



FARNHAM TOWN COUNCIL

Mr Roland Potter
Town Clerk

26th October, 2007

TO: ALL MEMBERS OF THE COUNCIL

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **FARNHAM TOWN COUNCIL** to be held in **THE LANTERN ROOM, ST THOMAS ON THE BOURNE, FRENHAM ROAD, FARNHAM** on **THURSDAY, 1st NOVEMBER, 2007, at 7.00PM.**

The Agenda for the meeting is set out below.

Yours faithfully

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

Mr Roland Potter
Town Clerk

QUESTIONS BY THE PUBLIC – GENERAL

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 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.

QUESTIONS BY THE PUBLIC – WARD ISSUES

THE TOWN MAYOR WILL INVITE MEMBERS OF THE PUBLIC PRESENT TO ASK QUESTIONS ON ANY LOCAL WARD ISSUES.

A MAXIMUM OF 15 MINUTES WILL BE ALLOWED FOR THE WHOLE SESSION.

AGENDA

1 APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

Apologies received from Councillors (Mrs) P Frost, R Frost and A Lovell.

2 MINUTES

TO SIGN as correct record the minutes of the Extraordinary Farnham Town Council meeting held on 27th September and the minutes of the Farnham Town Council Meeting held on 4th October, 2007 (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 Parish 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 the day before the meeting. Alternatively, members are requested to make declarations of interest on the form attached to this agenda and to hand to the 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, 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.

Part 1 – ITEMS FOR DECISION

5 TOWN MAYORS ANNOUNCEMENTS

To RECEIVE any announcements.

6 GRANT APPLICATIONS

TO INFORM members of the Grants Policy adopted by the Council in October 2006.
TO CONSIDER a delayed request for funding from 40 degreez for additional funding for 2006/07.

TO CONSIDER requests for Revenue and Community grant funding in order to inform the Councils budget process for 2008/09.

Report attached at **Appendix B.**

7 AUDITORS REPORT

TO NOTE the receipt of the BDO Stoy Hayward LLP the Council's External Auditors Report for the financial year ended 31 March 2007.

TO APPROVE identified actions from the Auditors Report.

Report attached at **Appendix C.**

8 INFILL PLANNING

TO DEBATE the issues regarding the growing impact of infill development in Farnham, report attached at **Appendix D.**

9 PROGRESS REPORT

To RECEIVE a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk, report attached at **Appendix E.**

10 DEMPSTER TRUST

The Trust has advised the Council that two of the Five trustees of the Dempster Trust have resigned. The Clerk to the Trustees has requested that the two currently co-opted Trustees be appointed full Trustees to the Trust.

Mr P Jeans JP and Mr P Whitlock were appointed co-opted Trustees in May 2004. Both have indicated that they wish to become full Trustees.

Accordingly the Council is requested to approve the appointment of Mr P Jeans JP and Mr P Whitlock as Farnham Town Council nominated trustees.

Part 2 – ITEMS TO NOTE

11 PLANNING APPLICATIONS

TO RECEIVE the minutes of the meetings of the Planning Consultative Group held on 6 September, 27 September and 11 October 2007 (attached at **Appendix F**) as submitted for the information of the Council. The action taken there under is in accordance with delegated authority.

12 THE FUTURE OF THE POST OFFICE NETWORK – CONSULTATION

TO NOTE a report on a six week public consultation beginning in January 2008 on the Future of the Post Office Network, report attached at **Appendix G**.

13 CITIZENS ADVICE BUREAU – YEARLY REPORT

TO NOTE the Annual Report of the Farnham Citizens Advice Bureau, attached at **Appendix H**.

14 FINANCE REPORT

TO BE TABLED AT THE MEETING.

15 LETTERS OF THANKS

To NOTE a letter of thanks has been received from 40Degreez for grant funding.

16 ITEMS TABLED

None.

17 PUBLICITY

To DECIDE whether to issue a press release in relation to any item on the agenda and, if not the Town Mayor, which member should be quoted.

18 DATE AND LOCATION OF NEXT MEETING

TO NOTE the date and location of the next Council meeting:

Thursday 13th December, 2007 at 7pm at the Hale Institute, Wings Road, Upper Hale, Farnham.

19 EXCLUSION OF THE PUBLIC AND PRESS

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 20 of the agenda during receipt of the confidential minutes of

the Council meeting held on 4th October, 2007.

Part 3 – CONFIDENTIAL ITEMS

20 **CONFIDENTIAL MINUTES**

TO RECEIVE the confidential minutes of the Council meeting held on 4th October, 2007, attached separately for Members only.

The Town Mayor will close the meeting.

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FARNHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 27th SEPTEMBER, 2007 AT 7.30PM IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM

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

C 057/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Attfield, G Beel, A Lovell, A Thorp and J Ward.

C 058/07 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/Minute No	Subject	Type of Interest	Reason
C Cockburn	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor
V Duckett	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor
L Fleming	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor
(Mrs) P Frost	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor
(Mrs) P Frost	5	East Street – Getting it right for Farnham	Personal	Surrey County Council representative on Brightwells Gostrey Centre
R Frost	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor
G Hargreaves	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor

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S Hill	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor
D Le Gal	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor
J Maines	5	East Street – Getting it right for Farnham	Personal	Chairman of 40Degreez
S O'Grady	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor
R Steel	5	East Street – Getting it right for Farnham	Personal	Waverley Borough Councillor

C 059/07 STATEMENTS BY THE PUBLIC

Anne Mansell – Trustee – Brightwells Gostrey Centre

Waverley Borough Council has agreed to provide, within the East Street project, a new community centre to replace the Brightwells Gostrey Centre.

However, there are no further details in the leaflet in circulation.

Can the Trustees of the Centre be assured that Farnham Town Council will support the proposals for a fit for purpose centre of 600m² or more recognising that the configuration of space should be suitable for community use?

Will the Council further support the need for good access for pedestrians, electric buggies, two large mini-buses, Hoppa bus and delivery vehicles?

Anne Mansell requested a written answer.

Ann Sanders – East Street Action

We cannot support the updated proposals for East Street outlined in the consultation document for the following reasons:

As there is no plan of the new proposals in the leaflet, it is impossible to make properly informed comment.

The proposed housing density is close to 100 units per hectare. Density should not exceed 40 dwellings per hectare to comply with the Regional Plan and should reflect the adjoining conservation area.

The text is misleading on three-storey residential development. The illustrations show over 60% of dwellings as four storeys.

The existing recreational amenities within Brightwell Gardens must be retained. For instance, without the underground car park, the bowling green should stay.

Without building D5, there is no reason to demolish the gardener's cottage which is within the Brightwell House curtilage and shown on the 1838 map of Farnham.

The area of opportunity and the development area were bounded originally by the River Wey. The area of regeneration shown in the brochure crosses the river and intrudes into the Farnham bypass area of strategic visual importance.

The leaflet states that 'there are no viable plans for any other scheme'. (Does this include applications already received?) This statement should be qualified by the words 'at present'.

The proposals do not comply with the current Waverley Local Plan and the section under 'Farnham East Street Area of Opportunity'. We would refer you to Paras. 9, 62, 63, 65, 67, 71, 72 and 74.

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We would also urge a much more positive focus for Farnham's future, adding value for the community in the long term. Our vision for the East Street scheme would include:

100 to 130 flats, including low-rise dwellings and an element of affordable housing.

A double-deck, low profile car park in the lower part of the Dogflud car park.

A re-designed Woolmead building with flats, shops and a bus station.

Community facilities should not be described as confined to provision of a new Gostrey Centre and public conveniences. Cinema, theatre, sport (e.g. bowls and tennis), recreation and art are all wanted by some sections of the Farnham population – these too are community facilities. Although some of these are mentioned under other headings, we believe that there should be more emphasis that a range of entertainment and leisure facilities to meet the wishes and needs of the widest spectrum of residents should be contained in the scheme. There should be more consultation with all ages and interests.

Work on Area Action Plan to deal with traffic should be brought forward, including consideration of 'real' Farnham bypasses.

It is essential that attention should be focussed on infrastructure – roads, schools, sewage, water – before further steps are taken to progress any plans for East Street. We would like to see thought directed to the economic advantages to Waverley in promoting Farnham as a tourist centre with all the facilities inherent to this role. Farnham has distinct historic, geographical and cultural advantages, which could be better used to the benefit of the whole borough. Any new development should take account of the benefits of tourism, now recognised as a major industry and wealth producer in this country.

Mr Cooper – The Theatres Trust

The Theatres Trust (which is a Statutory Consultee on planning applications concerning land on which there is a theatre) has identified that there has been no 'Needs and Impact' assessment undertaken on theatre in Farnham. (You may read more about this on page 7. in today's "Farnham Herald").

The Trust says, "There is no reasoned justification for the Farnham Redgrave to be surplus to cultural requirements or that provision for a replacement theatre should not be made".

Would Farnham Town Council now consider supporting a theatre forum and a 'Needs and Impact' assessment to establish how theatre facilities can be best provided in Farnham?

Mr J Hyman – Local Resident

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Last year in November 2006, Farnham Town Council held a special meeting at Church House regarding the East Street scheme. A majority of the people attending that scheme voted against any extension to the long stop date. In the election material a promise was made supported by our MP that they would oppose any further extension of the long stop date.

Regarding this consultation, why doesn't it ask if there is public support for breaking that promise upon which you were elected?

The first picture in the bottom of the first page is a sketch. It is entirely reliant upon land assembly. The buildings are on land which is not owned by Waverley Borough Council. Can this scheme be delivered?

There is another viable scheme on the table. This one in front of us has not passed any viability test, it has not had finances assessed so where it says there is no other viable scheme, actually the opposite is true.

There has been no attempt to purchase land and it will be the same in a year's time. It will become Waverley borough Council's problem to put through a compulsory purchase order and that would never happen.

A couple of points in the 'What's changed section'. There is vagueness around the '230 ish' flats, there is no maximum number of flats. How can you give them a blank cheque?

A further 150 car parking spaces will be provided in an undercroft car park below the apartments. There will be about 500 people in 240 flats. Where is the parking for all those people or do they all share the three cars which are in the scheme.

How do we manage to fit 235 new car parking spaces into D8, the cinema building if we are removing only 28% of the cinema? How do you remove 250 seats but put in 250 car parking spaces, it doesn't add up.

10,342 sq m of retail, restaurants, cafes, bars and accommodation in the previous scheme which is a true figure. There is a reduction in the retail, restaurants, cafes, bars and accommodation of 774 sq m. We are losing all the retail space that's on the Sainsbury's car park 2,500 sq m.

It says that the main residential buildings adjacent to the sports centre and facing the town square will be largely reduced from 4 to 3 storeys. It looks from the pictures, which don't show the plinth upon which these all sit, if we are going basement parking, none of that is shown. That doesn't seem to be true from the pictures but it then states that 'the development will be further reduced by the scaling down of a combined residential/commercial building' from predominantly 4 to largely 3 storeys, that's not true. The existing scheme that was put in in May it is 891 sq m out of 2,000 sq m which is less than half so that is a bit misleading.

Mr Price – Local Resident

I feel strongly that public transport is being neglected in the two main proposals and especially in the current one and I would like the Town Council to think hard and progress it.

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Farnham Town Council should seriously consider the future of theatre in Farnham in future years.

It is my view that a modern theatre could also provide facilities for national, international professional meetings nothing to do with theatre and help to keep Farnham in the front line. I do feel in the long run this is something the Councillors should be looking at.

Mr Boyle – Local Resident

This pamphlet is designed to be a presentation to the public so they can make a vote in favour or against this development.

There is an element of dishonesty in the very nice drawing that is in the centre page. The building facia designs are good. They are much closer to the Farnham style than anything we've seen in the past but there are several faults with it.

The undercroft car parking will be seen towards the lower end of the field and the field is not shown as a sloping field it is shown as a level field.

There will have to be a road running down the front of that building into which the cars can drive in order to get to the undercrofts and there is no sign of that there.

This building we see on the drawing is 2 of 3 monoblocks because they are all going to be joined together. As somebody who has worked in the building industry all his life I very much doubt if they'll be able to make a single building look as separate as that illustration. When you look at the display to the public you'll see that the mass of the building is just the same as it was in the first scheme.

On the left, almost disappearing from view on that drawing is what I take to be part of the underground car park; someone has told me tonight that it might be the cinema. The car park will be massive if its going to be 4 storeys above the ground it will dominate the view from the greens of Brightwells Gardens.

I do think it's a crime to put a site access road for site works across the Borelli Walk because that's what that little wedge across the south of the river is for.

Part 1 – ITEMS FOR DECISION

C060/07 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor made three announcements.

The Town Mayor thanked the office staff for the reorganisation of the meeting that had to be cancelled. She wished to record her thanks and the thanks of the Council.

At the Allotments meeting it came up that the hanging baskets in the Town have been really good this year.

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The Walking buses are such a good initiative and the Town Mayor was really please that the Town Council is involved. The Town Council has paid for the high viz jackets and has set the children off on their route. Every car that is taken off the roads near the school gates has to be a great success.

C061/07 EAST STREET – GETTING IT RIGHT

Members were asked to consider their response to Waverley Borough Council and Crest Nicholson's new proposals for the East Street regeneration site.

Members received the booklet of new proposals, attached to record minutes and the following statements were agreed.

RESOLVED: That the following statements be agreed and forwarded to Waverley Borough Council in response to the new proposals for the East Street regeneration site:

1. Do you think we now have the right basis for an acceptable scheme?

Yes

2. Do you have any other comments about what is being proposed?

Farnham Town Council welcomes:

The smaller scheme will be built in a single phase over a construction period of 24 months.

Site traffic access and egress will be out across the River Wey, not through the centre of town.

The removal of the building D5

The removal of the large underground car park.

The enhanced Gostrey Centre which is larger in size and has better access.

However, Farnham Town Council has the following concerns to be brought to the attention of Waverley Borough Council and Crest Nicholson:

Close attention should be paid to the design of the elevations of the Cinema building and the multi-storey car park.

There must be adequate car parking for residents, at least one space allocated for each residential unit.

The impact and domination of proposed buildings over the Sports Centre and 40degreez.

To remind the developers and Waverley Borough Council of neighbours concerns and the impact on residential amenities.

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Farnham Town Council would urge the early development of the Gostrey Centre and tennis club and ensure that there is smooth transition from the old sites to the new.

Administration of the Planning Process

Farnham Town Council would like to urge Waverley Borough Council to give Farnham Town Council the maximum time to consider the new planning applications in detail for the East Street redevelopment.

Part 2 – ITEMS TO NOTE

C062/07 ITEMS TABLED

None.

C063/07 PUBLICITY

A member of the press was present at the meeting so it was agreed that no press release be issued.

Part 3 – CONFIDENTIAL ITEMS

There were no confidential items.

The Town Mayor closed the meeting at 8.30pm.

