Kingdom**

(continue on a separate sheet if required)

External auditor's signature

[Signature]

External auditor's name

**BDO LLP Southampton
United Kingdom**

Date

5/9/12

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

FARNHAM TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

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

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

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

Print name of person who carried out the internal audit **ALAN J HARLAND FCA**

Signature of person who carried out the internal audit *Alan J Harland FCA* Date **29/6/2012**

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

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

Guidance notes on completing the 2012 annual return

- 1 Proper practices for preparing this annual return are found in the *Practitioners' Guide**. This publication is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the auditor.
- 4 Do not send the auditor any information not specifically asked for. Doing so is not helpful. However, you must advise the auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The auditor must be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 7 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2011) equals the balance brought forward in the current year (Box 1 of 2012).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	YES
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	YES
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	YES
	An explanation of significant variations from last year to this year is provided?	YES
	Bank reconciliation as at 31 March 2012 agreed to Box 8?	YES
	An explanation of any difference between Box 7 and Box 8 is provided?	N/A
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	YES
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	YES

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



ISSUES ARISING REPORT FOR
Farnham Town Council
Audit for the year ended 31 March 2012



Introduction

The following matters have been raised to draw items to the attention of Farnham Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2012.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Trustee information not disclosed to Charity Commission
- Minute reference

The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

Minute reference

What is the issue?

A minute reference has been entered in Section 1 and Section 2, which is incorrect.

The statements were approved and the minute reference should be C32/12.

Why has this issue been raised?

The approval of the sections have not been fully disclosed in accordance with the requirements.

What do we recommend you do?

The council must ensure that the annual return approval is adequately disclosed.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Trustee information not disclosed to Charity Commission

What is the issue?

The council have not disclosed to the Charity Commission that it is the sole trustee of a charity.

Why has this issue been raised?

Statutory information has not been adequately disclosed to the Charity Commission. The council's responsibility for the charity has not been publicly disclosed.

What do we recommend you do?

The council must update the trustee information with the Charity Commission to disclose the council as the sole trustee of the charity.

Further guidance on this matter can be obtained from the following source(s):

Charity Commission website - <http://www.charity-commission.gov.uk>
Audit Briefing, Spring 2010 - BDOSH
Local Council Administration, 7th Edition, Charles Arnold-Baker, Chapter 13

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 05 September 2012

ANNEX 2

Printed on : 09/10/2012 Farnham Town Council
Revised Budget 2012/13 Notes

Page No : 1

Expenditure		£	£			
<u>A/c Code</u>	<u>Description</u>	<u>current</u>	<u>Proposed</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4480	IT Equipment	4,000	6,000	100	Professional Services & Admin	6,000 aims to replace equipment over three years
4482	IT Support	14,000	12,000	100	Professional Services & Admin	Move to new systems should see reduction for 2013/14
4130	Insurance	15,400	12,500	110	Governance & Democratic	New contract resulted in savings in 12/13.
4170	Property Maintenance	3,000	4,500	160	Wrecclesham Community	Reflects actual spend on old building
4120	Energy Costs	20,000	15,000	199	Rechargeable Costs	Energy costs in taking over building high estimate. Larger saving may be possible.
4410	Photocopying Charges	4,000	5,000	199	Rechargeable Costs	Second smaller copier leased - will see saving on toner costs for printers.
4440	Telephones	9,500	10,500	199	Rechargeable Costs	Likely to be small overspend in 2012/13 as Mitel lease ends. Budget to £7,500 in subsequent years
4300	Vehicle Costs - Fuel	6,250	7,500	200	Grounds Services	Mower and Vehicle fuel costs increasing.
4302	Vehicle Costs - Mainte	1,000	1,500	200	Grounds Services	3 vehicles MOT and servicing
4115	Water Charges	1,500	2,500	240	Allotments	Water charges historically running at £240 per month at West Street over summer period.
4115	Water Charges	0	1,000	400	Cemeteries	Reflecting cemetery water costs previously in grounds services
4120	Energy Costs	800	500	400	Cemeteries	Related to lower energy costs in cemetery buildings
4120	Energy Costs	1,000	2,500	250	Public Conveniences	Reflecting Central Car park energy use. Considering energy efficient options.
4176	Cleaning	1,500	1,000	250	Public Conveniences	Current spend suggests saving possible but new PHS contract to be added
4175	Graffiti Removal	7,000	6,000	260	Town Centre & Rural Dev	Reduction based on 10 visits per annum rather than 12.
4200	Allotment Maintenance	1,000	750	240	Allotments	Some costs met through grounds services budget
4225	Cemetery Maintenance	10,500	10,000	400	Cemeteries	Compensatory reduction for increases elsewhere
	TOTALS	100,450	98,750			
Income						
<u>A/c Code</u>	<u>Description</u>			<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1201/2/3	FIB Sponsorship Income			210	Famham In Bloom	Possible increase in target income for 2013/14 from 9,000 to £12,500 - to be discussed
1521	Income - LG Contributions			230	Library Gardens	Contract with SCC not increased for 7 (?) years - initial discussions taken place for increase in 2013/14
1080	Allotment Rents Incom	8,500	8,800	240	Allotments	2012/13 likely to be 8,800. Agreed contribution for 13/14 will rise to 9,400 plus
1100	Interment Fees Incom	50,000	65,000	400	Cemeteries	Increased income based on experience to date
1120	Grave Purchases Inco	0	2,500	400	Cemeteries	Increased income based on experience to date
	TOTALS	58,500	76,300			

