



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

Thursday 26<sup>th</sup> September 2013 at 7.00pm

### Place

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

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TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 26<sup>th</sup> September 2013, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

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

**Iain Lynch**  
Town Clerk

### Members' Apologies

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

### Recording of Council Meetings

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

### Questions by the Public

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

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

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

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# 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 26<sup>th</sup> September 2013

Name of Councillor .....

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

\* Delete as appropriate

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# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 25<sup>th</sup> July 2013

### Place

The Council Chamber, South Street, Farnham

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### Prayers

Prior to the meetings, at 6.50pm, prayers will be said in the Council Chamber by Reverend Michael Hopkins, of the Farnham United Reform Church. 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 interests in line with the Town Council's Code of Conduct or of any gifts and hospitality in line with Government Legislation.

NOTES:

- (i) *Members are requested to make declarations of interest, on the form attached, to be returned to [ginny.gordon@farnham.gov.uk](mailto:ginny.gordon@farnham.gov.uk) by 5pm on the day before the meeting.*
- (ii) *Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

### 3 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 25<sup>th</sup>

**Appendix A**

### 4 Statements by the Public

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

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

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

## **Part I – Items for Decision**

- 6 Working Group Notes**  
To receive the notes and any recommendations of the following Working Groups:
- |   |                   |
|---|-------------------|
| i) Tourism and Events held on 30 <sup>th</sup> July 2013            | <b>Appendix B</b> |
| ii) Strategy and Finance held on 10 <sup>th</sup> September 2013    | <b>Appendix C</b> |
| iii) Cemeteries and Appeals held on 12 <sup>th</sup> September 2013 | <b>Appendix D</b> |
| iv) Community Enhancement held on 18 <sup>th</sup> September 2013   | <b>Appendix E</b> |
- 7 Planning and Licensing Applications**  
To receive the minutes of the Planning & Licensing Consultative Group meetings held on 1<sup>st</sup>, and 22<sup>nd</sup> August 12<sup>th</sup> September **Appendices F, G, H**

## **Part 2 – Items to Note**

- 8 Reports from other Councils**  
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council
- 9 Reports from Outside Bodies**  
To receive from Members any verbal reports on Outside Bodies.
- 10 Actions taken under the scheme of delegation**  
Town Clerk to report on any relevant matters
- 11 Date of next Meeting**  
To confirm the date of the next meeting as 31<sup>st</sup> October 2013 at 7pm.
- 12 Exclusion of the Press and Public (if required)**  
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 15 of the agenda in view of the confidential items under discussion.

### **Part 3 – Confidential Items**

**13** To discuss items at confidential Appendix I in relation to the cemetery chapels. **Appendix I**

The Town Mayor will close the meeting.

Membership:

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

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

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



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.15pm on Thursday 25<sup>th</sup> July 2013

### Place

The Council Chamber, South Street, Farnham

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#### Councillors

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

#### Officers Present:

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

20 members of the public were in attendance

Prayers were said by Pastor Michael Hall of the Farnham Pentecostal Church.

## Questions by the Public

There were no questions from the public.

### C040/13 **Apologies for Absence**

Apologies were received from Councillors Attfield, Frost, Genziani, and Redfern.

Cllr Ricketts advised that he had attended a recent workshop when it was explained that reasons should be given for absences. The Town Clerk confirmed that this was the case and was important if Council had to decide whether or not to approve leave of absence if a councillor was absent for six months.

### C041/13 **Minutes**

The Minutes of the Farnham Town Council Meeting held on Thursday 25<sup>th</sup> July 2013 were agreed for signature by the Mayor as a correct record.

### C042/13 **Declarations of interests**

Non Pecuniary personal interests were declared by:

Cllrs Blagden, Cockburn, Hargreaves, S O'Grady, J O'Grady, Potts Steel and Ward, as members of Waverley Borough Council and by Cllr J O'Grady and S O'Grady in relation to staffing matters as relatives of a member of staff.

### C043/13 **Statements by the Public**

Mr Westcott referred to the Herald Billboards which announced that "Town set to fight village independence". He wondered why this was the case and said that FTC councillors seemed to be arguing solely on the issue of cost. He felt that the community had the right to determine its own independence. He felt that the Visitors' Guide 2013 had not effectively covered villages and village events.

### C044/13 **Town Mayor's Announcements.**

- i) Cllr Blagden announced that he had attended the UCA Graduation Ceremony.
- ii) The Mayor had also attended the Princess of Wales' Royal Regiment's Freedom Parade in Godalming. This had been an excellent occasion despite the formidable heat.
- iii) Cllr Blagden had been pleased to commission the new Potter's Wheel at the Farnham Pottery which had been purchased with funds from the South Street Trust.
- iv) Cllr Blagden reported on a number of other activities he and the Mayoress had undertaken including going to the Abbey School, the Bourne Show, and a performance of Tartuffe at the Farnham Castle.

### C045/13 **Petition**

The Mayor reported that he had been presented with a petition by the North West Farnham Residents' Association. He invited Dr Penny Marriott and Mr Stewart Edge to present the petition formally to the Council.

Dr Marriott said the Petition was to ensure that the Neighbourhood Plan protected the Hop Fields which had been enjoyed as Green Open Space for generations.

Mr Edge added that signatures continued to be added to the petition and local residents felt the need to maintain this area as an area of strategic visual importance. It met the Local Green Space criteria as set out in section 77 of the National Planning

Framework being close to the community it serves, local in character and is not extensive.

Mr Edge urged the Council to take advantage of the powers afforded by the National Planning Framework.

It was proposed by Cllr Cockburn and seconded by Cllr Ricketts that the Petition be referred to the Infrastructure Planning Group for consideration. This was agreed *nem con*.

## **Part I – Items for Decision**

C046/13

### **Community Enhancement Working Group**

Cllr Ricketts introduced the notes of the Community Enhancement Working Group, held on 26th June 2013, at Appendix B to the agenda.

Cllr Ricketts said that arrangements for Farnham in Bloom Judging went well and he asked that particular thanks be given to Kevin Taitt and the Outside Workforce for what they had achieved in a difficult year. He also thanked Councillors Attfield, Hargreaves, Potts Redfern and Ward for their particular help on the judging days and behind the scenes.

Cllr ricketts reported that the Community Enhancement Group was reviewing options for water harvesting at the allotments and more would be reported in future on this matter.

C047/13

### **Cemetery & Appeals Working Group**

Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group, meeting held on 27th June, at Appendix C to the Agenda.

Cllr Cockburn advised that Members had been progressing arrangements for the reopening of Hale Cemetery following the successful exhibition and feedback from local people referring to the detailed agenda paper.

Cllr S O'Grady sought clarification of the sizes of memorials for the proposed double width plots and was advised that they would be of a standard size as set out in the regulations.

**It was RESOLVED unanimously that:**

**Hale Cemetery be reopened subject to:**

- 1) The graves identified being sold in rotation, from East to West;**
- 2) Double-depth burials being prohibited.**
- 3) The new cremated remains plots at Hale Cemetery, be subject to the same regulations as the other Council Cemeteries.**
- 4) The new full burial section at Hale Cemetery be subject to the same regulations as the other Council Cemeteries, other than; where a double-width grave is purchased a memorial may be permitted to be fixed in the centre of the two graves.**
- 5) The Town Clerk be authorised to agree finer details for the operation of the new spaces in Hale Cemetery and the associated regulations.**

C048/13 Cllr Cockburn advised that the Working Group felt that it would be a good time to reintroduce a pre-purchase scheme for grave spaces. This practice had been replaced in 2006 by a reservation scheme to avoid confusion over the new regulations that were introduced at that time. However, it would now be possible to reintroduce a pre-purchase scheme.

**It was RESOLVED unanimously that:**

- 1) The Town Council re-introduce a pre-purchase scheme for grave spaces.**
- 2) The Town Clerk in association with the Lead Member for Cemeteries and Appeals revise regulations relating to the pre-purchase of graves.**

Cllr Cockburn updated Council on a range of other matters being progressed by the Working Group including the Cemetery Chapels project; the health and safety of memorials programme, which would be progressing within the agreed budget; and the successful seeking of sponsorship for the Sturt and Porter Graves.

#### **Strategy and Finance Working Group**

C049/13 Cllr Ward introduced the notes of the Strategy and Finance Working Group meetings held on 16th July 2013, at Appendix D to the Agenda.

Cllr Ward advised that the External Auditor had asked that previous year figures (2011-12) in the Annual Return be restated to reflect the allocation between Staffing and non-staffing costs and that the end of year balances for 2012-13 be presented in slightly different way. These changes, which did not affect the Outturn for either year, had been undertaken.

Cllr Ward advised that the National Joint Negotiating Committee had now agreed a 1% increase in staff pay with the Unions with effect from 1st April 2013. The Council had to formally adopt a resolution agreeing to adopt the new National Scale rates.

On a proposal by Cllr Ward, seconded by Cllr Hargreaves,

**It was RESOLVED nem con that:**

**The Council implements the rates of pay adopted by the National Joint Council for Local Government Services with effect from 1st April 2013 with the cost added to the savings target for 2013-14.**

C050/13 Members noted that the quarterly financial budget papers, which had been circulated to all members, had been considered by the Strategy and Finance Working Group. Members noted that the investments had been reviewed and that funds would be invested in the CCLA local authorities' Mutual fund which carried a better rate of interest for instant access.

In order to progress land registry searched it was proposed to create a variable direct debit for this purpose. Cllr Cockburn said this was very important for the Infrastructure Planning Group and Assets of Community Value. Cllr Parry agreed that this was a very useful thing to be able to identify riparian owners for the Riverwatch activities.

**It was RESOLVED unanimously that a variable direct debit be set up for Land Registry Searches.**

C051/13 Cllr Ward advised that the water tap at Hale Cemetery Lodge would no longer be available once the Lodge had been sold by Waverley Borough Council. Members felt that some recompense should be sought.

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

- 1) The Town Council write to Waverley, seeking recompense for the loss of the water supply at Hale Cemetery, towards the costs of an alternative supply.**
- 2) The Town Clerk be authorised to sign the deed in relation to the relinquishment of rights over the water supply from Hale Lodge.**

C052/13 Council noted that the tenders for the remodelling of the Council Offices had been received. After discussion in Exempt session (See Minutes of Exempt session below)

**It was RESOLVED that Contractor A undertake the Council Office Remodelling works subject to the contract with Contractor A being negotiated to not exceed the sum of 85,000 provided for in the earmarked reserves**

C053/13 Council received details of the quotes received from the new alarm monitoring and key holding services, and

**It was RESOLVED *unanimously* that the contract for the new alarm monitoring system and key holding service as set out at Exempt Annex I be agreed.**

C054/13 Council noted that the fountain in Gostrey Meadow required manually filling at present and agreed that the fountain should be reconnected to the main water supply based

**It was RESOLVED *unanimously* that the Fountain at Gostrey Meadow be reconnected to mains supply water based on a budget price of £1,800.**

C055/13 Council received details of proposals to allocate the remaining grant funding for 2013-14.

**It was RESOLVED *unanimously* that**

- 1) The Rowledge Cricket Club be awarded a grant of £2000 for the “Recreation Gold” project.**
- 2) The More House School be awarded £1000 towards the cost of the Art equipment to enable spray materials to be used.**
- 3) An additional £1,000 be added to the Town Clerk’s Small Grant fund to fund small community projects.**

C056/13 Cllr Ward gave an update on the latest situation regarding the Rowledge Governance Review. The Waverley report on the next stage had been called in by its Corporate Overview and Scrutiny Committee. Councillors had made a number of points which included the need for everyone who had an interest in the review being given the opportunity to have a say. With the potentially large increases in Council Tax as a result of the proposal every voter should have a say. A referendum would be a much fairer way of conducting the second stage. However Waverley had chosen to allow only voters in Rowledge and part of Boundstone to vote.

