



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 11 March 2010.

### Place

The Council Chamber, South Street, Farnham

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TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY** on **THURSDAY 11 MARCH 2010, at 7.00PM.**

The Agenda for the meeting is set out over.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Potter'.

Mr Roland Potter  
Town Clerk

### 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.



# FARNHAM TOWN COUNCIL

## Agenda Full Council

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### Time and date

7.00pm on Thursday 11 March 2010.

### Place

The Council Chamber, South Street, Farnham

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#### 1 Apologies

To receive apologies for absence.

#### 2 Minutes

To sign as a correct record the minutes of the Farnham Town Council meeting held on Thursday 21 January 2010 – attached at **Appendix A**.

#### 3 Disclosure of Interests

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

#### NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to wendy.coulter@farnham.gov.uk by 12 noon on Wednesday 10 March 2010. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

#### 4 Statements by the Public

The Town Mayor to invite members of the public present, to indicate on which item on the agenda if any, they would like to speak.

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

## **5 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

### **Part 1 – Items for Decision**

## **6 Finance**

- a. To receive the unqualified report and Annual Return from the External Auditor for the year ending 31 March 2009 – **attached at Appendix B.**
- b. To approve the recommendations of the Corporate Development and Audit Working Group to adopt an Action Plan to address the points raised by the Internal Auditor Haines Watts in June 2009 – **attached at Appendix C.**
- c. To approve the recommendations of the Corporate Development and Audit Working Group on the annual review of the Internal Auditor Haines Watts – **attached at Appendix D.**
- d. To note the timetable for the completion of the Annual Accounts and Audit for the Year Ended 31 March 2010 – **attached at Appendix E.**

## **7 Corporate Risk Assessment**

To receive the summary of the Corporate Risk Assessment for the Year 2009/2010.

To receive and agree the Action Plan to address risks identified within the assessment - **attached at Appendix F.**

## **8 Grants**

To consider the recommendations of the Corporate Development and Audit Working Group regarding grant applications from:

The Chantry's Residents Association  
Farnham Amateur Operatic Society  
Farnham Andernach Friendship Association

Report and recommendations – **attached at Appendix G.**

## **9 Recognising the Contribution of the Local Armed Forces**

To consider a proposal by Waverley Borough Council that Waverley Borough Council and the three Town Councils, namely Farnham Town Council, Godalming Town Council, Haslemere Town Council and Cranleigh Parish Council jointly give a declaration of support to the local army regiment, the Princess of Wales' Royal Regiment.

Report and recommendations - **attached at Appendix H.**

### **Part 2 – Items to Note**

## **10 Finance**

To note the financial report on Town Council expenditure for nine months to 31 December 2009 – **to be circulated prior to the meeting.**

## **11 Launch of Consultation on Farnham Design Statement**

To note that the Consultation on the Farnham Design Statement will begin on Monday 15 March 2010 and continue for six weeks.

## **12 Working Group Notes**

To receive notes from the Corporate Development and Audit Working Group Meetings held on 2 February 2010 – **Appendix J**.

To receive notes from the Cemeteries Appeals and Working Group Meeting held on 28 January 2010 – **Appendix K**.

To receive notes from the Tourism and Events Working Group Meeting held on 4 February 2010 – **Appendix L**.

To receive notes from the Farnham in Bloom Working Group Meeting held on 11 February 2010 – **Appendix M**.

## **13 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies.

## **14 Planning Applications**

To receive the minutes of the meetings of the Planning Consultative Group held on:

14 January 2010 attached at **Appendix N**.

28 January 2010 attached at **Appendix O**.

11 February 2010 attached at **Appendix P**.

25 February 2010 attached at **Appendix Q**.

The above actions are taken with delegated authority.

## **15 Exclusion of the Press and Public**

To pass a resolution to exclude members of the public and press from the meeting at Part 3, Item 16, of the agenda.

## **Part 3 – Confidential Items**

## **16 Transfer of Assets**

To discuss the Transfer of Assets from Waverley Borough Council to Farnham Town Council.

The Town Mayor will close the meeting.

3 March 2010

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

Membership: Councillors Lucinda Fleming (Town Mayor), John Ward (Deputy Town Mayor), David Attfield, Gillian Beel, Carole Cockburn, Victor Duckett, Pat Frost, Bob Frost, Carlo



Genziani, Gillian Hargreaves, Stephen Hill, Denise Le Gal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp.

Distribution: Full agenda and supporting papers to all Councillors (by post) Agenda only by email to all Councillors.



# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Thursday 21 January 2010

### Place

The Council Chamber, South Street, Farnham

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- \* Cllr L Fleming (Town Mayor)
- \* Cllr J Ward (Deputy Town Mayor)
- \* Cllr D Attfield
- \* Cllr G Beel
- \* Cllr C Cockburn
- \* Cllr V Duckett
- \* Cllr (Mrs) P Frost
- o Cllr R Frost
- \* Cllr C Genziani
- \* Cllr G Hargreaves
- \* Cllr S Hill
- o Cllr D Le Gal
- o Cllr A Lovell
- \* Cllr J Maines
- o Cllr S O'Grady
- \* Cllr R Steel
- \* Cllr C Storey
- \* Cllr A Thorp

- \* Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Members and Committee Services Co-ordinator) (recorded minutes of meeting).

## QUESTIONS BY THE PUBLIC

There were no questions from the Public.

### C 105/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Frost, D Le Gal, A Lovell and S O'Grady.

### C 106/09 MINUTES

The Minutes of the Farnham Town Council Meeting held on 17 December 2009 were signed by the Town Mayor as a correct record.

### C 107/09 DISCLOSURE OF INTERESTS

There were no declarations of interest.

### C 108/09 STATEMENTS BY THE PUBLIC

There were no statements by the public.

### C 109/09 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor thanked everyone for the way they had coped with the adverse weather conditions. She thanked all those who had made considerable effort to ensure that the supermarkets were kept open and she also thanked the Town Council's staff especially the reception staff for dealing with the deluge of complaints particularly as Waverley Borough Council's desk was unmanned during the snow.

The Town Mayor also asked the Members to note that the Farnham Design Statement roadshows would be taking place from 27 January 2010, to gather views and comments about the first draft of the Design Statement.

Finally the Mayor reminded Members that there would be a Farmers' Market held on Sunday 24 January and the Mayor would be holding a Cake Stall, all contributions of cakes would be gratefully received.

## **Part 1 – Items for Decision**

### C 110/09 PRECEPT 2010/2011

Councillor Ward presented a report on the proposed precept for 2010/2011.

Councillor Ward reminded Members that the Council's Budget had already been agreed at £878,739.

The Budget had been reduced from the previous year by £48,000.

The Town Council had taken on more services without increasing the budget.

The Town Council had taken into consideration that the Council's reserves were sufficient and that the current economic situation was poor and affected most of Farnham's residents and that the Town Council wanted to keep costs down.

Following a meeting of Corporate Development and Audit Working Group it was recommended that after an increase in the Tax Base for Band D properties it was possible to keep the Town Council's Precept at the same level as 2009/2010 with no increase to the Farnham Tax Payer.

Cllr Ward proposed that Members approve the recommendation of the Corporate Development and Audit Working Group that the average Band D household Council Tax should remain unchanged for the financial year 2010/2011.

Cllr Cockburn supported the proposals for the current year and congratulated all those involved in the process.

Cllr Maines welcomed the proposal in a year where the country was suffering from an economic crisis however; she reminded Members that it was unlikely that the Precept could be kept at a zero increase for the coming years particularly as the Borough Council continued to pass more and more services down to the Town Council.

Cllr Steel agreed with the proposals and agreed that it was good news in the current economic situation. He also congratulated the officers of the Town Council for the standard of the events and the standard of service.

**Resolved: That the average Band D household council tax remain unchanged for the financial year 2010/2011 at a cost of £51.06 (0.98p per week) to provide a total collectable precept of £875,939.**

C 111/09 TAG FARNBOROUGH AIRPORT LTD – PLANNING APPEAL

Members received the notification of appeal for TAG Farnborough Airport Ltd.

Members were requested to appoint a Task Group to produce a response to the planning appeal by 2 March 2010 and to delegate to the Task Group the authority to respond on behalf of the Town Council.

Members were also requested to delegate to the Task Group the authority to co-opt, as appropriate, other persons to assist with the preparation of the Council's response.

**Resolved:**

- a. **That a Task Group comprising of Councillors D Attfield, G Beel, A Lovell, D Le Gal and S O'Grady be formed to produce a response to the planning appeal for TAG Farnborough Airport Ltd.**
- b. **That the Task Group be given the authority to respond on behalf of the Town Council.**
- c. **That the Task Group be given the authority to co-opt, as appropriate, other persons to assist with the preparation of the Council's response.**

**Part 2 – Items Noted**

C 112/09 COUNCIL MEETING DATES FOR THE MUNICIPAL YEAR 2010/2011

Members noted the amendments to the Municipal Calendar for the year 2009/2010.

Members noted the Municipal Calendar for the year 2010/2011 – **attached to record minutes.**

C 113/09     REPORTS FROM OUTSIDE BODIES

There were no reports from Outside Bodies.

C 114/09     PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on 17 December 2009.

**RESOLVED:** That the observations made by the Planning Consultative Group held on 17 December 2009, and dealt with in accordance with delegated authority, be noted.

C 115/09     EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED:** That in view of the confidential nature of business to be transacted at Agenda Item 12, Farnham Awards, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 12.

**Part 3 – Confidential Items**

C 116/09     FARNHAM AWARDS

Members received an update from the Town Mayor on the current status of the work of the Farnham Wards Selection Board and agreed the nominees.

The Town Mayor closed the meeting at 7.35pm.

Date

Chairman

## FARNHAM TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the adopted Farnham Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE: COUNCIL**

**DATE: 11 MARCH 2010**

**NAME OF COUNCILLOR: \_\_\_\_\_**

Please use the form below to state in which Agenda Items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct paragraph 12(2)).

Agenda No	Subject	I am a Waverley Borough Councillor		Other		Reason	Speak?	
		Personal	Prejudicial	Personal	Prejudicial		Yes	No

Signed

Dated

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgement of the public interest.

<sup>4</sup> State item under consideration.



# Local Councils in England

## Annual return for the year ended 31 March 2009

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Local councils in England (Parish Meetings, Parish and Town Councils) with an annual turnover of £1 million or less must complete an annual return summarising their annual activities at the end of each financial year.

The annual return on the following pages is made up of four sections:

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

**The council must ensure this annual return is approved no later than 30 June 2009.**

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

Please send the annual return, together with any additional information requested, to your appointed external auditor.

If required, your auditor will identify and ask for any documents needed for audit. Unless requested, please do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1,2 and 3.

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

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

More guidance on completing this annual return is available in the Practitioners' Guidance 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 – Statement of accounts for

FARNHAM Town Council

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2009.

	Year ending		Notes and guidance
	31 March 2008 £	31 March 2009 £	
1 Balances brought forward	883,063	952,933	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	821,195	841,725	Total amount of precept received in the year.
3 (+) Total other receipts	164,745	187,088	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	400,656	450,867	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 borrowings (if any).
6 (-) Total other payments	505,187	385,843	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	952,933	1,134,809	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	1,034,366	1,154,135	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	1,722,101	1,811,513	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	87,756	84,596	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	Yes	Yes	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council/meeting and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2009.