FARNHAM TOWN COUNCIL

D

Notes

Tourism and Events Working Group

Time and date

7.00pm on Monday 15th October 2012

Place

Council Chamber, South Street, Farnham

Notes to Follow



FARNHAM TOWN COUNCIL

Minutes

Planning Consultative Group

Time and date

7.00pm on Thursday 27 September 2012

Place

Council Offices, South Street, Farnham

Planning Consultative Group Members Present

Cllr C G Genziani
Cllr D Beaman
Cllr p Blagden

Officers in attendance: Ginny Gordon

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

1. Apologies for absence from Planning Consultative Group Members

Apologies for absence were received from Councillors S O'Grady, J Parry, J Ricketts and R Steel

2. Disclosure of Interests

There were no disclosures of interests

3 Applications Considered By the Planning Consultative Group on Thursday 27 September 2012

CA/2012/0097	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to one oak tree.	4 MIDDLE AVENUE, FARNHAM GU9 8JL
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1386	Farnham Bourne	Erection of single storey and two storey extensions and alterations together with alterations to vehicle turning area.	14 SCHOOL LANE, FARNHAM GU10 3PF
		Approved after consideration on 27.09.2012	
CA/2012/0094	Farnham Castle	FARNHAM CONSERVATION AREA. 1x Fir - fell.	9 MEAD LANE, FARNHAM GU9 7DY
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1347	Farnham Hale and Heath End	Erection of a single storey extension and alterations.	OAK COTTAGE, 9 BROOKLANDS CLOSE, FARNHAM GU9 9BT
		Approved after consideration on 27.09.2012	
WA/2012/1390	Farnham Moor Park	Certificate of Lawfulness under Section 192 for two storey extension to the front of the property.	7 STONEYFIELDS, FARNHAM GU9 8DX
		No comment	
TM/2012/0136	Farnham Moor Park	Application for works to trees subject of Tree Preservation Order 34/06.	8 HOLLAND CLOSE, FARNHAM GU9 8DT
		No objections subject to the approval of the Arboriculturalist	