Cllr Beaman said that the Council had never refused a grant from Rowledge as far as he knew. Cllr Ward was not aware of any such refusal in his time as a councillor.

Cllr Ward noted that over 400 people in Rowledge had signed the petition for a Governance Review, yet only 77 had voted in favour of a new parish which raised questions about the importance attached to the Waverley questionnaire.

Cllr Ward advised that the proposers of the new parish and the Town Council had been invited to submit a single side of A4 explaining the respective arguments to go with the official documents.

Cllr Ward proposed that the drafting of this document and how Farnham should present its case be delegated to the Town Clerk in consultation with the Mayor and Lead Member for Strategy and Finance.

Cllr Potts said she believed it was down to the villagers and Sandrock Triangle residents to determine their future.

Cllr Beaman felt the winner was apathy with such a poor response rate, and he thought there should be a lot of emphasis in getting a more robust return in the second phase.

Cllr Steel felt it was unfortunate that the speaker from Rowledge had made his comments in the way he had. It is about more than the money paid in your part of the precept. Farnham has 16 settlements and it is the whole that makes up Farnham Town Council. Farnham Town Council puts on a wide range of events for the whole area. The Town Council should say what the benefits are of being part of one body and what the Council does for the whole area, including the design statement and now the Neighbourhood Plan, protecting the area from inappropriate development. Rowledge has played its part in both these documents.

Cllr Hargreaves said that the Residents' Guide was a good new document - brand new this year, and more information would be included in future editions.

Cllr Ward proposed that Farnham Town Council respond to the Waverley offer to produce a one page document in support of the Farnham Town Council case with the drafting and finding a suitable way of promoting the Town Council's case being delegated to the Town Clerk in consultation with the Lead Member and Mayor.

Cllr O'Grady proposed an amendment that the document be circulated to all members before being submitted to Waverley. This amendment was accepted by Cllr Ward and the proposal was **RESOLVED *nem con.***

C057/13

Council discussed the list of assets proposed for nomination as Assets of community Value.

**It was RESOLVED by 11 votes to 3 that the following would be nominated to Waverley Borough Council:**

- 1) **Sandy Hill Community Bungalow**
- 2) **The Hale Institute**
- 3) **Gostrey Meadow**
- 4) **Borelli Walk**

C058/13 Cllr Cockburn provided an update on the Infrastructure Planning Group, the Neighbourhood Plan and the work being undertaken on Assets of Community Value.

She advised that the Group would consider the Hop Fields Petition. There had been five proposals so far from the community for Green Space. It was important that councillors and others came up with other proposals for both areas of Green Space and Buildings of Local Merit.

Cllr Cockburn said that it was very important that the Neighbourhood Plan was robust before being submitted for examination. It was proposed that an independent review should be undertaken of the draft Neighbourhood Plan, to identify the strengths and weaknesses of the emerging plan and work still needing to be done. The Review would be undertaken by someone drawn from a panel of accredited experts.

Cllr O'Grady asked if the cost for this exercise were known. The Town Clerk said that the amount would depend on the scope of the work but that the costs would be met from within existing budgets.

**It was RESOLVED *nem con* that an independent review of the Neighbourhood Plan be undertaken.**

C059/13 The Town Clerk covered the points in the Town Clerk update. He also suggested that it would be prudent to investigate whether a Public Works Loan may be a practical way of financing some of the Capital works being progresses. After being proposed by Cllr Hargreaves and seconded by Cllr Ward it was **RESOLVED *nem con*: That the Town Clerk review whether any of the planned projects should be financed by the Public Works Loan Board with a further report if needed.**

C60/13 **Planning Consultative Group**  
Cllr Steel introduced the notes of the Planning and Licensing Consultative Group at Appendices E, F and G. He noted that sometimes it felt as if the view at Western Planning were not given enough credence by officers at Waverley.

Cllr Cockburn agreed and felt that there was a need for some further training for the Planning and Licensing Committee on protected policies, the design statement, the emerging Neighbourhood Plan, local Conservation Areas and the National Planning Policy Framework.

Cllr Hollins-Owen agreed and said that this was part of a councillor's duty and role.

Cllr Beaman felt ward members should feed comments to Waverley for their meetings and also that Farnham should be more robust in appeal deliberations

C061/13 **Motion**  
Cllr Ricketts introduced a motion on Improvements in Public Health, proposed by the Community Enhancement Working Group.  
"Farnham Town Council has a concern for the health and well-being of its residents and will act to raise awareness and influence where there are concerns such as with air pollution.

Public health has traditionally been the responsibility of central authorities but it now rests with Surrey County Council. The Town Council proposes that the Town Clerk writes to Surrey County Council requesting that:

Surrey County Council genuinely involves people in public health decision making through employing the principles of openness, transparency and honest review. People must be given clear understandable information and offered alternatives so that they can make informed choice (such as advocated in Farnham Town Council's approach to air pollution awareness).

In this way common-sense can be reapplied into reducing disease from everyday activities and give greater public-health protection particularly for the vulnerable. “

Cllr Ricketts said that Surrey County Council now had a responsibility for Public Health and it was important that people could have a say in what affected them in the future so they could make informed choices. This motion would help encourage this.

Cllr Steel pointed out that Farnham Town Council could not itself action anything to do with Public Health but it was the duty of every councillor to put forward what he or she thinks would get things done.

Cllr Parry said she thought the motion was a very good idea and it was good to let Surrey County Council know, in its new role, that Farnham Town Council is interested in the health of its residents.

**The Motion was agreed nem con.**

## **Part 2 – Items Noted**

- C062/013 **Reports from Other Councils**  
Cllr Cockburn advised that she had attended the Surrey Local Committee and the Surrey Highways Localism offer had been delayed by six months at the request of Godalming but they had decided not to submit a bid.
- C063/013 **Reports from Outside Bodies**  
Cllr Cockburn reported that the Tour of Britain Cycle Race would be taking place on 21st September and going through Farnham.  
Cllr Cockburn advised that the Farnham Sports Council was coordinating (with a big team of volunteers) the second Farnham Sports for All day at the Farnham Rugby Club on August Bank Holiday Monday.  
Cllr Parry reported that Farnham Riverwatch had had a very successful workshop hosted in the Council Chamber and that the Surrey Wildlife Trust had launched a river search initiative with volunteers surveying wildlife etc.  
Cllr Beaman said that the Sandy Hill fun days would be affected as the police and fire services were no longer able to support such initiatives as a result of cuts in funding.
- C064/13 **Date of next meeting**  
Members noted that the next Council Meeting would take place on Thursday 26<sup>th</sup> September 2013 at 7.00pm.

### Part 3 – Confidential Items

C065/13 Members noted the current position regarding land adjacent to Green lane Cemetery and that Waverley was no longer interested in disposing of the land at this time.

C066/13 Members received details of the tenders received for the refurbishment of the Council offices. **It was RESOLVED i) to proceed with the project on the basis that the contract for the work does not exceed 85,000 (excluding fees) as provided for in the earmarked reserves; ii) that the offices Working Group meet again to complete the necessary changes to the specification; and iii) the Town Clerk be authorised to allocate specific sums from revenue budgets and earmarked reserves to meet any shortfall remaining.**

Cllr Potts asked that her vote against the proposals be recorded.

The Town Mayor closed the meeting at 9.25 pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# B

## Notes

### Tourism and Events Working Group

#### Time and date

2:30 pm on Tuesday 30 July 2013

#### Place

Council Chamber, South Street, Farnham

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

**Officers Present:** Iain Lynch (Town Clerk)  
Lucia Gill (Projects & Events Co-ordinator)  
Catherine Knight  
Alan Corcoran

#### 1. Apologies

Apologies for absence were received from Cllr David Beaman.

#### 2. Notes of the last meeting

POINTS	ACTION
The notes of 20 May 2013 were agreed as an accurate record of the meeting.	

#### 3. Disclosure of Interests

POINTS	ACTION
There were no disclosures of interest.	

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

POINTS	ACTION
<p><b>Music in the Meadow</b> Members were updated on the progress Music in Meadow and sponsorship. There were three sponsors for Music in the Meadow in 2013 and the programme had been successful with the strong attendance.</p> <p>The Young Artists event on 28<sup>th</sup> July was not an ideal Sunday due to the school holidays. . Organiser Vic Cracknell suggested that the Young Artist event be in June instead in order to attract younger audience.</p> <p>Members discussed suggestions for different sponsors for 2014 to appeal to both an older &amp; younger audience. It was agreed to expand the sponsorship package in 2014.</p> <p><b>Picnic in the Park</b> A number of issues arising from the debrief were discussed including:</p> <ul style="list-style-type: none"> <li>• to promote picnic in the park in Carnival brochure</li> <li>• A sign should be visible on the entrance to Picnic in the Park.</li> <li>• Gostrey Meadow was full of cigarettes butts and it would be useful to request an extra clean from to inform Glendale after the Carnival.</li> <li>• The Stage was satisfactory, but mixing desk should ideally be on the right hand side of the stage</li> <li>• Food sales were reported to be disappointing most people brought their own food.</li> <li>• Members noted that St. John Ambulance had to deal with an incident, where children cut their feet in the river.</li> <li>• Noted that rats were spotted in the river and that Waverley environmental team needed to be informed.</li> </ul>	<p>Project Co-ordinator to note for 2014</p> <p>Project co-ordinator</p> <p>Project co-ordinator</p>

#### 5. Feast of Food

POINTS	ACTION
<ul style="list-style-type: none"> <li>• Sponsorship was discussed and it was agreed that a number of businesses would be approached to give different exposure for the event with an agreed deadline of 13<sup>th</sup> August.</li> <li>• Noted that the Street Trading Licence was awaited.</li> <li>• The number of applications was progressing well.</li> <li>• The Live Cookery Demonstrations slots were almost complete.</li> <li>• There was a lot of interest in the Food Fortnight, and the remaining dates would be filled.</li> </ul>	<p>Project co-ordinator to contact.</p>

<ul style="list-style-type: none"> <li>• Members agreed to purchase 5000 copies of Feast of Food Brochure for 10p a copy from the Herald to supplement the free distribution to give out to local business and increase publicity.</li> <li>• It was agreed to make the Feast of Food Postcards double sided to cover wider information about the Town Council in relation to the Rowledge proposal with the costs shared with the Corporate budgets.</li> <li>• Cllr Hargreaves suggested making a Rota of Councillors staffing the Info Tent at Food Festival. Project co-ordinator to send email to all councillors at the beginning of September with suggested times for the rota on the day.</li> </ul>	<p>Project co-ordinator to contact and make arrangements.</p> <p>Project co-ordinator to circulate councillors</p>
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## 6. Gostrey Meadow Electrical Point

POINTS	ACTION
<p>Members received a report from ANC consultants which set out the present position on the electrical supply in the Meadow and it was agreed that:</p> <ol style="list-style-type: none"> <li>1. a fixed wire test of all installations should be carried out;</li> <li>2. all external socket outlets should be protected with RCDs;</li> <li>3. alternative arrangements should be provided to power the Christmas tree lights and the existing pit mounted socket outlet disconnected and removed; and</li> <li>4. a quotation be sought from Scottish and Southern Energy for the provision of additional power for the Meadow.</li> </ol>	<p>Alan Corcoran to progress.</p>

