



# FARNHAM TOWN COUNCIL

## Agenda Full Council

---

### Time and date

7.00pm on Thursday 14 June 2018

### 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 14th June 2018, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached.

Yours sincerely

**Iain Lynch**  
**Town Clerk**

#### **Members' Apologies**

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

#### **Recording of Council Meetings**

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

## Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

*Please use the form below to state in which Agenda Items you have an interest.*

*If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)*

As required by the Localism Act 2011, I hereby declare, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: Date 14<sup>th</sup> June 2018

Name of Councillor .....

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

\* Delete as appropriate

k:\COMMITTEES\Interests Forms\Declaration of Interests Form Jun 12 A4.doc



# FARNHAM TOWN COUNCIL

## Agenda Full Council

---

### Time and date

7.00pm on Thursday 14<sup>th</sup> June 2018

### Place

The Council Chamber, South Street, Farnham

---

Prior to the start of the meeting prayers will be said by Revd Jacqueline Drake-Smith of St Peter's Wrecclesham.

#### 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 Beaman, Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, and Ward.*
- (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](mailto: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 10<sup>th</sup> 2018

#### **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) Strategy and Finance held on 5<sup>th</sup> June 2018      **Appendix B**

- 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 5<sup>th</sup> June 2018, and are for formal approval by the Council prior for submission to the External Auditor.
- a. To receive the Summary 2017/18 Income and Expenditure Outturn      **Appendix C**
  - b. To receive and agree the draft Financial Statements for 2017/18 and earmarked reserves at 31<sup>st</sup> March 2018      **Appendix D**
  - c. To consider the final Internal Auditor's Report for the Year Ended 31 March 2018 and agree the Council's response to any issues raised      **Appendix E**
  - d. To approve the Annual Governance Statement noting technical reason for 'No' answer at No 4 (Section 1 of Annual Governance and Accountability Return)      **Appendix F**
  - e. To approve the variances list between the 2016/17 and 2017/18 Annual Returns as required.      **Appendix G**
  - f. To approve the Annual Governance and Accountability Return for the Year Ended 31 March 2018 for signature and submission to the External Auditor      **Appendix H**

- 8      **Planning & Licensing Applications**      **Appendix I, J, K,**  
i) To receive the minutes of the Planning & Licensing Consultative Group held on 23<sup>rd</sup> April, 14<sup>th</sup> May, and 4<sup>th</sup> June 2017.  
ii) To consider any significant Planning Applications.

## **Part 2 – Items to Note**

- 9      **Actions taken under Scheme of Delegation**
- 10      **Reports from other Councils**  
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council.
- 11      **Reports from Outside Bodies**  
To receive from Members any verbal reports on Outside Bodies.
- 12      **Date of next Meetings**  
To note the date of the next meeting as Thursday 26<sup>th</sup> July 2017

## **Part 3 – Confidential Items**

- 13      **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.

\* \* \* \* \*

**Council Membership:**

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

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 10th May 2018

#### Place

The Council Chamber, South Street, Farnham

---

#### Councillors

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

#### Officers Present:

Iain Lynch (Town Clerk)  
Karen Johansen-Berg (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 led by the Revd Michael Hopkins of the Farnham United Reformed Church

- C001/18      **Election of Mayor of Farnham**  
Cllr Julia Potts proposed, and Cllr David Beaman seconded, that Cllr David Attfield be elected Mayor of Farnham for the Municipal Year 2018/19. There were no other nominations.
- RESOLVED *nem con* that: Cllr David Attfield be elected Mayor of Farnham for the Municipal Year 2018/19.**
- C002/18      Cllr Hodge invested Cllr Attfield with the Mayoral Chain and Badge of Office.
- C003/18      **The Mayor of Farnham's Declaration of Acceptance of Office**  
Having been invested with the Chain and Badge of Office, Cllr David Attfield made his Declaration of Acceptance of Office and commenced his duties as Mayor.
- C004/18      **The Mayor's speech of acceptance**  
Cllr Attfield thanked his fellow councillors for supporting his election to the position of Mayor of Farnham for a second time. It was both an honour and a privilege to represent not only Weybourne and Badshot Lea but all the communities of Farnham. During the year ahead the Mayor was looking forward to joining in and supporting many activities planned by the Council, charitable groups, schools, businesses and both town and village events.
- The Mayor said he had thought long and hard of a charity to support during his Mayoral year and decided to support something that would provide a legacy for young people the future. Having been a volunteer and supported of the 1<sup>st</sup> Farnham Girls Brigade for almost forty years, he was well aware of the excellent work done by volunteers with other local youth organisations. Cllr Attfield had seen the opportunity to help with the fantastic project to update Garner's Field used by scouting groups, youth organisations and Duke of Edinburgh Award parties. He hoped that by selecting "Garner's goes Bananas" as his charity he would be able to raise awareness of the project and provide some financial support.
- C005/18      **Presentation of the chain and badge of office for the Mayor's consort.**  
The Mayor presented Mrs Anne Attfield with the badge of office of Mayoress.
- C006/18      **Apologies for Absence**  
Apologies were received from Cllr Frost, Hollins-Owen, Hyman, and Mirylees.
- C007/18      **Minutes**  
The Minutes of the Farnham Town Council Meeting held on Thursday 19<sup>th</sup> April 2018 were agreed and signed by the Mayor as a correct record.
- C008/18      **Declarations of interests**  
There were no disclosures of interest relating to items on the agenda.
- C009/18      **Election of Deputy Town Mayor**  
Cllr Cockburn proposed, and Cllr Ward seconded, that Cllr Jill Hargreaves be elected Deputy Mayor for the Municipal Year 2018/19. There were no other nominations.
- RESOLVED *nem con* that: Cllr Jill Hargreaves be elected Deputy Mayor for the Municipal Year 2018/19.**

C010/18 Cllr Attfield, the Mayor of Farnham, invested Cllr Hargreaves with the Badge of Office of Deputy Mayor of Farnham.

C011/18 **The Deputy Mayor's Declaration of Acceptance of Office.**  
Having received the Badge of Office, Cllr Hargreaves made her Declaration of Acceptance of Office and thanked her proposer and seconder for their kind comments and thanked the Council for her appointment to the role. The Deputy Mayor looked forward to supporting the Mayor in the year ahead.

C012/18 **Vote of thanks to the retiring Town Mayor**  
Cllr Ward proposed a vote of thanks to the retiring Mayor, Cllr Mike Hodge, which was seconded by Cllr Dunsmore.

Cllr Ward said it was a privilege to propose the vote of thanks to the retiring Mayor, Cllr Hodge, having been lucky enough to have him as Deputy during his own Mayoral year. The retiring Mayor had been a strong supporter of local institutions and was particularly proud and moved by the high attendance at both the traditional Remembrance Day Parade and the separate Schools' Ceremony. During his year he had worked tirelessly to support Farnham's community activities and the many volunteers working for the town's good causes.

The retiring Mayor had many qualities and interests and when seeking a theme for the vote of thanks it seemed that the letter 'B' was significant. He was brave, in going to Andernach on his motor bike; he pulled the first pint at the Beer Festival and saw the inaugural Gin Festival; his charity supported the Brightwells Gostrey Centre and Woodlarks and he had inaugurated a Farnham otter Trail involving companies, schools and community groups with all proceeds going to the charity. In addition to his many Mayoral duties, he had given lectures to schools on his favourite pastime, beekeeping

Farnham expects high standards from its Mayors and Ward was happy to say that Cllr Hodge had more than lived up to expectations and that he had been a Grade A Mayor.

In seconding the vote of thanks, Cllr Dunsmore also paid tribute to Cllr Hodge concurring that Cllr Hodge had been an excellent Mayor. On behalf of all co-councillors Cllr Dunsmore thanked Cllr Hodge for his enthusiasm and the inventive ways he had carried out his role in the preceding year.

C013/18 **Presentation of Past Town Mayor's Badge and Past Mayor's Consort Badge**  
The Mayor presented Cllr Mike Hodge with a Past Mayor's Badge and Cllr Julia Potts with a Past Mayor's Consort Badge.

Cllr Hodge thanked Cllr Ward for his kind words. He said his year as Mayor had made him appreciate the depth of community spirit and how much the community is relied on to make Farnham what it is. He passed on his personal thanks to everyone in Farnham for what they do to make Farnham special. He particularly thanked Jo Aylwin of Blooming Arts and the Farnham Lions for their enthusiasm and support of the Otter project and thanked Cllr Potts for her support during the year. Cllr Hodge also wished to thank the team at the Farnham Herald for all their help in raising awareness of activities during his Mayoral year.

In conclusion, Cllr Hodge thanked Cllr Attfield his support as Deputy and wished him and the Mayoress every success in the year ahead.



### **Part 1 – Items for Decision**

C014/18

#### **Appointment of Lead Member or Spokesperson for the council**

Cllr Macleod proposed, seconded by Cllr Redfern, that Cllr Carole Cockburn be appointed as Leader of the Council for 2018/19. There being no other nominations it was

**RESOLVED *nem con* that: Cllr Cockburn be appointed as Leader of the Council for 2018/19.**

### **Part 2 – Items Noted**

C015/18

#### **Date of next meeting**

Members noted that the next Council Meeting would take place on Thursday 14<sup>th</sup> June.

The Town Mayor closed the meeting at 7.48 pm

Date

Chairman



# FARNHAM TOWN COUNCIL

# B

## Notes

### Strategy and Finance Working Group

---

#### Time and date

9.30am Tuesday 5th June 2018

#### Place

Town Clerk's Office, South Street, Farnham

---

#### Attendees:

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

Officers present:

Iain Lynch (Town Clerk)

Iain McCready (Business & Facilities Manager) present for agenda item 8.

Karen Johansen-Berg (Corporate Governance Officer)

#### 1. Election of Lead Councillor

Councillor John Ward nominated Councillor Carole Cockburn as Lead Councillor for Strategy & Finance. This was seconded by Cllr Beaman and agreed unanimously.

#### 2. Apologies

Apologies were received from Councillors Stephen Hill & Mrs Pat Frost.

#### 3. Declarations of Interest

Councillor John Ward declared a personal interest in the Farnham Buildings Preservation Trust.

#### 4. Notes of Meeting held on 10<sup>th</sup> April 2018

POINTS	ACTION
The notes of the previous meeting were agreed.	

#### 5. Finance Report

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 2017/18 in preparation for External Audit.</p> <ul style="list-style-type: none"><li>i. Summary Income and expenditure by Committee</li><li>ii. Summary Income and Expenditure by account code</li><li>iii. The Bank Reconciliation as at 31<sup>st</sup> March 2018</li><li>iv. The Trial Balance 2017/18</li><li>v. The updated Asset Register as at 31<sup>st</sup> March 2018</li><li>vi. The draft Report and Financial Statements for 2017/18 and the reserves at 31<sup>st</sup> March 2018</li><li>vii. A copy of the Annual Governance Statement (section I of Annual Return)</li></ul>	

<p>viii. The end of year Internal Audit letter 2017/18 and Officers' responses</p> <p>ix. Draft Annual Return for 2017/18 for submission to Council and a list of variances against the 2016/17 Annual Return</p> <p>2) The Town Clerk went through each of the appendices in detail.</p> <p>i. Members agreed that the overall outturn for 2016/17 with expenditure £1,269,436 against a programmed budget of £1,248,802 with income being £1,313,940 against budgeted income of £1,248,802 resulting in a surplus of £44,505 for the year.</p> <p>ii. Members noted the changes to the Asset register which had increased to £1,858,775 from £1,668,578. Members received and agreed the draft Report and Financial Statements for 2017/18 for adoption by Council subject to a table update on the third page and an amendment to the grants list (£61,197 rather than the stated £71,197). This was due to the Community Grant for Brightwells Gostrey Centre being paid in the previous financial year (2016/17).</p> <p>iii. 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 the additional contribution to the Pension Fund under staffing and the reduction other expenditure (investment in the Local Authorities Property Fund in 2016/17).</p> <p>iv. 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. Members noted revised Standing Orders would be brought to the Strategy &amp; Finance Working Group during the current financial year. The Internal Auditor had signed all elements of Page 3 of the Annual Governance and Accountability Return.</p> <p>v. The total reserves figure of £1,434,067 was confirmed and the General Reserves figure of £521,067 was noted as conforming with agreed policy (50% of total annual precept or operating expenditure).</p> <p>vi. Members reviewed and agreed the Annual Governance Statement (section 1 of Annual Return. The Town Clerk reminded Members that section 4 of the Governance Statement had to be 'No' as the public had been able to Inspect the 2016/17 accounts after the agenda was issued, technically before they had been approved by Council. As the correct process had not been followed box 4 the form had to be completed this way and an explanation would need to be submitted accordingly to the auditor.</p>	<p>Town Clerk to identify which large project and advise.</p> <p>Town Clerk to update table in Outturn for Year ended 31<sup>st</sup> March 2018 and adjust grant list.</p> <p>Town Clerk to amend total figure for Community Grants paid.</p> <p>Town Clerk to add an explanation for the External Auditor.</p>
---	--

