



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 22 June 2017

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 22 June 2017, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

Members of the public are welcome and have a right to attend this meeting. Please note that there is a maximum capacity of 30 in the public gallery.



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 22nd June 2017

Place

The Council Chamber, South Street, Farnham

Prior to the start of the meeting prayers will be said by the Revd Michael Hopkins of the Farnham United Reformed Church.

1 Apologies

To receive apologies for absence.

2 Disclosure of Interests

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

NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, Ward and Williamson.*
- (ii) *The following councillor has made a general non-pecuniary interest declaration in relation to being a councillor of Surrey County Council: Cllr Macleod*
- (iii) *Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*

Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.

3 Minutes

To agree the Minutes of the meeting held on May 11th 2017

Appendix A

4 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

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

Part I – Items for Decision

- 6 Working Group Notes**
To receive the notes and any recommendations of the following Working Groups:
- i) Community Enhancement held on 7th June 2017 **Appendix B**
 - ii) Strategy and Finance held on 13th June 2017 **Appendix C**
 - iii) Cemeteries and Appeals held on 20th June 2017 **Appendix D**
- 7 Year End Accounts**
The following papers are to be read in conjunction with the minutes of the Strategy and Finance Working Group held on 13th June 2017, and are for formal approval by the Council prior for submission to the External Auditor.
- a. To receive and agree the draft Financial Statements for 2016/17 and earmarked reserves at 31st March 2017 **Appendix E**
 - b. To receive the Summary 2016/17 Income and Expenditure Outturn **Appendix F**
 - c. To consider the final Internal Auditor's Report for the Year Ended 31 March 2017 and agree the Council's response to any issues raised **Appendix G**
 - d. To approve the Annual Governance Statement (Page 2 of Annual Return) **Appendix H**
 - e. To approve the Annual Return for the Year Ended 31 March 2017 for signature and submission to the External Auditor **Appendix H**
 - f. To approve the variances list between the 2015/16 and 2016/17 Annual Returns as required. **Appendix I**
- 8 Planning & Licensing Applications** **Appendices J, K, L and M**
- i) To receive the minutes of the Planning & Licensing Consultative Group held on 24th April, 8th and 22nd May, and 5th June 2017.
 - ii) To consider any significant Planning Applications.
- 9 Motion**
To debate the following Motion received from Cllr Ricketts in accordance with Standing Order 6.

“The Government is asking for the help of local authorities to tackle the remaining localised pockets of air pollution within their areas. Farnham Town Council is ideally placed to take up this challenge if we so choose. Air pollution hastens deaths of many of our residents and causes untold suffering from asthma, strokes, cancers and dementia. Do we really need this?

We have a choice consider the health implications in all that we do or put other things before health. The Neighbourhood Plan is an excellent example of where we were not allowed to consider health when making our recommendations. As a result, 94% of all the development for the next generation is being concentrated into the most polluted part of our town.

Farnham Town Council resolved that public health is important to us and we should use openness, transparency and admit our mistakes in everything we do.

Now the Neighbourhood Plan is completed we should conduct a related

review which looks at the impact of the planned housing development on the areas of high air pollution now the Government has requested our help. The Neighbourhood Plan is an important document on land use but now we have an opportunity to support it through other documents to improve the health of our residents.”

Part 2 – Items to Note

- 10 Actions taken under Scheme of Delegation**
- 11 Reports from other Councils**
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council.
- 12 Reports from Outside Bodies**
To receive from Members any verbal reports on Outside Bodies.
- 13 Date of next Meetings**
To note the date of the next meeting as Thursday 27th July 2017

Part 3 – Confidential Items

- 14 Exclusion of the Press and Public (if required)**
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of any confidential items under discussion.

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Council Membership:

Councillors: Mike Hodge (Mayor), David Attfield (Deputy Mayor), David Beaman, Carole Cockburn, Paula Dunsmore, John Scott Fraser, Mrs Pat Frost, Jill Hargreaves, Stephen Hill, Sam Hollins-Owen, Mike Hyman, Andy Macleod, Kika Mirylees, Julia Potts, Susan Redfern, Jeremy Ricketts, John Ward, John Williamson.

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 11th May 2017

Place

The Council Chamber, South Street, Farnham

Councillors

- * John Ward (Mayor of Farnham – Agenda Item 1)
- * Mike Hodge (Mayor of Farnham items 2 onwards)
- * David Attfield (Deputy Mayor – item 10 onwards)
- * David Attfield
- * David Beaman
- * Carole Cockburn
- * Paula Dunsmore
- A John Scott Fraser
- * Pat Frost
- * Jill Hargreaves
- * Stephen Hill
- A Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- * Julia Potts
- * Susan Redfern
- * Jeremy Ricketts
- * John Williamson

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Stephanie Spence (Corporate Governance Officer)
Iain McCready (Business and Contracts Officer)

Mr Jonathan Jones – Honorary Town Crier

There were 28 members of the public in attendance.

Prior to the meeting, prayers were said by the Revd Hannah Moore of the Parish of Badshot Lea and Hale

- C001/17 **Election of Mayor of Farnham**
Cllr Frost proposed, and Cllr Dunsmore seconded, that Cllr Mike Hodge be elected Mayor of Farnham for the Municipal Year 2017/18. There were no other nominations.
- RESOLVED *nem con* that: Cllr Mike Hodge be elected Mayor of Farnham for the Municipal Year 2017/18.**
- C002/17 Cllr Ward invested Cllr Hodge with the Mayoral Chain and Badge of Office.
- C003/17 **The Mayor of Farnham's Declaration of Acceptance of Office**
Having been invested with the Chain and Badge of Office, Cllr Mike Hodge made his Declaration of Acceptance of Office and commenced his duties as Mayor.
- C004/17 **The Mayor's speech of acceptance**
Cllr Hodge thanked his fellow councillors for their faith in electing him to the position of Mayor of Farnham which was both humbling and a privilege. He said it was a responsibility that he didn't take lightly, and that he would endeavour to represent the town of Farnham and its people to the best of his ability.
- The Mayor said he first came to Farnham in about 1981, and apart from a couple of short adventures elsewhere, it has been his chosen home ever since.
- The Mayor said he would demonstrate to others what a wonderful place Farnham is and how much it has to offer as a town, including and beyond the town centre. He noted that Farnham is surrounded by wonderful villages and it was the combination of all of them that makes Farnham the very special community it is.
- He announced that he had chosen to support two valuable local charities that are very important to the community, and hoped he would be able to help raise their profile. The first, The Woodlarks Centre, a care home and activity centre, provides high quality care and support for people with range of disabilities in a warm and stimulating environment where residents and visitors can take part in a range of therapeutic arts and Crafts activities. The second, Brightwells Gostrey Community Centre in Farnham, offers a wide variety of services and activities for older people in the community, including those with dementia. Everyone there is treated with warmth and dignity by a caring and committed team.
- C005/17 **Presentation of the chain and badge of office for the Mayor's consort.**
The Mayor presented Ms Julia Potts with the badge of office for the Mayor's consort.
- C006/17 **Apologies for Absence**
Apologies were received from Cllr Fraser, Hollins-Owen, and Mirylees.
- C007/17 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 13th April 2017 were agreed and signed by the Mayor as a correct record.
- C008/17 **Declarations of interests**
There were no disclosures of interest relating to items on the agenda.
- C009/17 **Election of Deputy Town Mayor**
Cllr Potts proposed, and Cllr Ricketts seconded, that Cllr David Attfield be elected Deputy Mayor for the Municipal Year 2017/18. There were no other nominations.
- RESOLVED *nem con* that: Cllr David Attfield be elected Deputy Mayor for the Municipal Year 2017/18.**

C010/17 Cllr Hodge, the Mayor of Farnham, invested Cllr Attfield with the Badge of Office of Deputy Mayor of Farnham.

Cllr Hollins-Owen arrived at this point.

C011/17 **The Deputy Mayor's Declaration of Acceptance of Office.**

Having received the Badge of Office, Cllr Attfield made his Declaration of Acceptance of Office and thanked the Council for his appointment. He said it was a huge honour to take on the role and serve the people of Farnham and he hoped he and the Mayor would make a good team in the year ahead.

C012/17 **Vote of thanks to the retiring Town Mayor**

Cllr Cockburn proposed a vote of thanks to the retiring Mayor, Cllr Mr John Ward, which was seconded by Cllr Williamson.

Cllr Cockburn thanked the retiring Mayor, Cllr Ward for representing Council and all of the residents of Farnham over the past twelve months. She said he had all the qualities required to be a successful mayor; notably his lively personality, sense of fun, and genuine interest in all the people he had met. She also thanked the Mayoress for her wonderful support.

Cllr Williamson also paid tribute to Cllr Ward; highlighting his ability to listen to people, give them respect and reply to them in a very level and sensible way.

C013/17 **Presentation of Past Town Mayor's Badge and Past Mayoress' Badge**

The Mayor presented Cllr Mr John Ward with a Past Mayor's Badge and Mrs Gillian Ward with a Past Mayoress' Badge.

Cllr Ward thanked Council for the huge honour in serving Farnham as Mayor for the second time. The year had seen a growth in support for events, notably Remembrance, but the most significant achievement for the Council was the Neighbourhood Plan Referendum. Cllr Ward commented that the strength of the Council was that it appeared non-political and was supported by a host of volunteers who all act for the good of Farnham.

Part 1 – Items for Decision

C014/17 **Appointment of Lead Member or Spokesperson for the council**

Cllr Hargreaves proposed, seconded by Cllr Attfield that Cllr Cockburn be appointed as Leader of the Council for 2017/18. There being no other nominations it was **RESOLVED nem con that: Cllr Cockburn be appointed as Leader of the Council for 2017/18.**

Part 2 – Items Noted

C015/17 **Date of next meeting**

Members noted that the next Council Meeting would take place on Thursday 22nd June.

The Town Mayor closed the meeting at 7.51 pm



FARNHAM TOWN COUNCIL

B

Notes

Community Enhancement Working Group

Time and date

9.30am Wednesday 7 June 2017

Place

Byworth Room, South Street, Farnham

Attendees:

Members: Councillors Stephen Hill and Susan Redfern.

In attendance: Cllr David Beaman,

Technically the meeting was not quorate but it was agreed to hold the meeting and pass observations to Council, in view of the visitors who had come to make presentations to the Working Group

Officers: Iain Lynch (Town Clerk), Kevin Taitt (Outside Services Team Leader), Lara Prior (Community Enhancement Officer).

Others in attendance:

Matthew Nicholls (Deputy Environmental and Parking Services Manager at Waverley Borough Council),

Alex Needs (Chartered Arboriculturist) from Barrell Tree Consultancy

John Ely (Member of Farnham in Bloom Community Group).

1. Apologies

Apologies were received from Councillors Carole Cockburn, Mike Hyman, Jeremy Ricketts and John Williamson

2. Declarations of Interest:

None received.

3. Notes of Meeting held on Wednesday 1 March 2017.

POINTS	ACTION
The notes of the previous meeting were agreed by all present.	

4. Community Tree proposal

POINTS	ACTION
<p>Alex Needs (AN) from Barrell Treecare Consultancy put forward a proposal asking if Farnham Town Council would consider planting more street trees with a pilot in Wrecclisham, where he is a resident.</p> <p>AN reasoned that there are currently no large trees on the street scene in many roads in Farnham, and as residents create more off street parking and extend properties many trees are being lost. The pilot would propose introducing 7-10 street trees.</p> <p>AN informed members that whilst Farnham currently enjoys the greatest tree cover of any town in the UK (45% according to Forest Research) and his desire to promote the value of trees to Farnham residents. Barrell Treecare has significant expertise in getting trees put in to tight, hard landscaping, (giving Leicester Square in London as an example of previous work) and offered its expertise for free for a pilot scheme and noted the associated benefits of more trees including water interception resulting in less run off, shading and transpiration, mental health benefits and more.</p> <p>AN was looking for support from Farnham Town Council to on the project to work with other partners such as Surrey County Council as the project would require highways approval the Ideally, residents would adopt the trees once planted- an initiative that has proved popular in other places.</p> <p>IL informed AN that Farnham Town Council had agreed to sign up to the NALC Tree Charter and that if agreed the project would feed into the Council's new tree strategy. AN offered to send over an example Tree Strategy that he had written for another council to aid this.</p> <p>Members felt the proposal was very good and agreed to recommend to Council that the proposed pilot be investigated further.</p> <p>AN left the meeting at 9:50am</p>	<p>Recommendation to Council: that Farnham Town Council agrees to pursue the offer of Barrell Treecare and investigate the viability of the project with Surrey County Council and other partners.</p>

5. Farnham in Bloom

POINTS	ACTION
<p>The Working Group received an update on Farnham in Bloom activities from John Ely (JE). Member noted that work on the Farnham Carnival float had begun in conjunction with Post 19 and The Dance Movement.</p> <p>Bloomin' Litter was still going strong and there has been a lot of activity on the litter front this year, including aiding the Farnham Rivers Group clear a number of trolleys, tyres, bicycles and other items from the River Wey. It was hoped this would become a bi-annual event to keep the river clear of rubbish.</p> <p>JE noted some work carried out earlier in the year between Heath</p>	

<p>End Gardeners and pupils from Heath End School involving hedge planting on the Farnborough Road which had been a success.</p> <p>JE also noted that the Community Group was making arrangements for the forthcoming judging.</p> <p>Members thanks JE for his update.</p> <p>JE left the meeting at 10:05am</p>	
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6. Bins by Boots Opticians

POINTS	ACTION
<p>Members received an update on the unsightly bin situation from Matthew Nicholls (MN) from WBC. Members were informed that Community Protection Notices had been sent out to all offending businesses and these had created a fair amount of discussion.</p> <p>Members noted the concept of using land behind the Bush Hotel was not able to be progressed on private land.</p> <p>MN explained that Waverley was now reviewing bin storage solutions to hide the bins which could not be accommodated elsewhere. There were various options to explore within this, but 240 litres would be the maximum size and that to have bespoke storage would be a costlier option. Another option would be to halve the capacity of the storage which would mean increasing waste collections for the shops.</p> <p>Members felt strongly that the bins should be removed altogether to another location but MN explained this may be difficult and that the served notices would be appealable at court. MN agreed to approach the legal team at WBC to review. Central car park was suggested as a potential site to locate the bins by members but MN did not believe this was likely to be a viable option.</p> <p>MN left the meeting at 10:25am</p>	<p>MN pursuing options.</p>