Date

Chairman

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FARNHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4th OCTOBER, 2007 AT 7.00PM IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM

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

- * Present
- o Apologies for absence

Officers Present: Roland Potter (Town Clerk)
Sheila Rayner (Assistant Town Clerk)
Nick Goddard (Assistant Town Clerk)
Wendy Coulter (Committee and Member Services Officer)

Prior to the commencement of the meeting Ann Jones from Farnham Museum gave a presentation on the development of a new Classroom Building at the Farnham Museum.

Ms Jones outlined the project and showed the members drawings of the proposals. A breakdown of eligible costs was made available along with an update on partnership funding for the Classroom. The total funding secured to date is £173,500. Mrs Jones explained that the Farnham Museum was waiting to hear about clarification from Biffa where £35,000 of funding had been requested from Landfill funding.

The Mayor congratulated Mrs Jones on her success at raising the funding for the classroom and congratulated the Museum on a superb project and thanked Mrs Jones for making a presentation to the Council.

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C 064/07 QUESTIONS BY THE PUBLIC

Mr Skingle – Local Resident

In relation to an observation of the Planning Consultative Group regarding application WA 07/1569.

The comment appeared to have suffered from being précised and was misleading. The Council objects to the application but then it says that it supports the views of the Planning Inspector.

The comment is based on the previous rejection of the Planning Inspector but does not relate to WA 07/1569. The Inspector tends to support the application. The Town Council did not mean to support the application.

The Town Mayor replied that it may be possible for the Town Council to clarify its comment when the application goes to appeal.

C 065/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors G Beel, (Mrs) Frost, A Lovell and J Ward.

C 066/07 MINUTES

The minutes of the meeting held on 2nd August, 2007 were signed by the Town Mayor as a correct record.

C 067/07 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/ Minute No	Subject	Type of Interest	Reason
V Duckett	9	Aims and Objectives Work Plan – Community Safety	Personal	Chairman of Community Task Force
R Steel	21	Cemeteries Buildings	Personal	3 members of the Farnham Building Preservation Trust are known to me

C 068/07 STATEMENTS BY THE PUBLIC

There were no members of the public present who wished to make a statement.

Part 1 – ITEMS FOR DECISION

C069/07 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor apologised to the Chairman of the Community Task Force (Councillor V Duckett) for failing to attend his meeting. The Chairman of the Community Task Force accepted her apology.

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The Town Mayor reported having attended the Citizens Advice Open Day and urged the Council to continue to support the Citizens Advice Bureau in Farnham.

C70/07 INTERNAL AUDITORS REPORT 2006/2007

Members received and noted the management letter of the Council's Internal Auditors HW Consulting.

Members considered the action plan based on the recommendations of the Internal Auditor as outlined below:

Risk Management

The Corporate Risk Management Report will be reviewed by the Corporate Development and Audit Working Group, prior to an updated report being submitted to Full Council for consideration and approval in December 2007.

Financial Regulations

The Financial Regulations are currently under review and will be available for consideration and approval by Full Council in November 2007.

Interim Audit

To note the date of the interim audit on Tuesday 30th October, 2007.

Systems and Control Review – VAT

Due to highlighted omissions, additional training will be provided for the relevant staff.

Systems and Control Review – Quotations for works and goods and services.

The principle of reporting back to Council the outcomes of expenditure where financial regulations have been suspended has been implemented.

RESOLVED:

- 1. That the management letter of the Council's Internal Auditor Haines Watts Consulting be received and noted.**
- 2. That the action plan based on the recommendations of the Internal Auditor.**

C071/07 AIMS AND OBJECTIVES WORK PLAN – REPORT OF THE BAND STAND WORKING GROUP FOR THE INSTALLATION OF A BAND STAND IN GOSTREY MEADOW

Members received a report on the progress of the work of the Band Stand Working Group and were requested to approve the recommendations of the Working Group.

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Which had been delegated the responsibility to research the feasibility for the installation of a band stand in Gostrey Meadow.

The Working Group undertook the following action for consideration by the Town Council.

1. Identified the design and style of the band stand appropriate for Gostrey Meadow – see photos attached to record minutes.
2. Identified that the site of the band stand should remain at the same location as identified in the original approved planning application.
3. That the cost of the project should be funded from Town Council Reserves over the financial years 2007/08 and 2008/09 for implementation in May 2008.
4. That Michael Blower is retained to produce the appropriate plans to submit a planning application to Waverley Borough Council.
5. That the Town Council's officers should make applications to various outside funding organisations to contribute to the funding of the band stand.
6. That the Town Council should make enquiries with Waverley Borough Council for the transfer of the management of Gostrey Meadow to the Town Council.

Members noted that the cost of the band stand in photo A (attached to record minutes) structure and fixing would be £24,322.00. The cost of providing the base and various services was still to be established.

Members were requested to make a decision at the meeting to allow the Band Stand Working Group time to undertake the necessary strategic and financial planning for the delivery of this project and to obtain the necessary planning permission.

RESOLVED:

- 1. To approve the installation and style of the band stand in Gostrey Meadow.**
- 2. To approve that funding of the project should be identified from within current reserves over the current and next financial year 2007/08 and 2008/09.**
- 3. That the Town Council's officers should make applications to various outside funding organisations to contribute to the funding of the band stand.**
- 4. That a planning application should be submitted to Waverley Borough Council for the project.**
- 5. That the Band Stand Working Group be delegated the authority to progress the project for implementation in May 2008 if possible.**
- 6. That Officers enter into formal discussions with Waverley Borough Council to arrange for the transfer of the management of Gostrey Meadow to the Town Council.**

C072/07

AIMS AND OBJECTIVES WORK PLAN – REVIEW OF FARNHAM IN BLOOM

Members received a report on the future development of Farnham in Bloom and associated projects and to consider adopting a four year strategy with the aim of taking part in the Britain in Bloom Competition in 2010.

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Members were requested to consider adopting a scheme based on the principle of "Pride in Farnham" to encourage businesses and the community to become active in improving the quality of life in Farnham with the aim of taking part in Britain in Bloom.

Members considered the following suggested aims that the Town Council should:

- ◆ Adopt a four year strategy to take part in the Britain in Bloom Competition in 2010
- ◆ Adopt a scheme based on the principle of "Pride in Farnham" to encourage businesses and the community to become active in improving the quality of life in Farnham with the aim of taking part in Britain in Bloom.
- ◆ To review the current Farnham in Bloom as a critical part of "Pride in Farnham".

Members considered that the principle of "Pride in Farnham" would be as follows:

- ◆ To develop with residents and businesses a pride in their town
- ◆ To encourage local businesses and communities to take responsibility for improving the look and maintenance of their premises and local areas
- ◆ Annual awards may be presented for various achievements
- ◆ To improve the reporting and speedy resolution to areas of concern
- ◆ Work with Surrey County Council and Waverley Borough Council to develop and focus their services to support the project
- ◆ The scheme could develop a number of specific areas of work to encourage different community groups or businesses
- ◆ To co-ordinate various initiatives and services under one umbrella project.

Members were also requested to appoint a working group of elected members, officers and a small number of retailers and community groups to develop the Pride of Farnham Project.

RESOLVED:

- ◆ **To adopt a four year strategy to take part in the Britain in Bloom Competition in 2010**
- ◆ **A working group of elected members comprising Councillors D Attfield, V Duckett, G Hargreaves and C Storey, officers and a small number of representatives from local organisations e.g. Chamber of Commerce, retailers and community groups be formed to develop the Pride in Farnham Project.**
- ◆ **To review the future expansion and development of Farnham in Bloom and associated projects**
- ◆ **To report back to Council the recommendations of the working group together with any cost implications for inclusion in the 2008/09 budget.**

C073/07

AIMS AND OBJECTIVES WORK PLAN – COMMUNITY SAFETY

Members were requested to consider developing a partnership with the Community Task Force, to work with community groups involved with community safety and policing to co-ordinate a community response to address local issues of crime and anti-social behaviour within the whole of the Farnham area.

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Surrey County Council, Waverley Borough Council and Surrey police as the Responsible Authority have a duty under the Crime and Disorder Act to address issues of community safety. The responsibility is focused principally on the district area and on selected hot spots or specific schemes.

Members noted that Farnham Town Council also has a duty under the Crime and Disorder Act to address issues of Community Safety however, the Town Council is not a member of the Responsible Authority.

Members noted that the Town Council already contributes approximately £50,000 per year to community safety through the supply and maintenance of CCTV, graffiti removal, lighting and other associated services.

The Town Council already supports the Community Task Force which deals with areas of concern regarding community safety, and has contributed to projects to tackle concerns regarding the fear of crime e.g. lighting across Gostrey Meadow.

There are also other groups in the town which address community safety issues, including the Crime Prevention Panel, Neighbourhood Watch and the Town Centre Disorder Group.

Members noted that there is no umbrella partnership within Farnham which formally brings all these groups together to address concerns regarding crime and anti-social behaviour.

Members agreed that if the Town Council wishes to generate more community involvement and joint working to tackle the issues associated with feeling safe, perception of crime and fear of associated behaviour, it will be necessary to bring all the resources within Farnham which are currently working independently of each other together under one umbrella.

Members noted that the Town Council does not have the resources to take this area of work on as a specialised area of concern. However, the Town Council does have the opportunity to enhance and empower a partnership to improve this area of concern.

Members considered a partnership with the Community Task Force, to work with all these groups to co-ordinate a community response to address issues of crime and antisocial behaviour within the whole of Farnham.

Councillor Maines advised members that the Community Task Force would need funding direct from the Town Council as it had previously been funded through the Council's Community Grant Scheme.

RESOLVED: That Farnham Town Council develops a partnership with the Community Task Force, to work with all these groups to address crime and anti-social behaviour within the whole of Farnham.

C074/07

LICENSING

Members received a report on the Government Consultation on the Proposal to remove the Designated Premises Supervisor for Community Premises.

APPENDIX A

ITEM 2

The report outlines that Section 19 of the Licensing Act 2003, which came into effect on 24th November 2005, provides that where a premises licence authorises the supply of alcohol, the licence authorises the supply of alcohol, the licence must include two conditions.

The first condition is that no supply of alcohol may be made under the premises licence:

- ◆ at a time when there is no “designated premises supervisor” (DPS) in respect of the premises licence;
- ◆ or at a time when the DPS does not hold a personal licence or his personal licence is suspended.

The second condition is that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Members were informed that the Government is now consulting on a proposal that the 2003 Act be amended so that these two mandatory conditions should not be applied in relation to premises licences held by village halls, church halls, chapel halls, community halls and similar community premises.

Members also noted that the Government would also amend the Act so that the responsibility for authorising sales of alcohol would fall on the premises licence holder which might be, for example, the village hall committee collectively. Provided the premises licence holder (e.g. the village hall committee) had properly authorised the sale of alcohol, for example in written form through a hire agreement, an organisation or hirer using these premises for the sale of alcohol under the authority of the premises licence would not be required to obtain a personal licence.

RESOLVED: That Farnham Town Council supports the proposed relaxation of the restrictions on Premises Licences for sale of alcohol in village halls, church halls, chapel halls, community halls and similar community premises.

C075/07

WAVERLEY COMMUNITY STRATEGY

Members received a report on the Waverley Community Strategy Refresh 2007/2008.

Members noted that on 4 July 2007 the Local Strategic Partnership (LSP) sponsored an event as the important first stage in the process to refresh the Borough Community Strategy. It was designed to understand how local research, undertaken in Farnham's case through the Healthcheck, could assist the LSP in understanding local priorities.

The event was attended by officers from Farnham Town Council who assisted in building up an early picture of the main issues requiring attention.

Members were informed that the LSP now wished to ensure that the outcomes of the event fairly reflected the local views and all of Waverley's Town and Parishes were being asked to respond on behalf of their communities. A copy of the 10 broad themes which emerged as clear 'top priorities' is attached to record minutes, together with a copy of the resultant questionnaire with the suggested response from a Farnham perspective.

APPENDIX A

ITEM 2

Members discussed the proposed response to the resultant questionnaire however; Cllr D Attfield requested that it be recorded in the minutes that he did not agree with the Council's decision on the importance of issues.

RESOLVED: That Farnham Town Council agrees with the completed questionnaire for the Waverley Community Strategy Refresh 2007/2008 (attached to record minutes) and despatched to Waverley Borough Council.

C076/07 VISIONING

Members noted a short report on the 'Steps Towards a Vision for Farnham'.

The report outlined the following points:

- ◆ The Town Council, in partnership with Waverley Borough Council commissioned a series of stakeholder workshops between January and June 2007, to identify a Vision for Farnham in order to assist with future service delivery.
- ◆ The Consultants, Local Futures Group, have completed their report (which is available for members upon request).
- ◆ Due to detailed analytical work, the Consultant's report is technical and following officer discussions a user friendly executive summary will be produced as a practical working tool for members and stakeholders.
- ◆ It is proposed that a Farnham Town Council members' workshop be held in November 2007 to help progress this work.

RESOLVED: That

- 1. The completion of the Consultants' *Steps Towards a Vision for Farnham* report be noted.**
- 2. The officers produce a user friendly executive summary of the Report.**
- 3. A Farnham Town Council Members' Workshop be held on a Saturday morning in November 2007 to help shape the progression of this work.**

C077/07 PROJECT MONITORING & SIGNIFICANT ACTIONS UNDER DELEGATED AUTHORITY – 21 JULY – 13 SEPTEMBER 2007

Members received a report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk, report attached to record minutes.

Part 2 – ITEMS TO NOTE

C078/07 PLANNING APPLICATIONS

RESOLVED: That the observations made by the Planning Consultative Group held on 9th August and 23rd August 2007, and dealt with in accordance with delegated authority, be noted.

APPENDIX A ITEM 2

C079/07 INFILL PLANNING

Members received a short report on the increasing number of Infill Planning Applications received in the Farnham area.

Members were requested to note the current situation and to note that the matter would be discussed in full at the next Full Council meeting.

C080/07 TRANSFER OF OWNERSHIP – WRECCLESHAM COMMUNITY CENTRE

Members noted that the ownership of the Wrecclesham Community Centre has now been transferred to Farnham Town Council.

C081/07 FINANCE REPORT

Members noted that this item would be deferred to the next Full Council meeting.

C082/07 ITEMS TABLED

None.

C083/07 PUBLICITY

A member of the press was present at the meeting and it was therefore decided not to issue a press release on any items on the agenda.

C084/07 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Items 21, Cemeteries Buildings and 22 Cover for Long Term Staff Absence, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 21.

Part 3 – CONFIDENTIAL ITEMS

C085/07 CEMETERIES BUILDINGS

Members considered the options for the financing and renovation of Cemetery buildings.

C086/07 COVER FOR LONG TERM STAFF ABSENCE

Members considered and approved options for staff cover for long term absence.

The Town Mayor closed the meeting at 9.10pm.

Date

Chairman

FARNHAM TOWN COUNCIL

Disclosure by a Member¹ of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S81 Local Government Act 2000 and the Parish Councils 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 interest² [a prejudicial interest]³ in⁴ the following matter:-

COMMITTEE: FULL COUNCIL

DATE: 11 NOVEMBER 2007

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

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

² 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.

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

⁴ State item under consideration.