## 6. Neighbourhood Plan Update and related matters

POINTS	ACTION
<p>i) Councillor Cockburn gave a verbal update on the latest position with the Neighbourhood Plan Review. Analysis for all additional sites was continuing. A list of completions was awaited from Waverley Borough Council and details on the reopening of the Folly Hill Inquiry was awaited (expected to be the end of July).</p> <p>ii) An FCAMP meeting had been held on 31<sup>st</sup> May 2018. This has been positive. The Farnham Society had agreed to take forward the Yards of Farnham project identifying the names and history of those yards that were not recorded.</p> <p>iii) Councillor Cockburn advised she was meeting with Sarah Wells to take photos of the conservation area.</p> <p>iv) Availability of Section 106 funding was raised and whether there was any available or ring-fenced funding for enhancements.</p> <p>v) It was noted that the advisory groups being created for the new Brightwells East Street development (Graeme Clark leading from WBC) had not yet been established. The Town Clerk had requested FTC representation on each group.</p> <p>vi) Consultation had opened on the Local Plan Part 2 and FTC's views were being sought. Cllr Cockburn had met with Gayle Wootton to discuss the Coxbridge and Riverside sites which were listed for mixed-use development though FTC had always considered them for business and employment only so should be removed from the Plan.. With regard to gypsy and traveller sites, 3 new permanent sites had been identified, all in the Badshot Lea area. It was noted that residents had recently raised concerns that travellers seemed to be using permanent sites to sub-let to more itinerant travellers. It was suggested that FTC put together a response to this area of the consultation.</p>	<p><b>Recommendation to Council:</b>  <b>Town Clerk to submit a response to the Local Plan Part 2 in consultation with the Infrastructure Planning Group.</b></p>

## 7. Grants and charity matters

POINTS	ACTION
<p>i) Members noted the latest position on charity grants. Bank details on a small number of application forms were found to be incorrect and correct details for three were still awaited. The Town Clerk reported on the grant spend to date.</p> <p>ii) Councillor John Ward made a declaration of interest as his wife was on the board of the Farnham Buildings Preservation Trust (FBPT) and left the room during discussion.  Two applications for Community Grant funding from FBPT and Safe Drive Stay Alive were considered. The FBPT had received a small grant in 2017/18 and the proposal was to pay an additional £1250 to support a schools project to mark the 50 years of the Trust. The Safe Drive Stay alive project provided a valuable educational event for young people from Farnham Schools as part of a countywide initiative. Members agreed to recommend grants of £1250 and £500.</p> <p>iii) <b>Farnham Parochial Charity:</b> Members noted that discussions had been taking place between the Trustees of the Farnham Parochial Charity and the Farnham Maltings about a possible new Farnham Community Fund. The fund would combine a new fund proposed to mark the 50th anniversary of the Farnham Maltings in 2019, and the relaunch of the Parochial Charity. The fund would cover both social/hardship elements and cultural elements and provide better reach. The Council's observations were sought prior to detailed work being carried out as Farnham Town Council nominates Trustees to the Farnham Parochial Charity. Members agreed this seemed to a positive initiative and recommended supporting the proposal.</p>	<p><b>Recommendation to Council:</b>  <b>A grant of £1250 be paid to the Farnham Buildings Preservation Trust and a grant of £500 be paid to Safe Drive Stay Alive.</b></p> <p><b>Recommendation to Council:</b>  <b>The proposal to create a new Farnham Community Fund bringing together the Farnham Parochial Charity and the proposed Maltings Cultural Fund be supported.</b></p>

## 8. Contracts and Assets Working Group

POINTS	ACTION
<p>Members received the notes of the Assets Working Group held on 29<sup>th</sup> May 2018. The Business &amp; Facilities Manager gave a verbal update.</p> <ul style="list-style-type: none"> <li>• <b>Replacement vehicle:</b> Designs for the vinyl wrapping were sent to Iveco on 1<sup>st</sup> June with proofs awaited.</li> <li>• <b>West Street Cemetery.</b> Installation of the new fencing would start on 7<sup>th</sup> June in the Garden of Reflection, and continued around the perimeter. Ahmadiyya Muslim Youth Association had volunteered to help with work in the Garden of Reflection.</li> <li>• <b>Hale Chapel:</b> Town Clerk had written to Heritage Lottery to seek advice whether a further application for funding would be welcome. He was scheduled to meet Geoff Wallace w/c 11<sup>th</sup> June to discuss a way forward.</li> <li>• <b>Gostrey Meadow:</b> The Group was shown a photo of designs of toilet blocks that were being priced to replace rather than add to the existing block. It was noted the new block would be built for mixed use.</li> <li>• <b>CCTV:</b> A number of cameras around the town had been failing. Replacement cost would be in the region of £20-40k for analogue but for IP cameras the cost would be higher. Surrey Police had been asked about future monitoring arrangements prior to work being commissioned. A report on existing CCTV provision and options for a replacement system would be brought to a future meeting.</li> <li>• <b>5-Year Plan:</b> It was agreed that the 5-year plan be evolved with additional buildings added.</li> <li>• <b>Vandalism on Otter Trail:</b> Business &amp; Facilities Manager was awaiting news from the Police.</li> </ul>	<p>Business &amp; Facilities Manager to write a report on CCTV provision and replacement.</p> <p>Business &amp; Facilities Manager to progress</p>

Cllr Ward left at 10.46

## 9. Wellbeing Task Group

POINTS	ACTION
<p>Notes from the last Wellbeing Task Group held on 16<sup>th</sup> May 2018 were tabled. The Corporate Governance Officer gave a verbal update and consideration was given to the three key objectives for the year ahead that the Group had set out.</p> <ol style="list-style-type: none"> <li>1. To publish 'Clean Air for Farnham' at as many events as possible.</li> <li>2. To explore the idea of 'dementia-friendly shopping' in collaboration with the Dementia Action Alliance (DAA) and the Farnham Chamber of Commerce, identifying a flagship store to approach who might participate in the initiative.</li> <li>3. To create a dedicated 'what's on' calendar for social prescribing activities hosted on Farnham Town Council's website.</li> </ol> <p>Members agreed to objectives 1 and 2 (with the word 'publish' replaced by 'promote' with but had concerns about objective 2 being achievable and appropriate. Members suggested that the wording was amended to read: Promoting dementia-friendly shopping in Farnham'.</p> <p>The Corporate Governance Officer advised that she was meeting with DAA and the Farnham Chamber of Commerce representative for Wellbeing the following day and would feedback the suggestion.</p>	<p>Corporate Governance Officer to progress the idea of a calendar for social prescribing being developed for FTC's website.</p>

In terms of the third proposal, the calendar would be populated by organisation providing activities suitable for social prescribing and further investigation was required on how it would work.

## 10. Consultations

POINTS	ACTION
<ul style="list-style-type: none"> <li>i) The Working Group welcomed the decision of the Esso Pipeline project to avoid Farnham.</li> <li>ii) The Town Clerk advised that he had just received a copy of Waverley's proposed Economic Strategy which had a deadline for a response in mid July. Members were disappointed at the limited time for consultation as it did not fit with the Council's Working Group and Council timetable...a point that had previously been raised with Waverley. As the Borough's largest business community was in Farnham, a response from the Council was very important and councillors were asked to review and comment on the document ahead of the July Strategy &amp; Finance Working Group.</li> </ul>	Town Clerk to prepare a summary of the Economic Strategy for the next S & F meeting.

## 11. Town Clerk Update

POINTS	ACTION
<ul style="list-style-type: none"> <li>i) The Town Clerk updated members on recent staff developments. Johanna Rowbotham had started her apprenticeship with FTC and a press release was being issued, along with a photograph of Johanna and Town Mayor who had presented her with a certificate for her latest qualifications.</li> <li>ii) Town Clerk reported there had been a delay with sending out meeting papers for the S &amp; F meeting partly as a result of IT issues. Members suggested that consideration be given to 7-day a week cover rather than Monday – Friday. Town Clerk advised that the cost could potentially double. Members agreed it was worth looking into the additional cost and benefits.</li> <li>iii) Town Clerk updated members on work relating to GDPR compliance. Opt-in emails had been sent out and was likely to result in a significant drop in contact numbers to date. All new documents have an opt-in clause but there was still work to be done on archived documentation. Staff access to data remotely had been reviewed with data encryption now required. The Working Group noted that use of the Electoral List to invite electors to Mayoral Coffee Mornings would need to be reviewed.</li> </ul>	Contracts and Facilities Manager to explore further and report back to S & F.

## 10. Date and time of next meeting

POINTS	ACTION
Members agreed that the next meeting would take place on 17 <sup>th</sup> July 2018 at 9.30am	Town Clerk to circulate agenda

The meeting ended at 11:32am.

Notes written by Karen Johansen-Berg/Iain Lynch

## Summary Income &amp; Expenditure by Budget Heading 31/03/2018

Month No : 12

## Committee Report



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>Strategy &amp; Finance</u></b>							
Expenditure	689,922	607,497	626,027	18,530	15,674	2,856	99.5 %
Income	1,072,318	1,077,056	1,065,602	11,454			101.1 %
Net Expenditure over Income	-382,396	-469,558	-439,575	29,983			
<b><u>Community Enhancement</u></b>							
Expenditure	255,614	327,565	280,850	-46,715	64,309	-111,024	139.5 %
Income	51,988	58,191	55,500	2,691			104.8 %
Net Expenditure over Income	203,626	269,373	225,350	-44,023			
<b><u>Tourism &amp; Events</u></b>							
Expenditure	185,845	199,441	218,575	19,134	775	18,359	91.6 %
Income	71,002	87,587	56,000	31,587			156.4 %
Net Expenditure over Income	114,843	111,854	162,575	50,721			
<b><u>Cemeteries</u></b>							
Expenditure	134,658	134,933	123,350	-11,583	360	-11,943	109.7 %
Income	89,578	91,107	71,700	19,407			127.1 %
Net Expenditure over Income	45,080	43,826	51,650	7,824			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Expenditure	1,266,039	1,269,436	1,248,802	-20,634	81,118	-101,751	108.1 %
Income	1,284,886	1,313,940	1,248,802	65,138			105.2 %
Net Expenditure over Income	-18,847	-44,505	0	44,505			

Date :- 22/04/2018

Farnham Town Council

Time :- 15:35

Detailed Income &amp; Expenditure by Account 31/03/2018



Month No : 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b><u>Expenditure Detail</u></b>							
4000 Salaries	465,631	478,663	525,050	46,387		46,387	91.2 %
4001 Agency/Contract Staffing	95,151	63,232	60,000	-3,232	428	-3,659	106.1 %
4002 Actuarial Contribution	0	100,000	8,000	-92,000		-92,000	1250.0 %
4003 Contracted Services	23,054	38,785	21,000	-17,785	10,507	-28,292	234.7 %
4020 Additional Staffing & Events	7,860	12,060	9,500	-2,559		-2,559	126.9 %
4025 Farmers' Market Supervision	1,320	1,250	1,500	250		250	83.3 %
4030 Staff Training	2,211	2,202	5,800	3,599		3,599	38.0 %
4041 Staff Travel	1,560	1,589	2,000	411		411	79.4 %
4050 Staff Recruitment/Advertising	1,721	0	1,500	1,500		1,500	0.0 %
4070 Protective Clothing	879	2,662	1,000	-1,662		-1,662	266.2 %
4101 Venue hire	0	1,590	0	-1,590		-1,590	0.0 %
4110 Rates, rent	30,474	29,465	38,000	8,535		8,535	77.5 %
4115 Water Charges	3,393	3,741	5,150	1,409	347	1,063	79.4 %
4120 Energy Costs	13,883	9,944	10,450	506	6,812	-6,306	160.3 %
4130 Insurance	10,459	8,825	15,600	6,775		6,775	56.6 %
4140 Office Costs	4,094	3,527	2,250	-1,277		-1,277	156.8 %
4170 Property Maintenance/Refurbish	81,349	74,294	82,000	7,706	13,596	-5,890	107.2 %
4175 Graffiti Removal	5,120	3,921	7,000	3,079		3,079	56.0 %
4176 Cleaning consumables	3,854	1,154	6,200	5,046		5,046	18.6 %
4181 Equipment Maintenance	5,398	2,544	3,500	956		956	72.7 %
4182 Equipment Purchase	13,988	11,475	4,500	-6,975	-1	-6,974	255.0 %
4190 CCTV	7,991	13,156	7,500	-5,656		-5,656	175.4 %
4195 Alarms - Fire, Security	5,374	3,768	4,750	982	2,608	-1,626	134.2 %
4196 Crime Prevention	500	423	500	78		78	84.5 %
4205 Waste Disposal	3,556	4,266	3,050	-1,216		-1,216	139.9 %
4215 Friends Of Cemeteries	0	183	0	-183		-183	0.0 %
4220 Memorials & Plaques	1,289	2,297	0	-2,297		-2,297	0.0 %
4225 Cemetery Memorial Maintenance	1,465	10,200	5,000	-5,200		-5,200	204.0 %
4300 Vehicle Costs - Fuel	4,304	5,037	7,000	1,963		1,963	72.0 %
4301 Vehicle Costs - LPG	476	339	1,500	1,161		1,161	22.6 %
4302 Vehicle Costs - Maintenance	4,026	3,382	3,000	-382		-382	112.7 %
4303 Vehicle Costs - Road Tax	716	485	750	265		265	64.7 %
4310 New Vehicles/Machinery	0	37,350	0	-37,350	35,683	-73,033	0.0 %
4400 Stationery	3,023	3,113	4,275	1,162		1,162	72.8 %
4410 Photocopying Charges	3,772	3,420	5,700	2,280		2,280	60.0 %
4411 Publications, books etc	130	308	700	392		392	44.0 %
4415 Printing & Design (External)	20,019	24,502	18,500	-6,002	776	-6,778	136.6 %
4425 Advertising	9,762	8,397	8,500	103		103	98.8 %
4426 Publicity and newsletter	4,249	8,518	9,500	982		982	89.7 %
4440 Telephones	6,025	7,034	8,100	1,066	289	777	90.4 %