7. Farnham in Bloom 2017

POINTS	ACTION
<p>Members noted that both the Farnham in Bloom launch, Bloomin' Kids Gardening workshops and the greenhouse open day had all been very successful. The workshops, funded by Tesco bags of Help, had been attended by over 100 children, the highest number to date. Equally, the greenhouse open day had a record turnout despite the dismal weather conditions on the day.</p> <p>Members noted that unfortunately Blooming Art, a competition run by Jo Aylwin for Farnham in Bloom and funded by a South Street Trust grant, would no longer be going ahead this year, due to unforeseen circumstances. It was noted that the grant had already been returned to FTC.</p> <p>Members viewed and enjoyed a short film entitled 'Get Britain Tidy' by a third year film production student at the UCA including interviews with Kevin Taitt, John Ely and a number of Bloomin' Litter Pickers.</p>	

8. Farnham in Bloom Sponsorship

POINTS	ACTION
<p>Members noted that sponsorship was at an all-time high and noted that sponsorship commitments to date stood at £25,190.</p> <p>Members also noted that three new Silver sponsors had been secured this year along with a new Gold sponsor-in kind.</p> <p>The highest number of hanging baskets to date has also been sold – currently 111.</p> <p>Members noted that in addition to the grant received by Tesco Bags of Help, that a £500 contribution had also been given by South West Trains towards floral improvements to be made to the station platforms as part of their 'Station Adoption' programme.</p>	

9. South & South East in Bloom & Britain in Bloom 2017

POINTS	ACTION
<ul style="list-style-type: none"> i. Members noted that the Chairman of South & South East in Bloom, Peter Holman, had met with Officers the previous week to discuss ideas for the Large Town entry route which would be taken by Britain in Bloom judges in August. The Chairman would be making a second visit to walk and drive the route with Officers in late June. ii. Members noted that regional judging would be taking place on: <ul style="list-style-type: none"> Large Town judging – Tuesday 11 July Town Centre judging – Wednesday 12 July <p>National judging:</p> <ul style="list-style-type: none"> Large Town – Monday 7 August iii. Members received an update on the Judges' Portfolios which are sent to the judges ahead of their visits, and noted that the centre fold spread this year would highlight the Repair Café and Bloomin' Litter initiative. iv. Members noted the main content of the Farnham in Bloom video for 2017, shot by John Collins. The budget for the video was also discussed and members agreed that as it was a very important year for Farnham, a further £500 could be put towards the video to enable more key projects to be filmed. 	

10. Allotments

POINTS	ACTION
<p>Members received an update on all Farnham allotment sites. Members noted that there was currently a number of vacancies on all sites which were actively being filled from the waiting list with a 95% take up of allotment plots.</p> <p>Outstanding rents at present are from 3 new tenants, amounting to</p>	<p>Outside Services Team</p>

<p>£253.50, with payment expected in the next week and a further £592 for vacant plots awaiting allocation, making a current total of £843.50, which would reduce once the empty plots were taken up.</p> <p>Members noted that current waiting list numbers stood at 32, 16 of those being out of area and 5 only wanting Morley Road.</p> <p>Members noted that there were still no updates on the Weybourne Allotments despite KT chasing WBC.</p> <p>Members noted that Farnham Allotment show would be held at the Farnham Maltings on Saturday 22 July and that Forest Lodge was sponsoring the event. This year a Gardeners' Question Time and Bloomin' Kids sessions who be held to encourage young families through the door and add interest to the event.</p>	<p>Leader and Community Enhancement Officer to reallocate vacant plots and advertise any remaining ones if necessary.</p> <p>Outside Services Team Leader to progress</p>
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11. Street Furniture Update

POINTS	ACTION
<p>Members noted that there were plans to vinyl wrap more bus stops around the town centre, including the bottom tier of the tow bus stops in East Street, one on Folly Hill and a couple in Sandy Hill.</p>	<p>Community Enhancement Officer to progress.</p>
<p>Members noted that a new bench had been installed in Boots courtyard and was now being enjoyed.</p>	<p>Outside Services Team Leader to progress</p>
<p>Members also noted plans to make the Boots Courtyard a space in memory of Madge Green in the Autumn, with flowering shrubs to be put in.</p>	
<p>Members noted that the Outside Team had been busy repainting finger posts around town.</p>	
<p>Members discussed whether Madge Green should be nominated for the Famous Names wall and agreed in principle, that she should. Members also noted that Ted Parratt had confirmed that he would be agreeable to Jean Parratt being added to the famous names wall and that a small ceremony would ensue.</p>	<p>Community Enhancement Officer to progress</p>

12. Surrey County Council Highways Localism Project

POINTS	ACTION
Members noted that as yet there had been no response to the bid by Farnham Town Council for 2017/18 funding apart from an advisory note saying that any work undertaken was 'at risk'. Members also noted that the outside team was still responding to fly posting and carrying out work and continuing to invoice SCC when work is requested.	Town Clerk and Outside Services Team Leader to progress

13. Community Clean Up Gangs

POINTS	ACTION
The Lead Member noted what appeared to be fly tipping near to the Shepherd and Flock.	The Community Enhancement Officer to report to SCC.

14. Date of Next Meeting

POINTS	ACTION
It was agreed that a date would be confirmed shortly and circulated to members.	Community Enhancement Officer to circulate to all members

Meeting ended at 11:45am

Notes taken by Lara Prior



FARNHAM TOWN COUNCIL



Notes

Strategy and Finance Working Group

Time and date

9.30am Tuesday 13th June 2017

Place

Town Clerk's Office, South Street, Farnham

Attendees:

Members: Councillors Carole Cockburn, David Attfield, Pat Frost, Jill Hargreaves, Jeremy Ricketts, Stephen Hill.

Other councillors in attendance: David Beaman

Officers present:

Iain Lynch (Town Clerk), Stephanie Spence (Corporate Governance Officer), Iain McCready (part)

1. Election of Lead Councillor

On a nomination by Cllr Hargreaves, seconded by Cllr Frost, Cllr Carole Cockburn was elected as Lead Member for Strategy & Finance for the 2017/18 Municipal year.

2. Apologies

Apologies were received from Councillors John Williamson and John Ward.

3. Declarations of Interest

There were no declarations of interest.

4. Notes of Meeting held on 4th April 2017

POINTS	ACTION
The notes of the previous meeting were agreed.	

5. Finance

POINTS	ACTION
<p>1) Members received and considered the following documents (which had been circulated to all councillors) in relation to the end of year accounts 2016/17 in preparation for External Audit.</p> <ul style="list-style-type: none"> i. Summary Income and expenditure by Committee ii. Summary Income and Expenditure by account code iii. The variances report iv. The Bank Reconciliation as at 31st March 2017 v. The Trial Balance 2016/17 vi. The updated Asset Register as at 31st March 2017 vii. The draft Report and Financial Statements for 2016/17 and the reserves at 31st March 2017 viii. A copy of the Annual Governance Statement ix. The end of year Internal Audit letter 2016/17 and Officers' responses x. The draft Annual Return for 2016/17 and a list of variances against revised budget 	<p>Town Clerk to investigate two un-presented cheques from 2015/16.</p>
<p>2) The Town Clerk went through each of the appendices in detail.</p> <ul style="list-style-type: none"> i. Members agreed that the overall outturn for 2016/17 with expenditure £1,266,039 against a programmed budget of £1,219,077 with income being £1,284,779 against budgeted income of £1,219,077 resulting in a small surplus of £18,741 for the year. ii. Members noted the changes to the Asset register which had increased to £1,668,578. iii. Members received and agreed the draft Report and Financial Statements for 2016/17 for adoption by Council. iv. Members reviewed the explanation of variances where there was a percentage change greater than 10% over the previous year noting particularly the areas of additional income that had been achieved and the investment in the Local Authorities Property Fund. v. Members welcomed the Internal Auditor's report, which included the cumulative reports from his earlier visits, and noted there were no additional issues raised as part of the year-end visit. The Internal Auditor had noted that the Council may wish to consider a 'social media policy' which was on the work programme for later in the year. He also noted that work the evaluation of an online payment system was underway. The Internal Auditor had agreed to sign all elements of Page 5 of the Annual Return. 	<p>Recommendation to Council: To adopt the Report and Financial Statements for 2016/17 for signature and submission to the External Auditor.</p> <p>Town Clerk to review year on year fixed assets table to include 2016/17.</p> <p>Recommendation to Council: To welcome Internal Auditor's year-end Report.</p> <p>Recommendation to Council:</p> <ul style="list-style-type: none"> 1) To approve the Annual Governance Statement (Page 2 of the Annual Return) 2) To approve the Annual Return and associated papers for submission to the External Auditor.
<p>3) The Town Clerk advised that an application from the Farnham Maltings for funding for a new projector screen has been received. The cost of the new screen, replacing one that was no longer fit for purpose, was in the region of</p>	<p>Recommendation to Council: That a grant of £5,000 be awarded to the Farnham</p>

<p>£25,000. It was agreed that a grant of £5,000 be recommended for approval from the Local Initiatives Fund.</p> <p>4) Town clerk advised on progress in evaluating an on-line payment option and that further evaluation would be undertaken before making a recommendation.</p>	<p>Maltings towards a new screen.</p> <p>Town Clerk to prepare a draft Social Media Policy and report on online payments.</p>
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6. Farnham Neighbourhood Plan and planning appeals

POINTS	ACTION
<p>i) Neighbourhood Plan Cllr Cockburn advised that the Judicial Review was scheduled to take place at the High Court on 15th and 16th June 2017.</p> <p>ii) Buildings of Local Merit Cllr Cockburn advised that the project was in the final stages, with a long list having been reviewed and edited by WBC officers. The final number would be smaller than that prepared as not all buildings considered of merit locally met the high standards for listing.</p> <p>iii) FCAMP Cllr Cockburn updated members on the recent May meeting. Work was progressing on various projects including: Bishop's Steps, the Yards of Farnham Project in conjunction with the Farnham Society, the Maltings Railings project and the Library Gardens.</p> <p>iv) Waverley Local Plan Enquiry Cllr Cockburn outlined the ongoing work to protect dovetail the Neighbourhood Plan within Waverley's special strategy, and highlighted the proposed development at Dunsfold Park as being a crucial element in this strategy.</p>	<p>Cllr Cockburn and Town Clerk meeting with WBC on 22nd June to discuss any remaining areas of concern.</p>

7. Assets Working Group

POINTS	ACTION
<p>The Business and Contracts Officer outlined the status of several projects:</p> <ol style="list-style-type: none"> 1) Tile guards for the roof (to avoid slipping tiles causing a hazard) subject to the approval of there being no issues of concern to the Listed Buildings Officer at Waverley. 2) Encroachment on allotments in Morley Road and the Depot accessway at West Street. 3) Proposal to acquire a replacement vehicle for the outside workforce team. Members looked at various options including leasing, purchase and long-term hire and agreed to proceed with the most economically advantageous option. It was noted that the purchase cost was in the region of 	<p>Recommendation to Council: That the Town Council secure the roof with tile guards from within the property maintenance budget.</p> <p>Recommendation to Council: That the Town Council reinstates the Council's boundary lines to secure the sites.</p> <p>Recommendation to Council: That the Town Council acquires by purchase or lease hire (whichever the officers deem to be better</p>

£24,000.	value).
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8. Well-being Task Group

POINTS	ACTION
<p>Members welcomed news that FTC supported Dementia Awareness Week which took place in May. Work continues to support the Dementia Action Alliance, including the drafting of a proposal to launch Cage Cricket for local Dementia sufferers.</p> <p>Cllr Beaman reported back from a meeting with the Surrey PCC, noting that Surrey Police were not able to resource 20s plenty. Members agreed not to progress a 20s Plenty project.</p> <p>It was agreed that a Wellbeing Day, in conjunction with local partners would be of benefit to the local community.</p>	<p>Corporate Governance Officer to report back at July meeting.</p> <p>Recommendation to Council: That the Town Council develop a proposal for a Wellbeing Day with local partners.</p>

9. Contracts and Property matters Update

POINTS	ACTION
<p>The Business and Contracts Officer advised that CCTV was now partially in place to increase security at Victoria Gardens, but permission from the Methodist church was pending for a second camera.</p> <p>Members were advised that WBC approval was pending for a lease/transfer of the Borelli shelter in Gostrey Meadow for storage purposes.</p> <p>Members were advised that shutters on the West Street Depot had been damaged.</p>	<p>Business and Contracts Officer to complete negotiations with URC and install CCTV on the Church.</p> <p>Business and Contracts Officer to report back at July meeting.</p> <p>Business and Contracts Officer to progress insurance claim.</p>

10. Consultations

POINTS	ACTION
<p>Cllrs Beaman and Ricketts had prepared options for the response to a consultation published by Defra on UK Air Quality Plan for Tackling Nitrogen. Members agreed adjustments to allow for a simplified response to be sent by 15th June.</p>	<p>Corporate Governance Officer to summarise the response and submit the comments online.</p>

11. Town Clerk update

POINTS	ACTION
<p>The Town Clerk noted that FTC was lending its barriers to both the upcoming Carnival and Bike Ride events.</p> <p>Members were advised of a potential issue with car parking in central car park on 2nd July as the exit point will be closed for the duration of the Bike Ride. This could potentially impact on attendees at Music in the Meadow.</p> <p>Members welcomed the update on a long-standing cemetery matter.</p> <p>The Town Clerk advised that discussions were on-going with Farnham Rugby Club on how best to recognise their recent achievements. Cllr Cockburn recommended that, following a recent Sports Council meeting, a broader event recognising excellence</p>	<p>Events Officer to work with WBC to ensure that as much prior notice as possible is given to the public across all media channels.</p> <p>Recommendation to Council: That the Town Council organises an event to</p>

<p>across Farnham may be more appropriate. It was agreed the Town Clerk would pursue options with the Sports Council and report back.</p>	<p>recognise recent local sporting achievements.</p> <p>A link from FTC website to the Sports Council website to be created.</p>
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12. Date and time of next meeting

POINTS	ACTION
<p>Members agreed that the next meeting would take place on Tuesday 18th July 2017 at 9.30am</p>	<p>Town Clerk to circulate agenda</p>

The meeting ended at 11.42 am.