FARNHAM TOWN COUNCIL
FULL COUNCIL
1 November 2007

APPLICATIONS FOR REVENUE AND COMMUNITY GRANTS

Purpose

- 06.01 The purpose of this report is to inform members of the Grants Policy adopted by the Council in October 2006.
To consider a delayed request for funding from 40 degreez for additional funding for 2006/07.
To consider request for Revenue and Community grant funding in order to inform the Councils budget process for 2008/09

Supporting Information

06.02 **Background**

The Council reviewed its policy on Community and Revenue Grants in 2006.

The following questions opened the review:

- Should Farnham Town Council award grants?
- Why does Farnham Town Council award grants?
- Should there be a limit on grant funding?
- Should Farnham Town Council fund organisations to make a surplus?

06.03 **Challenge**

SHOULD Farnham Town Council award grants?

Town and Parish Councils have a power; however they do not have a duty to award grants. The grants are usually awarded under the empowerment of specific legislation or under Section 137 LGA which allows the Council to spend up to an equivalent of £5.40 per elector on services which benefit the immediate community of Farnham.

A number of larger grants awarded by FTC such as to Farnham Citizens Advice Bureau, would normally be funded by principle authorities e.g. Waverley Borough Council. In this situation the Town Council may be seen as funding the failure or shortfall by principle authorities.

SHOULD there be a limit on grant funding?

The joint grant budget for the last three years has been:

Financial year	Grants Paid	Grants as a percentage of precept
2007/08	105,635	12.86%
2006/07	119,840	14.96%
2005/06	100,646	13.52%

06.04 **Compare**

To attempt to address some of the questions raised, officers compared Farnham Town

ITEM 6

APPENDIX B

Council's grants policy and budget funding with other Town Councils policies across the country. The details of this review are attached at **Annexe A**.

Farnham Town Council's Grant Budget was the largest of all 16 councils contacted. The average grant budget was 2.9% of the precept compared to 14.96% for Farnham Town Council (2005/06 – 13.52%: 23.36% including capital grants to the Maltings).

06.05 Compete

Fund raising is now dominated by the fund raising professionals and there are now a number of sources of external funding open to community organisations which are not open to the Town Council.

The areas of consideration included:

The Lottery

English Heritage

Land Fill Tax Organisations

Sports for All

Private Trusts and Charities

Applications

- 6.06 The current applications have been considered using the Council's Grant Policy attached at **Annexe B**

Applications 2007/08

- 6.07 In March 2007 the Grants Group considered allocations for Revenue Funding for 2007/2008. Each of the organisations who had made an application were asked to attend the meeting and make a presentation to the Grants Group.

Unfortunately due to a communication error, the relevant representative in 40 Degreez did not receive notification in time of the meeting and request for a presentation. As a result the members agreed to award a community grant of £2,000 maximum.

40 Degreez have therefore submitted an additional request for funding to support their Revenue expenditure in this current year.

Community Grant Applications 2008/09

- 6.08 The Council has received 12 applications for grant funding for 2008/09 at a total cost of £20,280

The attached **Annexe C** contains a matrix of the applications and the officer comments and recommendations.

Revenue Grant Applications 2008/09

- 6.09 The Council has received 4 applications for grant funding for 2008/09 at a total cost of £91,475

The attached **Annexe D** contains a matrix of the applications and the officer comments and recommendations.

ITEM 6

APPENDIX B

Legal and Policy implications

- 06.10 The Council can only fund grants for which it has a power to spend and are within its current policy.

Financial Implications

- 06.11 The financial implications for 2008/09 are constrained by the budget.
The cost of the total Grant applications for 2008/09 is £111,755 compared to £105,635 in 2007/08.
Based on the current precept the grant budget would be equivalent to 13.6% of the precept received.
The recommendation of the Council will inform the budget process.
There is currently available funding for 2007/08 to fund the 40 degreez application from within budget.

Recommendations

- 06.12
1. That an additional grant of £2,000 should be paid to 40degreez for the financial year 2007/08.
 2. To recommend the grants for 2008/09.

Author: Roland Potter, Wendy Coulter Supporting Papers:
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COMPARISON WITH OTHER TOWN COUNCIL'S AWARDING GRANTS

Amersham Town Council

Grants awarded twice a year, a letter is received along with latest accounts. Grants only awarded to local charities up to a maximum of £200

Biggleswade:

Ceiling of £9K for Section 137 grants – awarded in two rounds.

The average grant is £200

Grant budget 2% of the precept.

Burgess Hill

Ceiling of £15.5K – minor grants generally under £1,000 in two rounds

Grants over £1,000 considered once per year

Grant budget 2% of precept.

Bodmin Town Council

No grants awarded

Chesham Town Council

No grants awarded.

Devizes

Ceiling of £2,000 plus £2,000 for same but specific organisations

The Council also allows a free hire of venues valued at £10K

Grant budget 1.75% of the precept

Huntington

Ceiling of £15K – there is no maximum grant but rarely over £3,000

Grant budget 1.94% of the precept

Keynsham

Ceiling £15K

Grant budget 4.16% of the precept

Littlehampton

£54,835 in 2004

Grant budget 7.5% of the precept

Loughton

Ceiling £4,000 – divided proportionately

Grant budget 1% of the precept

ANNEXE A

St Neots Town Council

Capital and Revenue grants awarded up to 1/3 of the cost of the project. A maximum award of £10,000. Revenue grants are only small. Individuals are awarded grants up to a maximum of £200.

Swanley

Budget of £22.5K which averages at £15K

Grant budget 2.7% of the precept

Tavistock Town Council

No formal policy. Major grants awarded up to £2,000. Minor grants awarded up to £50.

Uckfield Town Council

Budget £37,340 including £8K for CAB. No maximum or minimum amount awarded.

Formal policy criteria, application form sent, grants advertised in local paper.

Grant budget 3% of the precept

Totton and Ealing

Grants awarded six times a year, budget of £12,000.

FARNHAM TOWN COUNCIL



GRANTS POLICY & GUIDELINES

JANUARY 2007

1. General Principles

Farnham Town Council is funded only by the local residents of Farnham and therefore has only limited funds available to assist community organisations located and working in Farnham for the benefit of Farnham residents.

Subject to funding being available, Farnham Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Farnham residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Farnham Town Council.

In order for this Council to be able to rationally and objectively assess applications, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Town Council's Policy on Community Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Farnham. In general, the following principles apply:

- ♦ Assistance will be given on the basis need, merit and contribution to the local community
- ♦ Applicants must clearly show how any assistance given will benefit the people living in Farnham or will benefit the environment of Farnham
- ♦ Assistance will only be awarded **UP TO** a maximum value of £2,000 depending on the Council's budget allocation and may be subject to constraint
- ♦ Any assistance given will be subject to monitoring and evaluation of the outcome of the grant
- ♦ Organisations should not make a presumption that funding will continue on a year to year basis

2. The Aims of the Councils Grant making Policy

To enable local people to participate in voluntary groups and activities.

To help the Town's voluntary groups to improve effectiveness.

To ensure the provision of services, needed by the Town's residents, via the voluntary sector.

To support organisations which meet the needs of people experiencing social and economic difficulties.

To ensure that there is equality of access and opportunity for all Farnham Town residents to the services it provides and funds.

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

3. General Conditions

- ♦ All projects must acknowledge Farnham Town Council's financial contribution
- ♦ There is no general funding for projects – Grants will only be awarded for specific costs and funding will only be paid on receipt of an official invoice.
- ♦ No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserves
- ♦ Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant.
- ♦ The non for profit organisation must have clearly stated aims and objectives
- ♦ Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Farnham in general.
- ♦ no award will be made where spending has taken place prior to approval
- ♦ at least 50% matched funding will be required for any level of grant funding
- ♦ costs for general routine maintenance of buildings and equipment are not eligible
- ♦ grants will not be awarded for organisations to pass on money

ANNEXE B

- ♦ grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves

4. What are grants available for?

Farnham Town Council's **Small Grants** of up to a maximum of £200 are available all year round. Small Grants are available to assist local organisations and groups who work with or for residents of Farnham.

Farnham Town Council's **Community Grants** up to a value of £2,000 are available once a year. Community Grants are available to any non for profit organisation that wishes to complete a one off project or project that will require funding for up to a maximum of three years where normally a tapering grant contribution will be considered.

Funding for years 2 and 3 will be based on a reducing grant with the aim of the project becoming self financing at year 4.

5. Who can apply to the Farnham Town Council Community Grant Scheme?

Groups who:

- ♦ are voluntary or community groups based in Farnham
- ♦ have a constitution or set of rules or equivalent
- ♦ have a bank or building society account
- ♦ have independently approved annual accounts
- ♦ directly benefit the well-being of the Farnham people or the environment of Farnham

6. What type of Projects will be considered for the Community Grant Scheme?

- ♦ Youth facilities, schemes and projects
- ♦ Cultural and arts schemes
- ♦ Heritage projects
- ♦ Leisure, sports and play facilities
- ♦ Community buildings
- ♦ Village halls
- ♦ Community transport
- ♦ Elderly and disabled
- ♦ Sustainable Community environmental projects

7. Who cannot apply to the Farnham Town Council community Grant Scheme?

- ♦ individuals
- ♦ organisations involved in party political activities
- ♦ companies who aim to make a profit
- ♦ statutory bodies
- ♦ religious groups
- ♦ bodies to pass on grant funding to others

8. How to apply to Farnham Town Council for a Community Grant

Application forms are available from Farnham Town Council.
Write to: The Grants Co-ordinator
Farnham Town Council
Town Council Office
South Street
Farnham, Surrey
GU9 7RN

Telephone: 01252 823191

Email: wendy.coulter@farnham.gov.uk

Website: www.farnham.gov.uk

If you need any help or assistance with your application please contact the Grants Co-ordinator via the above address, telephone number or email address.

9. More about the Farnham Town Council Community Grant Scheme

- ♦ maximum level of award £2,000
- ♦ no award will be made where spending has taken place prior to approval
- ♦ at least 50% matched funding will be required for any level of grant funding
- ♦ costs for general routine maintenance of buildings and equipment are not eligible
- ♦ grants will not be awarded for organisations to pass on money

10. What happens after I apply to Farnham Town Council for a Community Grant?

The Grants Co-ordinator will check your application form and enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information or you may be contacted for additional information. **Incomplete forms or failure to produce additional information will result in your**

application not being considered for grant allocation.

Applications for grants of £200 and over will then be considered by Officers of Farnham Town Council. All application forms will then be circulated to all 18 Councillors of Farnham Town Council for evaluation.

Once the Councillors have returned the evaluations all application forms will be put before a Member Evaluation or Grants Group for a decision on the grant allocation and then this decision will be given to Full Council for ratification.

Decisions on grants up to £200 will be delegated to the Town Clerk, and the Grants Group

Grants will be assessed using the following criteria:

- ♦ A completed application form
- ♦ if you have received a grant before
- ♦ how your group is set up and managed
- ♦ your finances and the financial need for funding
- ♦ what need/demand there is for your project
- ♦ support and involvement for the wider community
- ♦ efforts to secure other sources of funding
- ♦ if your project provides value for money for the residents of Farnham

11. What information will I have to provide?

- ♦ Your aim and objectives
- ♦ Your organisations constitution or set of rules and your annual report if applicable.
- ♦ The most recent copy of your approved accounts.
- ♦ Copies of any permissions required for third party use. (e.g. licences or land rent)
- ♦ A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the grant)
- ♦ An explanation of any reserves you hold and if these are earmarked for specific expenditure.
- ♦ Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Town Council.
- ♦ Thorough and accurate project costings.

12. What happens if I get a grant?

Grants must only be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or over a period of three years with reduced funding. A report will be provided

ANNEXE B

to the Town Council to update us on how your project has achieved its aims. Any amount not used **MUST** be repaid in full. Recognition must be given to Farnham Town Council for any contribution given; this might include listing on any advertising. **Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.**

13. What is the time-scale for awards?

Applications may be submitted at any time. However, if the application is for over £200 then the grants are only awarded once a year. All applications must be submitted to the Town Council by 28th September, in order to qualify for funding in the following financial year. If you have been successful you will receive a grant offer letter specifying the terms and conditions which you must sign and return to us within 3 weeks. **Grants will not be paid until we have received a signed grant offer letter and will only be paid on receipt of an official invoice.** Following receipt of the signed grant offer letter and acceptance of the terms and conditions, grants will be paid by BACS.

COMMUNITY GRANT APPLICATIONS 2008.09

ANNEXE C

Name of Organisation	Funding Request	Officer Suggestion	Officer observation	Previous Funding					Member Comment
				2007	2006	2005	2004	2003	
11th Farnham Scout Group	£2,000	£0	Out of date application - funding for previous year	£2,000		£2,000	0	0	
Creative Response (Arts) Ltd	£1,200	£0	Organisation holds reserves of £42,000	0	0	0	0	0	
Disability Challengers	£2,000	£0	Organisation holds reserves of £531,226	0	0	0	0	0	
Farnham Carnival (1)	£2,000	£0	Defer pending accounts information. Only one application per organisation.	£1,500 + £2,000 from Tourism Budget	£2,000 from Tourism budget	£1,600 + £1,500 from tourism budget	£1,500	£1,500	
Farnham Carnival (2)	£2,000	£0	Defer pending accounts information. Only one application per organisation.	£1,500 + £2,000 from Tourism Budget	£2,000 from Tourism budget	£1,600 + £1,500 from tourism budget	£1,500	£1,500	
Farnham Competitive Music Festival	£1,000	£550	Sponser award costs.	£750	0	£1,000	£800	£300	
Farnham Decorative & Fine Arts Society	£1,500	£0	Recommend to apply to Farnham South Street Trust	0	0	£500	£1,500	0	
Farnham Maltings	£2,000	£0	This is a partnership project with the Town Council and should be referred back to officers to negotiate the event through the Tourism budget	£1,895	0	£2,500	0	£1,000	
Farnham Voluntary Service Council	£2,000	£2,000	No Comment	£2,000	£2,000	£76.28	£3,000	£3,000	
Hale Carnival Committee	£2,000	£1,665	1. Community event previousley funded by FTC. 2. Event made surplus in 2006/2007 after FTC donation of £2,000. 3. Reserves available £5,810.76	£2,000	0	£500	£1,500	£1,500	
Rural Life Centre	£1,080	£700	1. Outside Council Area. 2. Museum display about Farnham brick makers	0	0	0	£2,750	£250	
Vivaldi Singers	£1,500	£1,000	1. FTC is the only sponsor of the event. 2. Is it the role of FTC to subsidise subscriptions?	£1,125	£1,000	0	£500	£500	
	£20,280	£5,915							