## 7. Christmas Lights Renewal

POINTS	ACTION
<p>Members were reminded that the five year contract with Festive Lighting was due to end in 2013. The contractor had made a proposal to bring forward the start of a new contract to 2013. However, it was agreed that:</p> <ol style="list-style-type: none"> <li>1. the existing contract be allowed to run its term (i.e. end with the Christmas 2013 display);</li> <li>2. a price should be obtained for the extension of the contract for another year; and</li> <li>3. consideration of the requirements for a new display from 2014 would be made by the Chairman and Cllr Hill.</li> </ol> <p>It was also noted that it might not be possible to use the Nat West building for display and that the Argos building would not be used since they were intending to charge for the privilege. Alternative locations would be sought for the</p>	<p>Alan Corcoran to progress and report to a future meeting</p>

displays in these locations.	
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### 8. Christmas 2013

POINTS	ACTION
<ul style="list-style-type: none"> <li>The Christmas Lights Switch would take place on Saturday 30<sup>th</sup> November. Members were happy with the stage from 2012.</li> <li>The Rock &amp; Pop Foundation had expressed interest in being a Silver Sponsor.</li> <li>The Demeric School of Dance would be interested in taking part in the event.</li> <li>It was noted that there was an issue with the lighting in Gostrey meadow for stalls and better lighting was required. To discuss further at the next meeting.</li> <li>The Chamber of Commerce – snowman competition was a success in 2012 and it was agreed to approach the Chamber for something similar in 2013.</li> <li>Members noted the arrangements for the Civic Xmas concert with the Farnham Youth Choir at St Andrew's Church on 18<sup>th</sup> December.</li> </ul>	<p>Project co-ordinator to arrange.</p> <p>Project co-ordinator to liaise with organisers.</p>

### 9. Town Team Project

POINTS	ACTION
<ul style="list-style-type: none"> <li>Members noted progress with the Farnham as a Craft Town project. Letters had been sent to businesses inviting participation, and the Maltings were seeking to match artists with potential host businesses.</li> <li>The Craft trail leaflet was being co-ordinated by the Crafts Study Centre.</li> <li>The progress on the replacement entrance signs for Farnham was noted.</li> </ul>	

### 10. Heritage Open Days 2013; Thursday 12<sup>th</sup> Sept to Sunday 15<sup>th</sup> Sept 2013

POINTS	ACTION
<ul style="list-style-type: none"> <li>Members received an update on arrangements for Heritage Open days and the display that would take place at the Town Council.</li> <li>Noted that the Launch Event would take place on 2<sup>nd</sup> September</li> </ul>	

## 11. Town Guide 2014/15

POINTS	ACTION
<p><b>Farnham Visitor Guide</b>            Cllr Hargreaves reported that a new approach had been adopted with a biennial Visitors' guide (12/13 &amp; 13/14) with an Annual Residents' Guide with events for the year. Cllr Hargreaves reported on good feedback for this approach with suggestions for the next edition including adding events from the surrounding area going forward and broadening the list of community organisations.</p> <p>The Aldershot &amp; Farnham Camera Club had launched a competition for its members for photographs to be included in the next edition of the Visitor Guide for 2014/15. The existing publisher, Acorn, had done a good job, covering the costs from raising revenue via advertising.</p>	<p><b>Catherine Knight</b></p>

## 12. Farnham Town Council Website

POINTS	ACTION
<p>Catherine outlined statistics on the website using of Google Analytics and compared data with what had been done (using a different analysis) previously.</p> <p>An online questionnaire to provide user feedback for the new website from 2014 was available and would be supplemented by the Focus Groups. . The aim is to ensure that the site offers what residents', businesses and community groups want and need and is relevant for the future enabling the Town Council to communicate more efficiently and effectively with the public.</p> <p>It was noted that inaccuracies identified were being corrected but that there have been issues with the contractor being very slow with updating the website.</p> <p>A further report would be submitted to T&amp;E after the focus groups.</p>	<p>Team Leader Corporate Governance</p>

## 13. Update on Other Matters and Items for Noting

POINTS	ACTION
<p><b>Visit Surrey.</b>            Members noted that a review of the membership had been agreed. It was agreed that membership (due in September) was worth continuing with the networking and promotional opportunities it gave for Farnham. It was noted that the Food Festival would be advertised on the Visit Surrey website.</p>	<p>Projects Officer</p>

**Tour of Britain**

It was noted that the Tour of Britain was going through Farnham on September 21st. It was considered whether there should be some promotional material/signs to raise the profile of Farnham at the event but this was not agreed.

**14. Date of Next meeting**

The proposed next scheduled meeting is 8<sup>th</sup> October 2013 at 2.30

Notes taken by Lucia Gill.



# FARNHAM TOWN COUNCIL



## Notes

### Strategy and Finance Working Group

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#### Time and date

9.00am Tuesday 10<sup>th</sup> September 2013

#### Place

Town Clerk's Office, South Street, Farnham

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#### Attendees:

Members: Councillors David Beaman, Carole Cockburn, Jill Hargreaves, John Ward.

#### Officers present:

Rachel Aves (Team Leader Corporate Governance), Alan Corcoran (Facilities and Contracts Officer)

#### 1. Apologies

Apologies were received from Councillors Pat Frost and Roger Steel

#### 2. Declarations of Interest:

None received.

#### 3. Notes of Meeting held on 16<sup>th</sup> July 2013

POINTS	ACTION
It was noted that the item in relation to the Small Grant fund required clarification. Members agreed that the notes should read "An additional £1000 be added to the Town Clerk's Small Grant Fund". Save this amendment, the notes of the previous meeting were agreed.	

#### 4. Finance

POINTS	ACTION
Members noted the External Audit documents and Auditors Opinion at Appendices B & C to the agenda. It was agreed that the date for the 2013/14 audit would be the same week as for the 2012/13.	<b>Recommendation to Council: To approve the Audit documents at annex 1 to these minutes and Opinion of the External Auditor at annex 2.</b>

## 5. Contracts Update

POINTS	ACTION
<p><u>Office Renovation</u> Members were advised that the date for the building works to begin in the Council offices had been changed to 7<sup>th</sup> October. They were also advised that the required asbestos survey had been undertaken.</p> <p><u>Waste Collection</u> Members noted and welcomed the change of the Waste Collection contract for the Depot, resulting in £1,000 of savings per annum.</p> <p><u>Ellis Whittam</u> Members agreed that the contract with Ellis Whittam for combined Employment Law, HR and HS support should be renewed early, for a fee of £2,800 per annum, a saving of £580. It was also agreed that the insurance for employment claims, legal expenses and health and safety prosecution expenses should be renewed at a cost of £178.50 per annum.</p> <p><u>Green Lane Chapel</u> Members were advised that the planning permission for Green Lane Chapel had been approved by the Local Planning Authority. It was agreed that advice be sought from a local estate agent regarding the potential sale of the property with planning consent, with a view to sell the property as surplus to requirements. It was agreed that a further report should be provided to members at Council on 26<sup>th</sup> September in relation to the sale of the Green Lane Chapel.</p>	<p><b>Recommendation to Council that: the contract with Ellis Whittam for combined Employment Law, HR and HS support be renewed early, for a fee of £2,800 per annum and that the insurance for employment claims, legal expenses and health and safety prosecution expenses should be renewed at a cost of £178.50 per annum.</b></p> <p><b>Recommendation to Council that: the sale of the Green Lane Chapel be agreed subject to consideration of a report under confidential items.</b></p>

## 6. Grants

POINTS	ACTION
<p>Members were advised that the More House School had amended the specification of their project. The total cost of the project had been reduced in order that the project could be started earlier. The School would still be contributing matched funding.</p> <p>It was noted that the project (Family Fun Day) for which the Residents' Association of Sandy Hill had applied for funding for, had been cancelled due to various circumstances. Members agreed to wait for more information from the relevant contact as to how the grant would now be proposed to be spent.</p>	<p>Town Clerk to progress payment of the grant to More House School.</p>

## 7. Local Governance Review Rowledge

POINTS	ACTION
<p>Members were advised of the change of timetable in relation to the Rowledge Governance Review. It was noted that the end date for responses would now be 25<sup>th</sup> October.</p> <p>The postcard publication in relation to the Food Festival and information about the Rowledge Consultation was noted by members who felt the document looked professional and summarised the Town Council's position well.</p> <p>Members noted that there would be a letter sent to residents of Rowledge and the Sandrock Triangle from the Mayor that would be delivered around the same time as the questionnaire from Waverley Borough Council.</p> <p>Members discussed the Town Council's current methods of communicating with the public and felt that consideration could be given to stronger methods in the future.</p>	<p>Officers to report back further in relation to the Town Council's communication methods.</p>

## 8. Infrastructure Planning Group Update

POINTS	ACTION
<p><u>Consultation and Exhibition Dates</u> Cllr Cockburn advised that the IPG was progressing the exhibition plans and that the exhibition had been booked in to a number of venues in the Town Centre and the villages.</p> <p>Cllr Beaman suggested that the Gorselands Community Centre be considered to hold an exhibition and Cllr Cockburn confirmed that this would be looked in to.</p> <p><u>Reality Check</u> Members noted the response from NPIERS (Neighbourhood Planning Independent Examiner Referral Service), in relation to the "reality check" or independent review agreed by Council on 25<sup>th</sup> July 2013. It was noted that NPIERS advice was that the Plan should be referred to them for review at a final stage, once the plan is close to being ready for submission. Members agreed that this would be a premature action at this stage and that initially a consultant should be approached to advise the Council on the plan to date.</p> <p><u>Funding</u> Members noted that the application for funding from Locality was being progressed. It was agreed that the cost of a consultant should be sought and included in the Council's bid to Locality for funding, along with the bid for the cost of the NPIERS review (reality check).</p>	<p><b>Recommendation to Council that: the NPIERS review be put on hold until a more suitable time and that IPG and officers seek a consultant to advise on the plan in its current form (July 2013 version), in order to establish any potential issues as soon as possible.</b></p>

## 9. Town Clerk Update

POINTS	ACTION
<p>1) <u>Surrey Localism Scheme</u> Members noted that training had been booked for members of the Outside Workforce.</p> <p>2) <u>Councillors Ricketts suggestion for a Dementia project</u> Cllr Ricketts advised members that he had attended a Dementia Friendly Surrey event, alongside Jeremy Hunt. Cllr Ricketts said that he felt the Town Council was in a position to be able to support and proactively work with groups such as Dementia Friendly Surrey and the Gostrey Centre. Members felt that ward Councillors should be encouraged to work with groups in their areas, but agreed that the Town Council should make efforts to supports these groups in the community and use the Council's existing methods to enable this, whilst considering more efficient ways for the future.</p>	<p>Officers to include support and guidance of local charities and groups such as Dementia Friendly Surrey in report to Strategy and Finance on communications at a future meeting.</p>

## 10. Date and Time of Next Meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on <b>Tuesday 15<sup>th</sup> October 2013</b> at 9am. It was agreed that Council should be moved to 31<sup>st</sup> October in order that any outcome in relation to the Rowledge Governance Review may be considered.</p>	<p><b>Recommendation to Council that: the meeting of Full Council in October be moved from 24<sup>th</sup> to 31<sup>st</sup>.</b></p>

Meeting ended at 11.15am

Notes written by Rachel Aves

# Local Councils in England

## Annual return for the year ended 31 March 2013

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

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

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

**Each council must approve this annual return no later than 30 June 2013.**

### Completing your annual return

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

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

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for 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 local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

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](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

## Section 1 – Accounting statements 2012/13 for

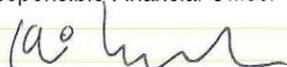
FARNHAM TOWN COUNCIL

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 2012 £	31 March 2013 £	
1 Balances brought forward	972,207	995,015	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	878,400	938,117	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	129,095	148,966	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	RESTATED 485,821	484,742	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	RESTATED 488,639	507,897	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	995,015	1,079,232	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	1,053,911	1,188,439	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	3,134,676	3,157,264	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	73,457	69,112	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	YES ✓	NO ✓	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 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 14/06/2013

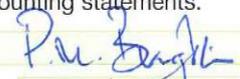
I confirm that these accounting statements were approved by the council on this date:

13/06/2013

and recorded as minute reference:

C035/13

Signed by Chair of the meeting approving these accounting statements.