Notes written by Stephanie Spence



FARNHAM TOWN COUNCIL

D

Notes

Cemeteries and Appeals Working Group

Time and date

9.30 am on Tuesday 20th Junel 2017

To Follow

E



Farnham Town Council

Report and Financial Statements

Year ending 31st March 2017

Farnham Town Council

Financial Statements for the year ended 31 March 2017

Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2017 are set out on the pages attached and consist of the following:

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

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

Basis of preparing the Financial Statements

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

External Auditor's Opinion

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

BDO LLP
Arcadia House
Ocean Village
Southampton
SO14 3TL

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

The Annual Return can be seen with the June Council Agenda and is also available online at www.farnham.gov.uk or on request from Farnham Town Council.

Farnham Town Council

Outturn for the Year ended 31st March 2017

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

	£	
Cost of services	1,266,038	
Income received	253,847	
	<hr/>	
Net spending	1,012,191	
Local Parish Council Tax Grant	19,745	
Precept on Waverley Borough Council	<hr/> 1,011,187 <hr/>	
Amount transferred to balances for the year	<table border="1"><tr><td style="text-align: center;">18,741</td></tr></table>	18,741
18,741		

Capital expenditure

The funding for capital expenditure in the 2016/17 year was all from revenue (including grants) and balances. There was no borrowing in the year.

Statement of responsibilities for the Statements of Accounts

The Council is required to:

- Make arrangements for the administration of its financial affairs.
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2017 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor John Ward
Town Mayor (2016-17)

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

June 2017

Farnham Town Council

Income & Expenditure for the year ended 31 March 2017

Expenditure by Working Groups	Year ended 31 March 2017			2015/16
	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Finance (excluding precept)	689,922	61,024	628,898	507,099
2 Community Enhancement	255,614	51,988	203,626	242,109
3 Tourism & Events	185,845	71,002	114,843	117,053
4 Cemeteries	134,658	89,579	45,079	33,174
	1,266,039	273,593	992,446	899,435
Net cost of services			£	£
Precept on the Borough Council			1,011,187	961,057
			18,741	61,622
Surplus/(Deficit) for the year				
Movement on General Fund balance and reserves:				
Balance brought forward			1,370,821	1,309,199
Surplus/Deficit for the year			18,741	61,622
Balance carried forward			1,389,562	1,370,821

Farnham Town Council Balance Sheet at 31 March 2017

	Note	31 March 2017	31 March 2016
	s	£	£
Fixed assets			
Tangible fixed assets	1, 3	-	-
Current assets			
Money Market deposits		1,465,857	1,412,259
Debtors (including VAT recoverable)	4	33,821	37,558
Bank/Petty cash		35,144	30,573
Mayor's charity funds held by council		1,741	1,755
Total current assets		1,536,563	1,482,145
Current liabilities			
Creditors and accrued expenses including commercial card and Mayor's charity funds	5	147,001	111,324
		1,389,562	1,370,821
Total assets less current liabilities			
Capital and reserves			
Earmarked Reserves	6	868,000	871,000
General Reserves		521,562	499,821
Total reserves		1,389,562	1,370,821

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

The amount outstanding is:	£47,817	£53,793
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The Notes on pages 6 to 10 also form part of the Financial Statements.

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

The above statement presents fairly the financial position of the Council as at 31 March 2017 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in June 2017.

.....
Town Mayor 2016-17

.....
Responsible Financial Officer

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2017

1. Principal accounting policies

Accounting convention

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

Fixed assets

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

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

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

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor BDO (Winter 2014 briefing) with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

Debtors and creditors

The Council's Financial Statements are maintained on an accruals basis. Amounts due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

Stocks and work in progress

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

Farnham Town Council

Notes to the Financial Statements for the year ended 31 March 2017 (continued)

2. Pension costs

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council. February 2017 was Farnham Town Council's auto-enrollment date and all eligible staff not in the scheme at that time were enrolled.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations.

3. Fixed assets (following revaluation 31st March 2014 in line with external auditor's latest guidance)

	31 st March 2017	31 st March 2016
Operational land and buildings (on historic cost basis)	£	£
Council Offices	261,728	261,728
Other Public Buildings	240,986	237,275
Wrecclesham Community Centre	205,901	204,957
Depot	119,448	116,204
Vehicles and equipment		
Vehicles	66,390	66,390
Audio and Visual Systems	23,608	23,608
Christmas Decorations	87,006	87,006
Civic Insignia	14,814	16,341
Grounds Equipment	55,391	49,686
Computers, telephones and office equipment	65,682	61,502
Other	20,709	15,709
Infrastructure assets		
Bus shelters	59,707	59,707
Town Centre CCTV	43,324	43,324
Boards and Signs	13,547	13,547
Street furniture (Litter bins, lampposts, Seats)	19,478	19,478
Community assets		
Cemeteries	244,968	231,950
Allotments and Gardens	25,892	25,892
Long-term investments		
CCLA Local Authorities Property Fund	100,000	-
Total value	1,668,578	1,534,304

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2017
(continued)

4. Debtors and prepayments	2017	2016
	£	£
Debtors	16,990	14,161
Value added tax	16,831	23,397
Prepayments	-	-
	33,821	37,558

5. Creditors and accrued expenses	2017	2016
	£	£
Creditors	4,557	5,011
Bank account	-	-
Pensions/PAYE/NIC creditor	8,478	7,860
Income in advance	52,472	30,902
Accruals	76,258	62,586
Commutated sums	-	-
HSBC Commercial Card	3,495	2,367
Mayor's charity funds held by Council	1,741	2,598
	147,001	111,324

6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.17	Comments
Election and By-election Fund	£30,000	To cover Election and By-election costs. WBC invoices after an election.
Legal Expense fund	£30,000	To cover unforeseen legal costs.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£35,000	Provision unforeseen expenditure.
Bus Shelters and Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Commutated sum from Surrey County Council for bus shelter refurbishment
Gostrey Meadow and public space enhancements	£30,000	Includes lighting/ power upgrades and bandstand .

/continued

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2017
(continued)

6. Earmarked Reserves and General Reserves (continued)

Category	Balance at 31.3.17	Comments
Additional CCTV equipment	£30,000	To fund programmed investment.
Planning	£25,000	Provision for Neighbourhood Plan.
Environment	£20,000	Provision for Air Quality and other initiatives.
Cemetery Chapels	£160,000	Major repairs are required to the Chapels.
Cemetery Enhancements	£40,000	Programme of works to footpaths and memorials.
Cemeteries	£30,000	Other identified costs including future provision.
IT investment	£15,000	To fund required investment/ upgrades.
Tourism Development	£10,000	To fund improved services.
Public Conveniences	£70,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£100,000	Unforeseen/emergency repairs provision
Council Chamber	£20,000	Replacement furniture and equipment
Christmas Lights	£15,000	To fund the purchase of future Christmas Lights
Capital Receipts	£130,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
Total Earmarked	£868,000	
General	£521,562	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£1,389,562	

7. Contingent liabilities

There were no contingent liabilities at 31 March 2017 (2016: none).

8. Grants paid in the year

During the year grants were paid to the following organisations:

<u>Community Grants:</u>	<u>£</u>
40 Degreez	3,400
Alder Valley Brass	750
Challengers Playcentre	1,500
Citizens Advice – Waverley	15,360
Creative Response (Arts) Ltd	3,000
Farnham Art & Design Education Group	900
Farnham Brass Band	1,000
Farnham Competitive Music Festival	800
Farnham Maltings	1,000
Farnham Maltings	12,800
Farnham Parish Church	2,000
Farnham Sports Council	1,200
Gostrey Centre	1,000
Hale Carnival	400
Hale Recreation Ground	419
Museum of Farnham	1,000
New Ashgate Gallery Trust	750
Phyllis Tuckwell Hospice	700
Rowledge Cricket Club	1,420
Rowledge Ringers Bell Group	450
Rowledge Tennis Club	2,000
St Peter's PCC	1,750
Support 19	1,040
The Abbey School	3,500
The Dance Movement	1,750
The Farnham Pottery Trust	2,000
The Woodlarks Centre	800
UK Mahjong Association	500
Voluntary Action	1,000
Wrecclesham History Project	500
	<u>64,796</u>

Farnham Town Council
Notes to the Financial Statements for the year ended 31 March 2017
(continued)

8. Grants paid in the year (continued)

<u>Town Clerk Small Grants</u>	£
40 Degreez	130
Farnham Boccia Club	274
Farnham Local Food	200
Farnham Rotary Club	156
Farnham Talking News	240
Post 19	57
St Andrew's PCC	250
St Andrew's School	<u>29</u>
	<u>1,346</u>
<u>Other Grants:</u>	£
Gostrey Centre	10,000
Farnham Hoppa Freeflow grant	3,566
Farnham Hoppa	15,000
Farnham Festival	<u>2,000</u>
	<u>30,566</u>

05/06/2017

11:32

Month No : 12

Farnham Town Council 16-17

Summary Income & Expenditure by Budget Heading 31/03/2017

Committee Report



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Strategy & Finance</u>							
Expenditure	555,766	689,922	596,127	-93,795	19,136	-112,931	118.9 %
Income	1,009,726	1,072,211	1,042,427	29,784			102.9 %
Net Expenditure over Income	-453,960	-382,289	-446,300	-64,011			
<u>Community Enhancement</u>							
Expenditure	293,554	255,614	282,475	26,861	25,395	1,466	99.5 %
Income	51,445	51,988	48,500	3,488			107.2 %
Net Expenditure over Income	242,109	203,626	233,975	30,349			
<u>Tourism & Events</u>							
Expenditure	175,145	185,845	217,125	31,280	723	30,557	85.9 %
Income	58,092	71,002	51,650	19,352			137.5 %
Net Expenditure over Income	117,054	114,843	165,475	50,632			
<u>Cemeteries</u>							
Expenditure	138,262	134,658	123,350	-11,308	34,297	-45,605	137.0 %
Income	105,088	89,578	76,500	13,078			117.1 %
Net Expenditure over Income	33,174	45,080	46,850	1,770			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	1,162,728	1,266,039	1,219,077	-46,962	79,551	-126,513	110.4 %
Income	1,224,351	1,284,779	1,219,077	65,702			105.4 %
Net Expenditure over Income	-61,623	-18,741	0	18,741			

Time :- 11:33

Detailed Income & Expenditure by Account 31/03/2017

Month No : 12

Account Code Report



	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	F Av	
<u>Expenditure Detail</u>							
4000 Salaries	437,130	465,631	511,000	45,369	2,076	43,293	91.5 %
4001 Agency/Contract Staffing	51,225	95,151	72,000	-23,151		-23,151	132.2 %
4002 Actuarial Contribution	59,000	0	8,000	8,000		8,000	0.0 %
4003 Contracted Services	15,493	23,054	16,500	-6,554		-6,554	139.7 %
4020 Additional Staffing & Events	9,768	7,860	7,800	-59		-59	100.8 %
4025 Farmers' Market Supervision	1,320	1,320	1,500	180		180	88.0 %
4030 Staff Training	3,483	2,211	5,800	3,589		3,589	38.1 %
4041 Staff Travel	835	1,560	2,000	440		440	78.0 %
4050 Staff Recruitment/Advertising	1,404	1,721	1,500	-221		-221	114.7 %
4070 Protective Clothing	1,120	879	1,000	121		121	87.9 %
4110 Rates, rent	32,726	30,474	38,000	7,526		7,526	80.2 %
4115 Water Charges	2,616	3,393	6,150	2,757	-132	2,889	53.0 %
4120 Energy Costs	8,402	13,883	10,450	-3,433		-3,433	132.9 %
4130 Insurance	9,548	10,459	12,500	2,041		2,041	83.7 %
4140 Office Costs	3,473	4,094	2,200	-1,894		-1,894	186.1 %
4170 Property Maintenance/Refurbish	87,445	81,349	82,000	651	45,670	-45,018	154.9 %
4175 Graffiti Removal	6,596	5,120	7,500	2,380		2,380	68.3 %
4176 Cleaning consumables	4,705	3,854	4,200	346		346	91.8 %
4181 Equipment Maintenance	3,583	5,398	3,500	-1,898		-1,898	154.2 %
4182 Equipment Purchase	6,705	13,988	9,500	-4,488	8,330	-12,818	234.9 %
4190 CCTV	6,232	7,991	7,500	-491	160	-651	108.7 %
4195 Alarms - Fire, Security	1,524	5,374	4,750	-624	2,608	-3,232	168.0 %
4196 Crime Prevention	0	500	500	0		0	100.0 %
4205 Waste Disposal	2,550	3,556	3,050	-506	369	-875	128.7 %
4217 Buy back of EROB	58	0	0	0		0	0.0 %
4220 Memorials & Plaques	49	1,289	0	-1,289	4,131	-5,420	0.0 %
4225 Cemetery Memorial Maintenance	3,289	1,465	5,000	3,535		3,535	29.3 %
4300 Vehicle Costs - Fuel	3,864	4,304	7,000	2,696		2,696	61.5 %
4301 Vehicle Costs - LPG	741	476	1,500	1,024		1,024	31.7 %
4302 Vehicle Costs - Maintenance	4,214	4,026	3,000	-1,026	100	-1,126	137.5 %
4303 Vehicle Costs - Road Tax	495	716	750	34		34	95.4 %
4310 New Vehicles/Machinery	32,171	0	0	0		0	0.0 %
4400 Stationery	3,126	3,023	4,800	1,777		1,777	63.0 %
4410 Photocopying Charges	4,179	3,772	6,000	2,228		2,228	62.9 %
4411 Publications, books etc	484	130	750	620		620	17.3 %
4415 Printing & Design (External)	16,095	20,019	18,000	-2,019	423	-2,442	113.6 %
4425 Advertising	10,234	9,762	8,000	-1,762	483	-2,245	128.1 %
4426 Publicity and newsletter	8,794	4,249	4,500	251		251	94.4 %
4440 Telephones	6,371	6,025	8,300	2,275		2,275	72.6 %
4455 Postages & Distribution	8,648	8,829	12,000	3,171		3,171	73.6 %