REVENUE GRANT APPLICATIONS 2008.09

ANNEXE D

Name of Organisation	Funding Request	Officer Rec	Officer Observation	Officer Rec	Previous Funding					Member
					2007	2006	2005	2004	2003	
Farnham Citizens Advice Waverley	£32,000	£21,464	1. Discrepancy between application and budget (£32,000) (31,504). 2. There is no indication of other income sources. In the original presentation to Council regarding the formation of a joint Waverley CAB it was suggested that there would be the possibility of income through the Community Legal Services Contract. 3. In the accounts for the YE 31.3.07 there is a sum of £74,000 transferred from Farnham CAB + the FTC Grant of £30,000. 4. The whole operation produced a deficit of £11,621 at YE 2007. 5. There are unrestricted reserves of £73,407. 6. The total salary charge for Farnham CAB is £55,453	Suggested grant for salaries: Advice Manager: £15,981, Advice Sessions Manager £5,483, Minimum Grant £21,464, Additional Manager £8,663. Maximum Grant £30,127	£30,586	£29,840	£29,840	£27,687	£18,025	
40 Degreez	£6,000	£6,000	This organisation has continued to deliver and exceed its agreed aims.	Maximum grant of £6,000	£2,000	£6,000	£3,000	£1,500	£1,000	
Farnham maltings Association Ltd	£33,475	£30,000	1. All general funds would only be available if the assets of the organisation were realised. 2. Net operating loss £51,548 (£152,102) 3. Form filled in incorrectly	Maximum of £30,000, consider reducing for independence	£30,000	£26,525	£30,750	£25,000	£20,500	
Waverley Hoppa Community	£20,000	£20,000	1. Concerned about the continuation of the delivery of this service 2. No accounts available for Year Ending 31.3.07. 3. No breakdown of operating income and costs for Year Ending 31.3.07. 4. No business plan. 5. No progress report.	Approve to be paid quarterly £5,000, subject to receipt of information above.	£20,000	£20,000				
	£91,475	£77,464			£82,586	£82,365	£63,590	£54,187	£39,525	



APPENDIX C
ITEM 7

FARNHAM TOWN COUNCIL

EXTERNAL AUDIT REPORT AND ACTIONS FOR THE YEAR ENDED 31st MARCH 2007	
AUTHOR: <i>Roland Potter</i> <i>Town Clerk</i>	PRESENTED BY: <i>Roland Potter</i> <i>Town Clerk</i>
PRODUCED FOR: FULL COUNCIL 1 November 2007	DATE OF REPORT: 25 October 2007
SUMMARY OF KEY ISSUES Members are requested to note the receipt of the BDO Stoy Hayward LLP the Council's External Auditors Report for the financial year ended 31 March 2007.(Annexe A) The accounts have been audited and approved without qualification. The auditors have raised the issue of increasing the Fidelity Guarantee insurance for liquid funds. (Annexe B) Officers Observations: The Fidelity guarantee insurance has been increased from £1,250,000 to £1,600,000	
FINANCIAL IMPLICATIONS: There are no financial implications at this time	
RECOMMENDATION: <ol style="list-style-type: none">1. To note the receipt of the report of the external auditor2. To approve identified actions as a result of the report.	
FOR FURTHER INFORMATION CONTACT: Roland Potter Town Clerk Telephone number: 01252 712667	

Local Councils in England

Annual return for the year ended

31 March 2007

Local councils in England (Parish Meetings, Parish and Town Councils) and Joint Committees thereof must complete an annual return summarising their annual activities at the completion of each financial year. Members are responsible for ensuring that financial management is adequate and effective and that the council has a sound system of internal controls.

The annual return on the following pages is made up of five sections. Sections 1 and 2 are to be completed by the person nominated by the council and section 4 by the council's internal audit provider. Section 5 contains guidance on completion. Section 3 will be completed by the external auditor.

Please complete all relevant sections, which are highlighted in green for your convenience. Do not leave any green box blank. Incomplete or incorrect returns may require additional external audit work incurring additional costs charged in accordance with the Commission's approved skill related fee scale.

When sections 1 and 2 have been approved by the council and section 4 is complete, please send the annual return, together with any additional information requested, to your appointed external auditor who will add the certificate and opinion in section 3.

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

Please complete this checklist		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? NB: Approval of the annual return must be no later than 31 August 2007.	Yes
	An explanation of significant variations from last year to this year is provided?	Yes
	Bank reconciliation as at 31 March 2007 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? NB: Do not send trust accounts unless requested.	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

Audited and certified annual returns will be returned to the council for publication in accordance with the Accounts and Audit Regulations. There is no requirement for councils to publish internal audit's annual report although councils may choose to do so.

Guidance notes and instructions for completion are included at relevant points in the annual return. In the event that further guidance may be required, councils should refer to the NALC/SLCC practitioners' guide (*Governance and Accountability in Local Councils in England and Wales*) or contact NALC through County Associations or SLCC through the helplines set up for this purpose. It should not be necessary for councils to contact the external auditor or the Audit Commission directly for guidance.

Section 1 – Statement of accounts

FARNHAM TOWN

COUNCIL/MEETING

In completing the boxes below please explain any significant variances, including any difference between Box 7 and Box 8, on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2007. See page 6 and the *Practitioners' Guide* for further guidance.

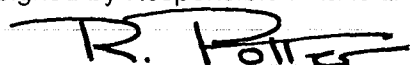
	Year ending		Notes and guidance for compilers
	31 March 2006 £	31 March 2007 £	
1 Balances brought forward	767,445	786,407	Total balances and reserves at the beginning of the year as recorded in the council's financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	766,667	801,167	Total amount of precept received in the year.
3 (+) Total other receipts	104,761	125,582	Total income or receipts as recorded in the cashbook minus the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	310,231	339,080	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
5 (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) Total other payments	532,008	480,786	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	786,407	883,063	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8 Total cash and investments	888,354	950,645	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	1,077,332	1,129,991	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.
10 Total borrowings	93,369	90,674	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Trust funds disclosure note – the council acts as sole trustee for and is responsible for managing [a] trust fund[s]/assets. (Readers should note that the figures above do not include any trust transactions.)

YES

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2007.

Signed by Responsible Financial Officer:



Date 28/06/2007

I confirm that these accounts were approved by the council and recorded as council minute reference: C030/07

Date 28/06/2007

Signed by Chair of meeting approving council's accounts:



Date 28/06/2007

Section 2 – Annual governance statement

We acknowledge as the members of **FARNHAM TOWN** COUNCIL/MEETING our responsibility for the preparation of the statement of accounts and for the council's internal controls, and confirm, to the best of our knowledge and belief, with respect to the council's statement of accounts for the year ended 31 March 2007 in section 1, that:

	Agreed – Yes or No*	'Yes' means that the council:
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	has during the year 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 in the operation of the council 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	has 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 during the year including events taking place after the year-end if relevant.
Trust funds – 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 and recorded as council minute reference

C03d/07 dated **28/06/2007**

Signed on behalf of **FARNHAM TOWN COUNCIL** COUNCIL/MEETING

Signed by: Chair **[Signature]** Date **28/06/2007**

Signed by: Clerk **R. Potter** Date **28/06/2007**

*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 2007 of

FRANKHAM 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 2007; 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:

Please see enclosed report

(continue on a separate sheet if required)

BDO STOY HAYWARD LLP
SOUTHAMPTON SO14 3TL

External auditor's signature

BDO Stoy Hayward LLP

External auditor's name

BDO STOY HAYWARD LLP
SOUTHAMPTON SO14 3TL

Date 7/10/07

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 Bodies*.

Section 4 – Annual internal audit report to

FARNHAM TOWN COUNCIL

COUNCIL/MEETING

The council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2007.

The 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.

	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

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

30 CAMP ROAD
FARNBOROUGH GU14 6EW

Signature of person who carried out the internal audit:

[Signature]

HW

Date: 26/07/2007

***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)

Section 5 – Guidance notes on completing the 2007 annual return

- 1 Please make sure that your annual return is complete (i.e. no empty green boxes), 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.
- 2 Use the checklist provided on page 1. Use a second pair of eyes, perhaps internal audit or the Chair just before he or she signs it, to review your annual return for completeness before sending it off to the auditor.
- 3 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 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**.
- 4 Please **explain fully** significant variances in the statement of accounts. Do not just send in a copy of your detailed accounts instead of this explanation. The auditor wants to know that **you** understand the reasons for the change. Please include a relevant analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 5 Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful. If the auditor has to review unsolicited information, this will take additional time and may incur additional cost for which the auditor is entitled to charge.
- 6 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 2006) equals the balance brought forward in the current year (Box 1 of 2007).
- 7 **Do not complete section 3.** This section is reserved for the external auditor who will complete it at the conclusion of their audit.
- 8 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 statutory audit. Both NALC and SLCC have helplines open should you wish to talk through any problem you may encounter.
- 9 **Please note that additional disclosures are required from 2007 in sections 1 and 2 of this annual return for councils which are appointed as sole managing trustee of a local trust or trusts.**
- 10 **Please also note that the Accounts and Audit Regulations 2003 (as amended in 2006) require all bodies to carry out and report on an annual review of the effectiveness of internal audit. Guidance on how this requirement may be met is enclosed and will be incorporated into future editions of the *Practitioners' Guide**.**
- 11 **The statement of assurance has been renamed as the annual governance statement to bring it in line with best practice.**

**Note: Governance and Accountability for Local Councils in England and Wales – A Practitioners' Guide 2003 edition, is available from your local NALC and SLCC representatives.*

**Issues Arising Report
for Farnham Town
Council
Audit for the year ended
31 March 2007**



BDO Stoy Hayward

Introduction

The following matters have been raised to draw items to the attention of Farnham Town Council. These matters came to the attention of BDO Stoy Hayward LLP during the audit of the annual return for the year ended 31 March 2007.

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

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

- Fidelity Guarantee

The following issues have been raised to assist the Council. The Council is recommended to take action on the following issues to ensure that the Council acts within its statutory and regulatory framework.

Fidelity Guarantee

Weakness Identified:

The council have reviewed the level of fidelity guarantee cover, however this still appears to be insufficient in light of the bank balances held at 31 March 2007 and the amount of precept then subsequently received in April 2007.

Impact on the Council:

A local council, under S114 of the Local Government Act 1972, must take security as it considers sufficient in the case of any of its officers likely to handle its money. The council may decide that insurance is not 'sufficient' for them, but in order to come to this opinion they must have reviewed the requirement annually and they must have objective grounds for such a conclusion.

Recommendation:

The council should consider the level of insurance cover and set it to a level that will protect the council against potential loss. The council should review the level of cover at least annually as circumstances may change throughout the year.

It is recommended that the amount is sufficient to cover the maximum amount of money the council holds at any one time during the year. A council does not have to have Fidelity Guarantee Insurance if it considers that no security is 'sufficient' but there must be objective grounds for such a conclusion. Smaller councils may decide therefore that the cost of this insurance is disproportionate to the risk involved. If this is so the council should minute this decision annually.

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

Local Council Administration, 7th Edition, Charles Arnold-Baker, Chapter 9.8
Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide, NALC/OVW/SLCC

No other matters came to our attention.

For and on behalf of
BDO Stoy Hayward LLP

Date: 09 October 2007



FARNHAM TOWN COUNCIL

INFILL PLANNING APPLICATIONS

AUTHOR:

Roland Potter
Town Clerk

PRESENTED BY:

Roland Potter
Town Clerk

PRODUCED FOR:

FULL COUNCIL 1 November 2007

DATE OF REPORT:

25 October 2007

SUMMARY OF KEY ISSUES

The purpose of this paper is to allow members of Farnham Town Council to debate the issues regarding the growing impact of infill development.

Some of the issues which members may wish to consider are:

- The visual and character change this may have on areas of Farnham.
- Where should there be no development?
- Where should there be development.
- The impact of development without investment and improvements to the infrastructure.
- Why should some areas of Farnham be protected more than others?
- Should developments which may be a precursor to further infill developments be a concern which the Town Council should raise with the planning authority?
- Should the Council hold a shared view to which it can respond to planning applications?

Although the Town Council is not the planning authority, the Council does have the opportunity to comment on applications. This debate will give direction and guidance to the members of the Planning Consultative Committee who review these plans each month.

Over the past twelve months Farnham Town Councils' Officers have noticed a steady increase in the number of 'back land infill' planning applications.

In the period January to the end of August 2006 688 planning applications were received of which 49 'back land infill' planning applications were submitted for the Farnham area.

In the period January to the end of August 2007 611 planning applications were received of which 55 'back land infill' planning applications were submitted for the Farnham area.

Although Farnham has received fewer planning applications in total during January to August 2007 the 'back land infill' planning applications have increased during that period compared to the same period in 2006.

The South East Plan states that on average 250 dwellings per year should be built within the Waverley area.

ITEM 8
APPENDIX D

FINANCIAL IMPLICATIONS:

There are no financial implications at this time.

LEGAL & POLICY IMPLICATIONS

There are no legal implications at this time.

RECOMMENDATION:

- **To provide guidance to the Planning Consultative Committee**

FOR FURTHER INFORMATION CONTACT:

Wendy Coulter
Committee and Member Services Officer

Telephone number: 01252 712667

ITEM 9
APPENDIX E

PROJECT MONITORING & SIGNIFICANT ACTIONS UNDER DELEGATED AUTHORITY – 21 JULY- 25 OCTOBER 2007

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
	COMMUNITY LEADERSHIP			
1	Take the Town Council Meetings out of the Council Offices in to the community.	Venues are being identified for Council Meetings to be held in the Community.	13 December 2007 – Hale Institute. Wings Road, Upper Hale. 7 February 2007 – Wrecclesham Community Centre.	Wendy Coulter
	CORPORATE GOVERNANCE			
2	Insurance cover and valuation review.	Review completed	Fidelity Guarantee cover increased on recommendation of auditors.	Town Clerk
3	Council Corporate Risk Management.	Review being undertaken in July /August.	Delayed due to staff shortages, to be reported to Full Council December 2007	Town Clerk
4	Staffing Organisational review.	Review being undertaken in July /August.	Report to be considered by Corporate Development Task on 8 November 2007	Town Clerk
5	Preservation and archiving of cemetery records.	Scanning and Restoration of Documents completed Back data input to be completed in September /October	 It is anticipated that the cemeteries system will be fully on line in November 2007.	Town Clerk
6	Review of Office Accommodation.	CEO of Waverley Borough Council to establish working Group	Meeting to be held on 8 November 2007	Town Clerk
7	Web Site	The Town Council Tourism Web Site has been short listed in the South East Tourism Excellence awards	The Town Council web Site was second in the competition.	Cath Sydenham

ITEM 9
APPENDIX E

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
	ECONOMIC DEVELOPMENT			
8	Farmers Market.	Monthly market.	Christmas Farmers Market will be held on Sunday 23 December	Cath Sydenham
9	Heritage Trail.	Leaflet redesigned by University College of Arts Student. Due to be printed August/September 2007.	Project on hold due to withdrawal of copy right	Cath Sydenham
10	Visitor Information Points.	Review of sites undertaken. Development of Touch Screen information.	VIP removed from the Exchange Hotel Sites still operational in Bush Hotel and The Maltings. Assessment of locations and cost of implementation being reviewed.	Cath Sydenham
11	Three Major Tourism Events.	Partnership agreed with the Maltings to hold three major events in the Town over the next 18 months.	Provisional details of the Events, possible themes and time scales are: Community Event (May 2008), Harvest Food Event (September/October 2008). Xmas Market (December 2008),	Cath Sydenham