Date 14/06/2013

## Section 2 – Annual governance statement 2012/13

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 2013, 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 <b>and</b> 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 <b>and</b> 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 <b>and</b> , if required, independent examination or audit.	YES	NO	NA	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

C035/13

dated 13/06/2013

Signed by:

Chair

dated

Signed by:

Clerk

dated

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

## Section 3 – External auditor certificate and opinion 2012/13

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 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 2013; 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 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:

(continue on a separate sheet if required)

External auditor signature

External auditor name  Date

**BDO LLP Southampton  
United Kingdom**

**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 2012/13 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 2013.

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

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate 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.	✓		Not applicable

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

Name of person who carried out the internal audit ALAN J HARLAND FCA

Signature of person who carried out the internal audit *Alan J Harland FCA* Date 14/06/2013

**\*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 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide\**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide\** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? <b>NB: Do not send trust accounting statements unless requested.</b>	✓
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?	✓

**\*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](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)



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Ocean Village  
Southampton SO14 3TL

## Annex 2

Mr I Lynch  
Council Offices  
South Street  
FARNHAM  
Surrey  
GU9 7RN

29 July 2013  
our ref: 2013/H6/FARND4/FINAL  
Dial: 023 8088 1700  
Email: councilaudts@bdo.co.uk

Dear Mr Lynch

**Farnham Town Council - Audit for the year ended 31 March 2013**

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2013/14
- Contact details
- Survey 2012/13
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the council/body/board, now that our audit opinion has been given, and a minute should be made to show that the annual return has been approved and accepted by the council/body/board. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2013.

If you have any questions please contact Louise Nyland in the first instance.

Yours sincerely

Paul Bricknell  
For and on behalf of BDO LLP

Enc.





# FARNHAM TOWN COUNCIL

## D

### Notes

#### Cemeteries and Appeals Working Group

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**Time and date**

10.00am on Thursday 12 September 2013

**Place**

Council Chamber, South Street, Farnham

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**Attendees:** Cllrs Carole Cockburn, Susan Redfern and John Ward.

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

**1. Apologies for Absence**

Apologies were received from Cllrs Genziani, Hill and Parlett.

**2. Declarations of Interest**

No declarations of interest were received.

**3. Notes of Last Meeting**

POINTS	ACTION
The Notes of the meeting held on 27 <sup>th</sup> June 2013 were agreed.	

**4. Christmas 2013**

POINTS	ACTION
Members considered the arrangements for Christmas 2013 in the four cemeteries. It was agreed that further to the success of the Memorial Christmas Tree in West Street cemetery, similar facilities should be made available for visitors of the other three cemeteries. It was agreed that a memorial trellis should be erected, adjacent to the noticeboards in Hale, Green Lane and Badshot Lea Cemeteries.	Officers to arrange for three decorated trellises for tag hanging in Hale, Badshot Lea and Green Lane Cemeteries.

## 5. Masons Coffee Morning

POINTS	ACTION
<p>Members noted and discussed the possible room layouts for the Funeral Director and Masons' Coffee Morning on 30<sup>th</sup> September and agreed that the seating should be flexible and the nature of the morning should be conversational without a strict agenda. Cllr Cockburn noted that this was an opportunity for the FD's and Masons to speak the Council and raise any issues or positive steps that had been taken over the last year.</p>	

## 6. Services and Projects Update

POINTS	ACTION
<p><u>Cemetery Chapels</u></p> <p>Members received an update on the planning permission for Green Lane Chapel and were pleased to note that consent had been given by the Local Planning Authority.</p> <p>It was agreed that the Chapel should be sold surplus to requirements, further to discussion at Strategy and Finance.</p> <p>Members noted that consideration would need to be given when the chapel was sold, to whether to council sold on a Freehold or Leasehold basis.</p> <p>Members noted that the piece of land held by Waverley, which was of interest to the Town Council as land for use as a Green Burial site, was not available for purchase as hoped. Members agreed that despite this, the Town Council should continue to investigate the possibility of creating Green burial spaces in the Town Cemeteries.</p> <p>Members enquired as to the progress of the Hale Cemetery chapels' project and were advised that some interest had been shown in converting these in to residential units but that no formal discussions as yet been had.</p> <p>It was agreed that officers should report back further when more information was available.</p> <p><u>Health and Safety Memorial Programme</u></p> <p>Members noted the progress of the memorial Health and Safety testing programme.</p> <p>It was agreed that subject to the Council's satisfaction in relation to the work undertaken at Green Lane Cemetery, the contract for the Green Lane Cemetery fixing be extended to include the minimal memorials in Badshot Lea that require fixing.</p> <p><u>Other Matters</u></p> <p>Members were pleased to note that the reopening of Hale cemetery and the reintroduction of pre-purchase in the Town Council's cemeteries was so far successful.</p> <p>Members were updated on the progress of the sponsored new stone for George Sturt and renovation of the Porter grave and</p>	<p>Strategy and Finance to discuss the sale of Green Lane Chapel.</p> <p>Officers to report back further on options for selling Green Lane Chapel.</p> <p><b>Recommendation to Council that: the contract for the Green Lane Cemetery fixing be extended to include the minimal memorials in Badshot Lea that require fixing, subject to satisfactory workmanship in Green Lane.</b></p> <p>Ward Councillors to enquire as to possible change of name for Farnham Park Cemetery.</p>

<p>were pleased to note that these works were completed and that the PR would follow before Christmas.</p> <p>Members noted the progress of the new “Farnham Park Cemetery” in Hale and that the name, despite being challenged by the Council, was accepted by Waverley. It was agreed that the Ward Councillors should enquire as to whether this can be changed to avoid confusion.</p>	
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**7. Date of Next Meeting**

<b>POINTS</b>	<b>ACTION</b>
The date of the next meeting was agreed as 10am on Thursday 28 November 2013.	

The meeting closed at 11.10am.

Notes by Rachel Aves



# FARNHAM TOWN COUNCIL

# E

## Notes

### Community Enhancement Working Group

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#### Time and date

9.00am on Wednesday 18<sup>th</sup> September 2013

#### Place

Council Chamber, South Street, Farnham

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#### Present:

Councillors: Carole Cockburn, Susan Redfern, Jeremy Ricketts and John Ward.

Officers: Kevin Taitt (Outside Services Team Leader), Stephanie Keenan (Civic Secretary) and Amy Dawson (Officer)

#### 1. Apologies

Apologies were received from Cllr Attfield, Cllr Ward left the meeting at 9.30am.

#### 2. Notes from last meeting

The notes of June 26<sup>th</sup> were agreed as a true and accurate record of the meeting.

#### 3. Declarations of Interest

None received.

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

POINTS	ACTION
<p>Members were advised that the Community Group would continue with preparations for next year's Carnival. The theme being "The Wild West".</p> <p>The OSTL advised that there would be a litter pick on Wednesday 30<sup>th</sup> October and that the Post 19 Group would also be conducting a litter pick at West Street Cemetery on Saturday 19<sup>th</sup> October as part of the Big Pick Week.</p> <p>The Diary of Events from the Community Group Meeting on 17<sup>th</sup> September was noted as follows:- October - Big Pick Week and bulb planting November 5<sup>th</sup> - Clear garden by Boots and prepare for planting. Post 19 to plant up later. OSTL to bring bags for the rubbish. December 15<sup>th</sup> - Winter Festival to take place in Gostrey</p>	

<p>Meadow. Same format as in previous years. Bulb Planting with Squires Garden Centre.</p> <p>Cllr Ward said that the results of the 2013 year's South &amp; South East in Bloom were fantastic.</p>	
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## 5. Results of South & South East in Bloom

POINTS	ACTION
<p>Cllr Ricketts advised that this year's results were excellent.</p> <p>It was noted that Farnham Town Council made history by being the first entry to win two golds and two best in categories in South and South East in Bloom and achieved Gold in the Town Centre Category, Best Town Centre in the Region, Gold in the Large Town Category, Best Large Town in the Region, Victoria Garden Gold in Small Parks Category, The Chairman's Award was given to the Post 19 Group. Members congratulated the Outside Services Team Leader, Kevin Taitt for being awarded a special commendation for his outstanding contribution to the 'in Bloom Campaign'.</p> <p>The OSTL was asked to report back on whether or not the Town Council are nominated to enter Britain in Bloom. It was noted that press releases had already been issued about the successes and the results were on the website's home page.</p> <p>It was noted that Talisman Communications had drafted a front cover article about FIB successes, for a South and South East in Bloom entrants' newsletter.</p> <p>Cllr Ward suggested this was a good opportunity as double gold winners to get more sponsors on board for next time.</p> <p>Cllr Ricketts said that he would like to see all three authorities, SCC, WBC and FTC working together even more in the future. He also requested that regular press releases are issued to encourage this.</p>	<p>Officers to ensure to keep press releases continual over the next six to nine months in order to keep S&amp;SEiB &amp; FiB in the public eye.</p>

## 6. Sponsorship and Finance

POINTS	ACTION
<p>Cllr Ricketts requested that all councillors being networking in the community in order to make more contacts for future sponsorship opportunities.</p> <p>It was noted that the Heath End Gardeners had Cllr Ricketts to seek sponsorship of a new tree in the Heath End area, byt the Coop store. It was agreed that Cllr Ricketts should lisiase</p>	

<p>with John Ely who has good relationships with local shops in relation to sponsorship of the tree project.</p> <p>Members discussed options for seeking new sponsorship for the next FIB year and agreed that conversations should be had with local stores.</p> <p>Cllr Cockburn suggested that pins could be worn by members of the Town Council to enhance awareness of Farnhan in Bloom.</p>	<p>Cllr Ricketts to liaise with John Ely.</p> <p>Officers to investigate costs of pins/badges.</p>
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## 7. Awards Evening

POINTS	ACTION
<p>It was noted that year's Awards Evening would be held on Thursday 10<sup>th</sup> October at Squires Garden Centre in Badshot Lea and that the Schools' awards would be between 4pm – 5pm and the Adults' Awards will be from 6pm to 7.30pm.</p> <p>Members noted that invitations were being sent out at the time of the meeting.</p> <p>It was agreed that the award for the Post 19 Group be represented to them at the awards evening.</p> <p>It was also agreed that as in previous years, the sponsors would be invited to the awards evening.</p>	

## 8. Allotments Update

POINTS	ACTION
<p>Members were advised that there were no vacant allotment plots and that there was a waiting list of approximately 80 people, which included non-residents.</p> <p>Cllr Ricketts felt that water charges for 2014/15 could be allocated against each site.</p> <p>It was agreed that water charges need to be investigated as allotment holders that are currently using hosepipes pay the same as those who do not.</p> <p>It was agreed that a consultation be undertaken, of all allotment holders.</p> <p>It was agreed that allotment rental should increase from £37 to £40 in 2014.</p>	<p>Officers to arrange consultation exercise with allotments holders in relation to water charges.</p> <p><b>Recommendation to Council that: Allotment Rental fee be increased from £37 to £40, effective from 1<sup>st</sup> January 2014.</b></p>