WA/2012/1375	Farnham Moor Park	Erection of two storey rear extension and single storey side extensions (revision of WA/2012/0400). Previous comments were as follows: Approved after consideration on 05.04.2012	51 WAVERLEY LANE, FARNHAM GU9 8BW
		Previous comments still relevant	
WA/2012/1385	Farnham Shortheath and Boundstone	Erection of extension.	CHERRY COTTAGE, 14 VINE LANE, WRECCLESHAM GU10 4TD
		Approved after consideration on 27.09.2012	
TM/2012/0134	Farnham Wrecclesham and Rowledge	Application for works to a tree subject of Tree Preservation Order 06/05, T2 Oak.	37 ROSEMARY LANE, FARNHAM GU10 4DD
		This tree is in a sensitive area and would suggest the Arboriculturalist be consulted.	
TM/2012/0141	Farnham Bourne	Application for works to a tree subject of Tree Preservation Order 21/99.	60 BURNT HILL ROAD, FARNHAM GU10 3LN
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1418	Farnham Bourne	Erection of single storey extensions.	5A GREENHILL ROAD, FARNHAM GU9 8JN
		Approved after consideration on 27.09.2012	
WA/2012/1417	Farnham Bourne	Erection of entrance gates, pedestrian gate and infill panels across drive.	PRIORY COURT, 1 FRENHAM ROAD FARNHAM GU9 8HA
		Approved after consideration on 27.09.2012	

WA/2012/1412	Farnham Bourne	Erection of extensions and alterations.	20 KILN LANE, FARNHAM GU10 3LS
		Approved after consideration on 27.09.2012	
WA/2012/1409	Farnham Castle	Erection of two storey extension and alterations.	2 THREE STILES ROAD, FARNHAM GU9 7DE
		Approved after consideration on 27.09.2012	
WA/2012/1432	Farnham Castle	Change of Use of property from offices (B1) to Dental Practice (D1) on a permanent basis.	HART HOUSE, 5 THE HART, FARNHAM GU9 7HJ
		Approved after consideration on 27.09.2012	
WA/2012/1411	Farnham Moor Park	Change of use from retail (A1) to a tanning salon (sui generis).	29 WOOLMEAD, FARNHAM GU9 7TT
		Approved after consideration On 27.09.2012	
WA/2012/1435	Farnham Upper Hale	Erection of extension to existing garage to form a dwelling; erection of car port and alterations to access (revision of WA/2012/0364). Previous comments were as follows: In general, against 'garden grabbing' but no objection in this instance following consideration on 22.03.2012	HOGHATCH FARM, 6 HOGHATCH LANE, FARNHAM GU9 0BY
		Previous comments still relevant, but perturbed about 'garden grabbing'.	
TM/2012/0140	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 12/99.	6 CLARE MEAD, FARNHAM GU10 4BJ
		No objections subject to the approval of the Arboriculturalist	

TM/2012/0142	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 08/07.	ASHLEY HOUSE, BOUNDARY ROAD, FARNHAM GU10 4EP
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1451	Farnham Bourne	Erection of a garden shed.	NORTH LODGE, WAVERLEY LANE, FARNHAM GU9 8ET
		Approved after consideration on 27.09.2012	
TM/2012/0145	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 19/04.	2 FRENHAM VALE, FARNHAM GU10 3HN
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1437	Farnham Bourne	Erection of extensions and alterations.	24 FRENHAM VALE, FARNHAM GU10 3HN
		Approved after consideration on 27.09.2012	
WA/2012/1458	Farnham Castle	Two storey side extension and single storey rear extension following demolition of existing rear extension and detached garage.	62 CRONDALL LANE, FARNHAM GU9 7DD
		Approved after consideration on 27.09.2012	
WA/2012/1466	Farnham Firgrove	Erection of single storey rear extension following demolition of existing extension (revision of WA/2012/0748). Previous comments were as follows: Approved after consideration on 31.05.2012	30 ARTHUR CLOSE, FARNHAM GU9 8PE
		Same comments still stand	

WA/2012/1445	Farnham Firgrove	Erection of two storey front and single storey rear extensions and alterations.	9 EDWARD ROAD, FARNHAM GU9 8NP
		Approved after consideration on 27.09.2012	
WA/2012/1440	Farnham Hale and Heath End	Erection of detached garage following demolition of existing garage (revision of WA/2012/0884). Previous comments were as follows: Approved after consideration on 21.06.2012	7 THE CRESCENT, FARNHAM GU9 0LE
		Same comments still stand	
WA/2012/1453	Farnham Upper Hale	Erection of single storey rear extension and raised terrace.	36A WINGS ROAD, FARNHAM GU9 0HW
		Approved after consideration 27.09.2012	
WA/2012/1461	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations following demolition of existing conservatory.	30 SHORHEATH CREST, FARNHAM GU9 8SB
		Approved after consideration on 27.09.2012	
TM/2012/0144	Farnham Wrecclesham and Rowledge	Application for works to trees subject of Tree Preservation Order 09/01.	2 & 3 GREYSTEAD PARK, FARNHAM GU10 4NB
		No objections subject to the approval of the Arboriculturalist	
WA/2012/1376	Farnham Bourne	Erection of 3 dwellings together with formation of new vehicular access.	LAND AT 30 FRENHAM VALE, FARNHAM GU10 3HT
		Object, the current house sits on a plot on the boundary of development surrounded by woodland and the development as proposed here is 'urban creep'.	