Signed by Responsible Financial Officer



Date 25/06/2009

I confirm that these accounts were approved by the council/meeting and recorded as minute reference

C032/09

Date 25/06/2009

Signed by Chair of meeting approving this statement of accounts



Date 25/06/2009



## Section 2 – Annual governance statement

We acknowledge as the members of FARNHAM TOWN COUNCIL our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the statement of accounts for the year ended 31 March 2009, that:

	Agreed – Yes or No	Yes means that the council/meeting
1 we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its statement of accounts in the way prescribed by law.
2 we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	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 have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 we have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7 we have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8 we have 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 statement of accounts.	YES	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 have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	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/meeting and recorded as minute reference

C 032/09 dated 25.06.2009

Signed on behalf of FARNHAM TOWN COUNCIL  
 Signed by: Chair R. POTE 18/6/09 Date 25/06/2009  
 Signed by: Clerk R. POTE 18/6/09 Date 25/06/2009

**\*Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified

## Section 3 – External auditor's certificate and opinion

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2009 of

FARNHAM TOWN

COUNCIL/MEETING

### Respective responsibilities of the council and the auditor

The council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- summarises the council's accounting records for the year ended 31 March 2009; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

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

### External auditor's report

(Except for the matters reported below)\* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements 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/meeting:

(continue on a separate sheet if required)

External auditor's signature BDO LLP

External auditor's name BDO LLP Southampton  
United Kingdom

Date 7 July

**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*.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

## Section 4 – Annual internal audit report to

FARNHAM TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2009.

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, opposite, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

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

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 HW ASSURANCES & CONTROLS LLP

Signature of person who carried out the internal audit  HW CONTRACTS & ASSURANCES LLP Date 20/06/2009

**\*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 2009 annual return

- 1 Please 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 approved by the council, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved and/or unexplained amendments will be returned unaudited and may incur additional costs.
- 2 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it off to the auditor.
- 3 Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
- 4 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliations is available in the *Practitioners' Guide\**.
- 5 Please **explain fully** significant variances in the statement of accounts. Do not just send in a copy of your detailed financial statements instead of this explanation. The auditor wants to know that **you** understand the reasons for the change. Please include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide\** to assist you.
- 6 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 7 Please make sure that your statement of accounts adds up! Also please ensure that the balance carried forward from the previous year (Box 7 of 2008) equals the balance brought forward in the current year (Box 1 of 2009).
- 8 **Do not complete section 3.** This section is reserved for the external auditor who will complete it at the conclusion of their audit.
- 9 Use the *Practitioners' Guide\** for guidance. This publication is regularly updated and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines open should you wish to talk through any problem you may encounter.

Completion checklist – No answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	YES
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	YES
Section 1	Council approval confirmed by signature of Chair of meeting approving accounts?	YES
	An explanation of significant variations from last year to this year is provided?	YES
	Bank reconciliation as at 31 March 2009 agreed to Box 8?	YES
	An explanation of any difference between Box 7 and Box 8 is provided?	YES
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? <b>NB: Do not send trust accounts unless requested.</b>	YES
Section 2	For any statement to which the response is 'no', an explanation is provided?	YES
Section 4	All green boxes completed by internal audit and explanations provided?	YES

**\*Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide 2008 edition*, 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)



# FARNHAM TOWN COUNCIL

# C

## Public Report

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**Report to** - Full Council - Thursday 11 March 2010

**Report of** - The Town Clerk

**Title** - Action Plan to address points raised by the Internal Auditor

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### 1 Purpose of the Report

To approve the recommendations of the Corporate Development and Audit Working Group to adopt an Action Plan to address the points raised by the Internal Auditor Haines Watts in June 2009.

### 2 Summary of Key Issues

In June 2009 the Town Council received the Internal Auditors report on points to be considered for action by the Town Council – **Annex A**.

The report has been subsequently submitted to the External Auditors BDO Stoy Hayward and the Annual Return has been returned unqualified.

The External Auditors require the Council to formally adopt the Action Plan (**Annex B**) to address the points raised by the Internal Auditor prior the end of the Financial Year 31 March 2010.

Corporate Development and Audit Working Group considered the Internal and the External Auditors Report and the subsequent Action Plan and have recommended the Action Plan to Full Council for approval and adoption.

### 3 Recommendation

**To receive and adopt the Action Plan to address the points raised by the Internal Auditor, Haines Watts.**

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3 March 2010

Note: The person to contact about this report is the Town Clerk Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)

ANNEX A



Mr R Potter  
Farnham Town Council  
Town Council Office  
South Street  
Farnham  
Surrey  
GU9 7RN

Our ref: DS/F802

20 June 2009

Dear *Mr Potter*

**Farnham Town Council  
Internal Audit 2008/9**

The Town Council's Internal Audit has been completed in accordance with the requirements of the audit regime and we have completed the Annual Report by the Internal Auditor for the financial year ended 31 March 2009. The Annual Return and supporting paperwork can now be sent to your external auditors, BDO Stoy Hayward LLP.

The Internal Audit process is an integral part of the audit regime which concerns itself with the principles of good governance, accountability and transparency. These are set out and considered in detail in the NALC publication entitled Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide ("the Guide").

You may take comfort that your Council operates a system of internal controls which is adequate and effective, given the resources available to it, and for the most part adheres to the Guide and other accounting and control principles for the financial year 2008/9.

I need now to bring to your attention the findings of the internal audit process and you should report these findings at full Council. The findings detailed below are reported on an exception basis for the sake of brevity and are in sufficient detail for you to take action as appropriate.

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## **Risk Management**

The risk assessment was considered at the Council's meeting on 25 March 2009. Various policies were also adopted at that meeting relating to Human Resource issues, Corporate Governance and Finance. A new Code of Conduct for employees and a revised Code of Conduct for members were adopted at the meeting on 13 November 2008. The Standing Orders were amended and agreed at the meeting on 19 February 2009, but it will be appropriate for the Financial Regulations to be reconsidered before the current year end.

## **Farnham (South Street Trust)**

The proper title for this Trust is Farnham School of Science and Art and was founded from a conveyance document dating back to 26 June 1880. The school premises were sold in 1986/7 with the proceeds being invested and generating an income that was to be applied by the trustees "in promoting in such ways as it thinks fit the education in art and allied subjects of persons residing or studying in Farnham in the County of Surrey". The Council's involvement came into being on 19 June 1998 when Farnham Town Council was appointed as the trustee in place of Surrey County Council.

The Council has met once or twice a year in its role as Trustee to consider the applications made to it for financial support, with officers of the Council having undertaken the associated administrative tasks. Given the age of the founding document and the major change in circumstances (the school no longer being in existence) there are no other guidelines available to the Council in fulfilling its role as Trustee, apart from some guidance by the Charity Commissioners in that performing arts (music, drama etc) do not come within the scope of "art and allied subjects".

Although there has been some involvement of the Charity Commission it is unclear whether the Trust is a registered Charity. This should be pursued with them to clarify the position. There is no immediate evidence that the Trust has been in contact with HM Revenue & Customs and therefore its Income Tax status is unclear. It is possible that exemption might apply due to being established for charitable purposes (this can be the case irrespective of whether it is a registered Charity), but confirmation of this would be recommended.

As with the minutes of Council meetings, it would be good practice to include in the minutes of the meetings of the Trustees:

- The time the meeting commenced.
- A note of anybody other than the Trustees who is attending the meeting.
- A note of who kept the minutes.
- The time the meeting concluded.



Although there is no specific requirement to prepare accounts this would be recommended so that the Council can fulfil its responsibilities when completing the Annual Return. The Council needs to consider whether it should include the underlying investment within its insurance cover.

The Council also needs to consider how it will apply the investment income as the founding document does not provide for any accumulation of income, which should therefore be distributed annually. When seeking applications for funding it would be advisable to clarify the criteria of "art and allied subjects" as well as the funding being for "persons residing or studying in Farnham" so that all the available income can be distributed.

### **Grants**

Although the Council has set itself clear criteria for considering grant applications these may not be being considered in depth. It is the intention to review this aspect in more detail at the next internal audit visit.

### **Minutes**

It is recommended that the minutes of meetings record who was responsible for the minutes. Also although the time of late arrivals is noted this does not identify at what point in the meeting this occurred and so should be clarified.

### **Asset Register**

Whilst the register is comprehensive some of the values allocated to specific items appear to be unrealistic. Although a revaluation of some items is due in a couple of years as part of the 5 year cycle, it would be better to bring this exercise forward, particularly as SORP accounting is likely to need to be adopted in the near future. At that time it would also be advisable to review the insurance cover to ensure this is in line with the asset values. Consideration might also be given for adopting a mechanism whereby acquisitions and disposals of assets are tracked more closely to ensure that the register is correctly maintained and items are added or removed from the insurance cover at the relevant time.

### **Cemeteries**

A detailed review of the processes associated with the activities in the cemeteries was undertaken. Although the procedures are robust it would be advisable for invoices to be issued for all transactions, even though in the majority of cases these would merely be recording the payments already made by the undertakers.





Now will be an appropriate time to consider the internal audit requirements for the next couple of years. This not only needs to bear in mind the issues already identified, but also any forthcoming changes, such as the move to SORP accounting. We will therefore contact you later in the year to agree a work program and timetable for undertaking the work.

Yours sincerely

David Smy  
Partners Assistant



# FARNHAM TOWN COUNCIL

## Annex B

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### Report to

Farnham Town Council

### Title

Action Plan to address points raised by the Internal Audit Report 2009

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Area	Issue Raised	Yes or No	Action
1. Risk Management	To review Financial Regulations in the year 2009/2010.	Yes	Town Clerk to review Financial Regulations for consideration by the Corporate Development and Audit working Group for recommendation to Full Council.
2. South Street Trust	To review the status of the South Street Trust. To clarify income tax status. Recommended practice in taking Minutes. (see 4 below) Fidelity Insurance cover. Clarification of criteria.	Yes Yes Yes Yes Yes	Town Clerk to action prior to next meeting of the South Street Trust.

3. Grants	Review of Grant Making Process.	Yes	Corporate Development and Audit Working Group to undertake a review of the Grant Making Process which will be the subject of an independent internal audit review in 2009/2010.
4. Minutes	To record the name of the person responsible for taking the minutes. To identify the point at which late arrivals enter a meeting.	Yes Yes	Practice to be introduced by W. Coulter/G. Gordon.
5. Asset Register	To arrange the revaluation of assets. To review insurance cover for assets. Tracking of disposable assets.	Yes Yes Yes	The Town Clerk to prepare a report for Corporate Development and Audit Working Group to consider.
6. Cemeteries	To provide invoices to support receipt of fees.	Yes	Town Clerk to liaise with Cemeteries Service.

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

Distribution: To all Councillors



# FARNHAM TOWN COUNCIL

# D

## Public Report

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**Report to** - Full Council - Thursday 11 March 2010

**Report of** - The Town Clerk

**Title** – Annual review of Internal Auditor

---

### 1 Purpose of the Report

To approve the recommendations of the Corporate Development and Audit Working Group on the annual review of the Internal Auditor Haines Watts.

### 2 Summary of Key Issues

The External Auditor BDO Stoy Hayward require the Town Council to demonstrate that under its responsibilities for corporate governance that they have undertaken an annual review of the role and work of the Internal Auditor.

The format and template for this review is set out in the guidance on corporate governance for local town and parish councils.

Corporate Development and Audit Working Group considered the review as at **Annex A** that the review of the Internal Auditor be received and that the Town Council continue with the appointment of Haines Watts as Internal Auditor for the Financial Year 2010/2011.