## 9. Street Furniture Update

POINTS	ACTION
<p>It was noted that a new noticeboard for the Bourne would be installed soon. It was agreed that in the interim, the small noticeboard should be removed in preparation for the new board to be erected.</p> <p>Cllr Ricketts suggested that a concrete table tennis table or outdoor gym be considered, for Gostrey Meadow, near the children's play area.</p>	

## 10. Winter Festival 2013

POINTS	ACTION
<p>Members discussed the 2013 Winter Festival in Gostrey Meadow. It was noted that the 2013 Festival would take place on Sunday 15<sup>th</sup> December, again in Gostrey Meadow and that Christmas Carols would be sung around the Christmas Tree as in previous years.</p>	

## 11. Big Pick Week

POINTS	ACTION
<p>The Autumn Big Pick Week 2013 was discussed and it was agreed that this would commence on Saturday 26<sup>th</sup> October for 1 week.</p> <p>Cllr Cockburn felt it was important that press releases be issued and for the public to contact FTC if they needed any help in specific areas.</p> <p>Cllr Ricketts advised he would like a Spring Campaign to tackle cigarette butts in the town area..</p> <p>The area in front of the train station was discussed. Members felt that this area was untidy and in need of cleaning. Cllr Redfern advised that SW Trains were responsible for the area in front of Farnham Train Station. It was agreed that SW trains should be contacted to tackle the problem.</p>	<p>Officers to arrange press releases for Autumn Big Pick Week.</p> <p>Cigarette Butt Spring Campaign to be added to next agenda.</p> <p>To be discussed at the next meeting</p> <p>Cllr Redfern to initiate discussions with SW train services.</p>

## 12. The Alleyway Project

POINTS	ACTION
<p>Members discussed the ongoing Alleyway project and removing businesses bins from alleyways in the centre. Members all agreed that alleyways should be free of bins, Cllr Cockburn says that all businesses have space for bins but have become lazy and leave them in pedestrians' way. It was agreed that Cllr Ricketts &amp; Cllr Cockburn would visit businesses involved. It was also agreed that should this</p>	<p>Cllr Ricketts &amp; Cllr Cockburn to visit businesses to discuss effective bin storage solutions.</p>

approach be unsuccessful, the possibility of introducing a bylaw should be investigated.	
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### **I3. Items for Further Meetings**

<b>POINTS</b>	<b>ACTION</b>
It was noted that Cllr Ricketts wished for engaging with members of the public about Public Health matters to be added to a future agenda.	<b>To be included on next agenda.</b>

### **I4. Date of next meeting**

The date of the next meeting was agreed as 9am on Wednesday 27<sup>th</sup> November 2013.

Minutes compiled by Stephanie Keenan

Meeting finished at 10.40 a.m.

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# FARNHAM TOWN COUNCIL

# F

## Notes

Planning & Licensing Consultative group

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### **Time and date**

7.00pm on Thursday 1 August 2013

### **Place**

Members Room, South Street, Farnham

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### **Planning Consultative Group Members Present**

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

### **Other Councillors in attendance:**

Cllr Paddy Blagden (ex-officio)

**Officers in attendance:** Rachel Aves

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

### **1. Apologies for absence**

None received.

### **2. Declarations of Interest**

None received.

### 3. Applications Considered by the Planning Consultative Group on Thursday 1 August 2013

Reference	Ward	Description	Location	WBC Officer
WA/2013/1088	Farnham Bourne	Erection of extensions and alterations. <b>Previous comments were: Approved after consideration on 08.03.2012 (WA/12/0268)</b>	126 BURNT HILL ROAD, LOWER BOURNE GU10 3LJ	Sarah Rogers
		<b>Approved after consideration on 8 March &amp; 1 August 2013.</b>		
WA/2013/1095	Farnham Bourne	Erection of single storey extensions (revision of WA/2012/1418). <b>Previous comments were: Approved after consideration on 27.09.2012</b>	5A, GREENHILL ROAD, FARNHAM GU9 8JN	Ms L Smitheman
		<b>Approved after consideration on 1 August 2013.</b>		
CA/2013/0066	Farnham Castle	FARNHAM CONSERVATION AREA. Works to one Yew tree.	GUILDFORD HOUSE, CASTLE HILL, FARNHAM GU9 7JG	Mr A Clout
		<b>No objection subject to the approval of the Arboricultural Officer.</b>		
WA/2013/1125	Farnham Castle	Erection of single storey extension and alterations following demolition of existing extensions.	26 CRONDALL LANE, FARNHAM GU9 7BQ	Ms L Smitheman
		<b>Approved after consideration and on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1103	Farnham Firgrove	Erection of single storey extension following demolition of outbuilding.	11 OLD FARNHAM LANE, FARNHAM GU9 8JU	Ms L Smitheman

Reference	Ward	Description	Location	WBC Officer
		<b>Approved after consideration and on the condition that the alterations in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1123	Farnham Firgrove	Erection of detached garage following demolition of existing garage; erection of replacement boundary fence (revision of WA/2013/0138). <b>Previous comments were No objection - approved after consideration on 21.02.2013</b>	66 FIRGROVE HILL, FARNHAM GU9 8LW	Mr A Griffiths
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1094	Farnham Firgrove	Erection of single storey extension following demolition of existing conservatory and extension and alterations to garage to provide habitable accommodation.	6 ALFRED ROAD, FARNHAM GU9 8ND	Sarah Rogers
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1109	Farnham Shortheath and Boundstone	Erection of single storey rear extension.	4 GREENHILL WAY, FARNHAM GU9 8SY	Sarah Rogers
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1115	Farnham Shortheath and Boundstone	Erection of detached single garage and associated works.	PEAR TREE COTTAGE, GARDENERS HILL ROAD, FARNHAM GU10 4RL	Sarah Rogers

Reference	Ward	Description	Location	WBC Officer
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1113	Farnham Shortheath and Boundstone	Erection of single storey side extension.	49 SHORTHEATH ROAD, FARNHAM GU9 8SH	Sarah Rogers
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
TM/2013/0099	Farnham Bourne	Applications for works top a tree subject of Tree Preservation Order 23/05.	BREEZE HOUSE, 1 PARKLANDS CLOSE, FARNHAM GU9 8AZ	Mr A Clout
		<b>No objection subject to the approval of the Arboricultural Officer</b>		
WA/2013/1147	Farnham Castle	Erection of conservatory extension.	ANTELOPE HOUSE, CHURCH PASSAGE, FARNHAM GU9 7DP	Tim Bryson
		<b>Approved after consideration and on the condition that the extension is in line with the particulars of the Farnham Design Statement.</b>		
TM/2013/0100	Farnham Castle	Application for works to trees subject of Tree Preservation Order 12/12.	2 FIRGROVE HILL, FARNHAM GU9 7QS	Mr A Clout
		<b>No objection subject to the approval of the Arboricultural Officer.</b>		

Reference	Ward	Description	Location	WBC Officer
WA/2013/1145	Farnham Castle	Erection of a two bay car port (revision of WA/2013/0815). <b>Previous comments: Approved after consideration on 20.06.2013</b>	KEYDELL COTTAGE, FOX YARD, FARNHAM GU9 7EX	Sarah Rogers
		<b>Approved after consideration on 20 June &amp; 1 August 2013</b>		
CA/2013/0070	Farnham Castle	FARNHAM CONSERVATION AREA. Works to and removal of trees.	2 FIRGROVE HILL, FARNHAM GU9 7QS	Mr A Clout
		<b>No objection subject to the approval of the Arboricultural Officer</b>		
WA/2013/1130	Farnham Firgrove	Erection of extensions and alterations following demolition of existing extensions.	41 TILFORD ROAD, FARNHAM GU9 8DN	Tim Bryson
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1134	Farnham Moor Park	Erection of single storey rear and two storey side extensions.	28 STEPHENDALE ROAD, FARNHAM GU9 9QP	Ms C Woodhatch
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1144	Farnham Moor Park	Erection of extensions and alterations to garage/store.	FERNDALE HOUSE, 7 GREENACRES FARNHAM GU10 1QH	Rachel Fletcher

Reference	Ward	Description	Location	WBC Officer
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement and that the alterations are conditioned for garage use and not for habitable accommodation.</b>		
TM/2013/0098	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order WA266.	10 BURNT HILL ROAD, FARNHAM GU10 4RZ	Mr A Clout
		<b>No objection subject to the approval of the Arboricultural Officer</b>		
WA/2013/1148	Farnham Weybourne and Badshot Lea	Erection of single storey rear extension.	80 COPSE AVENUE, FARNHAM GU9 9DZ	Mr A Griffiths
		<b>Approved after consideration and on the condition that the alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1131	Farnham Wrecclesham and Rowledge	Listed Building Consent for demolition of garage.	VINERS MEAD, WRECCLESHAM ROAD, WRECCLESHAM GU10 4PT	Sarah Rogers
		<b>No objection subject to the approval of the Listed Buildings Officer and adequate mitigation in relation to disturbance of the grade 2 listed property next door.</b>		
WA/2013/1118	Farnham Bourne	Installation of roof lights and alterations to provide habitable accommodation.	LANDSDOWNE, FRENHAM ROAD, FARNHAM GU10 3PZ	Ms L Smitheman
		<b>Farnham Town Council is concerned about the adverse effect on the street-scene.</b>		
WA/2013/1104	Farnham Castle	Listed Building Consent for display of signs.	LLOYDS BANK, 75 CASTLE STREET, FARNHAM GU9 7LT	Tim Bryson

Reference	Ward	Description	Location	WBC Officer
		<p><b>Farnham Town Council strongly objects to the new signage. In principle, the introduction of new branding is welcomed, where it fits within the style and character of the surrounding area. A sign should not be detracting from the the fanlight, which is an important architectural feature. The design of the signage is out of keeping and inappropriate in the conservation area.</b></p> <p><b>The arm for the swing sign should be of materials that are in keeping and should enhance and complement the character of the conservation area, rather than detract from it. The use of illuminated signs in the conservation area should be avoided, especially when the sign is adjacent to a traditional street lamp and post.</b></p>		
WA/2013/1110	Farnham Castle	Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension.	34 HAZELL ROAD, FARNHAM GU9 7BW	Ms L Smitheman
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1116	Farnham Castle	Erection of two storey side/rear extension following demolition of existing garage.	52 HAZELL ROAD, FARNHAM GU9 7BP	Sarah Rogers
		<b>Farnham Town Council is concerned about the size of this extension and its adverse effect on the street scene and character of the area.</b>		
WA/2013/1124	Farnham Moor Park	Certificate of Lawfulness under Section 192 for the erection of an extension following demolition of existing conservatory.	26 HIGH PARK ROAD, FARNHAM GU9 7JL	Ms L Smitheman
		<b>Approved after consideration on 1 August 2013.</b>		