## Detailed Income &amp; Expenditure by Account 31/03/2018

Month No : 12

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4455 Postages & Distribution	8,829	7,653	12,000	4,347		4,347	63.8 %
4460 Subscriptions & Memberships	5,463	5,120	6,900	1,780		1,780	74.2 %
4461 Licences	5,408	5,463	5,350	-113		-113	102.1 %
4480 IT Equipment	2,165	4,506	5,000	494		494	90.1 %
4481 Web Site	14,821	5,246	19,000	13,754		13,754	27.6 %
4482 IT Support	10,000	7,183	10,000	2,817		2,817	71.8 %
4503 Mayoral Allowance 2016-17	2,700	0	0	0		0	0.0 %
4504 Mayoral Allowance 2017-18	0	2,700	2,700	0		0	100.0 %
4520 Members' Travel	119	166	200	34		34	82.9 %
4525 Members' Training	278	115	1,000	885		885	11.5 %
4540 Civic & Community Functions	6,420	5,845	8,500	2,655		2,655	68.8 %
4541 Christmas Civic Carol Service	2,283	2,064	2,000	-64		-64	103.2 %
4545 Twinning/Partnerships Expenses	2,768	1,088	1,000	-88		-88	108.8 %
4550 Bank Charges	2,510	2,306	2,500	194		194	92.2 %
4555 Legal & professional Fees	10,919	11,941	4,000	-7,941	850	-8,791	319.8 %
4560 Accountancy & Payroll Costs	5,519	5,404	5,000	-404		-404	108.1 %
4570 Audit Fees	3,800	3,275	5,000	1,725		1,725	65.5 %
4600 Tourism Developments & Events	12,788	7,740	12,600	4,860		4,860	61.4 %
4610 Horticultural Supplies	8,753	7,040	8,000	960	1,790	-830	110.4 %
4611 Plants and Flowers	11,716	10,617	10,000	-617	4,162	-4,779	147.8 %
4612 Community Group	0	272	0	-272		-272	0.0 %
4613 Community Events	94	200	0	-200		-200	0.0 %
4625 Entertainment - Performers	9,476	9,739	9,500	-239		-239	102.5 %
4630 Events Costs	5,531	6,789	5,000	-1,789		-1,789	135.8 %
4641 Christmas Lights - Install	28,253	31,663	28,000	-3,663		-3,663	113.1 %
4642 Christmas Lights - Power	1,950	1,500	2,500	1,000		1,000	60.0 %
4643 Christmas Lights 2019	0	0	5,000	5,000		5,000	0.0 %
4650 Street Furniture	5,387	1,087	5,000	3,913		3,913	21.7 %
4655 Banners	5,280	7,129	6,000	-1,129		-1,129	118.8 %
4702 Equipment Hire	17,326	18,116	18,500	384	102	282	98.5 %
4800 Grants	19,826	31,477	37,500	6,023		6,023	83.9 %
4801 Grant - Farnham Maltings	12,800	13,000	13,000	0		0	100.0 %
4802 Grant - Citizens Advice Bureau	15,360	15,360	15,500	140		140	99.1 %
4803 Grant - 40 Degreerz	3,400	2,000	2,000	0		0	100.0 %
4804 Small Grants	1,347	2,052	2,000	-52		-52	102.6 %
4805 Farnham Carnival	1,500	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	54,688	28,048	60,000	31,952	3,170	28,782	52.0 %
4821 Elections	3,775	0	5,000	5,000		5,000	0.0 %
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 %

## Detailed Income &amp; Expenditure by Account 31/03/2018

Month No : 12

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4999 Miscellaneous Expenses	100,000	3,041	0	-3,041		-3,041	0.0 %
6666 Bad Debt Write Offs	987	170	0	-170		-170	0.0 %
<b>Total OverHead</b>	<b>1,266,039</b>	<b>1,269,436</b>	<b>1,248,802</b>	<b>-20,634</b>	<b>81,118</b>	<b>-101,751</b>	
<b><u>Income Detail</u></b>							
1000 Hall & Room Lettings Income	5,500	6,273	5,500	773			114.1 %
1030 Commercial Lettings Income	4,200	4,200	4,200	0			100.0 %
1080 Allotment Rents Income	14,541	15,143	16,500	-1,357			91.8 %
1100 Interment Fees Income	30,490	32,105	30,000	2,105			107.0 %
1110 Allotment Admin fee	0	606	0	606			0.0 %
1120 Grave Purchases Income	31,990	47,271	35,000	12,271			135.1 %
1130 Memorials Income	5,818	5,175	2,500	2,675			207.0 %
1160 Cemeteries Other Income	126	206	0	206			0.0 %
1200 Grants Income	5,500	1,400	0	1,400			0.0 %
1201 Sponsorship Income (+VAT)	31,670	42,255	25,250	17,005			167.3 %
1202 Income - Contributions	19,150	20,660	12,350	8,310			167.3 %
1203 Donations - Income	4,969	3,230	0	3,230			0.0 %
1204 Bookings/Hire	46,905	49,643	43,900	5,743			113.1 %
1205 Ticket sales	0	6,654	0	6,654			0.0 %
1300 Banners Income	5,217	6,392	6,000	392			106.5 %
1522 Surrey Highways Contract	6,936	0	10,000	-10,000			0.0 %
1900 Precept	1,011,187	1,035,819	1,035,819	0			100.0 %
1905 Local Parish Council Tax Grant	19,745	16,790	16,783	7			100.0 %
1910 Interest Received	5,523	7,950	5,000	2,950			159.0 %
1911 Dividends received	0	3,802	0	3,802			0.0 %
1915 Bank Charges reimbursement	10	10	0	10			0.0 %
1999 Miscellaneous Income	35,409	8,356	0	8,356			0.0 %
<b>Total Income</b>	<b>1,284,886</b>	<b>1,313,940</b>	<b>1,248,802</b>	<b>65,138</b>			
<b>Total Expenditure</b>	<b>1,266,039</b>	<b>1,269,436</b>	<b>1,248,802</b>	<b>-20,634</b>	<b>81,118</b>	<b>-101,751</b>	<b>108.1 %</b>
<b>Total Income</b>	<b>1,284,886</b>	<b>1,313,940</b>	<b>1,248,802</b>	<b>65,138</b>			<b>105.2 %</b>
<b>Net Expenditure over Income</b>	<b>-18,847</b>	<b>-44,505</b>	<b>0</b>	<b>44,505</b>			

	Account Description	Balance
<u>Bank Statement Balances</u>		
1	Current Account - 31141023	67,053.89
2	MM Investment - 10245828	0.00
3	MM Investment - 10613371	0.00
4	MM Investment - 20631256	0.00
5	MM Investment - 90678864	0.00
6	MM Investment - 90678880	0.00
7	MM Investment - 30599204	0.00
8	Petty Cash	300.00
9	Depot Petty Cash	25.00
10	HSBC Commercial card	0.00
11	Mayor's Charity Account	1,004.89
12	Mayor's Charity Petty Cash	604.95
13	Projects Cashbox	62.51
14	MM Investment 20687928	0.00
15	Money Market Call Account	340,222.73
		<b>409,273.97</b>

Other Bank & Cash Balances

MM Investment 15-08-13 3 month	0.00
MM Investment	0.00
MM Investment 90678864	100,000.00
MM Investment 10245828	0.00
MM Investment 20631256	0.00
MM Investment 30599204	0.00
MM Investment 20687928	0.00
MM Investment 40698210	0.00
CCLA Investment 0681180001PC	100,000.00
MM Investment 90700304 old	0.00
MM Investment 70711586	0.00
MM Investment 20631256	0.00
Cambridge & Counties Deposit	228,598.74
MM Investment 70732087	100,000.00
MM Investment 20762903	200,000.00
MM Investment 20762911	100,000.00
LA Property Fund	0.00
MM Investments 00775339	150,000.00
MM Investment 20776408	100,000.00
MM Investment 50777870	200,000.00
Bank balance	0.00
	<b>1,278,598.74</b>
	<b>1,687,872.71</b>

Unpresented Payments

1	26/04/2017	200428	5.00
1	09/08/2017	200455	156.00
1	21/03/2018	200491	1,000.00
1	26/03/2018	200492	37.50
1	26/03/2018	200493	11,984.35

# **Farnham Town Council 2017-18 FINAL**

## **Bank - Cash and Investment Reconciliation as at 31 March 2018**

	Account Description	Balance
1	26/03/2018 200494	2,127.18
1	26/03/2018 200495	239.40
1	26/03/2018 200496	2,116.08
1	26/03/2018 200497	1,404.00
1	26/03/2018 200498	720.00
1	26/03/2018 200499	400.00
1	26/03/2018 200500	281.84
1	26/03/2018 200501	24,522.00
1	28/03/2018 200502	250.00
1	28/03/2018 200503	635.00
1	28/03/2018 200504	1,800.00
1	28/03/2018 200505	1,515.00
1	28/03/2018 200506	300.00
1	28/03/2018 200507	300.00
1	28/03/2018 200508	282.60
1	28/03/2018 200509	632.70
1	28/03/2018 200510	2,467.20
1	28/03/2018 200511	100.00
1	28/03/2018 200512	258.00
1	28/03/2018 200514	4,877.78
1	31/03/2018 200517	431.80
1	31/03/2018 200518	80.05
1	31/03/2018 200519	383.29
1	31/03/2018 200520	2,177.50
1	31/03/2018 200521	408.84
1	31/03/2018 200522	473.04
1	31/03/2018 200523	1,000.00
1	31/03/2018 200524	2,545.08
1	31/03/2018 chq200516	295.94
		<b>66,207.17</b>
		<b>1,621,665.54</b>
<u>Receipts not on Bank Statement</u>		
1	31/03/2018	22.98
11	31/03/2018	295.94
		<b>318.92</b>
<b>Closing Balance</b>		<b>1,621,984.46</b>
<u>All Cash &amp; Bank Accounts</u>		
	Current Bank A/c 31141023	869.70
	MM Investment 10245828 Use 231	0.00
	MM Investment 10613371	0.00
	MM Investment 20631256	0.00
	MM Investment 90678864 Use 230	0.00
	MM Investment 90610453	0.00
	MM Investment 30599204	0.00
	MM Investment 20687928	0.00

---

MM Call 90700304	340,222.73
Petty Cash	300.00
Depot Petty Cash	25.00
Projects Cashbox	62.51

---

### **Farnham Town Council 2017-18 FINAL**

#### **Bank - Cash and Investment Reconciliation as at 31 March 2018**

<u>Account Description</u>	<u>Balance</u>
HSBC Commercial Card	0.00
Mayor's Charity A/C 51735365	1,300.83
Mayor's Charity Petty Cash	604.95
Other Bank & Cash Balances	1,278,598.74
<b>Total Bank &amp; Cash Balances</b>	<b>1,621,984.46</b>



**Farnham Town Council**

**Report and Financial Statements**

**Year ending 31<sup>st</sup> March 2018**

# **Farnham Town Council**

## **Financial Statements for the year ended 31 March 2018**

### **Explanatory Foreword**

Farnham Town Council's Financial Statements for the year ended 31 March 2018 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 Governance & Accountability Return provided to the Council's Auditors:

PKF Littlejohn LLP  
Ref: SBA  
2<sup>nd</sup> Floor  
1 Westferry Circus  
Canary Wharf  
LONDON  
E14 4HD

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

The Annual Governance & Accountability Return can be seen with the June Council Agenda and is also available online at [www.farnham.gov.uk](http://www.farnham.gov.uk) or on request from Farnham Town Council.