### 3 Recommendation

**To receive the review of the Internal Auditor and to continue the appointment of Haines Watts as Internal Auditor for the Financial Year 2010/2011.**

---

3 March 2010

Note: The person to contact about this report is the Town Clerk Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

## Annex A

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### Report to

Farnham Town Council

### Title

Review of the system of Internal Audit

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Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of Internal Audit	The council agreed to continue the terms of reference of the internal audit previously approved on the appointment of the internal auditor and that this work would take into consideration the Councils corporate risk assessment, internal controls included in financial regulations and the day to day operation procedures of the Council. This work would also include areas of development identified by the Town Clerk or the Corporate Development and Audit Working group.	Yes	<ol style="list-style-type: none"><li>1. To review the procedures with project Skywalker.</li><li>2. To review areas for ensuring that the council can convert to SORP accounting.</li></ol>
2. Independence	The Council employs an independent firm of qualified chartered accountants to undertake its Internal Audit Process and are required to submit independent reports under that firm's authority to Council.	Yes	
3. Competence	The Council and its officers are satisfied that the internal audit work is carried out to the highest standards required by the professional body.	Yes	
4. Relationships	The Town Clerk agrees the Internal Audit plan with the internal auditors. The responsibilities of the Town Clerk/RFO are defined within their job description.	Yes	
5. Audit Planning	The annual audit plan is agreed as a result of the report on the previous internal audit	Yes	

	and this is recommended for approval at this meeting 25 June 2009.		
<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Yes or No</b>	<b>Areas for Development</b>
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs	Yes	See internal auditors report.
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement.	Yes	See internal auditors report.
Be seen as a catalyst for change	Internal Audit supports the Council's work in delivering improves services to the community.	Yes	See internal auditors report.
Add value and assist the organisation in achieving objectives	The Council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes	See internal auditors report.
Be forward looking	In formulation the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes Yes	See internal auditors report. See internal auditors report.
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responsibilities to risks, rather than relying solely on audit recommendations.	Yes Yes	See internal auditors report. The Council has a system of project management which encourages all members of staff to evaluate and manage risk.
Ensure the right resources are available.	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

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

Distribution: To all Councillors (by email)



# FARNHAM TOWN COUNCIL

# E

## Public Report

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**Report to** - Full Council - Thursday 11 March 2010

**Report of** - The Town Clerk

**Title** – Timetable for completion of the Annual Accounts and Audit for the Year Ended 31 March 2010.

---

### 1 Purpose of the Report

To note the timetable for the completion of the Annual Accounts and Audit for the Year Ended 31 March 2010.

### 2 Summary of Key Issues

31 March 2010	Financial Year End – Petty Cash Account, Paying in of all monies at 31.3.2010.
23 April 2010	Final closure of books for creditors.
28 May 2010	Draft Accounts to be completed
4 June 2010	Intermediate Audit work for External Auditor to be completed
8/9 June 2010	Internal Audit of Year End
24 June 2010	Annual Return and Accounts to be approved by Full Council
9 July 2010	Annual Return and Intermediate Audit submitted to External Auditors

### 3 Recommendation

**To note the timetable for the completion of the Annual Accounts.**

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3 March 2010

Note: The person to contact about this report is the Town Clerk Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL

# F

## Public Report

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**Report to** - Full Council - Thursday 11 March 2010

**Report of** - The Town Clerk

**Title** – Corporate Risk Assessment and Action Plan

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### 1 Purpose of the Report

To receive the summary of the Corporate Risk Assessment for the Year 2009/2010.

To receive and agree the Action Plan to address risks identified within the assessment.

### 2 Summary of Key Issues

The Council has a duty in each financial year to undertake an assessment of all risks that may impact on the Town Council.

The Council uses a bespoke software to identify and calculate the risks and the value of those risks.

The calculation of risk is worked out by multiplying the likelihood of the occurrence of the risk, by the impact of that risk on the Council.

Risks and likelihood are valued on a points basis of:

*Low = 1 point. Medium = 2 points. High = 3 points*

Where the risk value exceeds 3 points the Council are required to develop an action plan to address that risk.

The Corporate Development and Audit Working Group have considered the overall summary of risk and the subsequent Action Plan and have recommended the report to Full Council.

The overall summary is attached at **Annex A** and the Action Plan for the identified risks is attached at **Annex B**.



### **3 Recommendation**

**To receive the Corporate Risk Assessment and to approve the Action Plan on identified risks.**

---

3 March 2010

Note: The person to contact about this report is the Town Clerk Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)

# LCRS 6. Overall Summary

## Farnham Town Council Assessment for year 2009 To 2010

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments	20	19	2.1	1	
	Duty to provide allotment gardens if demand unsatisfied					
Bus Shelters	Power to provide and maintain shelters	7	6	4.0	3	
Cemeteries/Churchyards	Power to provide	18	17	4.4	9	
Code of Conduct	Duty to adopt a code of conduct	1	1	3.0	0	
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	16	9	4.2	6	
Computing	Power to facilitate discharge of any function	3	3	2.7	0	
Council Meetings		4	4	2.3	0	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	4	4	3.5	3	
Crime Prevention - CCTV	Powers to spend money on various crime prevention measures	10	8	2.6	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	2.5	0	
Employment of Staff	Duty to Appoint	7	7	3.3	3	
Entertainment and the arts	Provision of entertainment and support of the arts	17	14	3.4	4	
Financial Management	Duty to ensure responsibility for financial affairs	11	11	2.0	1	
Gifts	Power to accept	1	1	1.0	0	
Investments	Power to participate in schemes of collective investment	4	4	2.3	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	13	13	3.2	4	
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	7	6	2.3	0	
Markets	Power to provide	18	16	1.9	0	
Meetings of the Council	Duty to meet	5	5	2.2	0	
Newsletters	Power to provide from 'free resource'	7	5	2.0	0	
Provision of Office Accommod	Power to provide	5	5	3.2	1	

# LCRS 6. Overall Summary

## Farnham Town Council Assessment for year 2009 To 2010

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Provision of Website/Internet	Power to provide from 'free resource'	2	2	2.5	0	
Public Conveniences	Power to provide	12	10	3.2	1	
Shelters & Seats	Power to provide	3	3	2.0	0	
Street/Footway Lighting	Power to provide	8	8	2.4	1	
Tourism	Power to contribute to organisations encouraging tourism	2	1	2.0	0	
Town and Country Planning	Right to be notified of planning applications	3	3	1.3	0	
Village Signs	Power to erect (with Highway Authority approval)	4	4	1.8	0	
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	3	3.0	0	
Web Sites	Power to maintain	19	18	2.4	0	
Overall totals/ scores		236	212	2.8	37	

Completed by:

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.



# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2009 To 2010

ANNEX B

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
<b><u>Allotments</u></b>								
446	Environmental	Vermis	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	Medium Medium	4	Continue with monthly inspections of all sites and plots. Monitor any changes in reports and consider changes in weather.	K Tait	22/02/2010
<b><u>Bus Shelters</u></b>								
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Medium High	6	Weekly inspection rota introduced. Liaison with local police to report any incidents.	K Tait	01/12/2009
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning. Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Medium Medium	4	Weekly Inspection and quarterly cleaning programme to be introduced	K Tait	22/02/2010
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Medium High	6	Weekly Inspection and quarterly cleaning programme to be introduced	K Tait	22/02/2010

## **Cemeteries/Churchyards**

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
67	Environmental	Maintenance of Cemetery including grasscutting.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Medium High	6	Review current standards of service during the next financial year	K Tait	30/10/2010	<input type="checkbox"/>
444	Physical	Maintenance of buildings	Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed	High High	9	Introduce weekly inspections of buildings and develop log of inspection. Introduce Asset file for each building	W Coulter	01/04/2010	<input type="checkbox"/>
74	Physical	Theft	Define responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies.	Medium High	6	Revised working practice. No equipment to be left unattended on sites.	K Tait	15/02/2010	<input type="checkbox"/>

Action  
completed

Ref	Risk	Hazard	Control	Likelihood	Score	Impact	Action to be taken	Action by person/position	Action by date	Action completed
73	Physical	Fire	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training</p> <p>Provide for strict security/control of combustible materials held by council.</p> <p>Provide appropriate extinguishers etc.</p> <p>Bar burning of rubbish/cemetery waste.</p>	Medium	6	High	Update Health & safety Training for all staff. Develop guidance for combustible materials carried in vehicles and on site.	K Tait	01/04/2010	<input type="checkbox"/>
72	Physical	Headstones/kerbstones safety survey	<p>Ensure that a comprehensive survey is completed.</p> <p>Arrange for completion of any necessary work.</p> <p>Ensure that facility users are aware of danger.</p> <p>Arrange for regular inspections to ensure that standards are maintained.</p> <p>Maintain appropriate records.</p> <p>Ensure adequate insurance cover in place.</p>	Medium	6	High	Develop exit strategy and arrange training for staff. Agree a programme of remedial works.	W Coulter/ K Tait	26/03/2010	<input type="checkbox"/>



Action  
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
70	Physical	Personal injury	<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained tools are available as appropriate.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are in place.</p> <p>Ensure that any risks to the public are minimized and eliminated wherever possible.</p> <p>Maintain records of training.</p> <p>Maintain records of any injuries.</p> <p>Ensure adequate insurance cover held.</p> <p>Define responsibility in job descriptions etc.</p>	<p><b>Medium</b></p> <p><b>High</b></p>	6	<p>Health and Safety Appraisal to be completed by external assessor.</p> <p>Review of all Health Safety practices and policies</p>	K Tait/ R Potter	30/06/2010	<input type="checkbox"/>
64	Physical	Control of hazardous substances including certification for use etc.	<p>Define responsibility for use and control.</p> <p>Provide for any necessary training.</p> <p>Provide for appropriate clothing.</p> <p>Ensure that any necessary licences, certificates for use have been obtained.</p> <p>Ensure that security is sound.</p> <p>Ensure that any disposals are properly dealt with.</p> <p>Maintain proper records.</p>	<p><b>Medium</b></p> <p><b>High</b></p>	6	<p>Update Health &amp; safety Training for all staff. Develop guidance for hazardous materials carried in vehicles and on site. Review Health and Safety Policy. Appoint external company to undertake review</p>	K Tait	30/06/2010	<input type="checkbox"/>

# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2009 To 2010

Action  
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
86	<b>Physical</b>	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	<b>Medium</b> <b>High</b>	6	Introduce weekly inspections of buildings and develop log of inspection	K Tait	01/04/2010
66	<b>Physical</b>	Security/control of equipment	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	<b>Medium</b> <b>High</b>	6	Update Asset Register	R Potter	26/03/2010
<b>Community Centres</b>								
136	<b>Administration/ Legal</b>	Failure to obtain all necessary licences, ie bar, music, weddings, etc	Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	<b>Medium</b> <b>Medium</b>	4	To Liaise with tenants regarding licencing and evaluate responsibility and liability for licence.	R Potter	01/05/2010
140	<b>Environmental</b>	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	<b>Medium</b> <b>High</b>	6	To review effectiveness of CCTV system and external security	K Tait	01/05/2010



# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2009 To 2010

Action  
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
144	Environmental	Pollution, ie. noise, litter etc.	Ensure that adequate controls/conditions are included in booking application form. Ensure that all users are aware of conditions attached to use of premises. Define policy for dealing with offenders.	Medium Medium	4	To develop a system of inspection and review. Responsibility to be allocated to K Taitt for health and safety inspections and maintenance	R Potter/K Taitt	01/04/2010	
141	Physical	Maintenance of equipment	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete. Ensure that proper contractual arrangements are in place for specialist/other services. Arrange adequate insurance cover.	Medium High	6	To develop a system of inspection and review. Responsibility to be allocated to K Taitt for health and safety inspections and maintenance	K Taitt	01/04/2010	
0	Physical	Maintenance of buildings	Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Carry out regular inspections of all buildings. Ensure that proper contractual arrangements are in place for specialist/other services. Arrange adequate insurance cover.	Medium High	6	To develop a system of inspection and review. Responsibility to be allocated to K Taitt for health and safety inspections and maintenance	K Taitt	01/04/2010	

# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2009 To 2010

Action  
completed

Ref	Risk	Hazard	Control	Likelihood	Score	Action to be taken	Action by person/position	Action by date	Action completed
16	Physical	Security of buildings	Allocate responsibility for security/control of premises. Define policy and provide for security. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Medium High	6	To develop a system of inspection and review. Responsibility to be allocated to K Taitt for health and safety inspections and maintenance including external security and CCTV	R Potter/K Taitt	01/04/2010	<input type="checkbox"/>
<b>Council Property and Documents</b>									
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Medium Medium	4	Update and review asset register and review insurance	R Potter	26/03/2010	<input type="checkbox"/>
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care. Ensure that Civic Regalia is suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions	Medium Medium	4	Update and review asset register and review insurance. Review secure storage on site.	R Potter	30/04/2010	<input type="checkbox"/>



# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2009 To 2010

Action  
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
313	Professional	Failure to effectively process documents	Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing.	Medium Medium	4	Review document management and storage	R Potter/W Coulter/ G Gordon	31/05/2010
<b><u>Employment of Staff</u></b>								
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Medium Medium	4	Review of HR resources to be completed by Corporate Development subject to staffin review	R Potter	01/06/2010
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Medium Medium	4	To be reviewed by CorpDevelopment after staff structure review	R Potter	01/06/2010
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Medium Medium	4	Review staff and member training, after Staff structure review	R Potter	01/06/2010

### **Entertainment and the arts**

# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2009 To 2010

Action  
completed

Ref	Risk	Hazard	Control	Likelihood	Score	Impact	Action to be taken	Action by person/position	Action by date	Action completed
149	Administration/ Legal	Staff training	Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Maintain records of training provided	Medium	4	Medium	Review of HR resources to be completed by Corporate Development subject to staffin review	R Potter	01/06/2010	<input type="checkbox"/>
169	Environmental	Noise pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Medium	4	Medium	monitor complaints regarding noise for outside events and review after each event with Toursim Working Group	C Cooper	03/03/2010	<input type="checkbox"/>
173	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Medium	6	High	Review insurance for events and ensure that all risk assessments evaluate impact of loss of third party equipment	C Cooper	01/01/2010	<input type="checkbox"/>
179	Physical	Security of exhibits	Determine policy/ responsibility for security of exhibits. Ensure effective security arrangements in place. Ensure adequate insurance cover in place.	Medium	6	High	Review insurance for events and ensure that all risk assessments evaluate impact of loss of third party equipment	C Cooper	01/01/2010	<input type="checkbox"/>

### Financial Management



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	<b>Administration/ Legal</b>	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry our periodical inventory checks.	<b>Medium</b> <b>Medium</b>	4	Update Asset Register establish regular programme of inspection of assets	R Potter	01/03/2010	<input type="checkbox"/>
<b>Land</b>									
25	<b>Administration/ Legal</b>	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded.	<b>Medium</b> <b>Medium</b>	4	Update Asset Register establish regular programme of inspection of assets	R Potter	01/03/2010	<input type="checkbox"/>
21	<b>Environmental</b>	Maintenance of land including grass cutting	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	<b>Medium</b> <b>High</b>	6	Monitor complaints, ensure regular rota of grass cutting in all cemeteries. Adjust schedule of cutting to respond to weather.	K Taitt	01/04/2010	<input type="checkbox"/>
230	<b>Physical</b>	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	<b>Medium</b> <b>High</b>	6	Review working practices with regard to unsupervised machinert. Update asset register	K Taitt/ R Potter	01/02/2010	<input type="checkbox"/>

# LCRS 7. Action Plan

## Farnham Town Council Assessment for year 2009 To 2010

Action  
completed

Ref	Risk	Hazard	Control	Likelihood	Score	Action to be taken	Action by person/position	Action by date
428	Physical	Maintenance of furniture	Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage. Ensure that any service contracts are properly signed and sealed. Enforce penalties for non performance.	Medium High	6	Update Asset Register establish regular programme of inspection of assets	K Taitt	01/04/2010
<b>Provision of Office Accommodation</b>								
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Medium High	6	Review of health & safety by external provider. Report back to Corp Development Working Group	R Potter	01/09/2010
<b>Public Conveniences</b>								

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
283	Physical	Hazardous substance control	Determine responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Medium High	6	Review of health & safety by external provider. Report back to Corp Development Working Group	R potter	01/09/2010	<input type="checkbox"/>
<b>Street/Footway Lighting</b>									
281	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all equipment. Maintain detailed records of all work scheduled/completed	Medium Medium	4				<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood	Score	Impact	Action to be taken	Action by person/position	Action by date
Submitted to council:									
Minute reference:									
Date:									
Signed by chairperson - TBA									
Signed by responsible Finance officer - TBA									

No of issues listed: 37

### How to complete:

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.







# FARNHAM TOWN COUNCIL

# G

## Public Report

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**Report to** - Full Council - Thursday 11 March 2010

**Report of** - The Town Clerk

**Title** – Grant Applications

---

### 1 Purpose of the Report

To consider the recommendations of the Corporate Development and Audit Working Group regarding grant applications from:

The Chantry's Residents Association  
Farnham Amateur Operatic Society  
Farnham Andernach Friendship Association

### 2 Summary of Key Issues

<b><i>Name of Organisation</i></b>	<b><i>Reason for Grant</i></b>	<b><i>Amount Requested</i></b>	<b><i>Award recommended</i></b>
The Chantry's Residents Association	Contribution to refurbish community hall	£2,000	£750 (to refurbish toilets)
Farnham Amateur Operatic Society	To purchase new radio microphones	£2,000	Nil (organisation holds sufficient reserves without Council funding)
Farnham Andernach Friendship Association	Support costs of friendship visit from twinned town.	£950	£950 (pending a review of town twinning)

### 3 Recommendation

**To consider the recommendations of the Corporate Development and Audit Working Group.**

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3 March 2010

Note: The person to contact about this report is the Town Clerk Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667  
Distribution: To all Councillors (by post)



# FARNHAM TOWN COUNCIL



## Public Report

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**Report to** - Full Council - Thursday 11 March 2010

**Report of** - The Town Clerk

**Title** – Recognising the Contribution of the Local Armed Forces

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### 1 Purpose of the Report

To consider a proposal by Waverley Borough Council that Waverley Borough Council and the three Town Councils, namely Farnham Town Council, Godalming Town Council, Haslemere Town Council and Cranleigh Parish Council jointly give a declaration of support to the local army regiment, the Princess of Wales' Royal Regiment.

### 2 Summary of Key Issues

The Mayor of Waverley has proposed that Waverley Borough Council should formally recognise the contribution made by the local regiment of the Army, the Princess of Wales' Royal Regiment which incorporates the former Royal Surrey Regiment and shows the community support to the regiment.

A report was submitted to the Waverley Borough Council Executive on 1 December 2009 and is attached at **Annex A**.

The Mayor of Waverley has suggested that the three Town Council and Cranleigh Parish Council are included in some form of declaration of support.

The suggested words for the declaration of support are attached at **Annex B**.

Members will recall that the Town Council considered its own recognition of the Local Regiment however, at that time there was no legal method by which the Council could bestow any honours.

The Town Council is requested to support this initiative and to delegate to the Town Mayor to sign the declarations of support on behalf of the Town Council.

### 3 Legal and Policy Implications

Members are requested to note that recent changes in legislation no longer prohibit the Town Council from honouring local regiments.

#### **4 Recommendation**

- 1. To support the joint initiative with Waverley Borough Council and the other Town and Parish Councils with a declaration of support to the Princess of Wales' Royal Regiment.**
- 2. To delegate to the Town Mayor the authority to sign the declaration on behalf of the Town Council.**

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3 March 2010

Note: The person to contact about this report is the Town Clerk Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)

**WAVERLEY BOROUGH COUNCIL**

**EXECUTIVE – 1ST DECEMBER 2009**

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**Title:**

**RECOGNISING THE CONTRIBUTION OF THE LOCAL ARMED FORCES**

**[Portfolio Holder: Cllr Richard Gates]**

**[Wards Affected: All]**

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**Summary and purpose:**

The Mayor has proposed that the Council should recognise formally the contribution made by the local regiment of the Army, the Princess of Wales's Royal Regiment, which incorporates the former Royal Surrey Regiment, and show the community's support to the regiment.

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**How this report relates to the Council's Corporate Priorities:**

This proposal relates to improving lives of the whole community by supporting the local armed forces, and particularly relates to supporting the families of the local army unit. These families can experience difficulties and stresses when their family members are on active service overseas.

**Equality and Diversity Implications:**

The proposal is intended to contribute to community cohesion by demonstrating the Council's support for serving members of the army and their families within Waverley.

**Resource/Value for Money implications:**

There will be some additional cost for any receptions marking any formal honours to the local regiment.

**Legal Implications:**

There is a formal statutory framework for granting the Honorary Freedom of the Borough to the local regiment if the Council chooses to do this, or Members may feel an informal declaration of the Council and Borough's support might be more appropriate.

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## **Background**

1. Over the last few years, Waverley's Mayors have recognised the contributions that members of the armed forces who live in the Borough have made to national security. The Mayor has now proposed that the Council considers recognising the contribution made by the local army regiment, the Princess of Wales's Royal Regiment (Queen's and Royal Hampshires) which following various amalgamations incorporates the Queen's Royal Surrey Regiment. This is effectively the successor to the traditional County Regiment which recruited from Waverley and the whole of Surrey, and the new regiment which now covers most of the South-Eastern Counties of England.
2. The Regiment has a local Territorial Army battalion based at the TA Centre in Farnham. The Battalion has had more than half of its troops serving alongside regular army forces in both Iraq and Afghanistan over the last few years. The Regiment's predecessors have a long a distinguished history and it is the Senior English Line Infantry Regiment of the British Army.

### The process for expressing the Borough's support

3. As part of the developing links, appropriate representation by the Regiment has been included in this year's Remembrance Sunday commemoration held in Farnham.
4. The Mayor has also been keen to involve Waverley's three Town Councils and Cranleigh Parish and the Town Mayors and Cranleigh Parish have met with representatives of the Regiment. All are keen to join in some form of expression of support.
5. However, the Mayor has met representatives of the Regiment who have suggested an informal bond of friendship would be more appropriate. A note of the conclusions of the last meeting is attached as Annexe 1.

### Legal Position

6. The proposed less formal link is within the Council's overall wellbeing powers.
7. The Mayor supports the principle of Waverley, the three Town Councils and Cranleigh Parish Council jointly giving some form of declaration of support, and a suggested wording is attached as Annexe 2.

## **Resource Implications**

8. Staffing support to make the arrangements for any ceremony to mark the Borough's support and appropriate receptions could be met from within existing resources, and voluntary organisations such as the Royal British Legion or other members involved with Territorial Army Veterans Organisations have been invited to help with the preparations for this so that the event is firmly grounded in the community.