WA/2012/1374	Farnham Bourne	Erection of single storey rear extension (follows invalid application WA/2012/0767). Previous comments were as follows: Approved after consideration on 31.05.2012	2 DENE WALK, FARNHAM GU10 3PL
		Same comments as previously made on 31.05.2012 still relevant and still stand.	
WA/2012/1354	Farnham Castle	Change of Use and alterations from storage building (A1) to dwelling, together with part demolition of outbuilding.	5 THE BOROUGH, FARNHAM GU9 7NA
		Approved after consideration on 27.09.2012	
WA/2012/1365	Farnham Castle	Application under Section 73 to vary condition 2 of WA/2012/0856 (restricts windows to obscured glazing) to allow clear glazing in first floor window in western elevation. Previous comments were as follows: Approved after consideration on 21.06.2012	9 HAZELL ROAD, FARNHAM GU9 7BW
		No comment	
WA/2012/1355	Farnham Castle	Listed Building Consent for alterations to storage building to create dwelling together with part demolition of outbuilding.	5 THE BOROUGH, FARNHAM GU9 7NA
		No objections subject to the approval of the Listed Buildings Officer	
NMA/2012/0106	Farnham Hale and Heath End	Amendment to WA/2012/1049 to provide for changes to windows on south east elevation. Previous comments were as follows: Approved after consideration on 26.07.2012	78 UPPER WEYBOURNE LANE, FARNHAM GU9 9DE

		No comment	
WA/2012/1358	Farnham Wrecclesham and Rowledge	Change of use of Wrecclesham Club (Class A4) with ancillary flat above and erection of an extension to provide 9 flats.	9 SCHOOL HILL, WRECCLESHAM GU10 4PU
		Approved after consideration on 27.09.2012	
WA/2012/1356	Farnham Wrecclesham and Rowledge	Certificate of Lawfulness under Section 191 for the creation of a vehicle access.	LAND AT NORTHBROOK FARM, ALTON ROAD, FARNHAM
		No comment	
WA/2012/1359	Farnham Wrecclesham and Rowledge	Conservation Area consent for demolition of a single storey extension.	9 SCHOOL HILL, WRECCLESHAM GU10 4PU
		No objections subject to the approval of the Conservation Officer	
WA/2012/1429	Farnham Castle	Listed Building Consent for internal alterations.	2-3 THE BOROUGH, FARNHAM GU9 7NA
		No objections subject to the approval of the Listed Buildings Officer	
WA/2012/1428	Farnham Castle	Change of use of part of second floor from office (Class B1) to wine bar (Class A4).	2-3 THE BOROUGH, FARNHAM GU9 7NA
		No objections subject to the approval of the Listed Buildings Officer	
WA/2012/1449	Farnham Moor Park	Change of Use of shop to form additional residential accommodation to existing dwelling.	62 EAST STREET, FARNHAM GU9 7TJ
		Approved after consideration on 27.09.2012	

WA/2012/1472	Farnham Moor Park	Erection of two storey extension and porch following demolition of existing extension.	RHOANDER, OLD COMPTON LANE, FARNHAM GU9 8EG
		Approved after consideration on 27.09.2012	
WA/2012/1436	Farnham Moor Park	Erection of single storey extension	35 HIGH PARK ROAD, FARNHAM GU9 7JJ
		Approved after consideration on 27.09.2012	
WA/2012/1479	Farnham Shortheath and Boundstone	Erection of single storey rear extension.	LINDUM, APPLELANDS CLOSE, WRECCLESHAM GU10 4TL
		Approved after consideration on 27.09.2012	