Detailed Income & Expenditure by Account 31/03/2017

Month No : 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4460 Subscriptions & Memberships	5,948	5,463	6,050	588		588	90.3 %
4461 Licences	5,079	5,408	5,350	-58		-58	101.1 %
4480 IT Equipment	2,348	2,165	5,000	2,835	316	2,518	49.6 %
4481 Web Site	9,080	14,821	15,000	179		179	98.8 %
4482 IT Support	11,044	10,000	10,000	0	712	-712	107.1 %
4502 Mayoral Allowance 2015-16	2,700	0	0	0		0	0.0 %
4503 Mayoral Allowance 2016-17	0	2,700	2,700	0		0	100.0 %
4520 Members' Travel	12	119	200	81		81	59.3 %
4525 Members' Training	71	278	1,500	1,223		1,223	18.5 %
4540 Civic & Community Functions	6,398	6,420	7,000	580	27	553	92.1 %
4541 Christmas Civic Carol Concert	1,618	2,283	2,000	-283		-283	114.1 %
4545 Twinning/Partnerships Expenses	882	2,768	2,000	-768		-768	138.4 %
4550 Bank Charges	2,298	2,510	2,500	-10		-10	100.4 %
4555 Legal & professional Fees	13,127	10,919	5,000	-5,919	2,365	-8,284	265.7 %
4560 Accountancy & Payroll Costs	5,834	5,519	5,000	-519		-519	110.4 %
4570 Audit Fees	3,884	3,800	4,500	700		700	84.4 %
4600 Tourism Developments & Events	9,407	12,788	16,850	4,062		4,062	75.9 %
4610 Horticultural Supplies	7,899	8,753	8,500	-253	3,618	-3,871	145.5 %
4611 Plants and Flowers	9,908	11,716	10,000	-1,716	6,322	-8,038	180.4 %
4613 Community Events	9	94	0	-94		-94	0.0 %
4625 Entertainment - Performers	7,450	9,476	10,000	524		524	94.8 %
4630 Events Costs - Other Events	2,300	5,531	5,000	-531		-531	110.6 %
4641 Christmas Lights - Install	31,980	28,253	28,000	-253		-253	100.9 %
4642 Christmas Lights - Power	2,500	1,950	2,200	250		250	88.6 %
4643 Christmas Lights 2019	0	0	5,000	5,000		5,000	0.0 %
4650 Street Furniture	6,640	5,387	5,000	-387	1,973	-2,360	147.2 %
4655 Banners	7,911	5,280	6,000	720		720	88.0 %
4702 Equipment Hire	16,260	17,326	18,500	1,174		1,174	93.7 %
4800 Grants	20,861	19,826	20,500	674		674	96.7 %
4801 Grant - Farnham Maltings	12,800	12,800	13,000	200		200	98.5 %
4802 Grant - Citizens Advice Bureau	15,360	15,360	15,500	140		140	99.1 %
4803 Grant - 40 Degreez	3,400	3,400	3,500	100		100	97.1 %
4804 Small Grants	2,344	1,347	2,000	653		653	67.3 %
4805 Farnham Carnival	0	1,500	1,500	0		0	100.0 %
4806 Sandy Hill Bungalow	2,000	2,000	2,000	0		0	100.0 %
4807 Community Initiatives	28,649	54,688	55,000	312		312	99.4 %
4821 Elections	30,455	3,775	7,000	3,225		3,225	53.9 %
4830 Blackwater Valley CMS	1,500	1,500	1,500	0		0	100.0 %
4910 Loan Repayments	10,227	10,227	10,227	0		0	100.0 %
4999 Miscellaneous Expenses	581	100,000	0	-100,000		-100,000	0.0 %
6666 Bad Debt Write Offs	2,270	987	0	-987		-987	0.0 %

Detailed Income & Expenditure by Account 31/03/2017

Month No : 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total OverHead	1,162,728	1,266,039	1,219,077	-46,962	79,551	-126,513	
<u>Income Detail</u>							
1000 Hall & Room Lettings Income	4,500	5,500	4,500	1,000			122.2 %
1030 Commercial Lettings Income	4,200	4,200	4,000	200			105.0 %
1080 Allotment Rents Income	13,317	14,541	15,500	-959			93.8 %
1100 Interment Fees Income	43,811	30,490	35,000	-4,510			87.1 %
1120 Grave Purchases Income	52,870	31,990	35,000	-3,010			91.4 %
1130 Memorials Income	3,885	5,818	2,500	3,318			232.7 %
1160 Cemeteries Other Income	322	126	0	126			0.0 %
1200 Grants Income	2,194	5,500	0	5,500			0.0 %
1201 Sponsorship Income (+VAT)	20,085	31,670	21,750	9,920			145.6 %
1202 Income - Contributions	23,182	19,150	11,000	8,150			174.1 %
1203 Donations - Income	1,965	4,969	0	4,969			0.0 %
1204 Bookings/Hire	41,882	46,905	40,900	6,005			114.7 %
1300 Banners Income	8,500	5,217	6,000	-783			87.0 %
1522 Surrey Highways Contract	9,202	6,936	7,000	-64			99.1 %
1900 Precept	961,057	1,011,187	1,011,182	5			100.0 %
1905 Local Parish Council Tax Grant	23,230	19,745	19,745	0			100.0 %
1910 Interest Received	7,018	5,417	5,000	417			108.3 %
1915 Bank Charges reimbursement	20	10	0	10			0.0 %
1999 Miscellaneous Income	3,110	35,409	0	35,409			0.0 %
Total Income	1,224,351	1,284,779	1,219,077	65,702			
Total Expenditure	1,162,728	1,266,039	1,219,077	-46,962	79,551	-126,513	110.4 %
Total Income	1,224,351	1,284,779	1,219,077	65,702			105.4 %
Net Expenditure over Income	-61,623	-18,741	0	18,741			



FARNHAM TOWN COUNCIL



Report to Council

Time and date
22nd June 2017

Internal Auditor's Report 2016-17

The Internal Auditor has now made his final report following his visits in 2016-17. This is attached at Annex 1. As usual his comments are cumulative and the most recent comments are highlighted.

Officers' Comments and Strategy & Finance recommendations

Officers have welcomed the advice given by the Internal Auditor during the year and his recommendations are accepted. Action following the Internal Audit for 2016/17 is set out in the report with three specific follow up actions scheduled for the 2017-18 council year:

- 1) The proposal for a Social Media Policy will be considered during 2017/18, particularly to look at best practice and risks associated with use of social media.
- 2) A report on electronic payments will be presented to the Council in June/July 2017
- 3) The planned job evaluation will be commissioned in the autumn.

Strategy and Finance recommendations to Council

Strategy and Finance had reviewed the interim report in January 2017 and the final report in June 2017. There were no significant issues arising, and Strategy & Finance recommends that the report is welcomed and adopted.

It is recommended that:

Council welcomes the report of the Internal Auditor and the issues contained therein.

FARNHAM TOWN COUNCIL

INTERNAL AUDIT REPORT 2016-2017 by Mr Paul Hartley

I visited the Town Council Office on Monday 24th October 2016 to commence the Internal Audit process for 2016-2017. During this first visit I focussed on Petty Cash controls, Income and Expenditure procedures, and Bank Reconciliations. A second visit was made on 7th December to continue the process, looking at Budgets, Assets and Investments, and Risk Management. A further visit was made on 15th March 2017 to cover Income Procedures, Trusteeship and other general matters. A final visit was made on 15th May 2017 to check end-of-year procedures and complete Section 4 of the Annual Return. This report reflects work carried out on all of those visits, with additions from the third and final visits highlighted, and additions from May shown in red text.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit plan.

Recommendations are shown in **bold and underlined**, and any responses received from Council have been added in *italics*.

A. BOOKS OF ACCOUNT

Council uses the RBS Omega accounting software, and entries are made and balanced twice weekly against on-line bank statements, with monthly hard copy statements used for RFO and Member checks.

Council is registered for VAT, charging it appropriately on some sales. Returns are submitted quarterly, the last at 31st March 2017.

Half yearly repayments continue for the PWLB loan which was taken out for Office improvements. Final repayment due October 2022.

B. FINANCIAL REGULATIONS

Financial Regulations and Standing Orders were reviewed April 2016.

Purchase and payment procedures are all satisfactory, with release of on-line payments authorised by two Members.

Staff are fully aware of all legislative requirements regarding procurement.

Contract management and initial procedure are satisfactory.

C. RISK MANAGEMENT

The external Health & Safety report has been completed and considered, with appropriate action taken where necessary, including at Wreclesham Community Centre, where several issues were identified. Council is working with tenants to rectify these, and systems have been introduced to ensure ongoing compliance.

Following a burglary of equipment from Council Depot, additional security measures are being considered, including security marking, tracking and improved CCTV. These have now been implemented (March 2017)

The inspection regime, procedures, checklist and follow up monitoring for Cemeteries and street furniture have been improved, and a comprehensive risk management programme for these areas is now in place.

The procedure for Allotments will be brought into line shortly. (This has now been implemented – May 2017)

Consideration is being given to bringing PAT testing in house, after appropriate training.

Checks are made on dates and amount of Contractors Public Liability insurance at inception of new contracts and annually for ongoing contracts.

The 5-yearly tree survey is due shortly and quotations are being obtained. Intermediate visual tree inspections by staff are also carried out.

A monthly fire alarm test is carried out at Council office, with an annual fire drill diarised.

Appropriate protective clothing is provided for relevant staff, and 2 new staff have received First Aid training.

The annual review of Risk Management was considered by Council in March 2017.

D. BUDGET & PRECEPT

A comprehensive and detailed budget procedure is carried out, including consideration of use of reserves. Council has confirmed a budget resulting in a 2% precept increase to allow for known salary increases in 2017, and other inflation.

Regular monitoring of income and expenditure against budget is carried out.

Reserves, including ear-marked, are substantial, and are reviewed at year-end for level, usage and appropriateness.

E. INCOME

Tariffs for all income sources were reviewed in December 2016, with the recommendation to leave fees at current levels except for Farmers Market.

Cemetery income is monitored, and is currently running below budget.

A satisfactory procedure is in place for dealing with income received at Reception, with weekly banking of cash and cheques. Small amounts of cash held pending banking is kept in Waverley BC safe in Reception area, with rarely held larger sums kept in main safe.

Closer monitoring of slow payers, particularly for Farmers Market stalls, has reduced risk of potential bad debts.

Income generation and monitoring procedures for Events, Allotments, Sponsorship, Cemeteries, Banners and Room Hires are all sound, with good systems in place to ensure all income due is collected.

Council does not at this stage accept payments by any means other than cash, cheque or BACS – consideration is being given to other methods such as Paypal, but costs may deter implementation.

F. PETTY CASH

There are three separate floats - £300 general petty cash, £25 projects and £25 Depot. Satisfactory procedures are in place for control of Petty Cash - Expenditure is justified by receipts, and a weekly schedule of all Petty Cash payments is prepared by Receptionist for checking by Finance Officer twice monthly, with monthly reimbursement by cheque.

Expenditure is coded appropriately, and VAT is reclaimed when VAT invoices are provided.

G. PAYROLL

Payroll is carried out externally by Moorepay, which presents an excellent software package producing very comprehensive reports. Input is by RFO or Accountant only.

Salary enhancements following the general review at 1 April 2016 have been implemented and backdated accordingly.

Satisfactory procedures are in place for ensuring base salaries are correct, and that additional payments are properly authorised and recorded. Head of HR Panel carries out random checks on payroll, as recommended last year.

Overtime is normally compensated by TOIL, but for some staff and functions, extra hours at basic rate or overtime at contractual rates, or a fixed remuneration amount, is paid.

Salaries are paid on Spinal Column Points, with specific Farnham bands being adopted, together with a geographical weighting which is a legacy from before the 2004 agreement on Local Council salaries. A full job evaluation review will take place once forthcoming staff changes have completed. *(May 2017 – staff changes ongoing)*

All staff have been offered the opportunity to enrol in LGPS to comply with workplace pension legislation. Auto-enrolment for new staff is now in place.

Council uses a number of contract staff and all have been asked to complete the appropriate HMRC declaration to check whether this status is correct.

Council has not adopted the Members Allowances scheme, and very few Members expenses are claimed.

H. ASSETS AND INVESTMENTS

A detailed Asset Register is maintained and reviewed annually, at which time acquisitions and disposals are incorporated.

It is suggested that such changes should be amended on the register at the time, rather than waiting till year-end.

FTC: Agreed (Jan 2017)

A cross-check to insurance schedule is made at time of policy renewal, **but care should be taken to check whether new equipment acquisitions should be added to cover at time of purchase.**

FTC: Agreed (Jan 2017)

A review of investments is being carried out to ensure sensible spread and safety commensurate with maximum returns, **and a revised Investment Strategy for 2017/2018 has been adopted.**

Council is aware of the capital nature of long-term or non-standard investments such as the CCLA Property Fund, **and a recent investment has been treated as a fixed asset.(May 2017)**

I. BANK RECONCILIATIONS

Reconciliation of the Current Account, Call Account and Mayor's Account are carried out twice weekly by the Finance Officer against on-line bank statements.

A monthly reconciliation against hard copy bank statements is checked by RFO. Council's external accountant also carries out an independent check of the monthly reconciliation, **and will ensure all investments are included in the process.**

FTC: Agreed (Jan 2017)

Reconciliation documents are available to Members for ad hoc checks at the time of payment approvals.

J. ACCOUNTING STATEMENTS AND YEAR END ACCOUNTS

Figures for the Annual Return have been correctly extracted from the accounting records and are presented on the correct basis.