9. The Mayor's budgets are limited and generally fully committed by the end of the Mayoral year.
10. Depending on the arrangements for any mark of support, this could involve the cost of a reception and then possibly a further reception following a parade organised by the Regiment when operational commitments would permit in 2011.
11. These extra costs should not amount to more than a maximum of £2,500 which could cover any necessary scroll to mark the recognition and refreshments for a reception to be held for the Regiment and their families. This would be met from underspends in other Democratic representation budgets.

### **Conclusion**

12. The Mayor has been keen to involve the Borough more closely with the members of the community who serve in the army, and this would seem a fitting way to recognise the contribution of the Borough's local army unit.

### **Recommendation**

That the Executive recommend that the Council agree in principle to a declaration of support to the Princess of Wales's Royal Regiment to be made jointly with the three Town Councils and Cranleigh Parish Council and to ask the Mayor, once the Town Councils have agreed their support, to convene a Special Council Meeting to be followed by a reception for the Regiment.

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### **Background Papers (CEx)**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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### **CONTACT OFFICER:**

**Name:** Robin Pellow

**Telephone:** 01483 523222

**E-mail:** robin.pellow@waverley.gov.uk

# ANNEX B

The Waverley Borough Council, the Town Councils of Farnham, Godalming and Haslemere and Cranleigh Parish Council wish to recognise the long and close association between the Princess of Wales's Royal Regiment, which incorporates the former Queen's Royal Regiment, later the Queen's Royal Surrey Regiment, and Waverley Borough, and to express their gratitude for the bravery and dedication of the troops serving in this unit in recent conflicts, and to affirm their continuing support for the Regiment and their wish to develop ever closer links between the whole of Waverley Borough and the Regiment.

In signing this joint bond of friendship, the current and future Mayors of Waverley, Farnham Town Council, Godalming Town Council, Haslemere Town Council and Chairman of Cranleigh Parish Council pledge in particular to do everything within their powers to support members of the Regiment and their families within Waverley Borough.

The seals of the Councils were affixed below

Waverley Borough Council    Farnham Town Council    Godalming Town Council

Haslemere Town Council    Cranleigh Parish Council





# FARNHAM TOWN COUNCIL

# J

## Notes

### Corporate Development and Audit Working Group

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#### Time and date

8.00am Tuesday 2 February 2010

#### Place

Council Chamber, South Street, Farnham

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Attendees: Cllr C Cockburn, Cllr S Hill, Cllr J Maines, Cllr J Ward, Cllr J Hargreaves

Officers present: R Potter (Town Clerk)

#### 1. Apologies

Apologies for absence were received from Cllr S O'Grady

#### 2. Town Clerk's Appraisal

POINTS	ACTION
The results of the Town Clerk's Appraisal were noted and Members noted that these were placed on the Council's intranet for information of the Council's Officers	

#### 3. Staffing Review

POINTS	ACTION
The process of a structure review was considered. It was agreed the Town Clerk would liaise with the Leader of Corporate Development and report back at the next meeting on the method to be adopted for the review after consultation with South East Employers	<b>Town Clerk/Cllr J Ward</b>

#### 4. Finance

POINTS	ACTION
a. The receipt of the unqualified Annual Return for the financial year ended 31 March 2009 had been received from the Auditors in December 2009 and these should be submitted to Council's next meeting.	<b>Town Clerk</b>

b. The issues raised by the Internal Auditor and the recommended actions by Council Officers were considered as to which should be referred to the next Council meeting.	<b>Town Clerk</b>
c. Members Noted the Annual Review of the role of the Internal Auditors as required by the External Auditors and recommended that the Internal Auditors continue and this matter be reported to Council	

## 5. Adverse Weather Conditions

<b>POINTS</b>	<b>ACTION</b>
<p>The Group discussed the impact of the recent snow conditions and the sense of isolation that had been experienced by the Town council and residents of Farnham. The following was agreed:</p> <ul style="list-style-type: none"> <li>a. That the adverse weather conditions should also include gales and flooding.</li> <li>b. The Town Council should review its current ability to respond to emergencies.</li> <li>c. To consider development of local residents and businesses with relevant equipment and experience to deal with emergencies.</li> <li>d. The Town Council is a central point to gather and dissemination of information.</li> <li>e. Opportunities should be indentified to work with other local councils, particularly in Hampshire county, who are closer to Farnham.</li> <li>f. Clarification should be established on the legal liability of the council in times of emergency.</li> <li>g. Discussions should commence with principle authorities to involve particularly larger towns and parishes who have the ability to respond.</li> <li>h. To liaise with principle authorities to remove red tape which prevents towns and parishes from being involved.</li> <li>i. Cllr J Maines would raise the issue at the Local Strategic Partnership/Waverley Safer Partnership meeting.</li> </ul>	
<b>6. Other Matters</b>	
<p>Cllr C Cockburn asked if the Safe Street Project would be incorporated in the Spring Festival.</p> <p>The Town Clerk confirmed this would be happening.</p>	
Cllr C Cockburn asked as a result of the Community Task Force Meeting if it was possible to arrange a community litter pick/clean-up, which could be advertised at the Spring Festival in May 2010. It was agreed the Town Clerk would review the options to deliver this project with	<b>Town Clerk</b>

the relevant officers and a report would be brought back to Corporate Development.	
It was agreed the date of the next meeting would be the 23 February 2010 at 10.00 am	



# FARNHAM TOWN COUNCIL

# K

## Notes

### Cemetery Appeals and Working Group

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#### Time and date

10.30am on Thursday 28 January 2010.

#### Place

Town Clerk's Office, South Street, Farnham

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Attendees: Cllr Cockburn, Cllr V Duckett, Cllr G Hargreaves, Cllr J Ward, Mr R Potter (Town Clerk) and Miss W Coulter (Committee and Members Services Coordinator)

Notes of meeting recorded by Miss Coulter.

Prior to the meeting of the Cemeteries Appeals and Working Group a meeting was held with members of the public who had been invited following their recorded interest in becoming members of the Friends of Farnham Cemeteries Group.

It was agreed with the members of the public present that a series of events would be held throughout the year including a butterfly count at West Street Cemetery from April to September, memorial stone recording and rubbing at Hale Cemetery and general maintenance and improvements to Badshot Lea Cemetery including painting of railings in order to prepare for entry into Cemetery of the Year.

#### 1. Apologies

Apologies for absence were received from Cllr S O'Grady and Mr K Taitt (Grounds and Services Manager).

#### 2. Garden of Reflection

POINTS	ACTION
Members noted that the Garden of Reflection had been completed. They considered the quote for the installation of an entrance stone and requested officers to research an alternative at a lower cost. Members agreed that the opening of the Garden of Reflection would take place on 10 February 2010.	<b>WRC to inform and invite Press to opening.</b>

### 3. Update on Cemetery Projects

POINTS	ACTION
Members noted the schedule of Cemetery Projects and requested further information about planting in the cemeteries. Officers confirmed that at the next meeting Members would be updated with the plans for the schemes, as they would be included in the Farnham in Bloom scheme.	<b>KT to update Members on planting schemes in cemeteries.</b>

### 4. Date of Next Meeting

POINTS	ACTION
It was agreed that the date and time of the next meeting would be Thursday 4 March 2010 at 10.00am.	<b>WRC to email Members Agenda and papers nearer the time.</b>



# FARNHAM TOWN COUNCIL

## Annex A

### Report

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#### Report to

Cemeteries and Appeals Working Group

#### Report of

W Coulter – Committee and Members Services Co-ordinator

#### Title

Tasks and Projects Undertaken by Council Officers on Cemeteries December 2009 – January 2010

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#### Lead Officers:

Wendy Coulter (Committee and Members Services Co-ordinator) – **WC**

Roland Potter (Town Clerk) – **RP**

Kevin Taitt (Grounds and Services Manager) – **KT**

Cath Sydeham (Rural Development Co-ordinator) - **CS**

ACTIVITY	PLANNED DATE OF	ON TARGET	% comp	CHANGES & IMPACT/COMMENTS	LEAD OFFICER
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		COMPLETION	YES/NO			
1	Garden of Reflection	30 January 2009	Yes	85%	Book installed, pathways laid, benches ordered, awaiting delivery – lead time approx 4 weeks, installation by OWF team.	KT
2	Planting Schemes at West Street Cemetery	Tba			To be started once grass cutting has ceased for the winter	KT
3	Information boards at West Street	Tba			Board designs to be agreed by Cemeteries Group before installation commences	WRC/KT
4	Review of role of Cemetery Buildings	Ongoing	n/a	25%		RP/WRC/KT
5	Cemeteries enhancement – installation of benches	Ongoing			Benches have been ordered for Garden of Reflection, an order of 12 benches in total have been ordered, thereby allowing a stock to be kept as and when requested by the public. Please see Cemetery charges report for further details.	KT
6	Cemetery of the Year at Badshot Lea	Tba			Improvements to Badshot Lea Cemetery are continuing. Damaged and dangerous memorials to be repaired and made safe. A survey of cemetery users will take place to determine public opinion re: unauthorised memorabilia on graves.	
7	Develop Friends of Farnham Cemeteries Group	January 2010	No	70%	2 <sup>nd</sup> promotion day had to be cancelled due to bad weather. Please see report attached to agenda for further details.	CS
8	Health and Safety Inspections	January 2010	Yes	60%	Badshot Lea and Green Lane and Section C at West Street completed, further testing at West Street to commence 2 <sup>nd</sup> week in September. Repair of damaged and dangerous memorials, belonging to the Council to commence January 2010.	

28 January 2010

Note: The person to contact about this report is the Committee and Members Services Co-ordinator, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Members of Cemeteries Appeals and Working Group (by email).





# FARNHAM TOWN COUNCIL



## Notes

Tourism & Events Working Group

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### Time and date

08:00 on Thursday 4 February 2010

### Place

Town Clerk's Office, Town Council Offices, South Street, Farnham

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Attendees: Cllr Hargreaves, Cllr Hill, Cllr O'Grady (via conference call), Cllr Storey and Catherine Cooper (CC) Major Projects Co-ordinator.

### 1. Apologies

Apologies were received from Cllr Le Gal.