4 The Proposed MMO and Diversion re Public Footpath 107 Farnham

Acceptance of the proposal after consideration on 27.09.2012 – comments sent to Surrey County Council on 28.09.2012

The meeting closed at 8.20pm



FARNHAM TOWN COUNCIL

Minutes

Planning Consultative Group

Time and date

7.00pm on Wednesday 10 October 2012

Place

Council Offices, South Street, Farnham

Planning Consultative Group Members Present

Cllr D Beaman
Cllr P Blagden
Cllr J Ricketts
Cllr R Steel

Officers in attendance: Ginny Gordon, Rachel Aves

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

1. Apologies for absence from Planning Consultative Group Members

Apologies for absence were received from Councillors S O'Grady, J Parry, and C Genziani

2. Disclosure of Interests

There were no disclosures of interests

3 Applications Considered By the Planning Consultative Group on Wednesday 10 October 2012

CA/2012/0103	Farnham Castle	FARNHAM CONSERVATION AREA. Works to trees.	51 ABBEY STREET, FARNHAM GU9 7RJ
		No objections subject to the approval of the Arboriculturist	
WA/2012/1496	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations including dormer windows to provide habitable accommodation following demolition of extension.	21 SHORTEATH CREST, FARNHAM GU9 8SA
		Approved after consideration on 10.10.2012	
CA/2012/0106	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. Removal of trees.	55 ST PETERS GARDENS, FARNHAM GU10 4QY
		No objections subject to the approval of the Arboriculturist	
TM/2012/0147	Farnham Bourne	Application for works to trees subject of Tree Preservation Order 25/03.	66B MIDDLE BOURNE LANE, FARNHAM GU10 3NJ
		No objections subject to the approval of the Arboriculturist	
WA/2012/1542	Farnham Castle	Listed Building Consent for internal alterations.	10 CASTLE STREET, FARNHAM GU9 7HR
		No objections subject to the approval of the Listed Buildings Officer	
TM/2012/0150	Farnham Hale and Heath End	Application for the removal of a tree subject of Tree Preservation Order 33/99.	53 WHITE COTTAGE CLOSE, FARNHAM GU9 0NL
		No objections subject to the approval of the Arboriculturist	

TM/2012/0148	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Orders 4/99 & 5/99.	DERWENT LODGE, 9A LONGHOPE DRIVE, FARNHAM GU10 4SN
		No objections subject to the approval of the Arboriculturist	
WA/2012/1506	Farnham Bourne	Erection of a detached dwelling (revision of WA/2012/0656). Previous comments on 17.05.2012 were as follows: Lack of information about how access is to be created off Deepdene. Details needed.	LAND AT 2 DEEPDENE, LOWER BOURNE, FARNHAM GU10 3QR
		Unhappy with the access and agree with the previous objections given regarding the endangered species, danger to trees and proposed development being partly in the conservation area, protected by BE3	
WA/2012/1497	Farnham Bourne	Erection of extensions and alterations including dormer windows following part demolition of existing dwelling.	3 AVELEY LANE, FARNHAM GU9 8PN
		No objections subject to no adverse effects on the residential amenities of the neighbouring properties	
WA/2012/1505	Farnham Bourne	Application under Section 73 to vary Condition 13 of WA/2012/0164 (footway provision) to allow completion prior to first occupation of the development. Erection of 14 dwellings together with the formation of access road and associated works following demolition of existing buildings (revision of WA/2011/0410). Previous comments on 31.03.2011 were: Concerned about the impact on the infrastructure and traffic, although the proposed development seems to conform to the Design Statement:- ' New development in The Bourne should reflect the need for a wider variety of housing types. The Bourne is a network of	44 FRENHAM ROAD, FARNHAM GU10 3NY