K. TRUSTEESHIP

Council is responsible for nominating Trustees to a number of Charities, including the collective Farnham Parochial Charities, but Members themselves do not serve as Trustees. Council does however send "observers" to relevant meetings.

FTC is Custodian and Management Trustee of South Street Trust. Separate accounts are maintained, with income arising from a large investment fund and being distributed by way of grants following applications by local bodies.

Meetings of Members as Trustees are held and minuted separately from Council meetings. Accounts are subject to independent examination by an external accountant.

OTHER ITEMS

Work continues on a comprehensive Procedures “manual” with detailed documents now completed for Website and accounts processes.

The Council’s style guide is in course of revision, and a diary of key events is in place.

Council may wish to consider a “Social Media” policy. (May 2017 - to be reviewed 2017-18)

Paul Hartley
Internal Auditor
15th May 2017



Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

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

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

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

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

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

FARNHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

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

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

FARNHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	1,309,199	1,370,821	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	961,057	1,011,187	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	263,294	273,592	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	512,940	480,302	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	10,227	10,227	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	639,561	775,509	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,370,821	1,389,562	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	1,444,587	1,502,741	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,534,304	1,668,578	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	53,793	47,817	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

1. Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

FARNHAM TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

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

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

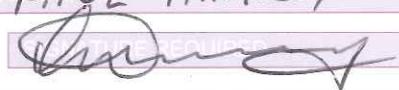
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

PR: PAUL HARTLEY

Signature of person who carried out the internal audit



Date

15/05/2017

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

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

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.



FARNHAM TOWN COUNCIL

Explanation of variances between years

Farnham Town Council

Appendix 4, Q1

Explanation of Variance between 15-16 and 16-17
for Annual Return 16-17 Boxes 2 to 6 and 9 & 10

Box number	Description	2016-17 Value	2015-16 Value	Change over prior year	% change over prior year	Explanation if variance greater than 10% and £100
2	Precept	£1,011,187.00	£961,057.00	£50,130.00	5.2%	N/A
3	Total income and receipts	£273,699.00	£263,294.00	£10,405.00	4.0%	
4	Staff costs	£480,302.00	£512,940.00	-£32,638.00	-6.4%	Detail below.
5	PWLB	£10,227.00	£10,227.00	£0.00	0.0%	N/A
6	All other expenditure	£775,509.00	£639,561.00	£135,948.00	21.3%	Significant expenditure changes relate to the investment in the Local Authorities Property Fund and increased spending on the Neighbourhood Plan and Community Initiatives. Detailed variances are listed below.
9	Total fixed assets	£1,541,674.00	£1,534,304.00	£7,370.00	0.5%	Fixed assets list showing variances attached.
10	Total borrowings	£47,817.00	£53,793.00	-£5,976.00	-11.1%	N/A

3	<u>Other income variances over 2015-16</u>	
	Access over land	16,000
	Sale of land	16,914
	Decreased cemetery income	-32,464
	Increase in sponsorship income for events	11,585
	Increase in bookings for events	5,496
	Reduction in Council Tax support grant	-3,485
	All other variances (net)	-3,641
		10,405

4	<u>Staff cost variances over 2015/16</u>	
	Increase in general staff costs, including pay award Apr 16 and additional joiners to pension scheme	26,362
	Decrease in one-off pension contribution	-59,000
	All other variances (net)	0
		-32,638

6	<u>Other payments variances over 2015/16</u>	
	Increased agency staffing for Neighbourhood Plan	41,574
	New vehicle in 15-16	-32,171
	Investment in Local Authorities Property Fund	100,000
	Elections 15-16	-26,670
	Increased spending on Community Initiatives	25,519
	Increase in website spending	5,741
	All other variances (net)	21,955
		135,948



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 24 April 2017

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor J Williamson (Chair)

Councillor J Fraser

Councillor M Hyman

Councillor A Macleod

Also present: Councillor D Beaman.

Officers in attendance:

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

1. Apologies

Apologies were received from Councillors Cockburn, Dunsmore, Mirylees and Ricketts.

2. Declarations of Interest

There were none.

3. Applications considered by the Planning and Licensing Consultative Group on 24 April 2017

Borough Council Planning Applications

Farnham Bourne

CA/2017/0045 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA

WORKS TO TREES

24 GREAT AUSTINS FARNHAM GU9 8JQ

Farnham Town Council welcomes the careful management of trees in the conservation area and has no objections subject to the approval of the Arboricultural Officer.

TM/2017/0058 Farnham Bourne Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 26/03
5 ELDON DRIVE FARNHAM GU10 3JD

Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

WA/2017/0621 Farnham Bourne Mr Chris Turner

Erection of extensions and alterations following demolition of existing conservatory.
49A LODGE HILL ROAD, LOWER BOURNE GU10 3RD

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0624 Farnham Bourne Olivia Gorham

Erection of detached garage and rebuilding of existing store
31 AVELEY LANE, FARNHAM GU9 8PR

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0592 Farnham Bourne Philippa Staddon

Erection of extensions and alterations following demolition of existing outbuilding (revision of WA/2017/1955).

118 BURNT HILL ROAD, LOWER BOURNE GU10 3LJ

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0656 Farnham Bourne Philippa Staddon

Erection of extensions (revision of WA/2016/0187).
20 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NH

Farnham Town Council has no objection subject to the extensions being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0649 Farnham Bourne Mr Chris Turner

Erection of garden room following demolition of existing shed.
6 GREENHILL ROAD, FARNHAM GU9 8JN

Farnham Town Council has no objections.

NMA/2017/0056 Farnham Bourne Nicola Stancombe

Amendment to WA/2016/2493 to provide alterations to elevations and internal layout.
29 MIDDLE BOURNE LANE, LOWER BOURNE GU10 3NH

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0542 Farnham Bourne Mr Chris Turner

Alterations to roof space to provide habitable accommodation including dormer windows; erection of a detached double garage and ancillary works.

17 LATCHWOOD LANE, LOWER BOURNE GU10 3HA

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0618 Farnham Bourne Flo Taylor

Certificate of Lawfulness under Section 192 for the siting of a mobile home.
CROFT COTTAGE, 21 GONG HILL DRIVE, FARNHAM GU10 3HQ

Farnham Town Council has no objections.

WA/2017/0644 Farnham Bourne Mr Chris Turner

Construction of new vehicular access.
REEVE HOUSE, FRENHAM ROAD, LOWER BOURNE GU10 3HJ

Farnham Town Council has no objections.

WA/2017/0633 Farnham Bourne Mr Chris Turner

Erection of a two storey extension and alterations; erection of detached garage with habitable accommodation above following demolition of existing garage.

55 FRENHAM ROAD, FARNHAM GU10 3QE

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement, all materials being in keeping with existing and the detached habitable accommodation remaining ancillary to the main dwelling.

Farnham Castle

NMA/2017/0050 Farnham Castle Nicola Stancombe

Amendment to WA/2016/0504 to provide alterations to elevations.
18A LARKFIELD ROAD, FARNHAM GU9 7DB

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0585 Farnham Castle Kayleigh Taylor

Erection of extensions and alterations.
WELLS COPSE, CHAMBER LANE, FARNHAM GU10 5ET

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0581 Farnham Castle Rachel Kellas

Application under Section 73 to vary/remove Condition 1 of WA/2015/2143 (approved plans) to allow an amended position for the proposed garage.

KEEPERS COTTAGE, MIDDLE OLD PARK, FARNHAM GU10 5EA

Farnham Town Council has no objections.

WA/2017/0573 Farnham Castle Philippa Staddon

Certificate Of Lawfulness under Section 26H of The Planning (Listed Buildings and Conservation Areas) Act 1990 for proposed alterations to a Listed Building.

HALIFAX PLC, 8 WEST STREET, FARNHAM GU9 7DN

It was noted that this certificate had already been granted.

WA/2017/0593 Farnham Castle Kayleigh Taylor

Construction of basement and alterations.
CLARKS HILL COTTAGE, CLARKS HILL, DIPPENHALL GU10 5EB

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0595 Farnham Castle Kayleigh Taylor

Erection of extensions and alterations including a dormer window; erection of detached double garage and ancillary works following demolition of existing detached garage.

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0664 Farnham Castle Kayleigh Taylor

Listed Building consent for alterations to shop front.

41 - 42 THE BOROUGH, FARNHAM GU9 7NW

Farnham Town Council has no objections subject to the comments of the Listed Buildings Officer and being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0641 Farnham Castle Rachel Kellas

Listed Building Consent for extensions and alterations following partial demolition.

2-3 THE BOROUGH, FARNHAM GU9 7NA

Farnham Town Council maintains its objection to this application on the grounds of over-development of the site. Despite the proposed changes which enhance the architectural merit of the building the Council has concerns that the addition of three additional flats to that which has already been approved is over-development.

WA/2017/0636 Farnham Castle Olivia Gorham

Listed Building consent for the relocation of existing heating/cooling plant.

51 & 52 DOWNING STREET, FARNHAM GU9 7PH

Subject to the comments of the Listed Building Officer Farnham Town Council has no objections.

WA/2017/0629 Farnham Castle Kayleigh Taylor

Display of non-illuminated fascia and hanging signs.

41-42 THE BOROUGH, FARNHAM GU9 7NW

Farnham Town Council has no objections subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0635 Farnham Castle Olivia Gorham

Relocation of existing heating/cooling plant.

51 & 52 DOWNING STREET, FARNHAM GU9 7PH

Subject to the comments of the Listed Building Officer Farnham Town Council has no objections.

Farnham Firgrove

WA/2017/0594 Farnham Firgrove Mrs J Hammick

Erection of extensions and alterations (revision of WA/2016/0996).

7 AVON ROAD, FARNHAM GU9 8PF

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0631 Farnham Firgrove Olivia Gorham

Erection of a two storey front extension and alterations following demolition of porch.

3 WEYDON LANE, FARNHAM GU9 8QQ

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0547 Farnham Firgrove Kayleigh Taylor

Erection of 2 dwellings, outbuildings and new access following demolition of existing dwelling.

25 ALFRED ROAD, FARNHAM GU9 8ND

Farnham Town Council strongly objects to this application on the grounds of negative impact on neighbour's amenity, intensification and over-development of the site and negative impact on the character and nature of the street scene.

Farnham Town Council is also concerned at the construction of a cellar so close to an existing old building without a technical feasibility study.

WA/2017/0582 Farnham Firgrove Rachel Kellas

Alterations to roof to provide additional habitable accommodation including construction of dormer windows and installation of roof lights.

SHEEN HOUSE, 3 SHORTEATH ROAD, FARNHAM GU9 8SR

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0626 Farnham Firgrove Olivia Gorham

Certificate of Lawfulness under Section 192 for alterations to roof space to form habitable accommodation including installation of rear dormer and front rooflights.

23 ST GEORGES ROAD, FARNHAM GU9 8NA

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0584 Farnham Firgrove Ruth Dovey

Erection of 2 dwellings following the demolition of the existing dwelling.

17 RIDGWAY ROAD, FARNHAM GU9 8NN

Farnham Town Council regrets the loss of a handsome property but has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

Farnham Hale and Heath End

WA/2017/0589 Farnham Hale and Heath End Philippa Staddon

Erection of extensions and alterations.

1 THE WARREN, FARNHAM GU9 9AS

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0587 Farnham Hale and Heath End Philippa Staddon

Erection of a detached rear garden room.

42 UPPER HALE ROAD, FARNHAM GU9 0NS

Farnham Town Council has no objections.

WA/2017/0623 Farnham Hale and Heath End Flo Taylor

Certificate of Lawfulness under Section 192 for the stationing of a mobile home for ancillary domestic use.

38 ALMA WAY, HEATH END GU9 0QH

Farnham Town Council has no objections.

WA/2017/0627 Farnham Hale and Heath End Olivia Gorham

Erection of single storey rear extension and alterations following demolition of existing conservatory; construction of a dropped kerb.

28 UPPER HALE ROAD, FARNHAM GU9 0NS

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

Farnham Moor Park

WA/2017/0578 Farnham Moor Park Ruth Dovey

Erection of extensions and alterations following demolition of existing conservatory; alterations to roof space to provide habitable accommodation including dormer windows.

17 OLD COMPTON LANE, FARNHAM GU9 8BS

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0548 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations following demolition of attached garage; alterations to roof space to provide habitable accommodation; erection of a detached triple garage.

AMERSHAM HOUSE, 25 COMPTON WAY, FARNHAM GU10 1QT

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0549 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations.

AMERSHAM HOUSE, 25 COMPTON WAY, FARNHAM GU10 1QT

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

NMA/2017/0057 Farnham Moor Park Nicola Stancombe

Amendment to WA/2017/0191 to provide additional dormer windows and alterations to elevations.

49 WAVERLEY LANE, FARNHAM GU9 8BH

It was noted that this application had already been refused by Waverley Borough Council.

WA/2017/0658 Farnham Moor Park Mr Chris Turner

Erection of extensions and dormer window following demolition of existing conservatory.

1A THE CLOSE, FARNHAM GU9 8DR

Farnham Town Council has no objection subject to the extensions and dormer window being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0609 Farnham Moor Park Philippa Staddon

Construction of new vehicular access and driveway.

5 HALE ROAD, FARNHAM GU9 9QQ
Farnham Town Council has no objections.

Farnham Shortheath and Boundstone

WA/2017/0612 Farnham Shortheath and Boundstone Natasha Rozanski
Construction of roof over existing single storey rear extension and alterations to fenestration.
11 BOWER ROAD, BOUNDSTONE GU10 4ST
Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

NMA/2017/0054 Farnham Shortheath and Boundstone Nicola Stancombe
Amendment to WA/2016/1825 to provide relocation of proposed building.
35 LITTLE GREEN LANE, FARNHAM GU9 8TF
Farnham Town Council has no objections.

WA/2017/0543 Farnham Shortheath and Boundstone Mr Chris Turner
Erection of extensions and alterations to bungalow to provide a chalet bungalow including dormer windows.
16 VINE LANE, WRECCLESHAM GU10 4TD
Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0643 Farnham Shortheath and Boundstone Ryan Snow
Change of Use from a dwelling house with an element of care (Use Class C3b) to a dwelling (Use Class C3).
65 BARDSLEY DRIVE, FARNHAM GU9 8UQ
Farnham Town Council has no objections.