ITEM 9
APPENDIX E

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
12	Christmas in Farnham	Project planning in preparation from Xmas light switch on – 24 November 2007	<p>A late night shopping event will now be held on Thursday 13 December between 6.00-8.00 pm. Shoppers will be entertained by Farnham Brass Band and street entertainers</p> <p>Christmas leaflet has been produced and distributed.</p> <p>Between now and Xmas there will be a weekly press release.</p> <p>A thank you Christmas reception will be held at the Council offices Wed 19 December. Members are requested to note the date which will be hosted by the Mayor.</p>	Sheila Rayner
13	Tourism South East Courses:	Welcome Walkers and Cyclist – 19 September 2007. Smarter Marketing Courses – 25 October 2007	Training for local businesses funded by Tourism South East and arranged by Farnham Town Council.	Cath Sydenham
	SERVICES			
14	Public Conveniences: Central Car Park.	Handed over to FTC April 2007.	Due to continuing vandalism, new security gates to be installed and outer doors removed.	Kevin Tait
15	Public Conveniences: Hart Car Park.	Transferred to FTC 24 July 2007	Facilities now fully operational and cleaned and managed by FTC	Sheila Rayner
16	Public Conveniences: Gostrey meadow.	Waiting for hand over of toilets to FTC.	Remedial works to be completed before handing over to FTC.	Sheila Rayner

ITEM 9
APPENDIX E

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
17	Footpaths from Central Car Park.	Responsibility for the maintenance of these paths have been denied by Surrey CC and Waverley Borough Council	The Town Council has now cleaned and cleared these paths as there was no suitable response from other authorities.	Kevin Tait
18	Central Car Park and Surrounding areas.	The upkeep of this area requires attention and there are disputes over ownership and responsibility. In addition the passageways are becoming ash bins for cigarette smokers.	A report has been completed and a copy has been submitted to Waverley Borough Council for comment. The report will be considered by the working group responsible for the review of Farnham in Bloom	Sheila Rayner
19	Xmas decorations.	FTC has a 5 year contract with supplier.	Members requested additional lights in Downing Street Additional 3 swags ordered to enhance Downing Street one third of cost (£1,000) to be donated by traders. Final approval being obtained from landlords/tenants. Annual approvals to contract scheme currently being sought	Sheila Rayner
20	MUGA – Sandy Hill.	Project now installed. Court lines to be painted once surface settles estimated to by end of September.	MUGA has been officially opened by the mayor of Farnham and the mayor of Waverley	Sheila Rayner
21	Farnham in Bloom.	Review of Farnham in Bloom to be considered by Council School hanging basket competition Secret gardens awards	Working Group established and will meet on 6 November 2007. An awards ceremony was held at the Council offices in October 2007.	Kevin Tait

ITEM 9
APPENDIX E

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
22	Cemeteries.	Regular maintenance schedule allows for 6 cuts per year.	The weather has increased the maintenance of the cemeteries and grass has already been cut 12 times in this year to date.	Kevin Tait
23	Allotment sites at Farnborough Road and Shepherd and Flock brought into operation.	All 6 allotment sites operational.	All allotments allocated. Currently waiting lists stands at 93 and there are 6 vacant plots to be allocated.	
24	Bus Shelter installation programme.	5 Sites identified for shelters subject to Surrey CC approval.	Still awaiting SCC approval to siting	Sheila Rayner
25	Walking Buses	FTC has sponsored 2 further Walking Buses at Badshot Lea Village Infant School and William Cobbett Junior school by supplying hi-visibility waistcoats and with the walking buses being led by the Mayor on their inaugural walks	Officers will continue to try to persuade more schools to consider the introduction of walking buses	Sheila Rayner
26	Cycle rack installation programme.	11 Sites identified. Currently waiting for Surrey CC to install.	Cycle racks have now been delivered and it is anticipated installation will follow shortly	Sheila Rayner
27	Environmental Improvements Footpath at Hatch Mill Footpath rear of Bear and Ragged Staff Wrecclesham Handrail to Footpath near Bourne Mill	Resurfacing works now on order with SCC Resurfacing works now on order with SCC Handrail installation now on order from SCC		Sheila Rayner

ITEM 9
APPENDIX E

	PROJECT TITLE/SUBJECT	CURRENT STATUS	CURRENT ISSUES	LEAD OFFICER
28	Cemeteries.	April – October 2007 Total Burials – 26 Total Purchases – 24 Total Memorials – 20		Sue Tunley
29	Wrecclesham Community Centre.	Property transferred into ownership of Town Council.	Lease has now been signed and the centre is anticipated to open in January 2008.	Town Clerk
	QUALITY OF LIFE			
30	Graffiti management.	The Town Council continues to provide a monthly response to graffiti based on reports by the public and staff.	None.	Nick Goddard
31	Community Grants	The Closing date for grant applications is 28 September 2007.	Applications to be considered initially by Council on 1 November 2007.	Wendy Coulter
32	Young Person of the Year	Competition launched, Closing date for nominations 25 October 2007	5 nominations have been received and the mayor will be making a considered decision in the near future.	Cath Sydenham
33	Battle of the Bands	Next event 9 November 2007	None	Janet Stanton

FARNHAM TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANS PANEL
OF FARNHAM TOWN COUNCIL
HELD ON THURSDAY, 6th SEPTEMBER, 2007 AT 6.30PM

Cllr C G Genziani (Chairman)
Cllr D J Attfield (Vice Chairman)
Cllr L Fleming
Cllr R D Frost
Cllr J E Maines
Cllr C Storey
Cllr A Storey

* Present
o Apologies for absence.

PP 055/07

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.

WA 07/1785

Outline application for the erection of a detached dwelling.
Land at The Garden Cottage, 19 Gong Hill Drive, Lower Bourne,
Farnham.

Object, Farnham Town Council is concerned that this application is a precursor to infill planning.

WA 07/1786

Erection of extensions following demolition of existing garage/car port.
2 a Waverley Lane, Farnham.

No objection however concerned about the impact on the residential amenities of the neighbouring properties and the potential loss of trees.

WA 07/1788

Provision of vehicular access.
23 St Georges Road, Farnham.

No objection.

WA 07/1797

Erection of a pair of semi detached dwellings.
Land at 36 Roman Way, Farnham.

Object, overdevelopment of the site. Farnham Town Council believes that the design is insensitive to the local area.

WA 07/1798

Erection of a single storey extension (follows invalid application WA 07/0981).

27 Boundstone Road, Wrecclesham, Farnham.

Previous comments of the Planning Consultative Group held on 31st May, 2007, were as follows: No objection.

No objection.

WA 07/1804

Erection of a two-storey extension.
8 Birch Close, Farnham.

No objection.

WA 07/1805

Erection of extensions (revision of WA 07/1170).
30 Windermere Way, Farnham.

Previous comments of the Planning Consultative Group held on 21st July, 2007, were as follows: No objection, subject the single storey not having a detrimental effect on neighbouring properties.

No objection, subject the single storey not having a detrimental effect on neighbouring properties.

WA 07/1810

Retention of an extension.
16 Ryle Road, Farnham.

No objection.

WA 07/1812

Erection of a two storey extension.
23 Dene Lane, Farnham.

No objection.

WA 07/1813

Erection of extensions and detached double garage following demolition of existing extensions and garage.
Wendys Wood, Tilford Road, Farnham.

No objection, subject to use of appropriate materials.

WA 07/1815

Erection of a conservatory (revision of WA 07/1216).
Fernbrae Cottage, The Long Road, Rowledge, Farnham.
Previous comments of the Planning Consultative Group held on 21st July, 2007, were as follows: No objection.

No objection.

WA 07/1816

Construction of dormer windows to existing bungalow to provide a chalet bungalow.
35 Abbots Ride, Farnham.

No objection.

WA 07/1821

Erection of extension.
21 Hillbrook Rise, Farnham.

No objection, subject to use of appropriate materials.

WA 07/1823

Erection of extensions (revision of WA 07/0565).
4 Folly hill, Farnham.
Previous comments of the Planning Consultative Group held on 29th March, 2007, were as follows: The extension should be kept as low as possible.

The extension should be kept as low as possible.

WA 07/1826

Erection of extensions and alterations.
77 Burnt Hill Road, Farnham.

No objection however concerned about the impact on the residential amenities of neighbouring properties.

WA 07/1827

Erection of extensions and alterations.
61 The Street, Wrecclesham, Farnham.

No objection, however concerned about the impact on the residential amenities of neighbouring properties.

WA 07/1835

Outline application for the erection of 2 new dwellings.
Land at 3 Wicket Hill, Wrecclesham, Farnham.

Object on the grounds of difficult access.

WA 07/1840

Erection of a first floor extension (revision of WA 06/2515).
8 Blenheim Crescent, Farnham.
Previous comments of the Planning Consultative Group held on 23rd November, 2006, were as follows: No objection.
No objection.

WA 07/1843

Erection of a pair of semi-detached dwellings.
21 Wellington Lane, Farnham.

Object due to traffic access on to site. If application granted, materials used should be sympathetic to surrounding area.

WA 07/1846

Application for consent to display illuminated signs.
16 The Borough, Farnham.

Objection, this is out of keeping with the Farnham Conservation Area. All materials used should be in keeping with the conservation area.

WA 07/1847

Provision of dormer windows for loft conversion and erection of a single storey extension.
25 Woodlands Avenue, Farnham.

Object, out of character with neighbouring properties. Concerned about the potential impact on the residential

amenities of neighbouring properties.

WA 07/1855

Erection of 2 dwellings following demolition of existing dwelling.
7 Boundstone Road, Farnham.

Object, overdevelopment of the site and out of character with neighbouring properties.

WA 07/1856

Erection of extension and alterations following demolition of existing porch.
13 Summer Road, Farnham.

No objection subject to use of suitable materials.

WA 07/1859

Erection of a two storey extension following demolition of existing garage.
6 Coleson Hill Road, Farnham.

Objection, out of character with neighbouring properties and concerned about the impact on the residential amenities of the neighbouring properties.

WA 07/1860

Erection of a first floor extension to provide a two storey dwelling (revision of WA 06/2227).

Anderida, Dene Lane West, Farnham.

Previous comments of the Planning Consultative Group held on 12th October, 2006, were as follows: Farnham Town Council would like to remind Waverley borough Council that this development is on the edge of the green belt and the Surrey Hills Area C3.

No objection.

WA 07/1863

Erection of an extension.
111 Weydon Hill Road, Farnham.

No objection however concerned about the impact on the residential amenities of the neighbouring properties.

WA 07/1864

Erection of extensions.
74 Burnt Hill Road, Farnham.

No objection.

WA 07/1865

Erection of a replacement dwelling following demolition of existing dwelling (revision of WA 07/1016).

9 Gold Hill, Farnham.

Previous comments of the Planning Consultative Group held on 31st May, 2007, were as follows: Farnham Town Council objects on the basis that the scale and height of the building are too high and out of keeping with the area and in particular the ridge height is too high.

Farnham Town Council objects on the basis that the scale and height of the building are too high and out of keeping with the area and in particular the ridge height is too high.

WA 07/1870

Erection of a conservatory.
7 Middle Avenue, Farnham.

No objection.

WA 07/1871

Erection of a two storey extension.
14 The Chine, Farnham.

Concerned about the effect on the street scene viewed from the north east direction.

WA 07/1875

Erection of a double garage and store following demolition of existing garage.

Wardhill House, The Long Road, Rowledge, Farnham.

No objection.

Notification of Tree Work in Conservation Area.

CA 07/0080

Farnham Conservation Area.
Removal of one Willow tree.

3 Weydon Mill Cottages, Weydon Mill Lane, Farnham.

Noted.

CA 07/0081

Farnham Conservation Area.

Works to trees.

Keydell Cottage, Fox Yard, Farnham.

Noted

**Application for tree works to trees the subject of a
Tree Preservation Order**

TM 07/0114

Latimer House, Ford Lane, Farnham.

Works to trees the subject of Tree Preservation Order WA 34.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

TM 07/0116

Pilgrims, 1a Highlands Close, Farnham.

Works to tree the subject of Tree preservation order 26/00.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

TM 07/0121

15 The Chine, Wrecclesham, Farnham.

Works to tree the subject of Tree Preservation Order 14/00.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

The meeting closed at 7.20pm.

Date

Chairman

FARNHAM TOWN COUNCIL

**MINUTES OF THE MEETING OF THE PLANS PANEL
OF FARNHAM TOWN COUNCIL
HELD ON THURSDAY, 27th SEPTEMBER, 2007 AT 6.00PM.**

- * Cllr C G Genziani (Chairman)
- o Cllr D J Attfield (Vice Chairman)
- * Cllr L Fleming
- Cllr R D Frost
- * Cllr J E Maines
- * Cllr C Storey
- o Cllr A Thorp

- * Present
- o Apologies for absence.

PP 056/07

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.

Name of Councillor	Application Number	Subject	Personal/Prejudicial Interest	Reason
L Fleming	WA 07/1967	Land at Riverside, Farnham	Personal	Waverley Borough Councillor.
L Fleming	WA 07/1994	Park Lodge, Folly Hill, Farnham	Personal	Waverley Borough Council representative on Farnham Park Group.
C Storey	WA 07/2002	7 Wrecclesham Road, Farnham	Personal	Knows applicant.

WA 07/1878

Erection of extension and alterations following demolition of existing outbuilding.

Presbury Cottage, 67 Boundstone Road, Rowledge, Farnham.

The development should be in keeping with the original building and the materials used should match existing. The office extension at the rear of the building should be conditioned for that use only as Farnham Town Council is concerned that this could be a precursor for a residential extension.

WA 07/1881

Erection of an extension (revision of WA 07/1128).

Winton, old Compton Lane, Farnham.

Previous comments of the Planning Consultative Group held on 31st May, 2007, were as follows: No objection.

No objection.

WA 07/1882

Application for consent to display a non-illuminated sign.

Woolworths, 2/3 The Borough, Farnham.

No objection subject to the approval of the Conservation Officer.

WA 07/1883

Application for Listed Building Consent to display non-illuminated sign.

Woolworths, 2/3 The Borough, Farnham.

No objection subject to the approval of the Conservation Officer.

WA 07/1888

Erection of an extension; conversion of garage to habitable accommodation and loft conversion.

12 Menin Way, Farnham.

Object, out of character. Concerned about the impact on the street scene and the loss of the garage and parking.

WA 07/1889

Application for Certificate of Lawfulness under Section 192 for loft conversion.

37 High Park Road, Farnham.

Farnham Town Council objects to the principle of retrospective planning applications and cannot support this application as the windows to the front of the property are out of keeping with the character of the building.

WA 07/1892

Erection of extensions following demolition of existing extensions.

42 Upper Way, Farnham.

Concerned about the effect on the residential amenities of number 44 and the materials used should be in keeping with the existing building.