## Farnham Town Council Outturn for the Year ended 31<sup>st</sup> March 2018

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	1,269,436
Income received	278,122
Net spending	<u>1,269,436</u>
Local Parish Council Tax Grant(included in income)	<u>16,790</u>
Precept on Waverley Borough Council	<u>1,035,819</u>
Amount transferred to balances for the year	<div style="border: 1px solid black; padding: 2px; display: inline-block;">44,505</div>

### Capital expenditure

The funding for capital expenditure in the 2017/18 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 2018 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 Mike Hodge  
Town Mayor (2017-18)  
Council Offices  
South Street  
Farnham  
Surrey GU9 7RN



# Farnham Town Council

## Income & Expenditure for the year ended 31 March 2018

Expenditure by Working Groups	Year ended 31 March 2018			2016/17
	Expense £	Income £	Net £	Net £
1 Strategy & Finance (excluding precept)	607,497	41,237	566,260	628,898
2 Community Enhancement	327,565	58,191	269,374	203,626
3 Tourism & Events	199,411	87,587	111,854	114,843
4 Cemeteries	134,933	91,107	43,886	45,079
<hr/>				
<b>Net cost of services</b>	1,269,436	278,122	991,374	992,446
			£	£
Precept on the Borough Council			1,035,819	1,011,187
<b>Surplus/(Deficit) for the year</b>			44,505	18,741
 <b>Movement on General Fund balance and reserves:</b>				
Balance brought forward			1,389,562	1,370,821
Surplus/Deficit for the year			44,505	18,741
Balance carried forward			1,434,067	1,389,562

## Farnham Town Council Balance Sheet at 31 March 2018

	Notes	31 March 2018		31 March 2017	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	1, 3		-		-
<b>Current assets</b>					
Money Market deposits		1,618,822		1,465,857	
Debtors (including VAT recoverable)	4	46,366		33,821	
Bank/Petty cash		1,258		35,144	
Mayor's charity funds held by council		1,906		1,741	
<b>Total current assets</b>			<b>1,668,352</b>		<b>1,536,563</b>
<b>Current liabilities</b>					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		234,285		147,001
<b>Total assets less current liabilities</b>			<b>1,434,067</b>		<b>1,389,562</b>
<b>Capital and reserves</b>					
Earmarked Reserves	6		913,000		868,000
General Reserves			521,067		521,562
<b>Total reserves</b>			<b>1,434,067</b>		<b>1,389,562</b>

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

The amount outstanding is:	£41,347	£47,817
----------------------------	---------	---------

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 2018 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 2018.

.....  
**Town Mayor 2017-18**

.....  
**Responsible Financial Officer**

### Farnham Town Council Notes to the Financial Statements for the year ended 31 March 2018

## **I. 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 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 2018**  
**(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 and are auto-enrolled into the scheme as required.

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. In 2017-18 the Council made an additional contribution of £100,000 into the pension fund ahead of the next triennial review to minimise future contributions.

<b>3. Fixed assets (following revaluation 31<sup>st</sup> March 2014 in line with external auditor's latest guidance)</b>	<b>31<sup>st</sup> March 2018</b>	<b>31<sup>st</sup> March 2017</b>
Operational land and buildings (on historic cost basis)	£	£
Council Offices	261,728	261,728
Other Public Buildings	243,220	240,986
Wrecclesham Community Centre	205,901	205,901
Depot	122,362	119,448
Vehicles and equipment		
Vehicles	103,778	66,390
Audio and Visual Systems	25,603	23,608
Christmas Decorations	101,275	87,006
Civic Insignia	14,814	14,814
Grounds Equipment	68,482	55,391
Computers, telephones and office equipment	69,198	65,682
Other	27,009	20,709
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	353,459	244,968
Allotments and Gardens	25,892	25,892
Long-term investments		
CCLA Local Authorities Property Fund	100,000	100,000
<b>Total value</b>	<b>1,858,775</b>	<b>1,668,578</b>

# Farnham Town Council

## Notes to the Financial Statements for the year ended 31 March 2018 (continued)

### 4. Debtors and prepayments

	2018	2017
	£	£
Debtors	26,872	16,990
Value added tax	19,494	16,831
Prepayments	-	-
	46,366	33,821

### 5. Creditors and accrued expenses

	2018	2017
	£	£
Creditors	12,599	4,557
Pensions/PAYE/NIC creditor	7,121	8,478
Income in advance	102,586	52,472
Accruals	106,340	76,258
HSBC Commercial Card	3,733	3,495
Mayor's charity funds held by Council	1,906	1,741
	234,285	147,001

### 6. Earmarked Reserves and General Reserves

Category	Balance at 31.3.18	Comments
Election and By-election Fund	£35,000	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	Committed sum from Surrey County Council for bus shelter refurbishment
Gostrey Meadow and public space enhancements	£40,000	Includes lighting/ power upgrades and bandstand.
Additional CCTV equipment	£50,000	To fund programmed investment.
Planning	£25,000	Provision for Neighbourhood Plan.

/cont'd  
**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2018**  
**(continued)**

**6. Earmarked Reserves and General Reserves (continued)**

<b>Category</b>	<b>Balance at 31.3.18</b>	<b>Comments</b>
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	£80,000	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	£30,000	To fund the purchase of future Christmas Lights
Capital Receipts	£115,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
<b>Total Earmarked</b>	<b>£913,000</b>	
<b>General</b>	<b>£521,067</b>	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
<b>Total Reserves</b>	<b>£1,434,067</b>	

**7. Contingent liabilities**

There were no contingent liabilities at 31 March 2018 (2017: none).

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2018**  
(continued)

**8. Grants paid in the year**

During the year grants were paid to the following organisations:

<u>Community Grants:</u>	<b>£</b>
40 Degreez	2,000
4 <sup>th</sup> Farnham Scout Group	625
Badshot Lea Village Infant School	275
Bishop's Meadow Trust	2,000
Blooming Art	1,512
Citizens Advice – Waverley	15,360
Computing for all	360
Farnham Building Preservation Trust	1,500
Farnham Competitive Music Festival	800
Farnham Maltings (Community Projects)	2,000
Farnham Maltings	13,000
Farnham Swimming Club	200
Farnham Youth Football	750
Hale Carnival	500
Museum of Farnham	1,000
New Ashgate Gallery Trust	1,550
Opportunities	360
Rowledge Tennis Club	1,000
Rural Life Centre	655
Stop Gap Dance Company	750
Surrey Youth Focus	1,500
The Dance Movement	1,000
The Woodlarks Centre	2,000
Voices Together Community Choir	500
Waverley Hoppa Community Transport	<u>10,000</u>
	<u><b>61,197</b></u>
 <u>Town Clerk Small Grants</u>	 <b>£</b>
Farnham Local Food	250
Farnham Maltings – Dementia Action Alliance	250
Farnham Repair Café	250
Farnham Rotary Club	156
Kids Out	250
Phyllis Tuckwell Hospice	100
Post 19	115
St Andrew's PCC	200
St Andrew's School	31
Vivaldi Singers	200
Waverley Singers	<u>250</u>
	<u><b>2,052</b></u>
 <u>Other Grants:</u>	 <b>£</b>
Farnham Maltings      Grant for new screen	5,000

## FARNHAM TOWN COUNCIL

### INTERNAL AUDIT 2017-2018

#### FINAL REPORT

I visited the Town Council Office on Wednesday 1<sup>st</sup> November 2017 to commence the Internal Audit process for 2017-2018. During this first visit I reviewed the implementation of recommendations from last year's report, and checked Petty Cash controls, and some elements of Income procedures. I also reviewed documents available on Council's website and discussed staffing matters.

A second visit was made on 20<sup>th</sup> December to continue the process. On this occasion, I reviewed income procedures relating to Events and Sponsorship, started reviewing the 2018-9 Budget process, and visited several of Council's properties. On 31<sup>st</sup> January, I checked other income procedures, bank reconciliations, Trusteeship and the final budget.

A final visit was made on 25<sup>th</sup> April 2018 to check the Annual Return figures and end-of-year procedures. Comments arising from this visit are highlighted in yellow.

The comments below are in the order of the headings in the Internal Audit Section of the Annual Return.

Recommendations are shown in **bold and underlined**, and responses received from Council in respect of the interim report made after the first three visits are noted in *italics*.

#### A. BOOKS OF ACCOUNT

Council's accounts continue to be maintained on the RBS Omega package, with entries made and balanced weekly against on line current account statements.

Council is registered for VAT, which is charged appropriately. Last VAT return was at 31 March 2018.

Loan repayments continue as previously.

#### B. FINANCIAL REGULATIONS

Financial Regulations and Standing Orders on website date from December and January 2015 respectively.

**Content should be reviewed and updated if required.**

*FTC Officer Comment – Agreed. Review due Spring 2018*

Update 25/4/18 – Fin/Regs revised April 2018, S/O's awaiting revised NALC version.

Contract management and initial procedures are satisfactory.

Expenditure is properly controlled, with release of on-line payments authorised by two Members. Correct use is made of corporate cards for minor items.



## C. RISK MANAGEMENT

### **Following staff changes, the risk management procedure for Allotments is being brought into line with other sites shortly, including checking of old risk assessments.**

A visit to several sites – cemeteries and allotments – indicated a good standard of maintenance, with appropriate action taken to deal with any risks arising from inspections. One instance of obscene graffiti, which was subsequently removed by Council staff, was noticed on the derelict Hale chapel site,.

Risk assessments are in place for all events, including specific items such as the need for First Aid attendance, electricity supply cable routing, safety barriers.

Staff regularly monitor offices for the usual office-based risks such as trailing cables, overloaded cabinets, etc.

The annual external supplier inspection of Health and Safety matters takes place in October, with a follow-up in April to check progress with any matters of concern.

Council's annual risk management report was considered at its meeting on 25<sup>th</sup> January.

*FTC Officer Comment – The winter programme of work has seen a focus on the allotments with hedging and boundaries being improved and miscellaneous items left by allotment holders being removed. Allotment tenancy agreements will be brought up-to-date in 2018, in liaison with the allotment representatives group with changes to include incorporating the group insurance policy for allotment holders.*

**The proposed site visit to allotments has been postponed until later in 2018.**

## D. BUDGET & PRECEPT

A comprehensive draft budget and fees tariff was considered by Strategy and Finance Working Group on 12<sup>th</sup> December, and after modification, was approved by Council. A 2.6% increase in precept has been agreed, after careful assessment of income sources, Council Tax Base, projected expenditure, and use of Reserves.

## E. INCOME

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. The process involves a 4-part receipt book, with copies for Bookkeeper, invoice originator and customer.

Procedures for dealing with income from Events and Sponsorship work well, with a shared spreadsheet providing good control of the various amounts from different sources.

Income from cemeteries and memorials is properly controlled, with all payments received in advance of interment or memorial work.

The allotment record system, although provided by RBS, does not interact with Omega, but a satisfactory manual system is in place to ensure all rents are received, with chasing as appropriate. Plots are monitored for condition before renewal papers are sent to tenants. Council provided insurance is mandatory for new tenants, optional for existing.

## F. PETTY CASH

There are 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.

**Consideration is being given to utilising cash received for Mayor's charity for topping up the Petty Cash float. This will avoid two sets of bank charges currently incurred on cash paid in and, separately, cash withdrawn. Appropriate cash book entries will need to be made.**

## G. PAYROLL

Payroll is carried out externally by Moorepay, using a software package producing very comprehensive reports. Input is by RFO or Accountant only.

Salary enhancements following the general review at 1 April 2017 have been implemented accordingly.

Satisfactory procedures are in place for ensuring base salaries are correct, and that additional payments are properly authorised and recorded. However, one member of staff was overpaid for two months because overtime was added on top of a revised hours basic. Town Clerk has amended time sheet procedures accordingly to ensure this cannot happen again. The amount concerned is being repaid in instalments.

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 approved by Council, 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 took place in November 2017, resulting in minor adjustments and the reduction in "Farnham" Grades from 5 to 4 by eliminating Grade 1 which is unlikely to be used. Also, as suggested in a previous Internal Audit, the "London Allowance" payments will no longer be paid to new staff joining FTC. These changes have now been approved by Council.

Auto-enrolment in a pension scheme for new staff is now in place.

Two posts have switched from contractor basis to employee following the IR35 review.

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. Acquisitions and Disposals are noted on the register to ensure adjustment at year end.

**Provision for date of acquisition or disposal of individual assets could usefully be included in the Register.**

*FTC Officer comments – Agreed.*

**It is recommended that a physical check on the existence of assets should be carried out annually, either by Members, or a senior staff officer. This is in hand for completion by end of financial year.**

*FTC Officer comments – Agreed. Assets review due Spring 2018. Storage has also been reviewed to assist in inventory check and in preparation for the introduction of the General Data Protection Regulation and checks of physical assets.*

**Physical check O/S at 25/4/18, but due shortly.**

Council is aware of the capital nature of long-term or non-standard investments such as the CCLA Property Fund. As per regulations, the annual Investment Strategy has been considered and adopted by Council in January 2018.

#### **I. BANK RECONCILIATIONS**

Finance Officer reconciles current account weekly against on-line statement and prepares papers for a monthly review by Members of overall position, including investment accounts. A full financial position, including review of income and expenditure against budget, is available at quarterly Strategy & Finance meetings.

#### **J. ACCOUNTING STATEMENTS AND YEAR END ACCOUNTS**

After minor amendments to Assets amount, figures for the AGAR have been correctly extracted from accounting records. Bank reconciliations at 31 March 2018 are correct, and accounts are prepared on the correct basis.

The Internal Audit Report section of AGAR has been completed satisfactorily.