WA/2017/0642 Farnham Shortheath and Boundstone Ryan Snow
Change of Use from a dwelling house with an element of care (Use Class C3b) to a dwelling (Use Class C3).
63 BARDSLEY DRIVE, FARNHAM GU9 8UQ
Farnham Town Council has no objections.

Farnham Upper Hale

TM/2017/0057 Farnham Upper Hale Steve Tester
APPLICATION FOR WORKS TO A TREE SUBJECT TO TREE PRESERVATION ORDER 13/04
7 WINGS ROAD FARNHAM GU9 0HN
Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

WA/2017/0570 Farnham Upper Hale Philippa Staddon
Erection of extensions and alterations to bungalow to provide a chalet bungalow.
WISHING WELLS, 8 SPRING LANE WEST, FARNHAM GU9 0BX
Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0583 Farnham Upper Hale Rachel Kellas

Erection of extension and alterations to elevations.

26 HAMPTON ROAD, FARNHAM GU9 0DL

Farnham Town Council has no objection subject to the extension and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0540 Farnham Upper Hale Mr Chris Turner

Erection of extensions and alterations following partial demolition of existing building.

28 FOLLY HILL, FARNHAM GU9 0BD

Farnham Town Council has no objection subject to the extensions and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0619 Farnham Upper Hale Flo Taylor

Erection of a detached dwelling.

LAND TO THE REAR OF 102-104, UPPER HALE ROAD, FARNHAM GU9 0PB

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement.

Farnham Weybourne and Badshot Lea

TM/2017/0054 Farnham Weybourne and Badshot Lea Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 26/01

53 WOODBOURNE FARNHAM GU9 9EE

Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

WA/2017/0545 Farnham Weybourne and Badshot Lea Rachel Kellas

Application under Section 73A to remove Condition 8 of WA/1987/1498 (restricts use to not more than 1,240 sq m of the floor area is used for warehousing purposes within Class B8) to allow for flexibility of uses.

- 5 MONKTON PARK, FARNHAM TRADING ESTATE, WATER LANE, FARNHAM GU9 9PA

Farnham Town Council has no objections.

WA/2017/0574 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Erection of single storey rear extension and front porch; conversion of integral garage into habitable accommodation and alterations to fenestration.

18 COPSE AVENUE, FARNHAM GU9 9ED

Farnham Town Council has no objection subject to the extension and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0564 Farnham Weybourne and Badshot Lea Philippa Staddon

Certificate of Lawfulness under Section 192 for alterations to roof space to provide additional habitable accommodation including dormer and roof lights.

47 WEYBOURNE ROAD, FARNHAM GU9 9ET

Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

TM/2017/0053 Farnham Wrecclesham and Rowledge Mr A Clout

APPLICATION FOR WORKS AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 11/06

9B LOCKLAND COTTAGE ECHO BARN LANE FARNHAM GU10 4NQ
Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

CA/2017/0044 Farnham Wrecclesham and Rowledge Mr A Clout

WRECCLESHAM CONSERVATION AREA

WORKS TO TREE

94 THE BAKERY THE STREET FARNHAM GU10 4QR

Farnham Town Council welcomes the careful management of trees in the conservation area and has no objections subject to the approval of the Arboricultural Officer.

NMA/2017/0061 Farnham Wrecclesham and Rowledge Nicola Stancombe

Amendment to WA/2016/2443 to provide alterations to roof.

THE STUDIO, FERNBRAE COTTAGE, THE LONG ROAD, ROWLEDGE

Farnham Town Council has no objections.

WA/2017/0655 Farnham Wrecclesham and Rowledge Philippa Staddon

Erection of a detached garage/store.

THE MIDDLE HOUSE, 22 CHAPEL ROAD, ROWLEDGE GU10 4AN

Farnham Town Council objects to this application as the loss of the hedge will have a negative impact on the streetscene and character of the local area as well as a negative impact on green corridors and biodiversity, contrary to the Town Council's emerging tree and hedgerow strategy.

WA/2017/0580 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Certificate of Lawfulness under Section 192 for Change of Use from restaurant (Use Class A3) to office use (Use Class A2).

THE CHERRY TREE INN, CHERRY TREE ROAD, ROWLEDGE GU10 4AB

Farnham Town Council notes with regret this application but has no objection.

Date of next meeting Monday 8 May 2017.

The meeting closed at 11:10am

Notes by Ian Kershaw



FARNHAM TOWN COUNCIL

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Notes

Planning & Licensing Consultative Group

Time and date

9.30 am on Monday 8 May 2017

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor J Williamson (Chair)

Councillor C Cockburn

Councillor J Fraser

Councillor M Hyman

Councillor J Ricketts

Also present: Councillor D Beaman

Officers in attendance:

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

1. Apologies

Apologies were received from Councillors Andy Macleod, Paula Dunsmore, Kika Mirylees

2. Declarations of Interest

Councillor Ricketts declared a pecuniary interest of application WA/2017/1694. No discussion was had or required as the application has previously been commented on and will be considered by the Western Planning Committee on 10 May 2017.

3. Applications considered by the Planning and Licensing Consultative Group on 8 May 2017

Borough Council Planning Applications

Farnham Bourne

WA/2017/0699 Farnham Bourne Kayleigh Taylor

Application under Section 73A to vary Conditions 1 & 2 of WA/2016/0209 (plan numbers) (external materials) to allow external timber cladding. **Previous comments on 22/02/2016 were as**

follows: Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and materials in keeping with existing.
FAITH COTTAGE, 3 FORD LANE, WRECCLESHAM GU10 4SH
Farnham Town Council has no objections subject to the extension being in keeping with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials in keeping with existing.

TM/2017/0063 Farnham Bourne Steve Tester
APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 25/03
66 B MIDDLE BOURNE LANE, FARNHAM GU10 3NJ
Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity and discourages their removal.

WA/2017/0668 Farnham Bourne Ryan Snow
Erection of 2 dwellings following the demolition of existing dwelling.
2 KILN LANE, FARNHAM GU10 3LR
Farnham Town Council has no objection subject to the dwellings being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and consideration of neighbour's amenity.

WA/2017/0675 Farnham Bourne Mr Chris Turner
Certificate of Lawfulness under Section 191 for the continued use of the area edged red on the site plan as residential garden (C3 use) in association with the residential use and occupation of 30 Frensham Vale Road.
SPRINGFIELD, 30 FRENHAM VALE, FARNHAM GU10 3HT
Farnham Town Council has no objections.

WA/2017/0624 Farnham Bourne Olivia Gorham
Erection of two storey detached garage/store with basement storage following demolition of existing detached outbuilding (amended description).
31 AVELEY LANE, FARNHAM GU9 8PR
Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

NMA/2017/0069 Farnham Bourne Nicola Stancombe
Amendment to WA/2016/1660 to provide alterations to roof and elevations. **Previous comments on 05/09/2016 were as follows: Farnham Town Council objects to the application as the boundary treatment, using close boarded fencing and gates, is contrary to the Farnham Design Statement and Neighbourhood Plan which seek to provide green boundaries in this area maintaining its character as a link between town and country. Furthermore the application would result in a loss of green infrastructure and important wildlife corridors provided by green boundaries.**
1 LONGDOWN CLOSE, LOWER BOURNE GU10 3JN
Farnham Town Council has no objections.

Farnham Castle

TM/2017/0064 Farnham Castle Mr A Clout
APPLICATION FOR REMOVAL OF A TREE SUBJECT OF TREE PRESERVATION ORDER WA/66 CONIFERS, 7B WEST END GROVE, FARNHAM GU9 7EG

Farnham Town Council objects to the loss of the Yew tree. This slow growing species was often planted as a boundary maker and likely to pre-date the property.

WA/2017/0697 Farnham Castle Philippa Staddon

Erection of single storey rear extension (revision of WA/2016/1685). **Previous comments on 05/09/2016 were as follows: Farnham Town Council has no objections subject to the alterations and extension being in keeping with the Farnham Design Statement and all materials in keeping with existing.**

10 MEAD LANE, FARNHAM GU9 7DY

Farnham Town Council has no objections subject to the alterations and extension being in keeping with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used in keeping with existing.

CA/2017/0053 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA

REMOVAL OF TREES

16 CASTLE STREET, FARNHAM GU9 7JA

Farnham Town Council has not been given information required to make comment. Please provide relevant documents in order for a decision to be made.

NMA/2017/0062 Farnham Castle Nicola Stancombe

Amendment to WA/2015/0641 to provide alterations to gas kiosk location and fencing surrounding kiosk; boundary wall changed to allow for signage and to disguise the gas kiosk from the entrance road; parking layout updated to suit location of gas kiosk.

BRETHRENS MEETING ROOM, WEST STREET, FARNHAM

Farnham Town Council has no objections. Consideration should be given to the aesthetics of the fencing used to screen gas kiosk.

NMA/2017/0063 Farnham Castle Nicola Stancombe

Amendment to WA/2015/0641 to provide 2 satellite dishes to be placed on a flat section of the rear roof. **Previous comments on 13/04/2015 were as follows: Farnham Town Council is concerned about the cramped nature of the proposal and the location of facilities such as the bin store, which is located at the front of the development, close to the entrance and visible from the road.**

The proposed solid wall facing West Street is not in keeping with the street scene. This site is also allocated in the Farnham Neighbourhood Plan for housing development.

BRETHRENS MEETING ROOM, WEST STREET, FARNHAM

Farnham Town Council has no objections.

WA/2017/0693 Farnham Castle Philippa Staddon

Erection of a film and media centre and associated works.

UNIVERSITY FOR THE CREATIVE ARTS, FALKNER ROAD, FARNHAM GU9 7DS

Farnham Town Council has no objections and welcomes the continued investment in the facilities available at the University for the Creative Arts (UCA). Concern was raised in loss of car parking provision, light pollution from the new buildings and external walkways and the additional requirement for car parking and student accommodation with the expansion of the UCA. The town centre location is susceptible to road congestion with the access being from residential roads and in the vicinity of a Primary School.

Farnham Firgrove

NMA/2017/0065 Farnham Firgrove Nicola Stancombe

Amendment to WA/2016/2262 for changes to window on rear elevation. **Previous comments on 05/09/2016 were as follows: Farnham Town Council has no objections subject to the extensions being in keeping with the Farnham Design Statement and all materials used in keeping with existing.**

22 HILLARY ROAD, FARNHAM GU9 8QX

Farnham Town Council has no objections.

WA/2017/0674 Farnham Firgrove Olivia Gorham

Alterations to elevations to allow use of the garage as habitable accommodation.

MARIGNY, WAVERLEY LANE, FARNHAM GU9 8BQ

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0678 Farnham Firgrove Kayleigh Taylor

Erection of a detached dwelling and associated works following demolition of existing garage (revision of WA/2016/1906). **Previous comments on 17/10/2016 were as follows: Farnham Town Council objects to the application which will have a detrimental impact on the streetscene arising from the demolition of the garage and the change parking arrangements.**

LAND ADJACENT TO 33 BRAMBLETON AVENUE, FARNHAM GU9 8RA

Farnham Town Council objects to the application and refers to the previous comments made.

Farnham Hale and Heath End

TM/2017/0070 Farnham Hale and Heath End Mr A Clout

WORKS TO A TREE SUBJECT OF TREE PRESERVATION ORDER 24/07

LITTLE ROUGH, ALMA LANE, FARNHAM GU9 0JY

Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

WA/2017/0666 Farnham Hale and Heath End Mr Chris Turner

Erection of extensions; construction of roof to provide a loft conversion and alterations.

26 WEST AVENUE, FARNHAM GU9 0RB

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0719 Farnham Hale and Heath End Mr Chris Turner

Erection of two storey rear extension.

73 RUSHDEN WAY, FARNHAM GU9 0QQ

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

Farnham Moor Park

WA/2017/0670 Farnham Moor Park Olivia Gorham

Erection of an outbuilding.

64 LYNCH ROAD, FARNHAM GU9 8BT

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0701 Farnham Moor Park Kayleigh Taylor

Erection of extensions and alterations following demolition of garage.

17 OSBORN ROAD, FARNHAM GU9 9QT

Farnham Town Council has no objections subject to off-street parking provision and being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials used in keeping with existing.

Farnham Shortheath and Boundstone

WA/2017/0682 Farnham Shortheath and Boundstone Olivia Gorham

Erection of a garage following demolition of existing detached garage.

31 JUBILEE LANE, FARNHAM GU10 4TA

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0689 Farnham Shortheath and Boundstone Kayleigh Taylor

Erection of annex/garage/store building following demolition of existing outbuilding (revision of WA/2016/1825). **Previous comments on 03/10/2016 were as follows: Farnham Town Council has no objections subject to the building being in keeping with the Farnham Design Statement and all materials used in keeping with existing.**

35 LITTLE GREEN LANE, FARNHAM GU9 8TF

Farnham Town Council has no objection subject to being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials being in keeping with existing.

WA/2017/0733 Farnham Shortheath and Boundstone Kayleigh Taylor

Erection of extensions following demolition of existing extension.

8 BURNT HILL WAY, WRECCLESHAM GU10 4RN

Farnham Town Council objects to this application on the grounds of negative impact on the character and nature of the street scene.

Farnham Upper Hale

TM/2017/0062 Farnham Upper Hale Steve Tester

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 16/99

THE SPINNEY 9 PARKSIDE FARNHAM GU9 0JP

Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity and discourages their removal.

NMA/2017/0072 Farnham Upper Hale Nicola Stancombe
Amendment to WA/2014/0564 to provide alterations to render. **Previous comments on 28/04/2014 were as follows: Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Design statement and the materials are in keeping with the existing and the street scene.**
2A HOGHATCH LANE, FARNHAM GU9 0BY
Farnham Town Council has no objections.

TM/2017/0067 Farnham Upper Hale Steve Tester
APPLICATION FOR REMOVAL OF A TREE SUBJECT OF TREE PRESERVATION ORDER 10/10
4 THE GLEN, NUTSHELL LANE, FARNHAM GU9 0FF
Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity and discourages their removal. Replanting is encouraged.