WA 07/1899

Erection of extensions following demolition of existing conservatory.
2 Upper Bourne Lane, Wrecclesham, Farnham.

No objection.

WA 07/1901

Erection of extensions and alterations.
2 Long Garden Mews, Long Garden Walk East, Farnham.

No objection.

WA 07/1902

Alterations to elevations.
Chantry Wood, 45 Dene Lane, Farnham.

No objection.

WA 07/1907

Erection of a two storey extension and continued use of building as two flats.
28 Tilford Road, Farnham.

No objection.

WA 07/1908

Erection of extension, use of garage as habitable accommodation following demolition of boundary wall (revision of WA 07/0802).
12 Hampton Road, Farnham.
Previous comments of the Planning Consultative Group held on 26th April, 2007, were as follows: Concerned about potential impact on the street scene.

Concerned about the potential impact on the street scene.

WA 07/1911

Erection of extensions, alterations and loft conversion with dormer window.

5 Lynch Road, Farnham.

No objection.

WA 07/1916

Construction of dormer windows to provide loft conversion.

24 Weydon Hill Road, Farnham.

Concerned about the impact on the residential amenities of the adjoining properties and the impact on the street scene and that the proposed scheme is out of character.

WA 07/1919

Erection of entrance piers and walls together with alterations to access.

Setters, 33 Crooksbury Road, Farnham.

No objection.

WA 07/1924

Erection of 134 dwellings, construction of new roads, provision of car parking and ancillary works (part details pursuant to WA 07/1287).

Land at Farnham Hospital, Hale Road, Farnham.

Previous comments of the Planning Consultative Group held on 21st July, 2007, were as follows: Object, the original conditions should be retained.

Agreed to defer until meeting on 4th October to allow officers to formulate response.

WA 07/1933

Conversion of existing attached garage to habitable accommodation and erection of a detached garage.

7 The Warren, Farnham.

No objection.

WA 07/1938

Erection of extensions following demolition of existing garage.

15 Beavers Road, Farnham.

No objection.

WA 07/1942

Erection of an extension and additions following demolition of existing conservatory together with the erection of a garage and a garden store following demolition of existing garage.

The Manor House, 45 Waverley Lane, Farnham.

No objection subject to approval of Listed Buildings Officer.

WA 07/1943

Application for Listed Building Consent for extension and alterations following demolition of existing conservatory.

The Manor house, 45 Waverley Lane, Farnham.

No objection subject to approval of Listed Buildings Officer.

WA 07/1951

Erection of two-storey extension.

15 Burnt Hill Road, Wrecclesham, Farnham.

No objection.

WA 07/1956

Change of use from commercial to restaurant (use Class A3) together with the construction of a flue.

45 The Fairfield, Farnham.

No objection in principle, however, Farnham Town Council is concerned about the lack of parking.

WA 07/1958

Change of Use of part ground, first and second floor from B1(Business use) to D1 (Non-residential institutions) to provide holistic therapies and tuition.

8/9 East Street, Farnham.

No objection.

WA 07/1959

Erection of extensions and alterations.
Byways, Woodland Drive, Farnham.

No objection provided that the materials used are in keeping with the existing building.

WA 07/1963

Application for a Certificate of Lawfulness under Section 192 for a loft conversion with hip to gable end and new dormer.
19 Ford Lane, Wrecclesham, Farnham.

Farnham Town Council objects to the principle of retrospective planning applications and cannot support this application as the windows to the front of the building are out of keeping with the character of the building. Farnham Town Council is also concerned about the impact upon the residential amenities of the neighbouring properties.

WA 07/1964

Erection of a two storey extension.
32 Adams Park Road, Farnham.

Concerned about the possible impact on the residential amenities of the neighbouring properties. Materials used should match existing.

WA 07/1966

Application for a Certificate of Lawfulness under Section 192 for the retail sale of goods to the public (Class A1) with ancillary residential, office and storage accommodation.
Runfold Antiques, Guildford Road, Runfold, Farnham.

Farnham Town Council objects to the principle of retrospective planning applications.

WA 07/1967

Provision of additional public car parking and spaces, 5 tennis courts with associated pavilion, 3 metre chain link fencing, combined pedestrian/cycleway and associated drainage, landscaping and access works.
Land at Riverside, Farnham.

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- 1. Concerned about the effect of the flood lighting on the residential properties in Dollis Drive.**
- 2. Concerned about the floodplain and the effect of concreting this area and the ability of the proposed scheme to disperse the collected water.**
- 3. Concerned about the access for the potential level of traffic onto the site.**
- 4. Farnham Town Council suggests that there should be improved access for pedestrians to the tennis courts.**
- 5. The walkway/cycleway is excellent.**

WA 07/1980

Outline application for the erection of a building to provide 6 two bed flats and 2 one bed flats and access.

Land at Prospect House, 19 Bethel Lane, Farnham.

Farnham Town Council considers that this proposal is overdevelopment and is concerned about the increase in traffic in the local area due to such a development.

WA 07/1989

Erection of extensions and alterations.

14 Upper Way, Farnham.

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

WA 07/1994

Application under Consultation 3: change of use and conversion of Park Lodge to ranger office and ranger accommodation; provision of external timber cladding; construction of stores and interpretation centre; removal of disused garage, garden sheds and greenhouse.

Park Lodge, Folly Hill, Farnham.

No objection.

WA 07/1996

Conversion of car port to workshop, alterations to access and associated works.

24 High Park Road, Farnham.

The proposed workshop should be conditioned for that use only. Farnham Town Council is concerned about the loss of

parking.

WA 07/2002

Erection of 2 detached dwellings and garages.
7 Wrecclesham Road, Farnham.

Concerned about development in this rural area along the River Wey. Concerned about access to the site and increased traffic movement along this narrow single track lane.

WA 07/2005

Erection of a new dwelling together with alterations to existing parking provision.
Land at 39 Little Green Lane, Farnham.

Object, overdevelopment.

WA 07/2007

Retention of 2 air conditioning units.
23 Long Garden Walk, Farnham.

No objection.

WA 07/2016

Application for a Certificate of Lawfulness under Section 192 for the construction of dormer windows.
17 Park Road, Farnham.

Farnham Town Council objects to the principle of retrospective planning applications and cannot support the application as the windows to the front of the property are out of keeping with the character of the building.

WA 07/2017

Application for Certificate of lawfulness under Section 192 for the construction of dormer windows.
19 Park Road, Farnham.

Farnham Town Council objects to the principle of retrospective planning applications and cannot support the application as the windows to the front of the property are out of keeping with the character of the building.

WA 07/2019

Erection of a detached dwelling.
Land at Coburg, 4 Monks Well, Farnham.

Concerned that this is a precursor to infill development.

Notification of Tree Work in Conservation Area.

CA 07/0084

Farnham Conservation Area.
Removal of two trees.
22 & 23 Castle Street, Farnham.

Noted.

CA 07/0087

Farnham Conservation Area.
Works to trees.
Lowndes End, long Garden Walk, Farnham.

Noted

CA 07/0089

Great Austins Farnham Conservation Area.
Works to trees.
Mavins Court, Greenhill Road, Farnham.

Noted.

CA 07/0091

Farnham Conservation Area.
Removal of four Leylandii.
39 West Street, Farnham.

Noted

**Application for tree works to trees the subject of a
Tree Preservation Order**

TM 07/0128

Park House, 13 Parkside, Farnham.

Works to trees the subject of TPO 16/99.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

TM 07/0130

Land between 5 and 9 Beavers Road, Farnham.

Works to tree the subject of Tree Preservation Order 30/05.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

TM 07/0131

4 The Chine, Wrecclesham, Farnham.

Works to trees the subject of Tree Preservation Order 14/00.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

TM 07/0133

Little Rough, Alma Lane, Farnham.

Works to tree the subject of Tree Preservation Order 24/07.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

TM 07/0134

53 White Cottage Close, Farnham.

Works to tree the subject of Tree Preservation Order 33/99.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

TM 07/0137

Beech house, Alma Way, Farnham.

Works to tree the subject of Tree Preservation Order 24/07.

**No objection provided Waverley Borough Council's
Arboricultural Officer is satisfied.**

The meeting closed at 7.10pm.

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Date

Chairman

FARNHAM TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING CONSULTATIVE GROUP
OF FARNHAM TOWN COUNCIL
HELD ON Thursday, 11th OCTOBER, 2007 AT 6.30PM

- * Cllr C G Genziani (Chairman)
- * Cllr D J Attfield (Vice Chairman)
- * Cllr L Fleming
- * Cllr R D Frost
- * Cllr J E Maines
- * Cllr C Storey
- Cllr A Thorp

- * Present
- o Apologies for absence.

PP 087/07

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.

WA 07/2026

Erection of gates and piers (follows invalid application WA 06/2683).
Oak Hatch, 32 Crooksbury Road, Farnham.
Previous comments of the Planning Consultative Group held on 7th
December, 2006, were as follows: No objection.

No objection.

WA 07/2028

Erection of two detached dwellings.
Land to rear of 104 Boundstone Road, Rowledge, Farnham.

Object, overdevelopment. The proposal is cramped on the plot, this will have an urbanizing impact on the edge of the settlement. Farnham Town Council is concerned about the detrimental impact upon neighbouring properties.

WA 07/2032

Erection of a replacement dwelling following demolition of existing dwelling.
Heather Bank, Swingate Road, Farnham.

No objection provided that the new dwelling remains as a single dwelling.

WA 07/2033

Application for Conservation Area Consent for the demolition of the existing dwelling.

Heather Bank, Swingate Road, Farnham.

No objection subject to approval from the Conservation Officer and that the new dwelling remains as a single dwelling.

WA 07/2038

Application for a Certificate of Lawfulness under Section 192 for the installation of a small solar photovoltaic electric system.

18 Moor Park Lane, Farnham.

Farnham Town Council objects to the principle of retrospective planning applications and cannot support this application.

WA 07/2041

Construction of dormer windows and gable ends to provide loft conversion.

37 Middle Bourne Lane, Farnham.

Object, the dormer windows and gable ends are out of character with the existing building.

WA 07/2042

Provision of vehicular access.

Redhill House, Tilford Road, Farnham.

No objection.

WA 07/2043

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

71 Greenfield Road, Farnham.

Farnham Town Council objects to the principle of retrospective planning applications and cannot support this application.

Farnham Town Council is concerned about the impact on the residential amenities of the neighbouring properties.

WA 07/2044

Erection of extensions and alterations.

Limebrook, 67a Upper Hale Road, Farnham.

Farnham Town Council is concerned that the proposed extension is out of character with the existing building and subsequently will have a detrimental impact on the street scene.

WA 07/2046

Erection of a first floor to existing bungalow to provide a chalet bungalow (revision of WA 07/1304).

93 Upper Weybourne Lane, Farnham.

Previous comments of the Planning Consultative Group held on 5th July, 2007, were as follows: Object, this proposal would be detrimental to the street scene.

No objection provided the materials used are in keeping with the existing building.

WA 07/2048

Erection of extensions.

1a Greenfield Road, Farnham.

Concerned about the impact on the residential amenities of the adjoining properties. Any materials used should be in keeping with the existing building.

WA 07/2051

Variation of Condition 1 of WA 02/1581 (temporary consent) to allow the continued use of premises as physiotherapy consulting rooms and dental surgery for a further temporary period.

5 Hart House, The Hart, Farnham.

Previous comments of the Plans Panel held on 12th September, 2002, were as follows: No objection.

No objection.

WA 07/2053

Erection of a building to provide 10 flats together with the use of the coach house as an independent dwelling following demolition of existing dwelling.

Land at 2 Shortheath Road, Farnham.

Object. This development would be overdevelopment. Farnham Town Council is concerned about the increase in traffic movement and the potential increase of cars parking on the road. This development is within the SPA. It would have a detrimental impact on the street scene and it will change the character of the area.

WA 07/2058

Application for a Certificate of lawfulness under section 192 for an extension and loft conversion.

6 Broomwood Way, Farnham.

1. Object to the change in the roofline, this is out of

character with the neighbouring properties.

2. Farnham Town Council objects to the principle of retrospective planning applications and cannot support this application.
3. Farnham Town Council is concerned about the impact upon the residential amenities of the neighbouring properties. The windows in the roof at the front of the property are out of character with the property and the street scene.

WA 07/2060

Erection of extensions.
3 Glynswood, Farnham.

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

WA 07/2065

Erection of first floor extensions.
6 Little Green Lane, Farnham.

No objection.

WA 07/2066

Erection of extensions.
1 Water Lane, Farnham.

No objection, however, conditions should be sought to ensure that the extensions remain as part of the house and not to be subdivided.

WA 07/2070

Alterations to elevations of car port to form enclosed garage.
3 The Kilns, Rock House Lane, Farnham.

No objection.

WA 07/2073

Erection of extensions.
3 Eldon Drive, Farnham.

No objection.

WA 07/2074

Erection of two new dwellings following demolition of existing dwelling.
12 Searle Road, Farnham.

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1. **Object. This is overdevelopment for the site.**
2. **The proposal would have an overbearing and dominating effect on the neighbouring properties, specifically Bramble Cottage.**
3. **The proposed development would be out of keeping with the neighbouring properties.**

WA 07/2075

Erection of a two storey extension following demolition of existing extension.

Pembroke House, 64 Lynch Road, Farnham.

No objection provided the materials used are in keeping with existing building.

WA 07/2078

Erection of extensions and alterations and erection of a detached triple garage.

Fairacre, 35 Compton Way, Farnham.

No objection.

WA 07/2080

Erection of a replacement dwelling following demolition of existing dwelling.

Land at Whitebeams, 3 Temples Close, Farnham.

No objection.

WA 07/2083

Application for consent to display non-illuminated signs (revision of WA 07/1846).

16 The Borough, Farnham.

Previous comments of the Planning Consultative Group held on 6th September, 2007, were as follows: Objection, this is out of keeping with the Farnham Conservation Area. All materials used should be in keeping with the conservation area.

Objection, this is out of keeping with the Farnham Conservation Area. All materials used should be in keeping with the conservation area.

WA 07/2084

Application for Listed Building Consent for the display of non-illuminated signs.

16 The Borough, Farnham.

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Objection, this is out of keeping with the Farnham Conservation Area. If permission is granted all materials used should be in keeping with the conservation area.

WA 07/2086

Installation of roof lights to provide loft conversion.
Sandene, 25 Vicarage Hill, Farnham.

No objection.

WA 07/2088

Erection of a detached double garage.
104 Boundstone Road, Farnham.

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

WA 07/2089

Erection of extension and alterations following demolition of existing kitchen and store.
6a Greenhill Road, Farnham.

No objection.

WA 07/2107

Change of use of existing dwelling together with the erection of an extension and alterations to provide a dental surgery with flat above.
96 Shortheath Road, Farnham.

No objection.

WA 07/2108

Erection of a new dwelling following demolition of existing dwelling.
56 Middle Bourne Lane, Farnham.

Object, the proposal would be out of character with the street scene.

WA 07/2113

Erection of an extension.
8 Bat and Ball Lane, Farnham.