#### **K. TRUSTEESHIP**

FTC is the Trustee of the Farnham School of Science and Art, known as The South Street Trust. Separate accounts are maintained, and these are subject to independent examination. Accounts are properly lodged with the Charity Commission. Members of Council meet annually as Trustees to allocate grants from the income derived from Trust assets. Separate Minutes are maintained.

*FTC Officer comment – Independent Examination and Charity Commission Return for 2016/2017 completed November 2017.*

#### **OTHER ITEMS**

**Implementation of a Social Media Policy is in hand.**

**It was noted that the latest Annual Report on the website was for 2015-16. That for 2016-17 should be added.**

### **Freedom of Information policy dates from 2012 and should be revised/re-adopted**

*FTC Officer Comment – Social media policy deferred as a result of staff changes and higher priorities.*

*Annual report for 2016/17 (not a statutory document) now added. Annual Return and other required documents were already published.*

*Freedom of Information policy to be reviewed as part of preparations for General Data Protection Regulation introduction (May 2018)*

Paul Hartley  
Internal Auditor  
25<sup>th</sup> April 2018

### **Officers' Comments and proposed actions**

The Comments raised by the Internal Auditor are welcomed and no additional points were raised at the final meeting of the year that require additional comment.

Iain Lynch  
Town Clerk  
June 2018



# FARNHAM TOWN COUNCIL



Report  
Council

---

## Annual Governance Statement

- 1 Prior to agreeing the Annual Governance and Accounting Return AGAR, Council is required to approve the Annual Governance Statement (Section 1 of the AGAR) which confirms that there is a sound system of Internal Control.
- 2 All elements of the Governance Statement were fulfilled. However in 2017, the Council allowed the potential Inspection of Accounts from the date that the Council agenda was published and until the end of the External Audit. This is not in accordance with the Regulations and Guidance which states that the period for the Exercise of public Rights commences after the Accounts have been approved by Council. As the period commenced prior to approval, the audit of 2016/17 included a comment about this. As such, the External Auditor requires that Farnham answers 'No' to question 4. "Please note that if a matter was raised on the external auditor report for 2016/17 regarding the period for the exercise of public rights, the smaller authority must answer 'No' to assertion 4 of the 2017/18 Annual Governance Statement
- 3 For 2018, the period of the Exercise of Public Rights commences on Monday 18<sup>th</sup> June (the first working day after the publication of the details on the Council's website) and includes the statutory period of 2<sup>nd</sup> to 13<sup>th</sup> July. The period concludes on 30<sup>th</sup> July. This information has already been published on the Council's website.
- 4 As part of its approach to effective internal control Farnham Town Council
  - Maintains a systematic approach and process for managing risk. The Council is committed to ensure that effective risk management is an integral part of all of the Council's activities. This contributes to the successful management and delivery of the Council's corporate objectives and supports its strategic direction through informed decision-making. The Council reviews risks annually at officer, working group and Council levels to ensure risk is effectively managed. The Council has sought to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. The Council encourages managers to identify, assess and manage risks, and learn to accept the right risks;
  - Appoints independent Internal Auditors to ensure the internal control processes operating throughout the authority are effectively reviewed and tested on a systematic basis;
  - Works with the appointed External Auditors, who will provide the authority and the public with an independent external opinion annually as to the accuracy and integrity of the financial statements and the effectiveness of Farnham Town Council's internal control systems;
  - As part of its ongoing commitment to ensure it mitigates risk and has effective and up to date risk management in place, Farnham Town Council has engaged Ellis Whittam to provide Employment

advice and Health & Safety Risk Management advice. As part of this contract a new Health and Safety Policy has been developed and implemented. Ellis Whittam also advises on any areas of best practice and changes that may be necessary; and

- Reviews its insurance to provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost-effective.

- 5 Full Council must consider the findings of the review of internal controls, already considered by the Strategy & Finance Working group, which recommends approval, by the members meeting as a whole; and also approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

**Recommendation to Council:**

**That the Draft Annual Governance Statement at section one to the AGAR be approved.**

**Farnham Town Council**  
**Explanation of Variance between 16-17 and 17-18 for Annual Return 17-18**  
**Boxes 2 to 6 and 9 & 10**



Box number	Description	2016-17 Value	2017-18 Value	Change over prior year	% change over prior year	Explanation if variance greater than 15% and £200
2	Precept	£1,011,187	£1,035,819	£24,632	2.4%	N/A
3	Total income and receipts	£273,592	£278,121	£4,529	1.7%	
4	Staff costs	£480,302	£595,762	£115,460	24.0%	Detail below.
5	PWLB	£10,227	£10,227	£0	0.0%	N/A
6	All other expenditure	£775,509	£663,446	-£112,063	-14.5%	Significant expenditure changes relate to the investment in the Local Authorities Property Fund and increased spending on the Neighbourhood Plan and Community Initiatives in the previous year.
9	Total fixed assets	£1,668,578	£1,858,775	£190,197	11.4%	Various additions in the year
10	Total borrowings	£47,817	£41,347	-£6,470	-13.5%	Repayment of PWLB loan

**4 Staff cost variances over 2016/17**

One-off pension contribution paid in March 2018		100,000
All other variances including April 17 pay award (net)	3%	15,460
		<b>115,460</b>

**6 Other payments variances over 2016/17**

All other variances (net)	-14%	-112,063
		<b>-112,063</b>

**7 Balances carried forward**

General Fund at 31st March 2018 521,067

**Earmarked Reserves at 31st March 2018**

Election and by-election fund	To cover Election and By-election costs. WBC invoices after an election.	35,000
Legal expense fund	To cover unforeseen legal costs	30,000
New equipment	Planned equipment upgrades including vehicles.	50,000
Wrecclesham Community Centre	Provision unforeseen expenditure.	35,000
Bus shelters and street furniture	Infrastructure to be developed.	20,000
SCC Bus shelter Refurbishment	Commuted sum from Surrey County Council for bus shelter refurbishment	8,000
Gostrey Meadow and public space enhancement	Includes lighting/ power upgrades and bandstand	40,000
Additional CCTV equipment	To fund programmed investment	50,000
Planning	Provision for Neighbourhood Plan	25,000
Environment	Provision for air quality and other initiatives	20,000
Cemetery chapels	Major repairs are required to the chapels	160,000
Cemetery enhancements	Programme of works to footpaths and memorials	40,000
Cemeteries	Other identified costs including future provision	30,000
IT investment	To fund required investment/upgrade	15,000
Tourism Development	To fund improved services	10,000
Public conveniences	Upgrade to improve public conveniences including Gostrey Meadow	80,000

Town Hall	Unforeseen/emergency repairs provision	100,000
Council Chamber	Replacement furniture and equipment	20,000
Christmas lights	To fund the purchase of future Christmas lights	30,000
	This comprises capital receipts arising from the disposal of fixed assets less expenditure capital items	115,000
Capital receipts		<u>913,000</u>



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

## Annual Governance and Accountability Return 2017/18 Part 3

### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - 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

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18, page 4**
- **Section 2 – Accounting Statements 2017/18, page 5**
- **Section 3 – The External Auditor Report and Certificate 2017/18, page 6**
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.	✓	

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2017/18

FARNHAM TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken

01/11/17 20/12/17  
31/1/18 25/4/18

Name of person who carried out the internal audit

PAUL HARTLEY

Signature of person who carried out the internal audit



Date

25/04/18

\*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, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

FARNHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		
	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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
	✓		

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated

14/06/2018

Signed by the Chairman and Clerk where approval is given:

Chairman

SIGNATURE REQUIRED

Signed by:

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.farnham.gov.uk



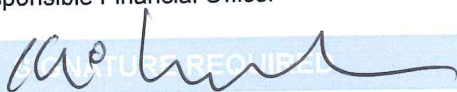
## Section 2 – Accounting Statements 2017/18 for

FARNHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,370,821	1,389,562	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	1,011,187	1,035,819	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	273,592	278,121	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	480,302	595,762	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 authority's borrowings (if any).
6. (-) All other payments	775,509	663,446	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	1,389,562	1,434,067	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	1,502,741	1,621,984	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,668,578	1,858,775	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	47,817	41,347	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	No	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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

14/06/18

I confirm that these Accounting Statements were approved by this authority on this date:

14/06/18

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED



## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# FARNHAM TOWN COUNCIL

## Notes

### Planning & Licensing Consultative Group

---

#### Time and date

9.30am on Monday 23 April 2018

#### Place

Council Chamber, South Street, Farnham

---

#### **Planning & Licensing Consultative Group Members Present**

Councillor M Hyman – Chair

Councillor D Beaman

Councillor J Fraser

Councillor A MacLeod

Councillor J Ricketts – for presentations only (departed 12.00)

**Officers in attendance:** Jenny de Quervain

- 9.30 Presentation of the Woolmead development for consideration in the Planning & Licensing meeting
- 10.45 Presentation of the Esso Southampton to London Pipeline Project for consideration in the meeting
- 12.15 Planning & Licensing meeting

**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**

Councillors C Cockburn

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

None were received

#### **3. Applications considered for large developments**

Applications which result in a net increase of 5 or more dwellings.

#### **WA/2018/0458 Farnham Moor Park Flo Taylor**

Erection of a building to provide 138 dwellings, approximately 4097m<sup>2</sup> of mixed use commercial floor space with associated access, parking and landscaping.

THE WOOLMEAD, EAST STREET, FARNHAM

**This application is a Farnham Neighbourhood Plan allocated site Policy FNPI4 h). Farnham Town Council welcomes the improvements but is concerned about the additional traffic and pedestrian use at the Royal Deer Junction. The development needs to work in conjunction with the Brightwells development to utilise temporary infrastructure of the bridge to avoid further disruption to the town.**

**NMA/2018/0049 Farnham Moor Park Ruth Dovey**

Amendment to WA/2016/0268 to provide alterations to approved phasing plan.

LAND AT EAST STREET, FARNHAM

**Farnham Town Council asks that the Woolmead development be incorporated into the ambitious plan in providing access to temporary infrastructure of the bridge and question if sufficient emergency access is available at the Dogflud Way access point.**

**WA/2018/0551 Farnham Moor Park Mr Chris Turner**

Erection of a building to provide 6 dwellings with parking following demolition of existing offices.

PEEL HOUSE, UPPER SOUTH VIEW, FARNHAM GU9 7JN

**Farnham Town Council has no objections subject to dwellings being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.**

**WA/2018/0556 Farnham Firgrove Philippa Staddon**

Change of use of hotel/guest house (Use Class C1) to house in multiple occupation (HMO) (Use Class C4) for occupation by not more than 18 persons.

22 FIRGROVE HILL, FARNHAM GU9 8LQ

**Farnham Town Council is concerned about the change of use meeting HMO regulations.**

**WA/2018/0614 Farnham Weybourne and Badshot Lea Rachel Kellas**

Application under Section 73 to vary Condition I of WA/2016/0847 (approved plan numbers).

LAND AT ST GEORGES ROAD, BADSHOT LEA

**Farnham Town Council is concerned about any changes to surface water easing with removal of ditch and the addition of hard surfaces. Any additional fencing should be accessible to wildlife.**

**WA/2018/0578 Farnham Wrecclesham and Rowledge Gemma Paterson**

Erection of 9 dwellings along with associated parking, landscaping and utility block following the relevant demolition of unlisted buildings in a Conservation area.

6 THE STREET, WRECCLESHAM GU10 4PR

**This application is a Farnham Neighbourhood Plan allocated site Policy FNPI4 f). Farnham Town Council has no objections subject to dwellings being in line with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNPI and FNP6.**

#### **4. Applications considered**

##### **Farnham Bourne**

**WA/2018/0547 Farnham Bourne Jane McMullan**

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

TWO ACRES, MONKS WALK, FARNHAM GU9 8HT

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and material are in keeping with existing.**

**WA/2018/0582 Farnham Bourne Philippa Staddon**

Erection of side and rear extensions and alterations to entrance porch.

WHITELADIES, 2 BEECH AVENUE, LOWER BOURNE GU10 3JY

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.**



**WA/2018/0591 Farnham Bourne Jane McMullan**

Certificate of Lawfulness under Section 191 to confirm the implementation of planning permission WA/2015/0964.

FORMER TENNIS COURT, GOLDHILL GROVE, GOLD HILL, LOWER BOURNE

**Farnham Town Council has no objections.**

**WA/2018/0621 Farnham Bourne Jane McMullan**

Application under Section 73A to vary Conditions 1, 2 and 3 of WA/2015/0981 (restricts window glazing and opening options) to allow specific windows to be openable with film for obscuring views.

BOURNE VIEW, 5 PINE GROVE, FARNHAM GU10 3RG

**Farnham Town Council objects to the removal of conditions especially those specific to protecting the neighbour's amenity.**

**WA/2018/0625 Farnham Bourne Jeffrey Penfold**

Erection of a two storey rear extension and alterations including the provision of a balcony.