Reference	Ward	Description	Location	WBC Officer
WA/2013/1112	Farnham Moor Park	Display of illuminated signs.	THE SEVEN STARS, 88 EAST STREET FARNHAM GU9 7TP	Ms L Smitheman
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1101	Farnham Moor Park	Consultation on a County Matter for details of landscaping and restoration, and agricultural aftercare submitted pursuant to Conditions 32 and 33 of planning permission ref: WA/2012/1652 dated 17 December 2012.	RUNFOLD SOUTH QUARRY, GUILDFORD ROAD, FARNHAM	Mr A Griffiths
		TO FOLLOW		
NMA/2013/0078	Farnham Upper Hale	Non material amendment to WA/2012/2027 to change railing type from Euroklamp to Bow Top, replace existing wall and proposed ramp with bow top railings, brick columns to bin store instead of timber, ramped access to bin store, change from a wall to fence and trellis, bin store rotated and door at opposite end of bin store omitted.	490-525 ST MARKS PLACE, FARNHAM GU9 0EX	Mrs M Knight
		<b>*This NMA was refused prior to meeting – await application*</b>		
WA/2013/1146	Farnham Bourne	Erection of a dwelling following demolition of existing dwelling.	19 LONGDOWN ROAD, LOWER BOURNE GU10 3JU	Sarah Rogers
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1151	Farnham Bourne	Erection of roof extensions and alterations.	44 AVELEY LANE, FARNHAM GU9 8PS	Sarah Rogers
		<b>Farnham Town Council objects to this application. The Town Council is concerned</b>		

Reference	Ward	Description	Location	WBC Officer
		<b>about the adverse effect on neighbouring properties and the detrimental effects of the character of the area. The Town Council does not agree with the removal of leaded windows on the properties frontage as this is a character enhancing feature for the area.</b>		
WA/2013/1155	Farnham Castle	Change of Use from C3 Dwelling to D1 non-residential use.	FLAT 1, MANORY HOUSE, 69 WEST STREET FARNHAM GU9 7EH	Andrew Forrest
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1171	Farnham Hale and Heath End	Erection of extensions and alterations.	11 SOUTH AVENUE, FARNHAM GU9 0QY	Rachel Fletcher
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1133	Farnham Moor Park	Certificate of Lawfulness under Section 192 for construction of a dormer roof extension to the rear elevation and insertion of velux rooflights to the front elevation.	3 PARK ROAD, FARNHAM GU9 9QN	Ms C Woodhatch
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1128	Farnham Moor Park	Erection of dwelling and detached garage following demolition of existing dwelling.	SPRING HILL, 12 COMPTON WAY, FARNHAM GU10 1QZ	Rachel Fletcher
		<b>Approved after consideration on 1 August 2013, subject to adequate mitigation of damage to the grass verges during construction so as not to incur detrimental effect on the street scene post-construction.</b>		
WA/2013/1135	Farnham Shortheath and Boundstone	External alterations and conversion of garage into habitable accommodation.	FARTHINGS, 4 BIRDAVEN, FARNHAM GU10 4PB	Mr A Griffiths

Reference	Ward	Description	Location	WBC Officer
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1166	Farnham Upper Hale	Erection of 6 detached dwellings following demolition of existing public house, together with parking and landscaping.	LAND AT WELLINGTONS, FOLLY HILL, FARNHAM GU9 0BB	Mr A Griffiths
		<b>Approved after consideration on 1 August 2013, subject to confirmation that this plot is confirmed not to be within the 400m exclusion zone (SPA). The Town Council is concerned about the proximity to the SPA.</b>		
AF/2013/0001	Farnham Weybourne and Badshot Lea	Prior Notification Application - Change of use from Agricultural Building to Class B8 (storage and distribution).	LITTLE ACRES NURSERY, ST GEORGES ROAD, BADSHOT LEA GU9 9NT	Tim Bryson
		<b>*This application was withdrawn prior to meeting*</b>		
WA/2013/1170	Farnham Wrecclesham and Rowledge	Erection of extensions and alterations.	SAGANA, THE HATCHES, FARNHAM GU9 8UE	Ms C Woodhatch
		<b>Approved after consideration on 1 August 2013.</b>		
WA/2013/1160	Farnham Wrecclesham and Rowledge	Certificate of Lawfulness under Section 192 for erection of a fence.	25A WRECCLESHAM HILL, FARNHAM GU10 4JU	Ms L Smitheman
		<b>Object. The Town Council feels that this historic wall is illustrative of the character of the area and its demolition and replacement with the fence proposed, would damage the character of the area.</b>		

#### **4. Licensing Applications Considered by the Planning Consultative Group on Thursday 1 August 2013**

Members considered the application(s) set out below:

- i. An application has been received for a new premises licence. The application is for On and Off Sales of Alcohol and Opening Hours 09:00-20:00 Monday to Saturday and 10:30-16:30 Sunday. If you would like to make comment or representation on this application, the last date for representations is **19th August 2013**. If you have any queries in respect of this application, please do not hesitate to contact this office via email to [licensing@waverley.gov.uk](mailto:licensing@waverley.gov.uk).

<b>Premises</b>	<b>Type</b>	<b>Applicant</b>	<b>Address</b>
Elphicks	New	Elphicks Ltd	10-13 West Street, Farnham

*Please note that this premise used to have a Premises Licence, but was surrendered by them on 8th November 2012 and they have decided to re-apply.*

**Members noted the detail and resolved to approve the above application for an on and off sales alcohol licence.**

The meeting closed at 8.10pm.

Notes taken by Rachel Aves



# FARNHAM TOWN COUNCIL

# G

## Notes

Planning & Licensing Consultative group

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### Time and date

7.00pm on Thursday 22 August 2013

### Place

Members Room, South Street, Farnham

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### Planning Consultative Group Members Present

Cllr David Beaman

Cllr Carole Cockburn

### Other Councillors in attendance:

Cllr Paddy Blagden (ex-officio)

**Officers in attendance:** Rachel Aves, Ginny Gordon

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

### 1. Apologies for absence

Councillors, Steel, Genziani and Ricketts

### 2. Declarations of Interest

Councillor	Agenda Item No	Nature of interest (please tick)		Type of interest (personal or prejudicial and reason)
		I am a Waverley Borough Councillor	Other	
David Beaman	WA/2013/1221			✓ Pecuniary interest
Carole Cockburn	WA/2013/1221			✓ Pecuniary interest
Paddy Blagden	WA/2013/1221			✓ Pecuniary interest
David Beaman	WA/2013/1180			✓ Fellow Councillor
Carole Cockburn	WA/2013/1180			✓ Fellow Councillor
Paddy Blagden	WA/2013/1180			✓ Fellow Councillor

**3. Applications Considered by the Planning Consultative Group on Thursday  
22 August 2013**

Reference	Ward	Description	Location	WBC Officer
WA/2013/1182	Farnham Bourne	Erection of replacement cricket net cages.	LAND AT THE BOURNE CRICKET CLUB, CRICKET LANE, FARNHAM GU8 3PR	Ms C Woodhatch
		<b>Approved after consideration on 22.08.2013</b>		
TM/2013/0106	Farnham Bourne	Application to fell trees subject of Tree Preservation Order 17/05.	TATTINGSTONE, 70 FRENHAM ROAD, FARNHAM GU10 3QA	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1214	Farnham Castle	Consultation under Regulation 13 for erection of single storey extension to provide art studio and extension of pitched roof over existing flat-roofed extension (Listed Building Consent).	LAND AT FARNHAM ADULT EDUCATION CENTRE, 25 WEST STREET, FARNHAM, GU9 7DR	Tim Bryson
		<b>No objection subject to the approval of the Listed Buildings Officer</b>		
WA/2013/1205	Farnham Moor Park	Erection of extensions and alterations.	13 ST JAMES TERRACE, FARNHAM GU9 7JT	Sarah Rogers
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		

Reference	Ward	Description	Location	WBC Officer
TM/2013/0105	Farnham Weybourne and Badshot Lea	Application to fell a tree subject of Tree Preservation Order 1/02.	11 NUTBOURNE, FARNHAM GU9 9EH	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1195	Farnham Weybourne and Badshot Lea	Application under Section 73 to vary Condition 9 of WA/2012/1925 for amendments to elevations and external staircase. <b>Previous comments on 10.01.2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>	ALL HALLOWS ROMAN CATHOLIC SECONDARY SCHOOL, WEYBOURNE ROAD, FARNHAM GU9 9HF	Tim Bryson
		<b>Approved after consideration on 10.01.2013 and 22.08.2013 and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1222	Farnham Bourne	Erection of outbuilding for shower and changing facilities and replacement swimming pool.	WOODLARKS CAMPSITE, TILFORD ROAD, LOWER BOURNE, GU10 3RN	Ms C Woodhatch
		<b>Approved after consideration 22.08.2013</b>		
TM/2013/0107	Farnham Bourne	Application to fell trees subject of Tree Preservation Order No. Far105.	34 FRENHAM VALE, FARNHAM GU10 3HT	Mr A Clout

Reference	Ward	Description	Location	WBC Officer
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1260	Farnham Castle	Erection of porch extension together with alterations; erection of detached garage/workshop with games room over, following demolition of existing garage.	WOODRUFF COTTAGE, CRONDALL LANE, DIPPENHALL GU10 5DL	Mr A Griffiths
		<b>Approved after consideration on 22.08.2013</b>		
WA/2013/1257	Farnham Castle	Erection of single storey rear extension and front porch following demolition of existing porch.	45 LARKFIELD ROAD FARNHAM GU9 7DB	Mr A Griffiths
		<b>Approved after consideration 22.08.2013</b>		
WA/2013/1240	Farnham Castle	Display of non illuminated signs.	116, WEST STREET, FARNHAM GU9 7HH	Sarah Rogers
		<b>No objection subject to the approval of the Listed Building Officer</b>		
WA/2013/1241	Farnham Castle	Listed Building consent for the erection of an advertisement and alterations to the shop front.	116, WEST STREET, FARNHAM GU9 7HH	Sarah Rogers
		<b>No objection subject to the approval of the Listed Building Officer</b>		
WA/2013/1256	Farnham Firgrove	Erection of double garage following demolition of existing garage.	FLINT COTTAGE, 53 RIDGWAY ROAD, FARNHAM GU9 8NR	Ms L Smitheman
		<b>Approved after consideration on 22.08.2013</b>		
WA/2013/1225	Farnham Hale and Heath	Erection of a conservatory.	3 THISTLEDOWN CLOSE, WRECCLESHAM	Tim Bryson

Reference	Ward	Description	Location	WBC Officer
	End		GUI0 4AG	
		<b>Approved after consideration on 22.08.2013</b>		
WA/2013/1220	Farnham Moor Park	Erection of single storey side extension.	26 STEPHENDALE ROAD, FARNHAM GU9 9QP	Andrew Forrest
		<b>Approved after consideration 22.08.2013</b>		
NMA/2013/0088	Farnham Shortheath and Boundstone	Amendment to WA/2012/0255 to provide changes to windows and glazing. <b>Previous comments were as follows: Approved after consideration on 08.03.2012</b>	PRIVETT COTTAGE, SUNNYDELL LANE, FARNHAM GU10 4RB	Mrs M Knight
		<b>Approved after consideration on 08.03.2013 and 22.08.2013</b>		
WA/2013/1224	Farnham Upper Hale	Erection of extensions and alterations to form a two-storey dwelling (revision of WA/2013/0384). <b>Previous comments on 28.03.2013 were as follows: Approved after consideration on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>	THE PADDOCK, 6A FOLLY HILL FARNHAM GU9 0AY	Tim Bryson
		<b>Approved after consideration on 28.03.2013 and 22.08.2013 on the condition that the extension and alterations are in line with the particulars of the Farnham Design Statement</b>		