WA/2017/0667 Farnham Upper Hale Olivia Gorham
Erection of extension and alterations to elevations to form a chalet bungalow.
3 LAWDAY LINK, FARNHAM GU9 0BS
Farnham Town Council has no objections subject to the alterations and extension being in line with the Farnham Neighbourhood Plan, Farnham Design statement and the materials are in keeping with the existing and the street scene.

WA/2017/0703 Farnham Upper Hale Kayleigh Taylor
Erection of extensions and alterations including conversion of existing garage into habitable accommodation and installation of dormer window in roof.
18 HOPE LANE, FARNHAM GU9 0HZ
Farnham Town Council has no objections and welcomes the enhancement to the street scene.

Farnham Weybourne and Badshot Lea

WA/2017/0665 Farnham Weybourne and Badshot Lea Mr Chris Turner
Erection of extensions and alterations following demolition of existing conservatory.
16 GLORNEY MEAD, BADSHOT LEA GU9 9NL
Farnham Town Council has no objections subject to the alterations and extensions being in line with the Farnham Neighbourhood Plan, Farnham Design statement and the materials are in keeping with the existing and the street scene.

WA/2017/0721 Farnham Weybourne and Badshot Lea Philippa Staddon
Certificate of Lawfulness under Section 192 for the erection of roof extension and alterations to provide a loft conversion.
3 WOODLANDS AVENUE, FARNHAM GU9 9EY
Farnham Town Council has no objections.

Farnham Wrecclisham and Rowledge

WA/2017/0702 Farnham Wrecclisham and Rowledge Rachel Kellas
Application under Section 73A to vary Condition 1 (plan numbers) of WA/2016/0502 to allow for amendments to proposed extension. Previous comments on 18/04/2016 were as follows: **Previous comments on 23.01.2014 were as follows: Object, the proposed dwelling is out of keeping in this rural setting. The current, traditional house sits well in the present setting and the proposed dwelling is out of character and looks like an industrial building. This is an inappropriate decision and not sensitive to the area.**

Comments on 18/04/2016 as follows:

Farnham Town Council has no objections to the current proposal.

HILLSIDE FARMHOUSE, SUMMERFIELD LANE, FRENHAM GU10 3AN

Farnham Town Council has no objections.

WA/2017/0694 Farnham Wrecclesham and Rowledge Olivia Gorham

Erection of two-storey extension and alterations.

17 WEY MEADOW CLOSE, WRECCLESHAM GU9 8TX

Farnham Town Council has no objections subject to the extension and alterations being in keeping with the Farnham Neighbourhood Plan, Farnham Design Statement and all materials used in keeping with existing.

WA/2017/0735 Farnham Wrecclesham and Rowledge Kayleigh Taylor

Erection of dormer windows to provide conversion of roof space into habitable accommodation.

MANLEY BRIDGE FARM, MANLEY BRIDGE ROAD, ROWLEDGE GU10 4DA

Farnham Town Council has no objections subject to the conversion being in keeping with the Farnham Design Statement and all materials used in keeping with existing.

WA/2017/0716 Farnham Wrecclesham and Rowledge Philippa Staddon

Erection of two storey extension and alterations.

GORSEDENE HOUSE, THE LONG ROAD, ROWLEDGE GU10 4EB

Farnham Town Council objects to this application on the grounds of loss of amenity value to the adjoining property.

WA/2017/0717 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of dormer windows and alterations.

7 CHARTWELL, WRECCLESHAM GU9 8SU

Farnham Town Council objects to this application on the grounds of negative impact on neighbour's amenity given the close proximity and size of dormer windows.

WA/2017/0725 Farnham Wrecclesham and Rowledge Philippa Staddon

Erection of garage following demolition of existing garage.

15 HIGH STREET, ROWLEDGE GU10 4BT

Farnham Town Council has no objections.

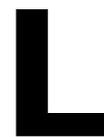
Date of next meeting Monday 22 May 2017.

The meeting closed at 10:55am.

Notes by Jenny de Quervain



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

9.30am on Monday 22 May 2017

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor J Williamson (Chair)

Councillor D Beaman

Councillor J Fraser

Councillor M Hyman

Councillor J Ricketts

Officers in attendance: Jenny de Quervain

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

1. Election of Chair

Councillor J Williamson confirmed as Chair for the 2017/18 municipal year following his election at the Full Council Meeting on 13 April 2017.

2. Apologies

Apologies were received from Councillors C Cockburn, P Dunsmore, A MacLoed

3. Declarations of Interest

There were none.

4. Applications considered by the Planning and Licensing Consultative Group on 22 May 2017

Borough Council Planning Applications

Farnham Bourne

TM/2017/0072 Farnham Bourne Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 13/03
WOODLARKS WORKSHOP TRUST LODGE HILL ROAD FARNHAM GU10 3RB

Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

TM/2017/0073 Farnham Bourne Mr A Clout

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 50/99
5 OAKFIELD HOUSE BEECH AVENUE FARNHAM GU10 3JY

Farnham Town Council objects to the removal of trees especially those subject to Tree Preservation Orders.

WA/2017/0778 Farnham Bourne Flo Taylor

Erection of two storey side extension and alterations.
16 VICARAGE LANE, FARNHAM GU9 8HN

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Neighbourhood Plan and all materials used are in keeping with existing.

WA/2017/0797 Farnham Bourne Mr Chris Turner

Erection of single storey rear extension.
REDCOT, 14 LODGE HILL ROAD, FARNHAM GU10 3QN

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and the Farnham Neighbourhood Plan and all materials used are in keeping with existing.

TM/2017/0078 Farnham Bourne Steve Tester

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDERS FAR 2 AND 08/11
MANATOBA AND PINONS, DENE CLOSE, FARNHAM GU10 3PP

Farnham Town Council objects to the removal of trees especially those subject to Tree Preservation Orders however, the Arboricultural Officer will make the appropriate judgement in this case.

WA/2017/0749 Farnham Bourne Flo Taylor

Erection of 2 dwellings and associated works.
LAND AT LEIGH COTTAGE, TILFORD ROAD, FARNHAM GU9 8HR

Farnham Town Council objects to the erection of 2 dwellings and associated works not being in line with the Farnham Design Statement and Neighbourhood Plan and with specific concerns of overdevelopment, garden-grabbing and limited accessibility with the entrance being shared by multiple properties.

WA/2017/0801 Farnham Bourne Flo Taylor

Erection of a dwelling and associated works.
LAND AT LAMBSWOOD, 108 LODGE HILL ROAD, LOWER BOURNE GU10 3RB

Farnham Town Council objects to the erection of another dwelling in the garden of 108 Lodge Hill Road not being in line with the Farnham Design Statement and Neighbourhood Plan. Specific concerns include the scale of the development, garden-grabbing and the impact on the sylvan nature of the area in the siting of the dwelling.

WA/2017/0814 Farnham Bourne Mr Chris Turner

Certificate of Lawfulness under Section 192 for hard surface driveway.
SPRINGFIELD, 30 FRENHAM VALE, LOWER BOURNE GU10 3HT

Farnham Town Council has no objections.

Farnham Castle

WA/2017/0810 Farnham Castle Rachel Kellas

Erection of rear extensions following partial demolition of existing garage; construction of pitched roof to garage.

36 RED LION LANE, FARNHAM GU9 7QN

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and the Farnham Neighbourhood Plan and all materials used are in keeping with existing.

CA/2017/0057 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA

WORKS TO TREES

WEYSIDE COTTAGE, 32 RED LION LANE, FARNHAM GU9 7QN

No information available on WBC website Planning pages at the time of the meeting, carryover to 5 June 2017.

WA/2017/0800 Farnham Castle Olivia Gorham

Certificate of Lawfulness under Section 192 for the erection of a single storey extension.

14 MARSTON ROAD, FARNHAM GU9 7BN

Farnham Town Council has no objections.

CA/2017/0053 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA

REMOVAL OF TREES

16 CASTLE STREET, FARNHAM GU9 7JA

Farnham Town Council has no objections following its discussions with the Arboricultural Officer.

WA/2017/0798 Farnham Castle Philippa Staddon

Erection of an extension above detached garage to provide ancillary habitable accommodation.

61 CASTLE STREET, FARNHAM GU9 7LN

Farnham Town Council objects to the extension and raising of the detached garage roof by 1.8m to provide habitable accommodation comprising 2 bedrooms, shower room and lounge. The previous approved garage extension WA/2015/1047 stated a condition 'to prevent the building being used as a self-contained dwelling', this application to further extend the garage contradicts this.

WA/2017/0802 Farnham Castle Olivia Gorham

Certificate of Lawfulness under Section 192 for the erection of a dormer window.

9 THREE STILES ROAD, FARNHAM GU9 7DE

Farnham Town Council has no objections.

Farnham Firgrove

WA/2017/0807 Farnham Firgrove Mr Chris Turner

Erection of single storey rear extension and alterations.

13 TILFORD ROAD, FARNHAM GU9 8DJ

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Neighbourhood Plan and all materials used are in keeping with existing.

Farnham Hale and Heath End

WA/2017/0793 Farnham Hale and Heath End Philippa Staddon

Erection of extensions and alterations with associated works.

5 BROOKLANDS ROAD, FARNHAM GU9 9BP

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Neighbourhood Plan and all materials used are in keeping with existing.

Farnham Moor Park

WA/2017/0755 Farnham Moor Park Kayleigh Taylor

Erection of dwelling following demolition of existing dwelling.

7 ABBOTS RIDE, FARNHAM GU9 8HY

Farnham Town Council objects to this inappropriate overdevelopment, the scale, character and impact on the street scene not being in line with the Farnham Design Statement and Neighbourhood Plan.

WA/2017/0784 Farnham Moor Park Rachel Kellas

Erection of a dwelling with detached garage along with new gates and piers, following the demolition of the existing dwelling and outbuildings.

GREEN TREES, 50 CROOKSBURY ROAD, FARNHAM GU10 1QB

Farnham Town Council objects to the proposed new dwelling. Farnham Town Council objected to the previous application WA/2015/2166 at this location and maintains its objections.

Farnham Shortheath and Boundstone

TM/2017/0079 Farnham Shortheath and Boundstone Mr A Clout

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 22/10

45 SANDROCK HILL ROAD FARNHAM GU10 4RJ

Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

WA/2017/0750 Farnham Shortheath and Boundstone Olivia Gorham

Certificate of Lawfulness under Section 192 for alterations to roof space to provide habitable accommodation.

59 GREEN LANE, FARNHAM GU9 8QE

Farnham Town Council has no objections.

WA/2017/0799 Farnham Shortheath and Boundstone Philippa Staddon

Erection of a two storey side extension.

2 THE OLD ORCHARD, FARNHAM GU9 8UR

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Neighbourhood Plan and all materials used are in keeping with existing.

Farnham Upper Hale

WA/2017/0742 Farnham Upper Hale Olivia Gorham

Erection of extensions and alterations.

3 HILL VIEW ROAD, FARNHAM GU9 7BJ

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used are in keeping with existing.

WA/2017/0806 Farnham Upper Hale Mr Chris Turner

Erection of extensions and alterations to roof to provide additional habitable accommodation.
13 LAWDAY LINK, FARNHAM GU9 0BS

Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and the Farnham Neighbourhood Plan and all materials used in keeping with existing. Farnham Town Council regrets the loss of single storey properties and the over use of dormers in extending this type of property.

WA/2017/0744 Farnham Upper Hale Olivia Gorham

Erection of side and rear extensions and alterations.
3 PARISH CLOSE, FARNHAM GU9 0SA

Farnham Town Council objects to the scale of the extension and impact on the street scene.

Farnham Weybourne and Badshot Lea

WA/2017/0021 Farnham Weybourne and Badshot Lea Mr Chris Turner

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 2.5m, and for which the height of the eaves would be 2.5m.

64 BADSHOT LEA ROAD, BADSHOT LEA GU9 9LT

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used are in keeping with existing.

WA/2017/0753 Farnham Weybourne and Badshot Lea Olivia Gorham

Certificate of Lawfulness under Section 192 for the erection of a detached garage.
52 LOWER WEYBOURNE LANE, FARNHAM GU9 9HP

Farnham Town Council has no objections.

WA/2017/0751 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Certificate of Lawfulness under Section 191 for continuous residential use of the self-contained dwelling.

63A BADSHOT LEA ROAD, BADSHOT LEA GU9 9LP

Farnham Town Council has no objections.

WA/2017/0743 Farnham Weybourne and Badshot Lea Kayleigh Taylor

Consultation on a County matter for the siting of a bird watching shelter.

FARNHAM QUARRY, ST GEORGES ROAD, FARNHAM GU10 1QJ

Farnham Town Council has no objections subject to use only as a bird watching shelter.

WA/2017/0785 Farnham Weybourne and Badshot Lea Philippa Staddon

Erection of an extension.

27 BULLERS ROAD, FARNHAM GU9 9EW

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used are in keeping with existing.

Farnham Wrecclesham and Rowledge

TM/2017/0071 Farnham Wrecclesham and Rowledge Steve Tester
APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 07/11
CEDAR BANK YATESBURY CLOSE FARNHAM GU9 8UF
Farnham Town Council, subject to the comments of the Arboricultural Officer, has no objections.

TM/2017/0076 Farnham Wrecclesham and Rowledge Steve Tester
APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 20/11
91 BOUNDSTONE ROAD FARNHAM GU10 4AS
Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

CA/2017/0061 Farnham Wrecclesham and Rowledge Mr A Clout
WRECCLESHAM FARNHAM CONSERVATION AREA
Reduce Yew to height of hedge (2m approximately)
13 POTTERY LANE FARNHAM GU10 4QJ
Farnham Town Council welcomes the careful management of trees in the conservation area and has no objections subject to the approval of the Arboricultural Officer.

WA/2017/0775 Farnham Wrecclesham and Rowledge Philippa Staddon
Erection of extensions and alterations; alterations to roof space to provide additional habitable accommodation including dormer windows.
SILVER BIRCHES, THE LONG ROAD, ROWLEDGE GU10 4EB
Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used are in keeping with existing.