THE WHITE LODGE, 51 LODGE HILL ROAD, LOWER BOURNE GU10 3RD

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16.**

**TM/2018/0050 Farnham Bourne Mr A Clout**

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 02/00

15 BOURNE FIRS FARNHAM GU10 3QD

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity and will leave to the Officer to confirm condition of T3.**

**Farnham Castle**

**WA/2018/0348 - Valid From 15/02/2018**

THE WORKSHOP, WEYDON MILL LANE, FARNHAM, SURREY, GU9 7QL

Change Of Use Extensions And Alterations Of The Existing Workshop (Class B1C) To Form A Two Storey Dwelling With Associated Garden And Creation Of A Wildlife Area Beyond The Proposed Garden.

**Farnham Town Council have reconsidered the application following additional information and object to the second storey at this location.**

**WA/2018/0618 Farnham Castle Jane McMullan**

Erection of a two storey extension and front porch.

4 WAYNFLETE LANE, FARNHAM GU9 7BH

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and materials are in keeping with existing.**

**CA/2018/0052 Farnham Castle Mr A Clout**

FARNHAM CONSERVATION AREA

7A CASTLE STREET FARNHAM GU9 7HR

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in the Town Centre Conservation Area covered by Policy FNP2.**

**NMA/2018/0048 Farnham Castle Mr Chris Turner**

Amendment to WA/2017/2061 to change the type of tiles used on the front extension roof over the garage from the concrete style used on the roof of the house to a natural slate tile.

2 MOUNT PLEASANT, FARNHAM GU9 7AA  
**Farnham Town Council has no objections.**

#### **Farnham Firgrove**

**WA/2018/0577 Farnham Firgrove Jeffrey Penfold**

Erection of porch.

MERRYWEATHER HOUSE, SEARLE ROAD, FARNHAM GU9 8LJ

**Farnham Town Council has no objections to the new porch.**

**WA/2018/0611 Farnham Firgrove Jeffrey Penfold**

Certificate of Lawfulness under Section 192 for alterations to roofspace including dormer windows to provide habitable accommodation.

36 ST GEORGES ROAD, FARNHAM GU9 8NB

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

#### **Farnham Moor Park**

**WA/2018/0548 Farnham Moor Park Jeffrey Penfold**

Erection of entrance gates.

THE RESIDENCE 26A, CROOKSBURY ROAD, FARNHAM GU10 1QE

**Farnham Town Council has no objections subject to the green boundary remaining.**

**WA/2018/0558 Farnham Moor Park Jane McMullan**

Certificate of Lawfulness under Section 191 for alterations to roof to form habitable accommodation including installation of a dormer window.

20 ADAMS PARK ROAD, FARNHAM GU9 9QG

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

**WA/2018/0613 Farnham Moor Park Mr Chris Turner**

Erection of single storey side and rear extensions and alterations.

1 UPLANDS ROAD, FARNHAM GU9 8BP

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.**

#### **Farnham Shortheath and Boundstone**

**WA/2018/0584 Farnham Shortheath and Boundstone Mr Chris Turner**

Erection of a rear extension.

78 SHORTHEATH ROAD, FARNHAM GU9 8SQ

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

**WA/2018/0624 Farnham Shortheath and Boundstone Jeffrey Penfold**

Erection of extension and alterations.

11 PILGRIMS CLOSE, FARNHAM GU9 8QP

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

#### **Farnham Upper Hale**

**WA/2018/0590 Farnham Upper Hale Jane McMullan**

Certificate of Lawfulness under Section 192 for the erection of single-storey rear infill extension and alterations.

3 DUKES CLOSE, FARNHAM GU9 0DR

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

**WA/2018/0594 Farnham Upper Hale Jane McMullan**

Erection of single storey side and rear extensions; construction of rear dormer window and alterations.

15 SPRING LANE WEST, FARNHAM GU9 0BX

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

**WA/2018/0622 Farnham Upper Hale Jeffrey Penfold**

Erection of single storey rear extension.

BEECH END, BALL AND WICKET LANE, FARNHAM GU9 0PD

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

**Farnham Weybourne and Badshot Lea**

**WA/2018/0555 Farnham Weybourne and Badshot Lea Mr Chris Turner**

Erection of 2 dwellings following demolition of existing dwelling and garage.

4 HILLSIDE ROAD, FARNHAM GU9 9DW

**Farnham Town Council objects to the erection of 2 dwellings as overdevelopment of a restrictive site and not in keeping with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI.**

**WA/2018/0570 Farnham Weybourne and Badshot Lea Jane McMullan**

Erection of extensions and alterations including dormer windows and porch.

54 LOWER WEYBOURNE LANE, FARNHAM GU9 9HP

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

**Farnham Wrecclesham and Rowledge**

**WA/2018/0559 Farnham Wrecclesham and Rowledge Mr Chris Turner**

Erection of a new dwelling following demolition of existing vehicle workshop and creation of enlarged garden to existing dwelling.

WORKSHOP, 38 THE STREET, WRECCLESHAM GU10 4PR

**Farnham Town Council strongly objects to the erection of a new dwelling as overdevelopment of a restrictive site with limited amenity space for future occupant.**

**WA/2018/0576 Farnham Wrecclesham and Rowledge Mr Chris Turner**

Erection of extensions and alterations to existing ancillary residential building to form an independent dwelling.

GARAGE AT HOLTSIDE, 47 LICKFOLDS ROAD, ROWLEDGE GU10 4ER

**Farnham Town Council strongly objects to the formation of an independent dwelling. The 2012 permission for the ancillary building included conditions that it was not to be used for**

independent business or trading, independent dwelling should also apply. This is garden grabbing and overdevelopment.

**WA/2018/0586 Farnham Wrecclesham and Rowledge Mrs J Hammick**

Erection of single storey front and rear extensions following demolition of existing conservatory; construction of front dormer window and alterations.

HOLLY BANK, 8 CHAPEL ROAD, ROWLEDGE GU10 4AP

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

**WA/2018/0588 Farnham Wrecclesham and Rowledge Philippa Staddon**

Erection of an extension following demolition of existing porch together with associated works.

CANFORD HOUSE, WESTFIELD LANE, WRECCLESHAM GU10 4QP

**Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and materials are in keeping with existing.**

**WA/2018/0589 Farnham Wrecclesham and Rowledge Jane McMullan**

Erection of extensions and alterations following demolition of existing garage.

PILGRIMS, 80 BOUNDSTONE ROAD, ROWLEDGE GU10 4AU

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, materials are in keeping with existing and sufficient parking being available within the boundary of the property.**

**WA/2018/0599 Farnham Wrecclesham and Rowledge Jane McMullan**

Erection of a fabric canopy over existing courtyard.

FRENSHAM HEIGHTS SCHOOL, FRENSHAM HEIGHTS ROAD, ROWLEDGE GU10 4EA

**Farnham Town Council has no objections.**

**5. Appeals, for information only**

**WA/2017/1821 - 40 Burnt Hill Road, Lower Bourne, Farnham - Appeal Decision**

Erection Of Garage **The appeal was DISMISSED.**

**WA/2017/1971 - Endeavour, Bourne Grove, Farnham - Appeal Decision**

Erection Of A Garage And Associated Retaining Wall And Hardstanding **DISMISSED.**

**WA/2016/1036 - 96 Lodge Hill Road, Lower Bourne, Farnham - Appeal Decision**

Erection of 4 dwellings and 3 detached garages together with associated works including new access from Lodge Hill Road.

**The appeal was ALLOWED.**

**6. Other Consultations**

**Esso Pipeline Corridor Consultation, submitted 30 April 2018**

Previously suggested comments amplified and included that Farnham Town Council supports the preferred route, Corridor J. The alternative routes of M and Q cannot be supported. Farnham is a special case due to the disruption caused by the regeneration programme scheduled for Brightwells and The Woolmead.

**PC/2018/0003 Farnham Upper Hale Ruth Dovey**

Consultation from a neighbouring authority to install new water treatment facility located adjacent to the existing covered reservoir, housed in a 4x4m green GRP and surrounded by a new perimeter fence.

ALDERSHOT WATER TREATMENT WORKS, BOURLEY ROAD, FLEET  
Hart District Council

**Farnham Town Council requests minimum disruption to the Special Protection Area.**

**WA/2018/0560 Farnham Weybourne and Badshot Lea Mr Chris Turner**

Consultation under Regulation 3 for construction of a part single part two storey building to the north-west of the main school building to accommodate a sports hall, eight classrooms and associated facilities; external works including the replacement of

FARNHAM HEATH END SCHOOL, HALE REEDS, FARNHAM GU9 9BN

**Farnham Town Council welcomes the development and asks that additional traffic management plans be implemented with the expansion, at drop-off and pick-up, to minimise disruption to the neighbours.**

**For information only:**

**SCC Ref 2018/0020/WA/2018/0306**

Farnham Quarry, Runfold Roundabout, Runfold, Farnham, Surrey GU10 1QJ  
Erection of a 6.5 metre high Swift Tower to provide a nesting site for swifts.

**Granted**

## **7. Footpaths and Rights of Way**

**For information, Footpath No. 300 (Farnham)** temporary closure for the rear of Beavers Road for Taylor Wimpey development from 14 May 2018

Meeting closed 13.50

Notes by Jenny de Quervain

Date of next meeting 14 May 2018



# FARNHAM TOWN COUNCIL

## J Notes

### Planning & Licensing Consultative Group

---

#### **Time and date**

9.30am on Monday 14 May 2018

#### **Place**

Council Chamber, South Street, Farnham

---

#### **Planning & Licensing Consultative Group Members Present**

Councillor M Hyman – Chair

Councillor D Beaman

Councillor C Cockburn

Councillor J Fraser

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. Apologies**

Councillors A Macleod and J Ward

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

Cllr Cockburn took no part in discussions on WA/2018/0728 due to proximity to property

#### **3. Applications considered for large developments**

##### **WA/2018/0329 Farnham Weybourne and Badshot Lea**

The erection of 94 dwellings including associated parking, landscaping, open space and infrastructure following the demolition of existing buildings (Amended description following amended plans and supporting documents received 04/05/2018).

LITTLE ACRES NURSERY, ST GEORGES ROAD BADSHOT LEA

**Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**Farnham Town Council welcomes improvements to the scheme with particular interest in the management of surface water and drainage in an area prone to flooding.**

**WA/2018/0669 Farnham Wrecclesham and Rowledge Kayleigh Taylor**

Erection of 9 dwellings and associated works, all served from the existing access.

LAND BETWEEN MAYFIELD SWITCHBACK LANE AND NORTH OF PEAR TREE LANE, ROWLEDGE

**Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**Although this application forms part of an identified site referenced in the Farnham Neighbourhood Plan Policy FNPI4g, Farnham Town Council maintains is OBJECTIONS. This application contravenes the Farnham Neighbourhood Plan Policy FNPI4g) West of Switchback Lane, Rowledge, the density, scale and character is inappropriate for the northern part of the site.**

**4. Applications considered**

**Farnham Bourne**

**WA/2018/0655 Farnham Bourne Mr Chris Turner**

Application under Section 73 to vary Condition I of WA/2017/0967 (plan numbers) to allow for changes to proposed scheme.

9 VICARAGE HILL, FARNHAM GU9 8HG

**Farnham Town Council has no objections subject to the changes being in line with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNPI6 and Great Austins Conservation Area Policy FNP5.**

**WA/2018/0690 Farnham Bourne Jane McMullan**

Alterations to elevations and demolition of part of existing building.

6 VICARAGE HILL, FARNHAM GU9 8HG

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement, Farnham Neighbourhood Plan Policy FNPI6 and Great Austins Conservation Area Policy FNP5 and materials are in keeping with existing.**

**WA/2018/0728 Farnham Bourne Jeffrey Penfold**

Erection of garage and gates.

MILESTONES, 2 PINE RIDGE DRIVE, LOWER BOURNE GU10 3JW

**Farnham Town Council has no objections subject to the garage and gates being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP8.**

**WA/2018/0724 Farnham Bourne Jane McMullan**

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

WOODVIEW, BOURNE GROVE, LOWER BOURNE GU10 3QT

**Farnham Town Council has no objections subject to the garage and gates being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP8.**

**WA/2018/0648 Farnham Bourne Jeffrey Penfold**

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

15 PINE RIDGE DRIVE, LOWER BOURNE GU10 3JR

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP8 and FNPI6 and all materials are in keeping with existing.**



**WA/2018/0651 Farnham Bourne Olivia Gorham**

Application under Section 73A to remove Conditions 3 & 4 of WA/2014/0614 (pre-commencement scheme for tree protection) as development has now taken place.

3A LONGDOWN CLOSE, FARNHAM GU10 3JN

**Farnham Town Council has no objections and is grateful measures were made to safeguard the beech tree.**

**WA/2018/0706 Farnham Bourne Mr Chris Turner**

Erection of an attached double garage and porch.

124 BURNT HILL ROAD, LOWER BOURNE GU10 3LJ

**Farnham Town Council has no objections subject to the attached double garage being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing.**

**WA/2018/0731 Farnham Bourne Gemma Paterson**

Erection of extensions and alterations.

16 GREAT AUSTINS, FARNHAM GU9 8JQ

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing for the Great Austins Conservation Area Policy FNP5.**

**WA/2018/0741 Farnham Bourne Jeffrey Penfold**

Certificate of Lawfulness under Section 192 for the erection of single storey rear extension and alterations following demolition of existing single storey rear extension.