Concerned about the effect on the residential amenities of the neighbouring properties. Any materials used should be in keeping with the existing property.

WA 07/2117

Erection of a conservatory.
19 Whitmore Green, Farnham.

No objection.

WA 07/2118

Erection of a replacement dwelling and garages (revision of WA 07/0844).

The Gateway, 48 Compton Way, Farnham.
Previous comments of the Planning Consultative Group held on 26th April, 2007, were as follows: No objection.

No objection.

WA 07/2120

Erection of extensions and alterations.
3 Wings Road, Farnham.

No objection.

WA 07/2121

Outline application for the erection of a new dwelling and a detached garage to serve existing dwelling.
Land at Gorse Cottage, 10 Gorse Lane, Farnham.

No objection.

WA 07/2123

Erection of extensions and alterations to provide additional guest accommodation (revision of WA 07/1513).
Farnham House Hotel, Alton Road, Farnham.
Previous comments of the Planning Consultative Group held on 19th July, 2007, were as follows: No objection in principle provided the materials used are in keeping with existing property.

No objection in principle provided the materials used are in keeping with existing property.

WA 07/2124

Erection of extensions and alterations.
17 Longley Road, Farnham.

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

WA 07/2125

Erection of a first floor extension.
2 Cedarways, Farnham.

No objection.

WA 07/2127

Erection of a conservatory.
78 Broomleaf Road, Farnham.

No objection.

WA 07/2128

Erection of an extension and alterations (revision of WA 07/0549).
61 Copse Avenue, Farnham.
Previous comments of the Planning Consultative Group held on 29th
March, 2007, were as follows: No objection.

No objection.

WA 07/2130

Erection of a building to provide 3 flats.
1 Bardsley Drive, Farnham.

No objection.

WA 07/2135

Erection of a conservatory.
Starfish Nursery, Farnham College, Morley Road, Farnham.

No objection.

WA 07/2144

Erection of part two storey part single storey extension following
demolition of existing extension.
34 Bear Lane, Farnham.

**No objection provided there is no adverse effect on the
residential amenities of the neighbouring properties. Any
materials used should be in keeping with the existing building.**

Notification of Tree Work in Conservation Area.

CA 07/0097

Farnham Conservation Area.
Works to trees.
Farnham Police Station, Longbridge, Farnham.

Noted.

CA 07/0103

Farnham Conservation Area.
Works to trees.
The Rectory, Upper Church Lane, Farnham.

Noted

**Application for tree works to trees the subject of a
Tree Preservation Order**

TM 07/0141

1 Clare Mead, Rowledge, Farnham.
Works to trees the subject of Tree Preservation Order 12/99.

**No objection provided Waverley Borough Council's Arboricultural
Officer is satisfied.**

The meeting closed at 7.15pm.

Date

Chairman



FARNHAM TOWN COUNCIL

THE FUTURE OF THE POST OFFICE NETWORK – CONSULTATION	
AUTHOR: <i>Wendy Coulter</i> <i>Committee & Member Services Officer</i>	PRESENTED BY: <i>Roland Potter</i> <i>Town Clerk</i>
PRODUCED FOR: FULL COUNCIL 1 November 2007	DATE OF REPORT: 25 October 2007
SUMMARY OF KEY ISSUES The purpose of this report is to inform members of a forthcoming public consultation on the Future of the Post Office Network. The Public Consultation is due to begin in January 2008. Officers will distribute consultation papers shortly to allow a full debate at Full Council in January 2008.	
FINANCIAL IMPLICATIONS: There are no financial implications at this time.	
LEGAL & POLICY IMPLICATIONS There are no legal implications at this time.	
RECOMMENDATION: <ul style="list-style-type: none">• To note the forthcoming public consultation on the Future of the Post Office Network.	
FOR FURTHER INFORMATION CONTACT: Wendy Coulter Committee and Member Services Officer Telephone number: 01252 712667	

Citizens Advice Waverley
Report and Financial Statements
For the year ended 31 March 2007

Company no: 4823693
Registered Charity no: 1098859

Index to the Trustees' Report and Financial Statements

For the year ending 31st March 2007

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Trustees Report

The Trustees of the Citizens Advice Waverley have pleasure in presenting the Annual Report and Financial Accounts for the year 1st April 2006 to 31st March 2007.

Citizens Advice Waverley was established on 1st April 2006 from the amalgamation of Farnham and Godalming Citizens Advice Bureaux with Haslemere and Cranleigh District Citizens Advice Bureau. All the assets from the merger were transferred to the new Bureau.

The charity is registered with the Charity Commission with the number 1098859 and its registered office is Well Lane House, Well Lane House, Haslemere, Surrey. GU27 2LB.

Reference and Administrative Details of the Charity, its Trustees and Advisers

The Board of Directors/Trustees at the date of this report and who served during the year were:

Norma Corkish	(Chair co-opted 27/03/06; formally elected 10/11/06)
David Travers Smith	(Treasurer co-opted 27/03/06; formally elected 10/11/06)
Kenneth Faircloth	(appointed 10/05/2006)
Barbara Nurse	(appointed 10/05/2006)
Stuart Spencer	(elected October 2004)
Paul Gardner	(resigned 26/07/2006)
Richard Paton	(resigned 31/07/2006)

Berenice Rance is the paid District Manager of the charity.

The Charity's principal Bankers are CAF Bank Ltd., 25 Kings Hill Avenue, Kings Hill, West Malling, Kent. ME19 4JQ

The Independent Auditor is Roffe Swayne, Ashcombe Court, Woolsack Way, Godalming, Surrey. GU7 1LQ

Structure, Governance and Management

Citizens Advice Waverley Ltd (formerly Haslemere and Cranleigh District Citizens Advice Bureau Ltd) is a company limited by guarantee with the company registration number 04823693.

The Company is governed by its Directors, who are also the Charity Trustees for the purpose of Charity Law. The Board of Trustees/Directors meets at least four times a year.

The maximum permitted number of Trustees is twelve and the minimum four, being either elected at the Annual General Meeting or nominated by member organisations or co-opted by the Trustee Board, provided that the total number of co-opted and nominated Trustees does not exceed one third of the total number of Trustees.

Trustees are required to retire at the third Annual General meeting following their election or appointment, but are eligible for re-election or re-appointment.

New Trustees are supplied with a copy of the Company's Memorandum and Articles of Association and an induction manual produced by Citizens Advice, the national body.

Citizens Advice Waverley is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Citizens Advice Waverley and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to its senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the Farnham office, and is available to the public.

The Trustees have delegated the day-to-day operation of the company to a paid manager, who is assisted by 16 part-time employees and a team of approximately 135 volunteers.

The Trustee Board, through a sub-committee, periodically reviews the risks to which the Charity is exposed and is satisfied that systems are in place to mitigate the Charity's exposure to those risks.

The Trustees have no beneficial interest in the company and do not receive any remuneration.

The purposes and administration of the charity are regulated by the Memorandum of Association adopted 27th March 2006.

Related Parties

Citizens Advice Waverley is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of Citizens Advice Waverley in order to fulfil its charitable objects and comply with the national membership requirements.

Objects and Activities

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Waverley by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Aims and Objectives,

Citizens Advice Waverley aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

The Charity achieves these objectives by offering an advice and information service, and other practical help, through four Offices in Cranleigh, Farnham, Godalming and Haslemere. Outreach services are provided from Bramley Village Hall and, since November 2006, a Mobile Unit visiting six rural locations each week. Home visits are also available for clients who are unable to get to the offices because of age or disability.

The Charity is largely comprised of volunteers, with paid staff mainly for management and supervision. Most of the advice and help given to clients is provided by volunteers who receive stringent and detailed training over an 18 month period. The volunteers come from within the community, which then benefits from the significant experience and skills of the volunteers - gained from many spheres of life as well as from within CA Waverley. The benefits to the volunteers can be that they are able to continue to share their considerable experience and skills beyond retirement or that they gain new skills which enable them to find paid employment at a later date. Over the course of a year the volunteers donate approximately 900 hours a week to Citizens Advice Waverley, the equivalent of 24 paid full time posts. No charge is made to clients using the service.

The principle objectives for the year were to establish the new district wide organisation on a firm footing and to pilot and implement new ways of delivering the service that would enable more people to access the service in the way that best suited them.

Achievements and Performance.

Citizens Advice Waverley was chosen by Citizens Advice, the national body, to be one of three Citizens Advice Bureaux in England to pilot and implement new methods of service delivery that are designed to enable more people to access the service in different ways.

This has involved the introduction of one telephone number for advice, which by sharing resources across the borough, means that we are able to provide a personal telephone advice service for 37 hours a week. A new electronic appointment system means that wherever the call is taken or wherever a client seen, an appointment can be made at the time and locations most convenient to the client.

For clients who want to resolve their problems themselves, each of the individual outlets has a kiosk or touch screen computer with links to information on selected public websites in the reception area. An information assistant is available to help clients use the kiosk and to provide fact sheets or leaflets where appropriate.

Citizens Advice Waverley has acted as a Demonstration Centre for other Citizens Advice Bureaux considering implementing the new methods of service delivery. Interest has been very high, with visits from offices across the country. Citizens Advice Waverley is now recognised as having developed the most successful Access Strategy and the practices that we have developed will be incorporated into Citizens Advice national strategy to increase access to advice.

During the year Citizens Advice Waverley has provided generalist advice and generalist case work across all the main enquiry areas, together with specialist advice in debt and employment case work. Advice and information was provided by personal interviews, telephone, home visits, and by correspondence including email.

The new methods of service delivery show an increase of just over 8% in the number of unique clients seen.

Citizens Advice Waverley Annual Report for the year ending 31st March 2007

The table below shows clients starting an enquiry between April 2006 and March 2007.

	Q1	Q2	Q3	Q4	Total unique clients	Total unique clients 05/06
Bramley	20	16	6	15	57	43
Court Desk	7	8	15	8	38	Not known
Cranleigh	349	270	247	343	1,184	1,191
Farnham	793	587	522	584	2,464	2,732
Farnham+60	21	15	15	24	75	45
Godalming	866	847	655	709	3,051	2,216
Haslemere	485	449	435	487	1,809	1,723
Mobile	7	5	13	68	91	224
Total	2,548	2,917	1,908	2,238	8,769	8,217

Over the year the Citizens Advice Waverley has dealt with 22,259 new issues of which the six highest categories were:

Category	Total	%
Benefit	5,641	25.3
Debt	4,394	19.7
Employment	2,568	11.5
Housing	2,063	9.3
Legal	1,585	7.1
Relationship	1,758	7.9
Other	4,247	19.2

During the year Citizens Advice Waverley helped clients to manage approximately £9 million in debts, and in the same period secured nearly £700,000 for clients in unclaimed benefits and one off awards, money that will be spent in the local community.

Financial Review

General

The attached financial statements show the financial results for the year. In summary, there was a shortfall of income over expenditure of £11,261 for the year, resulting in General Reserves ending the year at £156,752.

Reserves

It is the Trustees view that the Charity should endeavour to maintain a net current asset balance on Unrestricted Funds equivalent to three months normal operating expenditure. At 31 March 2007 free reserves stood at £73,407 whereas three months running costs would be approximately £84,733 or £77,379 (excluding depreciation).

Funding

During the year total incoming unrestricted funds were £359,621, with Waverley Borough Council providing £211,492, Farnham Town Council £29,840, Godalming Town Council £23,052, Haslemere Town Council £5,400 and Parish Councils £2,485 (Note 3). Cranleigh Parish Council provides the Cranleigh office free of charge (Note 16). The Friends of Farnham collected £900 in the year. The balance of income came from donations transferred from Farnham and Godalming CAB, bank interest, rental income and sundry income. Funding was also received from Surrey County Council, the Farnham Institute Charity, the Farnham Christian Community Charity and The Chalice Trust. Details of these projects are shown in Note 13.

Charitable Expenditure

The charity achieves its objectives through the operation of the bureau and its four permanent Citizens Advice Offices in Cranleigh, Farnham, Godalming and Haslemere. Apart from £34,987 spent on the administration of the charity itself the whole of the unrestricted funds were expended on the operation of the four offices.

Future Plans

The Business and Development Plan for 2007 to 2010 sets out the objectives of Citizens Advice Waverley for the immediate future. It is anticipated that as a new district structure we will be able to achieve:

- Broader and better service to our clients
- Increased/improved accessibility
- Greater strategic role within the Borough
- Higher profile
- Increased income
- Cost-effective service
- Increased community involvement

We will look to work in partnership with neighbouring and local organisations and with them and alongside them to continue to develop our service delivery to provide fully accessible services that meet the changing needs of the district and its distinct communities. We wish to be seen as an inclusive organisation that is approachable and friendly.

Specific plans include the launch our own website, increased promotion of the service and the many ways of accessing it, extension of our outreach services and increased diversity within our volunteer workforce. We will also continue to act as a demonstration project for other offices.

We anticipate that the majority of our funding will continue to come from our District, Town and Parish Councils. We recognise, however, that to ensure a strong enough infrastructure and to be securely funded we need to raise income from a number of different sources, including local fundraising through the establishment of a Friends Fundraising Group at each office.

At the same time our services, for the most part, will continue to be provided by a volunteer workforce managed and supported by a paid staff structure.

Trustees' Responsibilities in respect of these Accounts

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company at the year-end and of the net incoming resources of the charitable company for the year then ending. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare financial statements on a going-concern basis unless it is inappropriate to assume that the company will continue on that basis

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure to Auditors

Each Trustee, who was a Trustee of the company at the date that this report was approved, has taken all steps that they ought to have taken as a Trustee in order to:

- make themselves aware of any relevant audit information (as defined by the Companies Act 1985); and
- ensure that the auditors are aware of all relevant audit information (as defined).

As far as each Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware. This confirmation is given and should be in accordance with the provisions of S234ZA of the Companies Act 1985.

Approved by the Board on *24 July 2007*
and signed on their behalf



N Corkish Chair

Report of the Independent Auditors to the Trustees of

Citizens Advice Office Waverley Limited

We have audited the financial statements of Citizens Advice Office Waverley Limited for the year ended 31 March 2007 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

This report is made solely to the charitable company's Trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's Trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

The Trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Report of the Trustees is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and other transactions is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error.

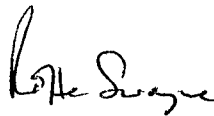
In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2007 and of its deficit for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Report of the Trustees is consistent with the financial statements.