### 2a. Music in the Meadow 2010 – Requests received from bands

POINTS	ACTION
<p>CC distributed the document of requests received from the bands.</p> <p>CC informed the group that 16 bands had applied to perform at the concerts but only 10 spaces were available.</p> <p>The group discussed the information received from the bands and agreed the following bands should be asked to perform: Claire Phoenix Band, Farnham Big Band, Farnham Brass Band, Friary Guildford Brass Band, Hart Male Voice Choir, Herd of Sax, Rushmoor Concert Band, Something for the Weekend, Sounding Brass and Twentyfivemiles.</p> <p>CC informed the group that Twentyfivemiles will not commit to performing at the concert until payment is resolved in relation to performing at the Christmas Lights Switch-on.</p> <p>Due to this, Twentyfivemiles have requested payment is</p>	<p><b>CC to confirm booking with the bands in writing.</b></p>

provided up front from Music in the Meadow. The group said that 100% payment upfront would not be possible and if anything we should only pay up to 50% in advance.	<b>CC to check with the Town Clerk and Financial Regulations.</b>
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## **2b. Music in the Meadow 2010 – Seating arrangements for bands**

<b>POINTS</b>	<b>ACTION</b>
<p>CC informed the group that at previous concerts, Farnham Brass Band had requested chairs be provided for them.</p> <p>CC said that the Council could provide the small blue chairs situated in the chamber, however this would cause pressure on resources on the day of the concert, especially for a band with 20 plus members.</p> <p>The group agreed and decided that all bands and the public should bring their own chairs as they have done in previous years.</p>	

## **2c. Music in the Meadow 2010 – Request from the Army Benevolent Fund**

<b>POINTS</b>	<b>ACTION</b>
<p>CC informed the group that a member of the Army Benevolent Fund had approached Farnham Town Council requesting if they could turn up at one or two concerts to collect funds.</p> <p>CC had informed the Army Benevolent Fund that they could raise funds by providing a tea tent but this offer was declined.</p> <p>The group decided the request would conflict with the charity who is providing the tea tent at the concert.</p> <p>The group agreed to decline the request.</p>	<b>CC to inform the Army Benevolent Fund.</b>

## **3. Branding**

<b>POINTS</b>	<b>ACTION</b>
<p>CC reminded the group of the current sub-brand for events. CC informed the group that there is no current sub-brand for tourism.</p> <p>CC informed the group that a signpost was suggested to Wisetiger but the designs provided weren't as nice or in-keeping with the other sub-brands.</p> <p>Cllr Storey suggested using the current events brand for tourism and asking Wisetiger to design a new brand for events, possibly a marquee.</p>	

<p>Cllr O' Grady had also suggested a marquee before the meeting.</p> <p>The group agreed that this should be the next step taken towards creating the sub-brands for tourism and events.</p>	<p><b>CC to contact Wisetiger with the suggestions.</b></p>
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#### 4. Spring Festival 2010

POINTS	ACTION
<p>CC updated the group on the progress made so far on the project. CC informed the group that:</p> <p>Stalls for the arts and crafts company have been hired from a company based in Reading called Hughmark. This company was recommended by a contributor to the Christmas Lights Switch-on.</p> <p>Letters were posted yesterday to local arts and crafts companies to apply to hire a stall.</p> <p>Catering has been arranged with Inside Catering. They shall be providing a hog roast and paella. A 10% profit has been agreed as a contributing fee. The Maltings are aware of the food the Town Council will be supplying in Gostrey Meadow.</p> <p>Kai Choi, the violinist who played at the Food Festival has been booked for the day.</p> <p>The Maltings are looking into booking a stilt walker for the event.</p>	

#### 5. Town Guide 2010

POINTS	ACTION
<p>CC distributed a copy of the guide to the group.</p> <p>CC informed the group that the guide was signed off yesterday and delivery will be approximately 2 weeks.</p> <p>CC informed the group that the guide will be distributed around town and to all the attractions, accommodation establishments and advertisement providers in the guide.</p> <p>Cllr Hill asked what the cost to the Town Council is for producing the guide.</p> <p>CC informed the group that the designers keep the money made from the adverts and this offsets the cost, therefore 15,000 copies are free. CC said the only money spent on the guide is for distribution.</p> <p>CC said due to the success of the distribution service set up with Take One Media last year to local Tourist</p>	

Information Centre's, the same service will be repeated.	
CC informed the group that only 2 boxes of the 2009 guide were left.	

## 6. AOB

POINTS	ACTION
CC told the group to look out for an advert and editorial on Farnham in the Sunday Telegraph in Mid February. This special feature has been arranged in partnership with Visit Surrey.	

## 7. Date of the next meeting

POINTS	ACTION
It was agreed that the date and time of the next meeting would be Friday 9 <sup>th</sup> April 2010 at 12.30pm in the Council Chamber.	<b>CC to email Members Agenda and papers nearer the time.</b>



# FARNHAM TOWN COUNCIL

# M

## Notes

Farnham in Bloom Working Group

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### Time and date

10.00 am on Thursday 11 February 2010

### Place

Council Chamber, South Street, Farnham

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Attendees: Cllr David Attfield, Cllr Victor Duckett Cllr Jill Hargreaves (Chairman) Cllr Janet Maines, Cllr John Ward Kevin Taitt and Sheila Rayner

### 1. Apologies

Apologies were received from Cllr O'Grady

### 2. Notes of the last meeting

The notes of the last meeting held on 3 December 2009 were agreed.

### 3. Farnham in Bloom 2010

POINTS	ACTION
<p>It was reported that 9 schools had expressed an interest in the hanging basket competition but the deadline had not yet been reached and another 3 were expected. Each school would plant an extra hanging basket and these would be displayed on the lamp posts in Castle Street with a little plaque naming the school involved.</p> <p>It was also hoped that Badshot Lea and Folly Hill Schools would also enter the SSEB schools competition. Cllr Duckett would establish if Hale Place wished to enter the Neighbourhood Category and Kevin would encourage Middlebourne Gardens and Victoria Garden representatives to enter.</p>	<p><b>Cllr Duckett Kevin Taitt</b></p>

### 4. Secret Gardens

	<b>ACTION</b>
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<b>POINTS</b>	
Kevin reported that the Secret Gardens competition would be held on 14/15/16 July. All the previous sponsors had been asked to support the competition again this year and the Entry form/Leaflet will go out just before Easter	<b>Kevin</b>

## 5. Extending FIB to the Villages

<b>POINTS</b>	<b>ACTION</b>
<p>The Group considered a report prepared by Cath Sydenham on the possible extension of FIB to the villages. It was agreed that the following locations and volunteers should be agreed:</p> <p><b>The Ridgeway</b> (Morgan The Butchers) 2 poles with baskets</p> <p><b>Rowledge</b>(Rowledge Res. Assoc) 2 box planter</p> <p><b>Badshot Lea</b> (Local resident) 1 Pole with baskets</p> <p><b>Weybourne</b> Opposite the Post Office Square planter</p> <p><b>Heath End</b> Dress Agency and Pharmacy)2 planters</p> <p><b>Sandy Hill</b> (Local warden)planting round Gateways</p> <p><b>Parkview</b> (Res. Assoc) planting round seat</p> <p><b>Bourne Crossroads</b> troughs</p> <p>Subject to budget availability (since confirmed by the Town Clerk) the members agreed expenditure of £4,200</p>	<b>Cath Sydenham and Kevin to progress</b>

## 6 Girl Guide Floral Tribute

<b>POINTS</b>	<b>ACTION</b>
Kevin reported that the Guides had been unable to provide funding or assistance with maintenance of any floral tribute to mark the centenary anniversary of the Girl Guides. Agreed that the Deputy Mayor who was attending a Guides function on 14 February, would try to gauge support for the floral tribute . As the cost was estimated at £1350 it was agreed that the involvement of the Guides in some way, was important. Cllr Ward to report back to Kevin as any order would need to be placed soon. Kevin to inform Cllr Ward who he had held discussions with so far.	<p><b>Cllr John Ward</b></p> <p><b>Kevin</b></p>

## 7. 70<sup>th</sup> Anniversary of the Battle of Britain

<b>POINTS</b>	<b>ACTION</b>
The members were reminded that The Royal Air Forces Association were asking organisations to commemorate the 70 <sup>th</sup> Anniversary of the Battle of Britain with floral tributes . A draft letter and database of those to be asked	<b>Sheila to progress</b>

was to be sent now that the new branding logos were available. Agreed that Kevin would now place the order for the plants at a cost of £1,350	<b>Kevin to place order</b>
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## 8. General FIB sponsorship

	<b>ACTION</b>
.The proposals to approach sponsorship for FIB 2010 were agreed : <ul style="list-style-type: none"> <li>• To those who sponsored last year</li> <li>• To those with a hanging basket who didn't sponsor last year</li> <li>• A wider general sponsorship request</li> <li>• For a contribution to wall ashtrays near premises identified as 'hot spots' for cigarette end litter</li> </ul>	<b>Sheila to arrange</b>

## 9 The Judges Route

The Draft Judges Route was agreed though Cllr Maines pointed out that there was a proposal to close the pedestrian bridge into Borelli Walk in connection with the East St development	<b>Sheila to make enquiries</b>

## 10. Community Involvement

Sheila reported that the Girls Brigade were on board and that we would be using The Community Payback team and Waverley Training Services. Agreed that reminders would be sent to The Scouts, Girl Guides, 40 degreez and The Scouts	<b>Sheila to follow up</b>
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## 11. Draft Press Release Programme

The draft press release programme was agreed	<b>Sheila to action</b>
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### Date of next meeting

Thursday 15 April 2010 at 10am( Cllr Maines to chair the meeting as Cllr Hargreaves is unable to be present	
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# FARNHAM TOWN COUNCIL

# N

## Minutes

Planning Consultative Group

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### Time and date

5.30pm on Thursday 14 January 2010

### Place

Town Clerks Office, South Street, Farnham

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### Members Present

- o Cllr C G Genziani (Lead Member)
- o Cllr D J Attfield (Deputy Lead Member)
- o Cllr R D Frost
- \* Cllr G Hargreaves
- \* Cllr J E Maines
- o Cllr S Hill
- \* Cllr O'Grady
- o Cllr C Storey

\* Present

o Apologies for absence.

PCG 104/09

PLANNING APPLICATIONS - CONSIDERATIONS

**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.**

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### **NMA 09/0050**

Amendment to WA 09/1002 to alter internal windows, doors, chimney, internal layout and bin storage area.

10 Gorse Cottage, Gorse Lane, Wrecchesham, Farnham.

**No objections.**



**NMA 09/0053**

Amendment to WA 08/1953 to replace detached garage/wood store with attached garage/wood store.  
71 Shortheath Road, Farnham.

**No objections.**

**NMA 09/0058**

Amendment to WA 09/0826 to provide an additional door to the north elevation.  
Elm Cottage, Old Compton Lane, Farnham.

**No objection.**

**NMA 09/0059**

Amendment to WA 08/1358 to provide 3 roof lights.  
12 Greenhill Road, Farnham.

**No objection.**

**NMA 09/0060**

Amendment to WA 08/1083 to remove dormer windows.  
7 Wrecclesham Road, Farnham.

**No objections.**

**WA 09/1746**

Erection of first floor extension and construction of dormer window to provide loft conversion.  
43 Weybourne Road, Farnham.

**Concerned about the possible adverse effect on the residential amenities of Number 41.**

**WA 09/1748**

Listed Building consent for alterations to window, new door opening, and creation of new Volunteers Room under existing internal stair.  
Farnham Castle, Castle Hill, Farnham.

**No objection subject to the consent of the Listed Buildings Officer.**

**WA 09/1751**

Erection of ground floor and first floor additions and alterations (revision of WA 09/1176).  
3 The Hatches, Farnham.

**No objections.**

**WA 09/1759**

Erection of first floor side extension.

29 Frensham Vale, Lower Bourne, Farnham.

**No objections.**

**WA 09/1769**

Variation of condition 4 of WA 89/2199 to increase hours of trading to between 11.30 and 23.30 every day of the week including Saturday and Sunday.  
Pizza Parlour, 99 Farnborough Road, Farnham.

**No objections.**

**WA 09/1770**

Erection of stable building.  
Land adjacent to Homeleigh, Alton Road, Farnham.

**No objection.**

**WA 09/1776**

Erection of single and two storey extensions.  
Erection of carport and formation of vehicular access.  
28 Coleson Hill Road, Wrecclesham, Farnham.

**Object. Out of keeping with existing building and street scene in terms of size and mass. Oversize for the plot. Concerned about the adverse impact on the residential amenities of the neighbouring properties.**

**WA 09/1783**

Advertisement consent for one illuminated timber fascia sign and one non-illuminated projecting sign.  
28b Downing Street, Farnham.