37 FORD LANE, WRECCLESHAM GU10 4SF

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials are in keeping with existing.**

**WA/2018/0744 Farnham Bourne Mr Chris Turner**

Certificate of Lawfulness under Section 192 for the construction of swimming pool and erection of pool house.

SPRINGFIELD, 30 FRENHAM VALE, FARNHAM GU10 3HT

**Farnham Town Council has no objections.**

**CA/2018/0058 Farnham Bourne Mr A Clout**

GREAT AUSTINS CONSERVATION AREA

REMOVAL OF 1x HORSE CHESNUT TREE

3 LITTLE AUSTINS ROAD FARNHAM GU9 8JR

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially in the Great Austins Conservation Area covered by Policy FNP5. Replace with an approved native species if removal necessary.**

**CA/2018/0060 Farnham Bourne Mr A Clout**

GREAT AUSTINS CONSERVATION AREA

TREE IDENTIFICATION IN ACCORDANCE WITH SUBMITTED ANNOTATED PLAN.

12 LITTLE AUSTINS ROAD FARNHAM GU9 8JR

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity, especially in the Great Austins Conservation Area covered by Policy FNP5.**

## **Farnham Castle**

### **WA/2018/0723 Farnham Castle Mr Chris Turner**

Erection of extensions and alterations to form additional dwelling together with extensions and alterations to existing dwelling.

6 MARSTON ROAD, FARNHAM GU9 7BN

**Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**Farnham Town Council has no objections subject to the extensions and alterations, and extensions and alterations to form an additional dwelling, being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI, FNPI6, all materials are in keeping with existing and sufficient parking being available within the boundary.**

### **CA/2018/0057 Farnham Castle Mr A Clout**

FARNHAM CONSERVATION AREA

REMOVAL OF 1x SYCAMORE TREE

31 THE BOROUGH FARNHAM GU9 7NJ

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees, especially in the Town Centre Conservation Area covered by Policy FNP2. However the amenity value of this particular tree is poor and the location would be better served with a more compact species giving access for proper storage of refuse bins.**

## **Farnham Firgrove**

### **WA/2018/0668 Farnham Firgrove Olivia Gorham**

Erection of extension and porch.

10 GROVE END ROAD, FARNHAM GU9 8RD

**Farnham Town Council has no objections subject to the extension and porch being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

### **WA/2018/0739 Farnham Firgrove Gemma Paterson**

Erection of two storey extension and front porch.

24 RYLE ROAD, FARNHAM GU9 8RW

**Farnham Town Council OBJECTS to the two storey extension not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, to its size and the negative impact on the neighbour's amenity.**

## **Farnham Hale and Heath End**

### **WA/2018/0634 Farnham Hale and Heath End Jeffrey Penfold**

Erection of front and rear extensions along with alterations to elevations.

3A OAST HOUSE CRESCENT, FARNHAM GU9 0NP

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

### **NMA/2018/0058 Farnham Hale and Heath End Harry Adams**

Amendment to WA/2018/0059 provide revised colour of tiles and revised rear roof light sizes.

24 OAST HOUSE CRESCENT, FARNHAM GU9 0NR

**Farnham Town Council has no objections.**

## **Farnham Moor Park**

### **WA/2018/0705 Farnham Moor Park Gemma Paterson**

Erection of single storey rear extension and alterations following demolition of existing conservatory.  
12 THOROLD ROAD, FARNHAM GU9 7JY

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

### **WA/2018/0707 Farnham Moor Park Jane McMullan**

Erection of a single storey rear extension.  
3 HALE ROAD, FARNHAM GU9 9QQ

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

## **Farnham Shortheath and Boundstone**

### **WA/2018/0713 Farnham Shortheath and Boundstone Gemma Paterson**

Erection of extensions and alterations to existing bungalow to form two storey dwelling.  
9 LITTLE GREEN LANE, FARNHAM GU9 8TE

**Farnham Town Council OBJECTS to the two storey extension not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, to its size, scale and the negative impact on the neighbour's amenity. Farnham Town Council is concerned with the loss of another single storey property.**

### **NMA/2018/0055 Farnham Shortheath and Boundstone Harry Adams**

Amendment to WA/2017/1065 to provide alterations to front roof design and dormer removed; alterations to elevations and external materials.

34 UPPER BOURNE LANE, WRECCLESHAM GU10 4RG

**Farnham Town Council has no objections.**

### **TM/2018/0060 Farnham Shortheath and Boundstone Mr A Clout**

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 06/99

27 LONGHOPE DRIVE FARNHAM GU10 4SN

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

Withdrawn 8 May 2018

### **WA/2018/0636 Farnham Shortheath and Boundstone Gemma Paterson**

Erection of 2 detached dwellings with associated parking and landscaping following demolition of the existing dwelling and outbuilding.

BOWERHILL, 31A SHORTHEATH ROAD, FARNHAM GU9 8SN

**Withdrawn, no comments required.**

## **Farnham Weybourne and Badshot Lea**

### **WA/2018/0654 Farnham Weybourne and Badshot Lea Philippa Staddon**

Certificate of Lawfulness under Section 192 for the erection of an outbuilding following demolition of a garage.

10 ST DAVIDS CLOSE, FARNHAM GU9 9DR

**Farnham Town Council has no objections subject to sufficient parking being available within the boundary of the property.**

**WA/2018/0658 Farnham Weybourne and Badshot Lea Mr Chris Turner**

Erection of side extension.

THE SHIELING, WENTWORTH CLOSE FARNHAM GU9 9HJ

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0695 Farnham Weybourne and Badshot Lea Jane McMullan**

Erection of a detached double garage (follows invalid application WA/2017/1840).

LAND AT 5 AND 6 RADFORD CLOSE, FARNHAM GU9 9AB

**Farnham Town Council has no objections.**

**WA/2018/0702 Farnham Wrecclesham and Rowledge Ruth Dovey**

Erection of stable block.

LAND AT COORDINATES 486807 148365, ST GEORGES ROAD, BADSHOT LEA

**Farnham Town Council STRONGLY OBJECTS to development in a field, this location contravenes the Farnham Neighbourhood being Land Outside the Built-Up Area Boundary, Policy FNP 10 and 11.**

**WA/2018/0736 Farnham Weybourne and Badshot Lea Gemma Paterson**

Erection of extensions and alterations to garage to provide habitable accommodation.

118 LOWER WEYBOURNE LANE, BADSHOT LEA GU9 9LF

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials are in keeping with existing and sufficient parking being available within the boundary of the property.**

**Farnham Wrecclesham and Rowledge**

**PRA/2018/0019 Farnham Wrecclesham and Rowledge Philippa Staddon**

General Permitted Development Order 2015, Schedule 2 Part 3 Class P - Prior Notification Application for a change of use from storage or distribution buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3).

HOP BARN, HOLT POUND FARM WRECCLESHAM HILL FARNHAM

**Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**Farnham Town Council comments that this application for residential use is incompatible with another application at this site WA/2017/2223 for an energy storage facility.**

**PRA/2018/0020 Farnham Wrecclesham and Rowledge Philippa Staddon**

General Permitted Development Order 2015, Schedule 2 Part 3 Class P - Prior Notification Application for a change of use from storage or distribution buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3).

STABLE BLOCK, HOLT POUND FARM, WRECCLESHAM HILL, FARNHAM GU10 4JU

**Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**Farnham Town Council comments that this application for residential use is incompatible with another application at this site WA/2017/2223 for an energy storage facility.**

**PRA/2018/0021 Farnham Wrecclesham and Rowledge Philippa Staddon**

General Permitted Development Order 2015, Schedule 2 Part 3 Class P - Prior Notification Application for a change of use from storage or distribution buildings (Class B8) and any land within its curtilage to dwellinghouses (Class C3).

MAIN BARN, HOLT POUND FARM, WRECCLESHAM HILL, FARNHAM GU10 4JU

**Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**Farnham Town Council comments that this application for residential use is incompatible with another application at this site WA/2017/2223 for an energy storage facility.**

**WA/2018/0652 Farnham Wrecclesham and Rowledge Mr Chris Turner**

Erection of dormer and roof alterations.  
7 CHARTWELL, WRECCLESHAM GU9 8SU

**Farnham Town Council has no objections subject to the dormer and roof alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16, all materials are in keeping with existing and no negative impact of the neighbour's amenity.**

**WA/2018/0718 Farnham Wrecclesham and Rowledge Mr Chris Turner**

Erection of a dwelling and associated works.

LAND CENTRED COORDINATES 482282 145473, RIVER LANE, FARNHAM

**Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**Farnham Town Council STRONGLY OBJECTS to the erection of a dwelling at this location contravening the Farnham Neighbourhood being Land Outside the Built-Up Area Boundary, Policy FNP1 and Policy FNP 10 and within the flood zone.**

**CA/2018/0062 Farnham Wrecclesham and Rowledge Mr A Clout**

WRECCLESHAM CONSERVATION AREA

REMOVAL OF TREE

84 THE STREET FARNHAM GU10 4QR

**Farnham Town Council will leave to the Arboricultural Officer's to advise appropriate action with consideration of Farnham Neighbourhood Plan Policy FNP6.**

**TM/2018/0059 Farnham Wrecclesham and Rowledge Steve Tester**

APPLICATION FOR REMOVAL OF A TREE SUBJECT OF TREE PRESERVATION ORDER 02/10

43 ECHO BARN LANE, FARNHAM GU10 4NG

SUBSIDENCE MANAGEMENT SERVICES

**Farnham Town Council regrets the loss of a well-established Oak. Farnham Town Council will leave to the Arboricultural Officer's to advise appropriate action.**

Cllr Cockburn departed 10.35

## **5. Appeals**

**APP/R3650/W/17/3171409 Land west of Folly Hill, Catesby Estates Ltd and Bewley Homes Plc**

INSPECTOR: P Asquith ACTION – the case has been reopened

The dates being considered are: 6/12/19 June and 4/10/17/24 July

For information, awaiting confirmed dates

**APP/R3650/W/17/3191576 Land At Hawthorn Farm, Hawthorn Lane, Rowledge**

WA/2017/0084 Erection of dwelling and detached garage (as amended by plans received 30/03/2017)

APPEAL START DATE: 03/05/2018 APPLICANT: Mr & Mrs Mitchell

Make comments or modify/withdraw your previous representation by 7th June 2018

**Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17 as comment for the appeal. Farnham Town Council had no objections to the application.**

**APP/Y3615/W/17/3189127 Land north of Poyle Road, Tongham, GU10 1DY**

17/P/01315 Outline application for up to 150 residential dwellings, including provision of up to 35% affordable housing, creation of new vehicular access off Poyle Road, and provision of public open space with associated infrastructure and earthworks. All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of the access to the site. Crownhall Estates

Make comments or modify/withdraw your previous representation by 8th June 2018

**Farnham Town Council maintains objections – cumulative development, traffic, noise, air quality, infrastructure, sustainability, environment and countryside impact. Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**APP/R3650/D/18/3197447 26 The Long Road, Rowledge**

WA/2017/2300 Erection of extensions following demolition of existing garage.

APPEAL START DATE: 09/05/2018 APPLICANT: Mr & Mrs A Cowley

There is no opportunity to submit further comments

Meeting closed 11.20

Notes by Jenny de Quervain

Date of next meeting 4 June 2018



# FARNHAM TOWN COUNCIL

# K

## Notes

### Planning & Licensing Consultative Group

---

#### Time and date

9.30am on Monday 4 June 2018

#### Place

Council Chamber, South Street, Farnham

---

#### **Planning & Licensing Consultative Group Members Present**

Councillor M Hyman – Chair

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. Apologies**

Councillors C Cockburn, J Ricketts

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

None were received.

#### **3. Applications considered for large developments**

##### **PRA/2018/0027 Farnham Castle Jane McMullan**

General Permitted Development Order 2015, Schedule 2 Part 3 Class Q-Prior Notification  
Application for change of use 2 agricultural barns to 5 smaller dwellings (Use Class C3) and associated operational development.

GROVERS FARM, RUNWICK LANE, FARNHAM GU10 5EF

**Farnham Town Council has no objections subject to change of use to 5 smaller dwellings being in line with Farnham Neighbourhood Plan Policies FNPI, FNPI0, FNPI2, FNPI3, FNPI6 and the barns being suitable for conversion. Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**



**WA/2018/0820 Farnham Weybourne and Badshot Lea Ross Leal**

Application under Section 73A to remove Conditions 9, 11 and 14 of WA/2014/2113 (Outline Application for the erection of 71 residential dwellings) Condition 9 relates to improvements to footpath 112, Condition 11 relates to a village gateway feature and C

LAND TO THE WEST OF ST GEORGES ROAD, FARNHAM

**Farnham Town Council objects to the removal of Conditions. Condition 11 should not be passed on to development yet to have full planning consent.**

**WA/2018/0830 Farnham Castle Philippa Staddon**

Erection of 5 buildings to provide student accommodation comprising 2 three storey and 3 four storey buildings to provide approx. 7200 square metres of floor space together with internal access, car parking, lighting, landscaping and associated works.