Reference	Ward	Description	Location	WBC Officer
CA/2013/0074	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	LAND AT MAVINS ROAD & LITTLE AUSTINS ROAD, FARNHAM GU9 8JT	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
CA/2013/0073	Farnham Castle	FARNHAM CONSERVATION AREA. Works to trees.	THE OLD VICARAGE, VICARAGE LANE, FARNHAM, GU9 7PR	Mr A Clout
		<b>No objection subject to the approval of the Conservation Officer</b>		
WA/2013/1271	Farnham Hale and Heath End	Erection of extensions and alterations.	7 WEST CLOSE, FARNHAM GU9 0RF	Ms L Smitheman
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1273	Farnham Shortheath and Boundstone	Erection of two storey side extension.	39 BURNT HILL ROAD, FARNHAM GU10 4RU	Mr A Griffiths
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
TM/2013/0109	Farnham Wrecclesham and Rowledge	Application to fell a tree subject of Tree Preservation Order 08/07.	20 LICKFOLDS ROAD, FARNHAM GU10 4AE	Mr A Clout

Reference	Ward	Description	Location	WBC Officer
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1274	Farnham Wrecclesham and Rowledge	Certificate of Lawfulness under Section 192 for the erection of a single storey extension following demolition of conservatory (revision of WA/2013/0647). <b>Previous comments on 30.04.2013 were as follows: Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>	PADDOCK WOOD, SUMMERFIELD LANE, FRENHAM GUI0 3AN	Andrew Forrest
		<b>Approved after consideration on 30.04.2013 and 22.08.2013 and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
CA/2013/0076	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. Works to trees.	3 BEALES LANE, FARNHAM GUI0 4PY	Mr A Clout
		<b>No objection subject to the approval of the Conservation Officer</b>		
CA/2013/0075	Farnham Wrecclesham and Rowledge	WRECCLESHAM FARNHAM CONSERVATION AREA. Works to trees.	1 BEALES LANE, FARNHAM GUI0 4PY	Mr A Clout
		<b>No objection subject to the approval of the Conservation Officer</b>		

Reference	Ward	Description	Location	WBC Officer
WA/2013/1213	Farnham Castle	Erection of 22 dwellings with associated parking, new pedestrian and vehicle access and landscaping following the demolition of existing buildings.	TRAVIS PERKINS, WEST STREET, FARNHAM GU9 7AF	Sarah Rogers
		<b>FTC welcomes the imaginative use of a brown fill site</b>		
WA/2013/1183	Farnham Castle	Erection of stable block and associated works following demolition of existing buildings.	LAND AT RUNWICK LANE, FARNHAM GU10 5EG	Ms L Smitheman
		<b>No on condition the building remains ancillary to the main building</b>		
WA/2013/1180	Farnham Castle	Change of Use of land from commercial equestrian to ancillary residential use together with erection of detached double garage with habitable accommodation above.	KNOWLE FARM, 19 OLD PARK LANE, FARNHAM GU9 0AN	Tim Bryson
		<b>No objection on condition this always remains ancillary to the main building</b>		
WA/2013/1196	Farnham Hale and Heath End	Erection of roof extensions to form gable ends; construction of rear dormer window and insertion of front roof lights to provide loft conversion.	39 FARNBOROUGH ROAD, FARNHAM GU9 9AQ	Ms L Smitheman
		<b>Concerned at the poor design and effect on the neighbours amenities</b>		
WA/2013/1194	Farnham Shortheath and Boundstone	Erection of extension and alterations to existing garage.	11 BOUNDSTONE ROAD, WRECCLESHAM GU10 4TH	Sarah Rogers
		<b>Object, this is overdevelopment of</b>		

Reference	Ward	Description	Location	WBC Officer
		<b>the garage and concerned about the possible future use of the garage</b>		
WA/2013/1226	Farnham Castle	Change of Use of ground and mezzanine floor from retail (Class A1) to a mixed use (Class A1/A3) cafe/restaurant.	FARNHAM SADDLERS, 7 WEST STREET, FARNHAM GU9 7DN	Rachel Fletcher
		<b>Approved after consideration 22.08.2013</b>		
WA/2013/1258	Farnham Moor Park	Erection of part single and part two storey extensions following partial demolition of existing building.	MONASTERY CLOCK, OLD COMPTON LANE, FARNHAM GU9 8EG	Rachel Fletcher
		<b>Approved after consideration 22.08.2013</b>		
WA/2013/1243	Farnham Moor Park	Erection of a three storey hotel (Class C1) and single storey pub/restaurant (Class A4) together with car parking and landscaping following demolition of existing buildings.	PATRICKS STONEMASON SITE, GUILDFORD ROAD, FARNHAM GU9 9PS	Mr A Griffiths
		<b>FTC is delighted residents have been consulted and that the council has also been consulted</b>		
WA/2013/1221	Farnham Shortheath and Boundstone	Change of Use of chapel to dwelling and associated extensions and alterations.	THE CHAPEL, GREEN LANE, FARNHAM GU9 8PT	Mr A Griffiths
		<b>No observations</b>		
WA/2013/1239	Farnham Upper Hale	Certificate of lawfulness under Section 192 for construction of dormer window and roof light to allow loft conversion.	HEATHERBANK, 13 SPRING LANE WEST, FARNHAM GU9 0BX	Ms L Smitheman

Reference	Ward	Description	Location	WBC Officer
		<b>Concerned about the style and scale of the dormer windows and the raising of the height of the roof. The design is unsympathetic to the main building</b>		
AF/2013/0002	Farnham Weybourne and Badshot Lea	Prior Notification Application - Change of use from Agricultural Building to Class B8 (storage and distribution).	LITTLE ACRES NURSERY, ST GEORGES ROAD, BADSHOT LEA GU9 9NT	Tim Bryson
		<b>No objections provided there are conditions enforced to limit the traffic movement</b>		
WA/2013/1296	Farnham Bourne	Change of use from retail (Class A1) to community cafe (Class A3).	44C FRENHAM ROAD, FARNHAM GU10 3PX	Andrew Forrest
		<b>FTC welcomes this innovative application and CIC and wishes every success for the future</b>		
WA/2013/1288	Farnham Castle	Erection of extensions and alterations.	8 LOWER CHURCH LANE, FARNHAM GU9 7PS	Ms L Smitheman
		<b>No objections subject to the approval of the Listed Buildings Officer</b>		
WA/2013/1289	Farnham Castle	Listed Building consent for erection of extensions and alterations.	8 LOWER CHURCH LANE, FARNHAM GU9 7PS	Ms L Smitheman
		<b>No objections subject to the approval of the Listed Buildings Officer</b>		
WA/2013/1284	Farnham Firgrove	Erection of extensions and alterations.	11 FIRGROVE HILL, FARNHAM GU9 8LH	Mr A Griffiths

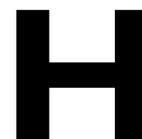
Reference	Ward	Description	Location	WBC Officer
		<b>No objection provided there is no adverse effect to the neighbours' amenities.</b>		
WA/2013/1286	Farnham Shortheath and Boundstone	Erection of single storey extension.	5 CHESTNUT AVENUE, FARNHAM GU9 8UL	Tim Bryson
		<b>Approved after consideration 22.08.2013</b>		
WA/2013/1283	Farnham Upper Hale	Erection of single storey extension following demolition of existing conservatory.	1 FERNHILL DRIVE, FARNHAM GU9 0HR	Tim Bryson
		<b>Concerned about the size, scale and design and the effect on the neighbours' amenities</b>		
WA/2013/1299	Farnham Upper Hale	Erection of extensions and alterations.	5 HEREFORD LANE, FARNHAM GU9 0JQ	Sarah Rogers
		<b>Concerned about the size, scale and design of the application</b>		

The meeting closed at 7.55pm

Notes taken by Ginny Gordon



# FARNHAM TOWN COUNCIL



## Notes

Planning & Licensing Consultative group

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### Time and date

7.00pm on Thursday 12 September 2013

### Place

Members Room, South Street, Farnham

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### Planning Consultative Group Members Present

Cllr David Beaman

Cllr Carole Cockburn

### Other Councillors in attendance:

Cllr Paddy Blagden (ex-officio)

**Officers in attendance:** Ginny Gordon

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

**1. Apologies for absence**

Councillor Ricketts

**2. There were no Declarations of Interest**

**3. Applications Considered by the Planning Consultative Group on Thursday 12 September 2013**

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1318	Farnham Bourne	Erection of double garage following demolition of existing garage.	18 BOURNE GROVE, FARNHAM, GU10 3QU	Ms L Smitheman

Ref	Ward	Proposal	Site Address	Officer Name
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
CA/2013/0081	Farnham Bourne	OLD CHURCH LANE FARNHAM CONSERVATION AREA. 1x Oak - fell.	LAND TO THE SOUTH OF OLD CHURCH LANE, FARNHAM	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
CA/2013/0079	Farnham Castle	FARNHAM CONSERVATION AREA. Works to trees.	11 CASTLE STREET, FARNHAM GU9 7JA	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1310	Farnham Castle	Listed Building Consent for display of non- illuminated signs.	HALIFAX PLC, 8 WEST STREET, FARNHAM GU9 7D	Ms L Smitheman
		<b>No objection subject to the approval of the Listed Buildings Officer</b>		
WA/2013/1309	Farnham Castle	Display of non-illuminated signs	HALIFAX PLC, 8 WEST STREET, FARNHAM GU9 7DN	Ms L Smitheman
		<b>No objection subject to the approval of the Listed Buildings Officer</b>		
WA/2013/1315	Farnham Castle	Change of Use from cemetery chapel to a workshop (Class B1).	WEST STREET CHAPEL, WEST STREET, FARNHAM GU9 7AB	Tim Bryson

Ref	Ward	Proposal	Site Address	Officer Name
		<b>No observations</b>		
WA/2013/1316	Farnham Castle	Listed Building Consent for internal alterations.	WEST STREET CHAPEL, WEST STREET, FARNHAM GU9 7AB	Tim Bryson
		<b>No observations</b>		
CA/2013/0078	Farnham Castle	FARNHAM CONSERVATION AREA. 7x Sycamore trees - fell.	2-3 WEST STREET, FARNHAM GU9 7DN	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1313	Farnham Hale and Heath End	Erection of single storey extension and alterations.	PINEVIEW, HEATH CLOSE, FARNHAM GU9 0PS	Ms L Smitheman
		<b>Concerned about the possible adverse effects on the residential amenities of the neighbours</b>		
TM/2013/0115	Farnham Hale and Heath End	Application for works to a tree subject of Tree Preservation Order 33/99.	5 FAIRVIEW GARDENS, FARNHAM GU9 0NG	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1305	Farnham Moor Park	Erection of detached garage/store and conversion of integral garage into habitable accommodation.	AMBULO, THE CLOSE, FARNHAM GU9 8DR	Andrew Forrest
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		