**No objection subject to the consent of the Conservation Area Officer.**

**WA 09/1790**

Application for a Certificate of Lawfulness under Section 192 of the Town & Country Planning Act 1990 for the construction of dormer window and alterations to provide loft conversion.

**Farnham Town Council does not like retrospective planning applications. Concerned about the adverse impact on the residential amenities of the neighbouring properties.**

**WA 09/1811**

Erection of rear two storey extension.  
29 Adams Park Road, Farnham.

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

**WA 09/1814**

Erection of 5 two bedroom and 4 three bedroom houses with associated parking and amenity space.  
Land at Portland House, Hale Road, Farnham.

**Strongly object, out of character and keeping with the street scene, insufficient car parking for the proposed development which would cause greater traffic congestion on already congested roads.**

**WA 09/1816**

Erection of single storey rear extension and demolition of conservatory.  
5 The Chine, Wrecclesham, Farnham.

**No objection.**

**WA 09/1821**

Application for a new planning permission to replace extant permission WA 06/2622 for extensions and alterations.  
Gorse Cottage, 10 Gorse Lane, Farnham.

**No objections.**

**WA 09/1822**

Erection of two storey extension following demolition of single storey structure.  
31 Greenhill Way, Farnham.

**No objection.**

The meeting closed at 6.00pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# O

## Minutes

Planning Consultative Group

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### Time and date

5.30pm on Thursday 28 January 2010

### Place

Town Clerks Office, South Street, Farnham

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### Members Present

- \* Cllr C G Genziani (Lead Member)
- \* Cllr D J Attfield (Deputy Lead Member)
- o Cllr R D Frost
- \* Cllr G Hargreaves
- o Cllr J E Maines
- \* Cllr S Hill
- o Cllr O'Grady
- \* Cllr C Storey

\* Present

o Apologies for absence.

PCG 117/09

PLANNING APPLICATIONS - CONSIDERATIONS

**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.**

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### **NMA 10/0001**

Amendment to WA 08/1780 to provide 2 additional 1<sup>st</sup> floor windows to west wall, removal of swimming pool complex, rearrange and provide additional doors to garage, alteration to door and window to utility block and relocation of shower room in garage block.  
Land at Woodpeckers, 9 Temples Close, Farnham.

**No objections.**

**NMA 10/0002**

Amendment to WA 07/2604 to provide alterations to floor plans, replacement of existing windows and external doors.  
1 The Borough, Farnham.

**No objection subject to the approval of the Listed Buildings Officer.**

**NMA 10/0006**

Amendment to WA 09/0839 to replace covered link passage between extension and garage with green house link.  
63 Lodge Hill Road, Farnham.

**No objection.**

**NMA 10/0007**

Amendment to WA 09/0701 to amend the single storey extension and fire escape.  
Grace House Residential Home, 71 Lodge Hill Road, Farnham.

**No objection.**

**WA 09/1825**

Erection of extensions to provide 1 new flat.  
1-4 Great Austins House, Tilford Road, Farnham.

**Concerned about the impact on the traffic on this busy road.**

**WA 09/1829**

Erection of single storey extensions and alterations following demolition of existing extension, chimneys and garage.  
6 Black Pond Lane, Farnham.

**Object – out of character with the design of the existing building.**

**WA 09/1830**

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for a proposed development comprising rear pitched roof dormers.  
34 Ridgeway Road, Farnham.

**Concerned about velux windows to the front of the building and concerned about the adverse effect on the residential amenities of the neighbouring properties.**

**WA 09/1832**

Application for a Certificate of Lawfulness under Section 191 of the Town and Country planning Act 1990 for non-compliance with condition 1 of planning permission WA 07/0736 (agricultural occupancy).  
Waverley Court Farm, Monks Walk, Farnham.

**The Town Council would express its concern that the original planning permission was not monitored or enforced at the time of the original planning consent.**

**WA 09/1837**

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the erection of a single storey extension.  
1 Upper Hale Road, Farnham.

**No objection.**

**WA 09/1841**

Erection of conservatory to rear of dwelling.  
13 Ridgeway Hill Road, Farnham.

**Concerned about the effect on the residential amenities of the neighbouring properties.**

**WA 09/1842**

Erection of a replacement dwelling and garage (details pursuant to WA 06/2679) revision of WA 09/1346.  
10 Valley Lane, Farnham.

Previous comments from 1<sup>st</sup> October 2009 – no objection.

**No objection.**

**WA 09/1843**

Erection of an outbuilding and extension comprising garage and log store following demolition of part of existing outbuilding.  
The Kiln, 3 Gardeners Hill Road, Farnham.

**Object – this proposal is too readily convertible to residential accommodation. Concerned about the size and scale.**

**WA 09/1846**

Erection of single storey rear extension.  
19 Stream Valley Road, Farnham.

**No objection.**

**WA 09/1847**

Application for a new planning permission to replace extant permission WA 07/0126 for the erection of a two storey extension and alterations.  
2 Willow Way, Farnham.

**No objection.**

**WA 09/1848**

Erection of extensions.  
Ambledown House, 6a Old Compton Lane, Farnham.

**No objection.**

**WA 09/1850**

Outline application for the erection of 4 dwellings following demolition of existing bungalow (revision of WA 08/0169).  
Hoghatch Farm, Hoghatch Lane, Farnham.

*Previous comments from 28 February 2008 – Object, overdevelopment for the area. Concerned about the increase of traffic along unmade road. This development would be out of keeping with the surrounding properties.*

**Object.**

**This is overdevelopment for the site and is out of keeping for the area.  
Concerned about the increase in traffic along this unmade road.**

**WA 09/1858**

Erection of five bedroom house.  
Land at Westwind, Fernhill Close, Farnham.

**Object – concerned about the infill development and the impact on the traffic on the narrow lanes. Concerned about overdevelopment on the site.**

**WA 09/1859**

Erection of a single storey extension.  
36 Lodge Hill Road, Farnham.

**Concerned about the adverse impact on the residential amenities of the neighbouring properties.**

**WA 09/1868**

Erection of first floor extension and alterations to existing flat roof to form pitched roof (revision of WA 09/0935).  
24 Moor Park Lane, Farnham.

**Farnham Town Council is concerned that this proposal has the potential to be split into two dwellings.**

**WA 09/1872**

Erection of first floor extension and pitched roof to existing rear dormer.  
Woodlands, 5 Temples Close, Farnham.

**No objection.**

**WA 09/1876**

Application for a Certificate of Lawfulness under Section 192 of the Town and Country

planning Act 1990 for proposed triple garage.  
5 Pine Grove, Lower Bourne, Farnham.

**No comment.**

**WA 09/1877**

Erection of 60 dwellings with associated access, parking and landscaping/  
Land at 6a – 8, Wrecclesham Road, Farnham.

1. **Farnham Town Council reiterates the problems with the very high levels of traffic at the bridge and roundabout. The impact of traffic from this site has been underestimated**
2. **Farnham Town Council is concerned about the proposals for the highway given the amount of traffic that will emerge onto this road.**
3. **Farnham Town Council notes the reduction in the number of dwellings but we still consider that this is over development.**
4. **The cumulative effect of the numerous residential developments in the recent past in this area should not be ignored.**
5. **Farnham Town Council is concerned that the proposed site is immediately adjacent to the flood plain and the site will have a general effect on the hydrology of the area.**
6. **Farnham Town Council is concerned that through its local knowledge part of the proposed site and its surrounding area is subject to flooding and the Town Council has on record photographs of the most recent situation.**

**WA 09/1879**

Erection of single storey extension and replacement of flat roofs with pitched roof.  
19 Lavender Lane, Rowledge, Farnham.

**No objection provided there is no adverse impact on the residential amenities of neighbouring properties.**  
**Materials used should match existing.**

**WA 09/1880**

Erection of two storey side and rear extensions.  
70 Shortheath Road, Farnham.

**No objection.**

**WA 09/1885**

Erection of two storey extension and alterations.  
3 Elm Crescent, Farnham.

**No objection.**

**WA 09/1892**

Erection of replacement conservatory.  
37 Frensham Vale, Farnham.

**No objection.**



**WA 09/1893**

Erection of ground floor and first floor extensions and alterations including dormer and skylight windows.  
74 Upper Weybourne Lane, Farnham.

**No objection.**

**WA 09/1896**

Change of use of public house car park and erection of 3 dwellings and parking spaces.  
King Alfred Public House, 9 Bishops Road, Farnham.

**Concerned about loss of parking at the public house. Concerned about the impact on the potential need for additional on street parking.**

**WA 09/1899**

Installation of new rear door with canopy roof over, enlarged window and reconstruction of 3 dormers to south east facing elevation.  
3, The Kiln, Gardeners Hill Road, Wrecchesham, Farnham.

**Object – this proposal is too readily convertible to residential accommodation. Concerned about the size and scale.**

**WA 09/1904**

Erection of a conservatory (revision of WA 09/1313).  
5 Little Green Lane, Farnham.

**No objection.**

**WA 09/1905**

Erection of first floor extensions and alterations, single storey extension and dormer windows.  
9 High Street, Rowledge, Farnham.

**No objection.**

**WA 10/0006**

Erection of single storey extension.  
5 Farnham Park Close, Farnham.

**No objection.**

**WA 10/0015**

Erection of single storey rear extension.  
7 Weydon Hill Road, Farnham.

**No objection.**

**WA 10/0017**

Two storey extensions and alterations.  
5 Jubilee Lane, Farnham.

**Concerned about the potential adverse impact on the residential amenities of the neighbouring properties.**  
**All materials used should be in keeping with the current building and environment.**

**WA 10/0018**

Erection of single storey extensions and external/internal alterations.  
20 Longhope Drive, Wrecclesham, Farnham.

**Concerned about the adverse impact on the residential amenities of the neighbouring properties.**

**WA 10/0019**

Application for Listed Building Consent for replacement windows.  
19 Lower Church lane, Farnham.

**No objection subject to the consent of the Listed Buildings Officer.**

**WA 10/0021**

Addition of pitched roofs to front and side.  
21 Alma Way, Farnham.

**No objection.**

**WA 10/0022**

Application for a Certificate of Lawfulness under Section 191 of the Town and Country Planning Act 1990 for the existing use of the site for a residential mobile home (revision of WA 07/2243).  
J Mar, Badshot Farm Lane, Badshot Lea, Farnham.

**Object. This site is not appropriate for a residential mobile home park. Access to this site is poor and it lies within in the open countryside.**

**WA 10/0031**

Conversion of existing garage to provide accommodation ancillary to existing dwelling.  
Rivendell House, Monks Well, Farnham.

**Concerned about the potential for this to become a second dwelling.**

**WA 10/0034**

Change of use from mixed veterinary/retail use to retail (A1) together with ancillary storage in cellar.  
26 Sandrock Hill Road, Farnham.

**No objection.**

**WA 10/0036**  
**Erection of a two storey side extension.**  
**Red Roof, 4 Wings Road, Farnham.**

**No objection.**

The meeting closed at 6.45pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# P

## Minutes

Planning Consultative Group

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### Time and date

6.30pm on Thursday 11 February 2010

### Place

Town Clerks Office, South Street, Farnham

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### Members Present

- o Cllr C G Genziani (Lead Member)
- \* Cllr D J Attfield (Deputy Lead Member)
- o Cllr R D Frost
- \* Cllr G Hargreaves
- \* Cllr J E Maines
- \* Cllr S Hill
- o Cllr O'Grady
- \* Cllr C Storey

\* Present

o Apologies for absence.