Roffe Swayne
Registered Auditors &
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey GU7 1LQ



Date: 31 April 2007

Consolidated statement of financial activities for the year ending 31st March 2007

	Notes	Restricted Funds	General Funds	Total 2007	Total 2006
Incoming Resources		£	£	£	£
Donations & similar incoming resources	5	0	3933	3933	83766
Funds received from Farnham CAB	3	7820	66495	74315	
Funds received from Godalming CAB	3	0	-309	-309	
Interest Income	5	0	5621	5621	3270
Incoming resources from charitable activities					
Grants	5	26594	272019	298613	102568
Other Incoming Resources	5	0	11862	11862	3600
Total Incoming Resources		34414	359621	394035	193204
Resources expended					
Direct Charitable Activity	6	83233	274315	357548	150890
Support Costs	7		34987	34987	
Governance	8		2412	2412	1033
Exceptional Costs	8		10350	10350	
Total charitable expenditure		83233	322063	405296	151923
Net (Outgoing)/Incoming resources before transfers		-48819	37558	-11261	41281
Transfers between funds	13	-234	234	0	
Net incoming/(outgoing) resources in funds for the year	4	-49053	37792	-11261	41281
Funds brought forward from previous year		132398	35615	168013	126732
Funds Carried Forward		83345	73407	156752	168013

All the company's recognised gains or losses are shown above. The movement on reserves is shown above.


Citizens Advice Waverley Annual Report for the year ending 31st March 2007
Consolidated Balance Sheet as at 31st March 2007

	Note	Restricted Funds 2007 £	Unrestricted Funds 2007 £	Total 2007 £	Total 2006 £
Fixed Assets					
Tangible assets	9	43081	8822	51902	43809
Current Assets					
Debtors	10	6808	12750	19558	6143
Cash at bank and in hand		33456	76280	109736	121871
		40264	89030	129294	128014
Creditors falling due within one year	11	0	24444	24444	3810
Net Current Assets	12	40264	64585	104850	124204
Net Assets		83345	73407	156752	168013

Funds	2007 £	2006 £
Restricted	83345	132398
Unrestricted	73407	35615
Total	156752	168013

These Financial Statements have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2005).

Approved by the directors on 24th July 2007 and signed on their behalf by:

.....  N Corkish, Chair

Notes to the financial statements for the year ending 31 March 2007

1 Share capital and members' liability

The charitable company is limited by guarantee and does not have a share capital. In the event of the charitable company being wound up every member, whilst he or she is a member, or within one year after he or she ceases to be a member, undertakes to contribute to the assets of the company such amount as may be required not exceeding one pound.

2. Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

(a) Basis of preparation

- (i) The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice "Accounting by charities" (SORP 2005).
- (ii) Under Financial Reporting Standard 1 (Revised), the charitable company is exempt from the requirement to prepare a cash flow statement on the grounds of its size.
- (iii) The financial statements include the charities that were merged on the 1st April 2006. The assets of the other offices have been donated to the company and are included under income.

(b) Incoming resources

Donations, Bank Interest and Other Income are accounted for when received. Other incoming resources (grants) are accounted for when receivable.

(c) Fund accounting

- (i) The unrestricted funds consist of funds which the charitable company may use for its purpose at its discretion in furtherance of the general charitable objectives of the company.
- (ii) The restricted funds are those where the donor has imposed specific conditions.

(d) Expenditure

All expenditure is stated inclusive of any relevant VAT, which cannot be recovered, and is accounted for on an accruals basis and allocated between operating the advice offices in Cranleigh, Farnham, Godalming and Haslemere, and Administrative costs.

Support expenditure comprises all costs incurred in running the charitable company which are not directly attributable to work in the offices.

(e) Fixed assets and depreciation

Individual fixed assets costing more than £400 are capitalised at cost.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life, as follows.

Leasehold Buildings	6.66% straight line basis
Office Equipment	33.33% straight line basis
Mobile Project Vehicle	33.33% straight line basis
Demonstration Centre Project	33.33% straight line basis

Assets taken over from Farnham and Godalming Citizens Advice Offices at 1 April 2006 have been included in the accounts at their original cost less accumulated depreciation.

(f) Leases

Where the company enters into leases that entail taking substantially all the risk and rewards of ownership of an asset, the lease is treated as a "finance lease". There were no finance leases in force during the year. All other leases are treated as "operating leases" and the rental charges are charged to the income and expenditure account as they are incurred.

(g) Intangible Income

The company enjoys considerable support of volunteers in all areas of its activities and no monetary value is placed on this benefit in these accounts.

(h) Taxation

Being a registered charity, the charity is exempt from Corporation Tax on any surplus or gain arising, but not from VAT.

(i) Trustee Remuneration & Expenses

No trustee received any remuneration in the year (2006/7).

3. Funds received from Farnham and Godalming Citizens Advice Offices

On 1 April 2006, Farnham Citizens Advice Office transferred all its assets, for nil consideration, to Citizens Advice Waverley.

	Restricted £	Unrestricted £	Total £
Funds received from Farnham CAB			
Tangible Fixed Assets		13232	13232
Debtors		1012	1012
Cash at bank & in hand	7820	52713	60533
Creditors		-736	-736
Petty Cash		274	274
Total	7820	66495	74315

On 1 April 2006, Godalming and District Citizens Advice Office transferred all its assets, for nil consideration, to Citizens Advice Waverley.

	Restricted £	Unrestricted £	Total £
Funds received from Godalming CAB			
Tangible Fixed Assets			
Debtors		2942	2942
Cash at bank & in hand		13201	13201
Creditors		-16452	-16452
Total		-309	-309

5. Operating Deficit

	Total 2007 £	Total 2006 £
The operating deficit/(surplus) is stated after charging:		
Auditors' remuneration - Audit	1763	-
Audit exemption report	-	1033
Depreciation	33826	19130

5 Incoming Resources

	Restricted £	Unrestricted £	Total 2007 £	Total 2006 £
Grants	26594	272019	298613	102568
Waverley - Grant		201350	201350	91360
Waverley - DCP	20000		20000	
Waverly - Parking		10142	10142	2308
Farnham Town Council		29840	29840	
Godalming Town Council		23052	23052	
Haslemere Town Council		5400	5400	
Parish Council Grants *		2235	2235	7500
Surrey County Council Training	1500		1500	1400
Farnham Institute Charity	2000		2000	
Farnham Christ Community Trust	1094		1094	
The Chalice Trust	2000		2000	
Donations & similar incoming resources		3933	3933	
Donations – Including Friends		1962	1962	
Petty Cash Donations		1971	1971	
Other Incoming Resources		11862	11862	
Premises Hire		3778	3778	3600
Other Ordinary Income		8084	8084	
Interest Income		5621	5621	3270

- Parish Council Grants (in 2006/7 before adjustments)**

	£
Ewhurst Parish Council	1,000
Alfold Parish Council	500
Dunsfold Parish Council	250
Shere Parish Council	250
Fernhurst Parish Council	250
Lynchmere Parish Council	200
Northchapel Parish Council	35

Resources Expended

		Restricted	Unrestricted	Total 2007	Total 2006
		£	£	£	£
6	Direct Charitable Activity	83233	274315	357548	148094
	Salary Costs - Offices		135189	135189	63541
	Rent & Service Charge		59261	59261	16440
	Utilities,Cleaning,Maintenance		12770	12770	4765
	Telephone, Fax & Internet		10134	10134	2816
	CAB & Other Info. Services		7660	7660	3125
	Office Supplies & Printing		6036	6036	3686
	Travel		13269	13269	4554
	Training costs		2387	2387	1600
	Parking		8951	8951	2807
	Insurance – Building ,Contents		2263	2263	1595
	Marketing & Publicity		67	67	
	Salary Preparation		1565	1565	
	Bank Service Charges		203	203	
	Depreciation	29416	4410	33826	19130
	Recruitment Costs		931	931	
	Sundries - Other		9221	9221	2302
	Mobile Project	9710		9710	18361
	Lloyds TSB Foundation	1908		1908	
	Farnham C Community Trust	6166		6166	
	Farnham Institute Charity	576		576	
	Demonstration Centre Project	34178		34178	3195
	Surrey CC Training	1279		1279	
	Capital Project Fund				177
7	Support Costs		34987	34987	3124
	Salary Costs - Central		34073	34073	2796
	Sundries		914	914	328
	Sub total	83233	309302	392535	151218
8	Governance		2412	2412	705
	Professional Fees		412	412	705
	Auditors remuneration		2000	2000	
8	Exceptional Costs		10350	10350	
	Reserves - ex Gratia Payments		10350	10350	
	Total	83233	322063	405296	151923

9 Tangible Fixed Assets - as at 31 March 2007

	Total	Restricted					Unrestricted	
		<u>Capital Projects Fund</u>					<u>Mobile Project</u>	<u>General Fund</u>
		<u>Leasehold Buildings Haslemere</u>	<u>Leasehold Buildings Cranleigh</u>	<u>Office Equipment & Furniture Haslemere</u>	<u>Office Equipment & Furniture Cranleigh</u>	<u>Vehicle</u>	<u>Office Equipment & Furniture Farnham</u>	<u>Office Equipment & Furniture Farnham</u>
	£	£	£	£	£	£	£	£
Cost								
As at beginning of year	145,310	34310	27363	22767	15637	44763	470	
Additions	28,688						28688	
Transferred assets from other bureaux at NBV								13232
Disposals				-22767	-15637			
As at end of year	148826	34310	27363	0	0	44763	29158	13232
Depreciation								
As at beginning of year	101,501	15,994	27,363	20,274	15,637	22,233	0	0
Depreciation 2006/7	33,826	2,285		2,493		14,920	9,718	4,410
Disposals				-22,767	-15,637			
Depreciation Rates SL		6.66%		33.33%		33.33%	33.33%	33.33%
As at end of year	96923	18279	27363	0	0	37153	9718	4410
Net Book Value								
As at 31 March 2007	51,902	16,031	0	0	0	7,610	19,440	8,822
As at 31st March 2006	43,809	18,316		2,493		22,530	470	0

Creditors & Debtor Summary as at 31 March 2007

10	Debtors	2007	2007	2007	2006
		Restricted £	Unrestricted £	Total £	£
	Sundry Debtors	6808	5726	12534	1173
	Prepayments		7024	7024	4970
	Total	6808	12750	19558	6143

11	Creditors	2007	2007	2007	2006
		Restricted £	Unrestricted £	Total £	£
	Social Security & Other Taxes		2901	2901	
	Sundry Creditors		18308	18308	758
	Accruals		3235	3235	3052
	Total	0	24444	24444	3810

12 Analysis of Net Assets between Funds as at 31 March 2007

Fixed Assets				
	Leasehold Property £	Vehicles, Equipment & Furniture £	Total Fixed Assets £	Current Assets £
Restricted			43082	40263
Mobile Project		7610	7610	32149
Lloyds TSB Foundation Farnham Christian Community Trust Demonstration Centre Project		19440	19440	3470
Farnham Institute Charity.			0	2424
Capital Projects Fund	16032		16032	0
Benefits Take Up Campaign			0	0
The Chalice Trust			0	2000
Surrey CC Training			0	221
Unrestricted			8822	64585
General Fund		8822	8822	64585
Total	16032	35871	51903	104849

13 Restricted Funds

	Balance as at 1/4/06	Donated Assets from other offices	Income in the period	Expenditure in the period	Depreciation in the period	Transfers from General Fund	Balance as at 31/3/07
	£	£	£	£	£	£	£
Mobile Project	64389			9710	14920		39759
Lloyds TSB Foundation		1748		1908		160	0
Farnham Christian Community Trust Demonstration Centre Project	46805	5072	1094	6166			0
Farnham Institute Charity.		1000	2000	576			2424
Capital Projects Fund	20810				4778		16032
Benefits Take Up Campaign	394					-394	0
The Chalice Trust			2000				2000
Surrey CC Training			1500	1279			221
Restricted Funds	132398	7820	26594	53817	29416	-234	83345
General Funds	35615	66186	293435	307303	4410	234	83756
Exceptional Costs				10350			10350
Unrestricted Funds	35615	66186	293435	317653	4410	234	73407
Total Funds	168013	74006	320029	371470	33826	0	156752

Notes on Restricted Funds:

The Mobile Rural Advice Project

This is the second year of a three year grant for the provision of an Over 60's Adviser for the Farnham office.

This is a three year pilot project, commencing in October 2004, for the purchase and operation of a vehicle to be able to give advice in rural areas. Funding of £117,355 has been received from the Countryside Agency, Waverley Borough Council, Surrey County Council, the parishes of Witley, Wonersh & Shamley Green, Elstead and Ewhurst, the Lloyds Foundation and a private donor.

Lloyds TSB Foundation

The sum of £5,000 was made available in 2005 for the provision of a Guidance Tutor for the Farnham office. This project was completed in 2006.

Farnham Christian Community Trust

This is the second year of a three year grant for the provision of an Over 60s Adviser for the Farnham office

Demonstration Centre Project (DCP)

The DCP is part of the Citizens Advice (the national body), Citizens Advice Access Strategy Demonstration Centre Project. This is a pilot scheme to demonstrate how the work of groups office can be integrated. New technology has been installed and staff has been trained in new methods of service delivery. There are three pilot groups in the UK, Waverley being one.

The project had an initial budget of £70,000, of which £50,000 was contributed by Citizens Advice and £20,000 by Waverley Borough Council. A further £7,000 has been provided by Citizens Advice for 2007/2008.

Farnham Institute Charity

This was initially for the provision of Hospital Outreach facilities in Farnham, but was changed within the year, with the approval of the Farnham Institute Charity, to provide a Guidance Tutor for the Farnham office.

Capital Projects Fund

These funds represent donations received for the purchase of capital assets and other upgrading or improvement expenditure for Haslemere. This money was spent prior to the merger and is currently being depreciated.

The Benefits Take-Up Campaign

This was provided to establish and recover unclaimed State Benefits for clients. As this has been inactive since 2005 and because recovery of state benefits is a fundamental part of normal business, this has been moved to the General Fund.

The Chalice Trust

A sum of £2,000 has been donated for the provision of a Guidance Tutor for the Haslemere office.

Surrey County Council

Has continued to provide funds for volunteer training.

14. Employment Costs

	2007 £	2006 £
Salaries	161663	74116
Social Security costs	12219	5642
Pension Costs	7256	2578
Total	181138	82336

There were twenty part-time employees during the year. No Director received any remuneration. There were seven employees paid over £10000 and two over £20000. There were no high paid staff.

Pension Policy

New employees get 6% pension on completion of 6 months service, accrued back to commencement of employment.

15. Operating Lease Commitments

As at 31st March 2007 the company had annual commitments under non-cancellable operating leases as set out below

	Land & Buildings	
	2007 £	2006 £
Haslemere	13000	13000
Godalming	20000	
Total	33000	13000

All land & buildings are subject to rent reviews

Cranleigh. The office in Village Way, Cranleigh is built upon land belonging to Cranleigh Parish Council and leased long-term to Waverley Borough Council at a peppercorn rent, who charge a rent of £4940 per annum. The original building was provided by Waverley Borough Council and in 1995/96 an extension was added with £27,363 of the cost provided by a Citizens Advice public appeal and the balance by Waverley Borough Council.

Farnham. The office is leased from Waverley Borough Council for five years starting in 2005, for £18,400 per annum.

Godalming. The office is leased from a private landlord for a term of 10 years from 31 January 2006. The rent is reviewed after 5 years, at which point there is a termination option.

Haslemere. The office is leased from a private landlord for a term of 15 years from 15 June 1999. The rent is reviewed every 4 years, at which time there is a termination option. The second review was completed on 15 June 2007.