WA/2017/0808 Farnham Wrecclesham and Rowledge Olivia Gorham
Certificate of Lawfulness under Section 192 for the erection of extensions and alterations including installation of additional roof dormer.
60 BELDHAM ROAD, FARNHAM GU9 8TP
Farnham Town Council has no objections however concerns were raised on the extension not being in keeping with the existing and the size of the two dormers.

Date of next meeting Monday 5 June 2017.

The meeting closed at 11.15am.

Notes by Jenny de Quervain



FARNHAM TOWN COUNCIL



Notes

Planning & Licensing Consultative Group

Time and date

9.30am on 5 June 2017

Place

Council Chamber, South Street, Farnham

Planning & Licensing Consultative Group Members Present

Councillor C Cockburn (Chair for this meeting)

Councillor D Beaman

Councillor J Fraser

Councillor A MacLeod

Officers in attendance: Jenny de Quervain

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

1. Election of Chair for this meeting in the absence of Councillor J Williamson

Councillor Cockburn nominated by Councillor MacLeod and seconded by Councillor Beaman.

2. Apologies

Apologies were received from Councillors J Williamson and M Hyman.

3. Declarations of Interest

Councillor MacLeod declared a non pecuniary interest in Appendix B, two applications in Menin Way.

4. Applications considered by the Planning and Licensing Consultative Group on 5 June 2017

Borough Council Planning Applications

Farnham Bourne

CA/2017/0066 Farnham Bourne Mr A Clout
REMOVAL OF TREES OLD CHURCH LANE FARNHAM CONSERVATION AREA
16 VICARAGE LANE, FARNHAM GU9 8HN

Carryover to meeting on 19 June, no information available on WBC website

TM/2017/0084 Farnham Bourne Mr A Clout
APPLICATION FOR REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 15/15
62 HEATHERWOOD HOUSE, FRENHAM ROAD FARNHAM GU10 3QA
Farnham Town Council regrets the loss of trees and would promote the maintenance of trees, especially those subject to Tree Preservation Orders.

WA/2017/0873 Farnham Bourne Mr Chris Turner
Erection of extensions and alterations.
109 BURNT HILL ROAD, FARNHAM GU10 3LH
Farnham Town Council objects to the size of the extensions and alterations, the impact on the neighbour's amenity and street scene in developing the side of the property.

WA/2017/0904 Farnham Bourne Mr Chris Turner
Alterations to elevations and use of garage as habitable accommodation.
6 ANNANDALE DRIVE, FARNHAM GU10 3JD
Farnham Town Council has no objections subject to sufficient parking being available at the property and being in line with the Farnham Design Statement and the Farnham Neighbourhood Plan and all materials used are in keeping with existing.

Farnham Castle

NMA/2017/0078 Farnham Castle Nicola Stancombe
Amendment to WA/2015/0641 to provide locations for the laundry, kitchen and plant room extract and intake services located on a flat section of the front roof.
BRETHRENS MEETING ROOM, WEST STREET, FARNHAM
Farnham Town Council has no objections subject to the extract and intake services having no visual impact from the street and necessary screening provided.

NMA/2017/0086 Farnham Castle Nicola Stancombe
Amendment to WA/2016/1235 to provide location of the plant platform.
10 – 13 WEST STREET, FARNHAM GU9 7DN
Farnham Town Council has no objections subject to the plant platform not being visible from the street.

NMA/2017/0083 Farnham Castle Nicola Stancombe
Amendment to WA/2012/1128 for alterations to parking arrangements and site layout.
UNIT 6 COXBRIDGE BUSINESS PARK, ALTON ROAD, FARNHAM GU10 5EH
Farnham Town Council has no objections.

CA/2017/0057 Farnham Castle Mr A Clout
FARNHAM CONSERVATION AREA
WORKS TO TREES
WEYSIDE COTTAGE, 32 RED LION LANE, FARNHAM GU9 7QN

Farnham Town Council, subject to the comments of the Arboricultural Officer, has no objections but would question the severity of reducing the willow trees to ground level.
WA/2017/0841 Farnham Castle Mr Chris Turner

Erection of single storey rear and side extension.

20 LARKFIELD ROAD, FARNHAM GU9 7DB

Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and the Farnham Neighbourhood Plan and all materials used are in keeping with existing.

WA/2017/0868 Farnham Castle Rachel Kellas

Change of use from office (use class b1a) to yoga studio (use class d2 - assembly and leisure) (Listed Building In A Conservation Area).

6 – 7 WEST STREET, FARNHAM GU9 7DN

Farnham Town Council has no objections.

WA/2017/0879 Farnham Castle Olivia Gorham

Display of illuminated signs

SITE OF BRETHERNS MEETING ROOM, WEST STREET, FARNHAM

Farnham Town Council has no objections subject to the illumination being external to the signage and discreet, with no variation from plans and description provided.

WA/2017/0883 Farnham Castle Rachel Kellas

Erection of a detached dwelling and garage with associated landscaping (variation to consent granted under WA/2016/0795)

LAND AT END OF CUL D SAC NORTH WEST SIDE, THREE STILES ROAD, FARNHAM GU9 7DE

Farnham Town Council welcomes the improved design but objects to the increased size, the vicinity to the neighbouring property in its repositioning and its impact on the neighbour's amenity.

Farnham Firgrove

WA/2017/0884 Farnham Firgrove Kayleigh Taylor

Erection of external escape staircase and door, storage cages and replacement air handling unit; removal of 2 existing storage sheds.

CHAPMAN HOUSE, FARNHAM BUSINESS PARK, WEYDON LANE, FARNHAM GU9 8QL

Farnham Town Council has no objections.

WA/2017/0867 Farnham Firgrove Olivia Gorham

Erection of porch extension; alterations to roof including dormers.

36 EDWARD ROAD, FARNHAM GU9 8NP

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and the Farnham Neighbourhood Plan and all materials used are in keeping with existing.

WA/2017/0823 Farnham Firgrove Kayleigh Taylor

Change of use from public house (use class A4) to children's day nursery (use class D1); along with two storey rear extension, parking with access from Waverley Lane and associated works.

WAVERLEY ARMS PUBLIC HOUSE, WAVERLEY LANE, FARNHAM GU9 8BQ

Farnham Town Council objects to the change of use. The site is totally unsuitable for a children's day nursery being on a congested and busy road junction, close to the level crossing with constant queuing traffic, a lack of parking facilities and the poor air quality with high levels of pollution recorded in this area.

Farnham Hale and Heath End

WA/2017/0824 Farnham Hale and Heath End Philippa Staddon

Erection of a porch.

121 UPPER WEYBOURNE LANE, FARNHAM GU9 9DD

Farnham Town Council has no objections.

TM/2017/0083 Farnham Hale and Heath End Mr A Clout

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER FAR 83
5 NETTLECOMBE CLOSE FARNHAM GU9 0AQ

**Farnham Town Council, subject to the comments of the Arboricultural Officer,
welcomes the management of trees to extend their life and associated amenity.**

TM/2017/0092 Farnham Hale and Heath End Steve Tester

Application for works to a tree subject of Tree Preservation Order 33/00.

10 THE WARREN FARNHAM GU9 9AS

**Farnham Town Council, subject to the comments of the Arboricultural Officer,
welcomes the management of trees to extend their life and associated amenity.**

WA/2017/0871 Farnham Hale and Heath End Rachel Kellas

Approval of reserved matters (appearance, landscaping and scale) following the outline approval of
WA/2016/1960 for the erection of 5 dwellings.

LAND AT THE LOBSTER POT, 40 UPPER HALE ROAD, FARNHAM GU9 0NS

**Farnham Town Council would like to see improved access and landscaping at this
intransigent restricted site, a smaller scale development is preferable.**

Farnham Upper Hale

WA/2017/0905 Farnham Upper Hale Flo Taylor

Outline application with access, layout and scale reserved for the erection of 9 dwellings with
associated parking and access road.

LAND TO THE EAST OF OAST HOUSE LANE, FARNHAM

**Farnham Town Council objects to development at the land to the east of Oast House
Lane not being in line with the Farnham Neighbourhood Plan. This application is within
An Area of High Landscape Value and Sensitivity and Outside of the Built Up Area
Boundary.**

**LAND SOUTH OF JUNCTION WITH UPPER OLD PARK LANE, FOLLY HILL,
FARNHAM**

Application Reference: WA/2016/1224

Appellant's name: Catesby Estates Ltd and Bewley Homes plc

[Comments by 27 June 2017](#)

Cllr Cockburn formulating Farnham Town Council's response.

Farnham Moor Park

NMA/2017/0080 Farnham Moor Park Nicola Stancombe

Amendment to WA/2016/0665 to provide alterations to elevations and ground floor of garage.

OLD KILN, 12 MONKSHANGER, FARNHAM GU9 8BU

**Farnham Town Council has no objections subject to the alterations being in line with
the Farnham Design Statement and Farnham Neighbourhood Plan and all materials
used to be in keeping with existing.**

TM/2017/0088 Farnham Moor Park Mr A Clout

Removal of trees and tree maintenance

10 The Walled Garden, Moor Park House, Farnham GU10 1FA

Farnham Town Council, subject to the comments of the Arboricultural Officer, has no objections to the removal of unsafe trees and the management of the other trees to extend their life and associated amenity.

WA/2017/0837 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations (revision of WA/2017/0191).

49 WAVERLEY LANE, FARNHAM GU9 8BH

Carryover to meeting on 19 June for Councillor MacLeod to enquire on type of materials.

WA/2017/0827 Farnham Moor Park Philippa Staddon

Erection of single storey rear extension and alterations following demolition of existing extension.

23 MENIN WAY, FARNHAM GU9 8DY

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used to be in keeping with existing.

WA/2017/0853 Farnham Moor Park Flo Taylor

Erection of single storey extension and alterations.

53 LYNCH ROAD, FARNHAM GU9 8BT

Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used to be in keeping with existing.

WA/2017/0888 Farnham Moor Park Mr Chris Turner

Application under Section 73 to vary Condition 1 of WA/2015/0057 (plan numbers) to allow the conversion of existing garage into habitable accommodation and a pitched roof.

21 PARK ROAD, FARNHAM GU9 9QN

Farnham Town Council objects to this application under Section 73 as too large for a variation, this should be subject to a new application.

WA/2017/0898 Farnham Moor Park Matt Smith

Erection of extension and alterations to existing dwellings to provide a total of 3 flats.

62 -63 EAST STREET, FARNHAM

Farnham Town Council is concerned about the access to the properties and the design of the application being harmful to the amenity of future inhabitants.

WA/2017/0906 Farnham Moor Park Philippa Staddon

Erection of extensions and alterations following demolition of existing extensions.

12 MENIN WAY, FARNHAM GU9 8DY

Farnham Town Council objects to the proximity of the extensions to the boundary and the impact on the neighbour's amenity and potential light pollution from roof lights and roof lantern.

Farnham Shortheath and Boundstone

TM/2017/0081 Farnham Shortheath and Boundstone Mr A Clout

Application for works to trees subject of tree preservation order 04/99

9 LONGHOPE DRIVE, FARNHAM GU9 4SN

Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.
WA/2017/0825 Farnham Shortheath and Boundstone Flo Taylor
Change of use from Residential Institution (Use Class C2) to a dwelling house of up to six people living together as a single household and receiving care (Use Class C3b).
1 MIDDLEFIELD CLOSE, FARNHAM GU9 8RS
Farnham Town Council has no objection to the change of use from Class C2 to C3b.

Farnham Weybourne and Badshot Lea

WA/2017/0844 Farnham Weybourne and Badshot Lea Philippa Staddon
Formation of vehicle access and hardstanding.
6 LOWER WEYBOURNE LANE, FARNHAM GU9 9HQ
Farnham Town Council has no objections to the formation of vehicle access and hardstanding subject to the area being a porous material to allow rainfall to be absorbed to minimise runoff into the road and appropriate landscaping incorporated.

DW/2017/0022 Farnham Weybourne and Badshot Lea Mr Chris Turner
The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5m, for which the height would be 2.996m, and for which the height of the eaves would be 2.666m.
3 GLORNEY MEAD, BADSHOT LEA GU9 9NL
Farnham Town Council has no objection subject to the extension not impacting on the neighbour's amenity, being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used to be in keeping with existing.

NMA/2017/0081 Farnham Weybourne and Badshot Lea Nicola Stancombe
Amendment to WA/2016/2035 to provide alterations to elevations and roof.
76 BADSHOT LEA ROAD, BADSHOT LEA GU9 9LT
Farnham Town Council has no objections.

Farnham Wrecclesham and Rowledge

WA/2017/0843 Farnham Wrecclesham and Rowledge Olivia Gorham
Erection of two storey side and rear extension.
LITTLE PAX, 94 RIVERDALE, WRECCLESHAM GU10 4PF
Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used to be in keeping with existing.

TM/2017/0085 Farnham Wrecclesham and Rowledge Mr A Clout
APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION 20/11
89 BOUNDSTONE ROAD FARNHAM GU10 4AS
Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity and anticipates the dying Oak will be assessed before removal.

TM/2017/0089 Farnham Wrecclesham and Rowledge Mr A Clout
Lift low branches off garage to give 2m clearance
12 Clare Mead, Rowledge GU10 4BJ
Farnham Town Council, subject to the comments of the Arboricultural Officer, welcomes the management of trees to extend their life and associated amenity.

WA/2017/0889 Farnham Wrecclesham and Rowledge Mr Chris Turner

Application under Section 73 to vary Condition 1 of WA/2016/2443 (plan numbers) to allow for an amendment to the ridge height.

THE STUDIO, FERNBRAE COTTAGE, THE LONG ROAD, FARNHAM

Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan and all materials used to be in keeping with existing.

CA/2017/0065 Farnham Wrecclesham and Rowledge Mr A Clout

REMOVAL OF TREE WRECCLESHAM FARNHAM CONSERVATION AREA

8 LUFFS COTTAGES CHURCH LANE FARNHAM GUI0 4PX

Carryover to meeting on 19 June, no information available on WBC website

Date of next meeting Monday 19 June 2017

The meeting closed at 10.53am

Notes by Jenny de Quervain