PCG 118/09

PLANNING APPLICATIONS - CONSIDERATIONS

**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.**

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### Declarations of Interest

Name of Councillor	Planning Application Number	Subject	Type of Interest	Reason
C Storey	WA 10/0102	17 Cobbetts Way, Farnham	Personal	Governor of St Peters School, abuts property

**NMA 10/0013**

Amendment to WA/00/2052 to install artistic feature.  
Land at Farnham Hospital, Hale Road, Farnham.

**No objections.**

**NMA 10/0015**

Amendment to WA/2009/1623 to render and colourwash the external walls of the proposed addition  
3 Farnham Park Close, Farnham.

**No objections.**

**WA 10/0043**

Erection of single storey rear extension  
21 Marston Road, Farnham.

**No objections.**

**WA 10/0044**

Erection of single storey rear extension  
23 Marston Road, Farnham.

**No objections.**

**WA 10/0056**

Erection of single storey extension and demolition of external store.  
The Factory, Crondall Lane, Farnham

**No objections.**

**WA 10/0072**

Conversion of garage to study and utility room; erection of two storey extension, single storey extension and alterations  
16 Thorn Road, Wrecclesham, Farnham.

**No objections.**

**WA 10/0095**

Erection of a conservatory  
12 Keable Road, Wrecclesham, Farnham

**No objections.**

**WA 10/0114**

Application for a new planning permission to replace extant permission WA 07/0141 (erection of extensions and alterations) to extend the time limit for implementation.  
Leigh Cottage, 3 Leigh Lane, Farnham

**No objections.**

**WA 10/0120**

Application of a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the repainting of the frontage of the building and door.  
19 East Street, Farnham.

**No objections.**

**WA 10/0055**

Erection of detached home office.  
Warrenhurst Cottage, 4 Old Farnham Lane, Farnham

**No objection subject to the development being conditioned for use as home office only.**

**WA 10/0059**

Erection of a garage extension  
8 Coniston Drive, Farnham.

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

**WA 10/0103**

Erection of a conservatory.  
2a Woodlands Avenue, Farnham

**No objection provided conservatory does not impact on the residential amenities of the neighbouring property.**

**WA 10/0115**

Erection of detached garage and formation of access.  
35 Alfred Road, Farnham.

**No objection provided conditioned for private garaging use only.**

**WA 10/0039**

Erection of a dwelling incorporating extensions and alterations to dwelling permitted on plot 6 of planning permission WA 08/0111  
Land to rear of 5 – 11 Old Compton Lane, Farnham.

**Farnham Town Council strongly objects to this development which we consider to be gross overdevelopment.  
It will detract from the amenities for people using long access. In addition the area is subject to frequent flooding.**

**WA 10/0046**

Application for a new planning permission to replace extant permission WA 06/2679 (outline application for the erection of a replacement dwelling and garage) to extend time

limit for implementation.  
10 Valley Lane, Farnham.

**This application does not state what has been demolished on the site. As the site is behind other houses it is important that the new house is not over dominating.**

**WA 10/0054**

Erection of single storey extension  
15 Little Green Lane , Farnham.

**Concerned about the adverse effect on the neighbouring properties and the development extending beyond neighbour's property and the impact on the street scene.**

**WA 10/0061**

Erection of two storey and single storey extensions and demolition of single storey extension, attached garage, utility and conservatory.  
Orchard House, 18a Great Austins, Farnham.

**Concerned about the impact on neighbouring properties and overpowering design of development and would suggest the Conservation Officer be consulted.**

**WA 10/0062**

Erection of single storey rear extension, one new rear dormer and one extended dormer.  
3 Park Row, Farnham.

**Farnham Town Council would suggest that the Conservation Officer be consulted.**

**WA 10/0063**

Application for Conservation Area Consent for demolition of single storey extension, attached garage, utility and conservatory  
Orchard House, 18a Great Austins, Farnham.

**Concerned about the impact on neighbouring properties and overpowering design of development and would suggest the Conservation Officer be consulted.**

**WA 10/0092**

Erection of two storey and single storey extensions following demolition of existing structures and alterations  
54 Broomleaf Road, Farnham.

**Concerned about the possible adverse effect on the residential amenities of neighbouring properties and the size and scale of the development.**

**WA 10/0102**

Erection of two storey side extension.  
17 Cobbetts Way, Farnham.

**Concerned about the size of the development and the quality of the plans and**

**drawings.**

**WA 109/0104**

Refurbishment, alterations to shop front, extensions at second floor level and alterations.  
2 – 3 The Borough, Farnham.

**No objections subject to the approval of the Conservation Officer.**

**WA 10/0105**

Application for Listed Buildings Consent for refurbishment , alterations to shop front, extensions at second floor level and alterations.  
2 – 3 The Borough, Farnham.

**No objections subject to the approval of the Conservation Officer.**

**WA 10/0109**

Conversion of garage to office.  
Grace House Residential Home, 71 Lodge Hill Road, Farnham.

**Farnham town Council would suggest this development be conditioned for garaging use only.**

**WA 10/0113**

Erection of single storey rear extension following demolition of conservatory. Alterations to dormer window, erection of front porch with new windows, new dormer to rear.  
83 Broomleaf Road, Farnham.

**Concerned about the adverse effect on the residential amenities of the neighbouring properties.**

**WA 10/0118**

Erection of single storey extension following demolition of existing single storey structure.  
3 Thorold Road, Farnham.

**Concerned about the adverse effect on the residential amenities of the neighbouring properties.**

**WA 10/0126**

Erection of extensions and alterations  
Holly Bank, 8 Chapel Road, Farnham.

**Concerned about the availability of parking due to the traffic movement and proximity of the junction.**

The meeting closed at 7.20pm

Date

Chairman





# FARNHAM TOWN COUNCIL

## Q

### Minutes

#### Planning Consultative Group

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#### Time and date

6.30pm on Thursday 25 February 2010

#### Place

Town Clerks Office, South Street, Farnham

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#### Members Present

- \* Cllr C G Genziani (Lead Member)
- o Cllr D J Attfield (Deputy Lead Member)
- o Cllr R D Frost
- o Cllr G Hargreaves
- o Cllr J E Maines
- \* Cllr S Hill
- o Cllr O'Grady
- \* Cllr C Storey

- \* Present
- o Apologies for absence.

PCG 089/09

PLANNING APPLICATIONS - CONSIDERATIONS

**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.**

#### Declarations of Interest

Name of Councillor	Planning Application Number	Subject	Type of Interest	Reason
C Storey	WA 10/0166	Land at Hale Road, Farnham	Personal	Farnham Town Council is burial authority
C Genziani	WA 10/0166	Land at Hale Road, Farnham	Personal	Farnham Town Council is burial authority
S Hill	WA 10/0166	Land at Hale Road, Farnham	Personal	Farnham Town Council is burial authority

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**NMA 10/0018**

Amendment to WA/08/0879 to add/alter windows and tile hang front right hand side of plot 2.

Land at Beech Leaves, Crondall Lane, Farnham.

**No objections.**

**WA 10/0130**

Erection of a conservatory

9 Beacon Close, Farnham.

**No objections.**

**WA 10/0150**

Temporary change of use of part of retail warehouse (class A1) to a pet care treatment facility (sui generis)

Unit C Farnham Retail Park, Guildford Road Farnham.

**No objections.**

**WA 10/0171**

Erection of single storey extension. (revision of WA/2009/0782)

The Chantry, Beavers Hill Farnham.

**No objections.**

**WA 10/0178**

Erection of a new porch following removal of existing

Old Briars, The Long Road, Rowledge, Farnham

**No objections.**

**WA 10/0185**

Application for the removal of condition 4 on planning permission WA/2008/0879 (no windows in first floor north west or south east side elevations)

Land at Beech Leaves, Crondall Lane, Farnham.

**No objections.**

**WA 10/0206**

Application for a Certificate of Lawfulness under Section 192 of the Town and Country Planning Act 1990 for the proposed installation of two roof lights and internal alterations.

16 Sumner Road, Farnham

**No objections.**

**WA 10/0207**

Change of use from office to beauty salon use Class D1  
The Lewins, Tilford Road, Farnham

**No objections.**

**WA 10/0132**

Erection of a conservatory  
10 Riverdale, Wrecclesham, Farnham

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

**WA 10/0177**

Erection of two storey rear extension following demolition of conservatory and erection of single storey side extension following demolition of garage.  
Bari, 18 The Long Road, Rowledge, Farnham.

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

**WA 10/0180**

Erection of a two storey and single storey extension  
33 Tilford Road, Farnham

**Concerned about the possible adverse impact on the residential amenities of the neighbouring properties.**

**WA 10/0129**

Advertisement consent for the display of a non-illuminated projecting sign.  
Vision Express, 1 The Borough, Farnham.

**No objection subject to the approval of the Conservation Officer.**

**WA 10/0133**

Change of use and alterations to garage building to provide office space and single garage on ground floor with bedroom at first floor.  
Amberley Cottage, 41b Waverley Lane, Farnham.

**Would suggest that this be conditioned only ancillary to the house.**

**WA 10/0149**

Erection of two storey extension, first floor extension including replacement roof and new garage (revision of WA/2009/1234)  
Oak Tree Cottage, 7 Kiln Lane, Lower Bourne, Farnham.

**No objections**

**WA 10/0160**

Change of use design building from offices to art gallery  
The Packhouse, Tongham Road, Farnham

**No objections.**

**WA 10/0166**

Change of use of agricultural land to cemetery and woodland burial site (revision of WA/2009/1407)  
Land at Hale Road, Farnham

**No objections**

**WA 10/0174**

Erection of first floor extension.  
26 Brambleton Avenue, Farnham

**Concerned about the adverse impact on the residential amenities of the neighbouring properties.**

**WA 10/0176**

Erection of single storey annexe and first floor extension and demolition of part existing bungalow.  
Park Farm, Middle Old Park, Farnham

**Concerned about the scale and height of the development.**

**WA 10/0179**

Erection of first floor extension and conversion of roof space to habitable accommodation together with alterations.  
Hillcote, Bourne Grove Drive, Lower Bourne, Farnham.

**No objections**

**WA 10/0191**

Proposed front and side dormer windows and first floor and ground floor rear extensions.  
3 West Avenue, Farnham.

**No objections**

**WA 109/0192**

Repair and alterations to existing outbuilding.  
Hawthorn Cottage, Runfold St George, Farnham

**No objections subject to the approval of the Listed Buildings Officer and the use remains conditioned for use as stables only.**

**WA 10/0199**

Erection of part two storey, part single storey extensions (revision of WA/2009/1478)

1 Parkside Cottages, The Green, Farnham.

*Previous comments of 29.10.09 – Objections; overdevelopment of the site and concerned about the impact on the residential amenities of the neighbouring properties and destroying the character of the street scene.*

**Comments unchanged**

**WA 10/0202**

Erection of two storey and single storey extensions.  
33 West Street, Farnham

**Concerned about the height and bulk of the extensions and also out of keeping with and inappropriate development for a listed building.**

**WA 10/0203**

Application for a Listed Building consent for erection of two storey and single storey extensions  
33 West Street, Farnham.

**Concerned about the height and bulk of the extensions and also out of keeping with and inappropriate development for a listed building.**

**WA 10/0212**

Erection of single storey extension following demolition of existing single storey extension (revision of WA/2009/1132)  
Buckland House, Tilford Road, Farnham.

**No objections.**

The meeting closed at 7.03pm

Date

Chairman