		narrow winding lanes, where smaller houses might be more appropriate for the setting.' SAME COMMENTS STILL STAND AS AT 31.03.2011 AS THERE ARE NO CHANGES MADE, RESIDENTS WOULD LIKE TO SEE THE THREE HOUSES ON BURNT HILL ROAD TURNED AROUND TO FACE THE ROAD. ALSO BETTER LANDSCAPING ON THE A287 AND AN ATTEMPT MADE TO REPLICATE THE GREEN AREA OPPOSITE.	
		Previous issues seem to have been addressed. Permission has already been granted for the number of homes and the layout has been altered.	
WA/2012/1484	Farnham Bourne	Display of non-illuminated signs.	44 FRENHAM ROAD, FARNHAM GU10 3NY
		No objections provided the signs are dismantled on completion of the development	
AG/2012/0010	Farnham Castle	G.P.D.O. Parts 6 & 7; erection of an agricultural barn.	THE OLD GRANARY, DIPPENHALL ROAD, FARNHAM GU10 5EB
		Object to the size and the location for the same reasons the application was previously refused. Concerned that the dimensions of the proposed barn are large enough for future use as a riding school	
WA/2012/1487	Farnham Shortheath and Boundstone	Erection of a dwelling following demolition of existing dwelling (revision of WA/2012/0680). Previous comments were as follows: No comment after consideration on 17 May 2012	45 BURNT HILL ROAD, WRECCLESHAM GU10 4RU
		Approved after consideration on 10.10.2012	

WA/2012/1500	Farnham Upper Hale	Application under Section 73A to vary Condition 4 of WA/2007/1025 (details of extended retaining wall). Previous comments on 31.05.2007 were as follows: Farnham Town Council is concerned about the loss of parking space.	17 FOLLY HILL, FARNHAM GU9 0AZ
		Approved after consideration on 10.10.2012	
NMA/2012/0109	Farnham Upper Hale	Non material amendment to WA/2010/2057 to change the materials on the roof. Previous comments on 31.01.2011 were as follows: Object, this is overdevelopment of the site and concerned about the loss of parking (see Design Statement page 23 Guidelines Bullet Point 1)	THE ALFRED PH, 9 BISHOPS ROAD, FARNHAM GU9 0JA
		Object, this is overdevelopment of the site and concerned about the loss of parking (see Design Statement page 23 Guidelines Bullet Point 1)	
WA/2012/1549	Farnham Bourne	Erection of 14 dwellings together with the formation of access road and associated works following demolition of existing buildings.	44 FRENHAM ROAD, FARNHAM GU10 3NY
		Approved after consideration on 10.10.2012	
NMA/2012/0115	Farnham Castle	Amendment to WA/2011/1561 to remove storage room and doors and replace with a window, remove a high level window, increase size of rear piers and changes to materials. Previous comments on 6.10.2011 were as follows: Concerned about the loss of parking and also the size and mass of the proposed building.	22 WEST END GROVE, FARNHAM GU9 7EG
		Concerned about the loss of parking and also the size and mass of the proposed building.	

WA/2012/1517	Farnham Moor Park	Erection of single storey side extension.	56 BROOMLEAF ROAD, FARNHAM GU9 8DQ
		Approved after consideration on 10.10.2012	
WA/2012/1523	Farnham Shortheath and Boundstone	Erection of first floor side extension.	9 BOWER ROAD, FARNHAM GU10 4ST
		Approved after consideration on 10.10.2012	
WA/2012/1530	Farnham Upper Hale	Erection of conservatory.	17 FOLLY HILL, FARNHAM GU9 0AZ
		Concerned about the size of the proposed conservatory in relation to the dwelling and its impact on the character of the area.	

4 The Town and Country Planning Act 1990 (as amended) and The Town and Country Planning (Environment Impact Assessment) Regulations 2011.

Reference: SO/2012/0009

Proposal: Request for scoping opinion for change of use from forestry to forestry with filming activity

Location: Land at Bourne Wood, Tilford Road, Farnham, GU10 3RW

Formal request for a Scoping Opinion under The Town and Country Planning (Environmental Impact Assessment) Regulations 2011. Please give opinion with regard to which matters the Scoping Opinion should cover.

The limit of the filming activity allowed should continue with no increase. Concerns about the impact any extension would have on wildlife.

The meeting closed at 8.17pm.