Ref	Ward	Proposal	Site Address	Officer Name
TM/2013/0114	Farnham Shortheath and Boundstone	Application for works to trees subject of Tree Preservation Order 6/99.	23 LONGHOPE DRIVE, FARNHAM GUI0 4SN	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
TM/2013/0116	Farnham Wrecclesham and Rowledge	Application for works to and removal of trees subject of Tree Preservation Order 14/00.	11 THE CHINE, FARNHAM GUI0 4NN	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
NMA/2013/0097	Farnham Wrecclesham and Rowledge	Amendment to WA/2013/0229 to retain and match existing roof tiles and alter glazing in dormer window. <b>Previous comments as follows: Approved after consideration on 28/3/2013 on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement</b>	8 COPSE WAY, FARNHAM GUI0 4QL	Mrs M Knight
		<b>Approved after consideration on /09/13 and 28/3/2013 on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement</b>		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1352	Farnham Bourne	Application for a new planning permission to replace extant permission WA/2010/1222 (erection of extensions and garage). <b>Previous comments on 19.,08.2010 - No objections</b>	69 LODGE HILL ROAD, FARNHAM GU10 3RB	Sarah Rogers
		<b>Same comments still stand as at 19.08.2010. No objections</b>		
CA/2013/0085	Farnham Bourne	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	9 GREAT AUSTINS, FARNHAM GU9 8JG	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1335	Farnham Bourne	Erection of extensions and alterations following demolition of existing extension.	73 FRENHAM ROAD, FARNHAM GU10 3HL	Ms L Smitheman
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1342	Farnham Castle	Erection of extensions and alterations.	67 CRONDALL LANE, FARNHAM GU9 7DG	Ms L Smitheman
		<b>Concerned about the adverse effect on the neighbours amenities</b>		
WA/2013/1357	Farnham Moor Park	Erection of extensions and alterations.	16 UPPER SOUTH VIEW, FARNHAM GU9 7JW	Ms L Smitheman

Ref	Ward	Proposal	Site Address	Officer Name
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1339	Farnham Shortheath and Boundstone	Erection of extensions and alterations following demolition of existing garage and conservatory (revision of WA/2013/0564). <b>Previous comments on 30.04.2013 - Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>	53 GREEN LANE, FARNHAM GU9 8QE	Ms L Smitheman
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1354	Farnham Shortheath and Boundstone	Erection of detached boat/cycle store.	LITTLE ORCHARDS, 86B BOUNDSTONE ROAD, ROWLEDGE GUI0 4AU	Sarah Rogers
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1353	Farnham Shortheath and Boundstone	Erection of detached games room.	LITTLE ORCHARDS, 86B BOUNDSTONE ROAD, ROWLEDGE GU10 4AU	Sarah Rogers
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1349	Farnham Wrecclesham and Rowledge	Erection of two storey rear extension following demolition of existing extensions.	30 SHORTEATH CREST, FARNHAM GU9 8SB	Tim Bryson
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1367	Farnham Bourne	Erection of garage/store following demolition of existing garage.	5 VALLEY LANE, LOWER BOURNE GU10 3NQ	Tim Bryson
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1403	Farnham Bourne	Application under Section 73 to vary Condition 5 of WA/2012/0059 (approved drawing numbers) to allow change to external finish with horizontal timber boarding. <b>Previous comments on 09.02.2012 were as follows: We do not have additional concerns regarding the basement being extended as shown in these revised plans.</b>	SPRUCE ACRES, TILFORD ROAD, FARNHAM GU9 8HS	Mr A Griffiths
		<b>Same comments: We do not have additional concerns regarding the basement being extended as shown in these revised plans.</b>		
TM/2013/0121	Farnham Bourne	Application for works to and removal of trees subject of Tree Preservation Order WAI 16.	2C VICARAGE HILL, FARNHAM GU9 8HG	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
CA/2013/0091	Farnham Bourne	OLD CHURCH LANE, FARNHAM CONSERVATION AREA. Works to trees.	2C VICARAGE HILL, FARNHAM GU9 8HG	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1394	Farnham Castle	Erection of carport and store following demolition of existing garage.	4 BRICKFIELD COTTAGES, MIDDLE OLD PARK, FARNHAM GU9 0AW	Ms L Smitheman

Ref	Ward	Proposal	Site Address	Officer Name
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1383	Farnham Castle	Construction of dormer window and installation of roof lights to provide loft conversion together with alterations to garage roof.	32 LONG GARDEN WALK EAST, FARNHAM GU9 7HX	Andrew Forrest
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1399	Farnham Shortheath and Boundstone	Erection of single storey extension and alterations.	15 THORN ROAD, FARNHAM GU10 4TU	Mr A Griffiths
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
CA/2013/0090	Farnham Shortheath and Boundstone	GREAT AUSTINS FARNHAM CONSERVATION AREA. Works to trees.	TILFORD WAY, 11 GREENHILL WAY, FARNHAM GU9 8SZ	Mr A Clout
		<b>No objection subject to the approval of the Arboriculture Officer</b>		
WA/2013/1381	Farnham Upper Hale	Erection of roof extensions and alterations.	5 LAWDAY LINK, FARNHAM GU9 0BS	Andrew Forrest

Ref	Ward	Proposal	Site Address	Officer Name
		<b>Approved after consideration and on the condition that the extensions and alterations are in line with the particulars of the Farnham Design Statement.</b>		
WA/2013/1374	Farnham Wrecclesham and Rowledge	Application under Section 73 to vary Condition 5 of WA/2013/0206 (approved plan numbers) to allow alterations to approved extension. <b>Previous comments on 11.03.2013 were as follows: Approved on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement and subject to the approval of the Conservation Officer</b>	28 POTTERY LANE, FARNHAM GU10 4QJ	Mr A Griffiths
		<b>Approved on the condition that the conversion and alterations are in line with the particulars of the Farnham Design Statement and subject to the approval of the Conservation Officer</b>		
CR/2013/0017	Farnham Castle	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	20 - 21 THE BOROUGH, FARNHAM GU9 7NQ	Rachel Fletcher
		<b>Farnham Town Council welcomes the use of redundant office space from commercial to residential use.</b>		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1325	Farnham Castle	Erection of extensions and alterations to the existing hotel building following part demolition; erection of building to provide 6 new hotel rooms; erection of 4 dwellings together with alterations to vehicle access and parking arrangements.	BISHOPS TABLE HOTEL, 27 WEST STREET, FARNHAM GU9 7DR	Mr A Griffiths
		<b>It is difficult to comment further due to inadequate information</b>		
WA/2013/1312	Farnham Weybourne and Badshot Lea	Erection of car wash facility, including provision of car wash structure, office building and shed for a temporary 3 year period.	BADSHOT LEA SERVICE STATION, 131 BADSHOT LEA ROAD, BADSHOT LEA GU9 9LS	Tim Bryson
		<b>No objections, approved after consideration on 12.09.2013</b>		
WA/2013/1347	Farnham Bourne	Erection of extension to roof and installation of rooflights.	128 BURNT HILL ROAD, LOWER BOURNE GU10 3LJ	Tim Bryson
		<b>Concerned about the adverse effect on the street scene and the proposed extension is not sympathetic to the Farnham Design Statement</b>		
WA/2013/1345	Farnham Bourne	Erection of extensions and alterations.	6 DENE WALK, FARNHAM GU10 3PL	Sarah Rogers
		<b>No objections, approved after consideration on 12.09.2013 and on the condition that the conversion and alterations are in line with the particulars of</b>		

Ref	Ward	Proposal	Site Address	Officer Name
		<b>the Farnham Design Statement</b>		
WA/2013/1331	Farnham Moor Park	Display of illuminated and non-illuminated signs.	THE SLUG AND LETTUCE, 9-11 EAST STREET, FARNHAM GU9 7RX	Sarah Rogers
		<b>Concerned about the poor design and the display should be limited to the menus only</b>		
DW/2013/0016	Farnham Upper Hale	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 3m, and for which the height of the eaves would be 2.4m.	ROSE COTTAGE, 4B BALL AND WICKET LANE, FARNHAM GU9 0PD	Mr A Griffiths
		<b>No comment</b>		
WA/2013/1330	Farnham Upper Hale	Erection of extensions and alterations to existing bungalow to create chalet bungalow following demolition of existing garage and conservatory.	2A HOGHATCH LANE, FARNHAM GU9 0BY	Ms L Smitheman
		<b>Concerned about the size of the proposed extension</b>		
CR/2013/0020	Farnham Weybourne and Badshot Lea	Prior Notification Application - Change of use from Class B1a (office) to Class C3 (residential) use.	68 LOWER WEYBOURNE LANE, FARNHAM GU9 9HP	Rachel Fletcher
		<b>Farnham Town Council welcomes the use of redundant office space from commercial to residential use.</b>		

Ref	Ward	Proposal	Site Address	Officer Name
WA/2013/1338	Farnham Weybourne and Badshot Lea	Erection of extensions and alterations.	BINDON HOUSE, MONKTON LANE, FARNHAM GU9 9AA	Mr A Griffiths
		<b>Concerned that the proposed application appears to be two dwelling sunder one roof.</b>		
NMA/2013/0103	Farnham Bourne	Amendment to WA/2013/0451 to omit 2 tall windows to proposed kitchen and insert 1 large window in its place and to omit face brickwork to proposed garden room, render and paint walls instead.	PROSPECT HOUSE, 53 LODGE HILL ROAD, LOWER BOURNE GU10 3RD	Mrs M Knight
		<b>No comment</b>		
WA/2013/1416	Farnham Castle	Erection of single storey rear extension.	44 GREENFIELD ROAD, FARNHAM GU9 8TJ	Tim Bryson
		<b>No objections, approved after consideration on 12.09.2013 and on the condition that the extension is in line with the particulars of the Farnham Design Statement</b>		
WA/2013/1400	Farnham Castle	Erection of dwelling following demolition of existing building.	20 - 21 THE BOROUGH, FARNHAM GU9 7NQ	Rachel Fletcher
		<b>No objections, approved after consideration on 12.09.2013 and on the condition that the</b>		

Ref	Ward	Proposal	Site Address	Officer Name
		<b>proposed application is in line with the particulars of the Farnham Design Statement</b>		
WA/2013/1401	Farnham Castle	Insertion of 4 windows and 8 rooflights.	20 - 21 THE BOROUGH, FARNHAM GU9 7NQ	Rachel Fletcher
		<b>No objections, approved after consideration on 12.09.2013</b>		
WA/2013/1380	Farnham Castle	Change of Use from office (Class B1) to Dental Practice (Class D1), together with internal alterations.	SECOND FLOOR, VICTORIA HOUSE, SOUTH STREET, FARNHAM GU9 7QU	Andrew Forrest
		<b>No comment</b>		
WA/2013/1362	Farnham Hale and Heath End	Erection of single storey rear extension and alterations.	9 FARNBOROUGH ROAD, FARNHAM GU9 9AQ	Rachel Fletcher
		<b>No objections, approved after consideration on 12.09.2013 and on the condition that the proposed application is in line with the particulars of the Farnham Design Statement</b>		
WA/2013/1412	Farnham Moor Park	Erection of single storey extension.	19 PARK ROAD, FARNHAM GU9 9QN	Sarah Rogers
		<b>No objections, approved after consideration on 12.09.2013 and on the condition that the proposed application is in line with the particulars of the</b>		

Ref	Ward	Proposal	Site Address	Officer Name
		<b>Farnham Design Statement</b>		
WA/2013/1365	Farnham Shortheath and Boundstone	Certificate of Lawfulness under Section 192 for the erection of a single storey rear extension.	56 BOUNDSTONE ROAD, WRECCLESHAM GU10 4TR	Mr A Griffiths
		<b>No comment</b>		
DW/2013/0017	Farnham Wrecclesham and Rowledge	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.0m, for which the height would be 3.4m, and for which the height of the eaves would be 2.5m.	14 SCHOOL HILL, WRECCLESHAM GU10 4QD	Tim Bryson
		<b>No comment</b>		
WA/2013/1360	Farnham Wrecclesham and Rowledge	Change of Use from dwelling (Class C3) to a mixed use of dwelling and dog grooming business.	21 ROSEMARY LANE, FARNHAM GU10 4DB	Tim Bryson
		<b>Concerned the business could escalate and concerned about the extra traffic this would cause in a narrow lane.</b>		

The meeting closed at 8.00pm

Notes taken by Ginny Gordon