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

**Farnham Town Council has no objections to the erection of 5 buildings to provide student accommodation. With the loss of car parking spaces, the provision and implementation of a travel plan to support the development is vital.**

**WA/2018/0869 Farnham Weybourne and Badshot Lea Gemma Paterson**

Application under Section 73A to vary Condition 1 of WA/2016/1072 (approved plan numbers) to allow changes to the layout and revision of hard and soft landscaping to reflect drainage layout and additional substation.

LAND TO THE WEST OF ST GEORGES ROAD, FARNHAM

**Farnham Town Council would normally object to the removal of Conditions. However, improvements to allow for better drainage and a more discrete location for the additional substation, Farnham Town Council has no objections to changes to the layout and revision of hard and soft landscaping to reflect drainage and additional substation. The development is still subject to an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**4. Applications considered**

**Farnham Bourne**

**WA/2018/0797 Farnham Bourne Mr Chris Turner**

Erection of 2 dwellings and a detached garage along with associated landscaping.

LAND AT SPRINGFIELD, 30 FRENHAM VALE, LOWER BOURNE GU10 3HT

**Farnham Town Council objects to the inappropriate development of this site not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI. The green boundary has been replaced with fencing impacting the semi-rural character of the area.**

**WA/2018/0824 Farnham Bourne Jane McMullan**

Erection of extensions and alterations to existing bungalow to provide a two storey dwelling.

1 HILLSIDE ROAD, FRENHAM GU10 3AJ

**Farnham Town Council objects to the overdevelopment of the property with this planning application and the cumulative effect of previous approved applications and certificates of lawfulness. Farnham Town Council regrets the loss of another single storey property.**

**WA/2018/0829 Farnham Bourne Ross Leal**

Erection of single storey side extension.

10 AVELEY LANE, FARNHAM GU9 8PW

**Farnham Town Council has no objections subject to the extension being in line with the**

**Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials be in keeping with existing.**

**WA/2018/0842 Farnham Bourne Jane McMullan**

Erection of a two storey rear extension.

18 STREAM VALLEY ROAD, LOWER BOURNE GU10 3LT

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16 and all materials be in keeping with existing.**

**TM/2018/0062 Farnham Bourne Mr A Clout**

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 24/05

17 LODGE HILL ROAD, FARNHAM GU10 3QN

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

**TM/2018/0065 Farnham Bourne Mr A Clout**

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 19/04

2 FRENHAM VALE, FARNHAM GU10 3HN

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

**TM/2018/0071 Farnham Bourne Mr A Clout**

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 15/15

PINE WOOD, GOLD HILL FARNHAM GU10 3JH

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity and will leave to the Arboricultural Officer's to advise appropriate action if removal is necessary.**

**Farnham Castle**

**DW/2018/0025 Farnham Castle Jane McMullan**

The erection of a conservatory which would extend beyond the rear wall of the original house by 7.3m, for which the height would be 3.5m, and for which the height of the eaves would be 2.6m.

28 BEAVERS ROAD FARNHAM GU9 7BD

**Farnham Town Council has no objections subject to the conservatory being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNP16.**

**WA/2018/0749 Farnham Castle Jane McMullan**

Erection of pool house with garden store under and swimming pool.

DIPPENHALL GRANGE, DIPPENHALL ROAD, DIPPENHALL GU10 5ED

**Farnham Town Council has no objections subject to the pool house and store remaining ancillary to Dippenhall Grange.**

**Withdrawn 14 May 2018 as Listed Building consent not required**

**WA/2018/0750 Farnham Castle Jane McMullan**

Listed Building Consent for the erection of a pool house with garden store under and swimming pool.

DIPPENHALL GRANGE, DIPPENHALL ROAD, DIPPENHALL GU10 5ED

**No comments required**

**WA/2018/0807 Farnham Castle Ross Leal**

Erection of extension and alteration to parking area.

4 LARKFIELD CLOSE, FARNHAM GU9 7DA

**Farnham Town Council has no objections subject to the extension and alteration being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials are in keeping with existing.**

**WA/2018/0811 Farnham Castle Mr Chris Turner**

Change of use from office (Use Class B1) to residential (Use Class C3).

100C WEST STREET, FARNHAM GU9 7EN

**Farnham Town Council has no objections subject to the approval of the Heritage Officer and the changes being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0812 Farnham Castle Mr Chris Turner**

Listed Building consent for internal alterations to allow change of use from office (Use Class B1) to residential (Use Class C3).

100C WEST STREET, FARNHAM GU9 7EN

**Farnham Town Council has no objections subject to the approval of the Heritage Officer and the changes being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0822 Farnham Castle Ross Leal**

Listed Building consent for internal alterations.

5 LOWER CHURCH LANE, FARNHAM GU9 7PS

**Farnham Town Council has no objections subject to the alterations subject to the approval of the Heritage Officer and the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**DM/2018/0002 Farnham Castle Philippa Staddon**

Application for prior notification of proposed demolition: G.P.D.O. Schedule 2 of Part 11. Demolition of the main hall on site.

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

**Farnham Town Council has no objections.**

**Farnham Firgrove**

**WA/2018/0556 Farnham Firgrove**

Proposal: Change of use of hotel/guest house (Use Class C1) to house in multiple occupation (HMO) (Use Class C4) for occupation by not more than 10 persons.

22 FIRGROVE HILL, FARNHAM

The red line on the original block plan and outline of existing building was incorrect and has now been corrected. In addition, the applicant has reduced the proposed number of occupants of the HMO to 10, from 18. The applicant has also submitted parking and bicycle information as well as and bin storage details.

**Farnham Town Council has no objections subject to the provision of sufficient parking being available within the boundary of the property. With the increase of residential accommodation for permanent occupation, members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**WA/2018/0794 Farnham Firgrove Ross Leal**

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

35 FIRGROVE HILL, FARNHAM GU9 8LN

**Farnham Town Council has no objections subject to the extension and alterations being**

**in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0817 Farnham Firgrove Mr Chris Turner**

Erection of extensions and alterations following demolition of existing garage.

54 UPPER WAY, FARNHAM GU9 8RF

**Farnham Town Council welcomes the improved design in this application however maintains its objections to the size and scale of the proposal not being in line with Farnham Neighbourhood Plan Policy FNPI6.**

**WA/2018/0819 Farnham Firgrove Ross Leal**

Construction of raised deck following demolition of existing deck along with widening of existing driveway access.

20 HILLARY ROAD, FARNHAM GU9 8QX

**Farnham Town Council has no objections.**

**WA/2018/0837 Farnham Firgrove Jane McMullan**

Erection of first floor rear extension and front porch; alterations to fenestration.

24 RIDGEWAY HILL ROAD, FARNHAM GU9 8LS

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**NMA/2018/0060 Farnham Firgrove Philippa Staddon**

Amendment to WA/2016/2184 to provide alteration to type of velux window.

60A FIRGROVE HILL, FARNHAM GU9 8LL

**Farnham Town Council has no objections.**

**NMA/2018/0064 Farnham Firgrove Philippa Staddon**

Amendment to WA/2017/2349 to provide alterations to materials from brickwork to a rendered finish.

20 ST GEORGES ROAD, FARNHAM GU9 8NB

**Farnham Town Council has no objections subject to the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.**

**Farnham Hale and Heath End**

**WA/2018/0760 Farnham Hale and Heath End Mr Chris Turner**

Erection of extensions and alterations.

4 WEST CLOSE, FARNHAM GU9 0RF

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0826 Farnham Hale and Heath End Jane McMullan**

Erection of rear extensions and alterations including a front dormer window.

WILLOW MEAD, OAST HOUSE LANE, FARNHAM GU9 0NW

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0787 Farnham Hale and Heath End Ross Leal**

Erection of a single storey rear extension and construction of front dormer window.

23 WEST AVENUE, FARNHAM GU9 0RH

**Farnham Town Council has no objections subject to the extensions and alterations being**

in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.

**TM/2018/0063 Farnham Hale and Heath End Mr A Clout**

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER FAR40  
46 THE CRESCENT FARNHAM GU9 0LG

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

**Farnham Moor Park**

**WA/2018/0769 Farnham Moor Park Jane McMullan**

Erection of extensions and alterations; conversion of garage into habitable accommodation.  
FOXWOOD HOUSE, 19 CROOKSBURY ROAD, FARNHAM GU10 1QD

**Farnham Town Council has no objections subject to the extension and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6, all materials be in keeping with existing and sufficient parking being available within the boundary of the property.**

**WA/2018/0792 Farnham Moor Park Gemma Paterson**

Erection of a single storey extension to provide an additional MOT testing bay.  
AHC, GUILDFORD ROAD TRADING ESTATE, FARNHAM GU9 9PZ

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0801 Farnham Moor Park Kayleigh Taylor**

Erection of extensions and alterations to existing flats (follows invalid application WA/2017/1280).  
72A AND 72B, EAST STREET, FARNHAM

**Farnham Town Council is concerned about the impact on the neighbours amenity.**

**WA/2018/0848 Farnham Moor Park Jane McMullan**

Erection of extensions and alterations to roof to provide additional habitable accommodation.  
68 BROOMLEAF ROAD, FARNHAM GU9 8DH

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0850 Farnham Moor Park Jane McMullan**

Erection of three storey classroom building following the demolition of the existing single storey classroom and covered walkway.

BARFIELD SCHOOL, GUILDFORD ROAD, RUNFOLD GU10 1PB

**Farnham Town Council has no objections and welcomes the improved facilities within the school grounds.**

**TM/2018/0067 Farnham Moor Park Mr A Clout**

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 06/09  
53 WAVERLEY LANE, FARNHAM GU9 8BW

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If removal is necessary, replacement with an approved species in an appropriate location is expected.**

**TM/2018/0069 Farnham Moor Park Mr A Clout**

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER WA316

41 LYNCH ROAD, FARNHAM GU9 8BT

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If removal is necessary, replacement with an approved species in an appropriate location is expected.**

**Already allowed 15/05/18**

**NMA/2018/0059 Farnham Moor Park Harry Adams**

Amendment to WA/2016/2211 to provide alterations to elevations.

56 LYNCH ROAD, FARNHAM GU9 8BX

**No comment required**

### **Farnham Shortheath and Boundstone**

**WA/2018/0755 Farnham Shortheath and Boundstone Miss C Woodhatch**

Application under Section 73A to vary Condition 1 of WA/2016/1003 (plan numbers) to allow a change in the position of the extension.

9 SHORTEATH ROAD, FARNHAM GU9 8SR

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0874 Farnham Shortheath and Boundstone Jane McMullan**

Erection of a dwelling and associated works together with the erection of an extension to the existing dwelling following the demolition of an existing extension and garage.

LAND AT 77 SHORTEATH ROAD, FARNHAM

**Farnham Town Council has no objections subject to the dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI1. Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.**

**TM/2018/0064 Farnham Shortheath and Boundstone Mr A Clout**

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 05/99

11 LONGHOPE DRIVE, FARNHAM GU10 4SN

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity but objects to the removal of trees. If removal is necessary, replacement with an approved species in an appropriate location is expected.**

**TM/2018/0072 Farnham Shortheath and Boundstone Mr A Clout**

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 06/99

43 LONGHOPE DRIVE, FARNHAM GU10 4SN

**Farnham Town Council, subject to the Arboricultural Officer's comments, objects to the removal of trees. If removal is necessary, an approved species in an appropriate location is expected.**

### **Farnham Upper Hale**

**WA/2018/0757 Farnham Upper Hale Mr Chris Turner**

Erection of extensions and alterations following demolition of sun room.

MANDALAY, LAWDAY PLACE LANE, FARNHAM GU9 0BT

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0777 Farnham Upper Hale Mr Chris Turner**

Erection of extensions.

21 BALL AND WICKET LANE, FARNHAM GU9 0PD

**Farnham Town Council has no objections subject to the extensions being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**Farnham Weybourne and Badshot Lea**

**WA/2018/0796 Farnham Weybourne and Badshot Lea Jane McMullan**

Erection of extension.

9 HURLANDS CLOSE, FARNHAM GU9 9JF

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0799 Farnham Weybourne and Badshot Lea Ross Leal**

Display of illuminated and non-illuminated signs.

STORAGE KING, RANGEFIELD COURT, 17B FARNHAM TRADING ESTATE, WATER LANE, FARNHAM GU9 9NP

**Farnham Town Council objects to internally illuminated signage.**

**WA/2018/0833 Farnham Weybourne and Badshot Lea Ross Leal**

Certificate of Lawfulness under Section 192 for provision of habitable accommodation in roof space.  
100 WEYBOURNE ROAD, FARNHAM, GU9 9HE

**Farnham Town Council has no objections subject to the provision of habitable accommodation in the roof space being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0847 Farnham Weybourne and Badshot Lea Jane McMullan**

Erection of extensions and alterations.

JUNIPER COTTAGE, 97 WEYBOURNE ROAD, FARNHAM, GU9 9EX

G R Tournoff D'Arch

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0868 Farnham Weybourne and Badshot Lea Jane McMullan**

Certificate Of Lawfulness Under Section 192 for the construction of a side dormer roof extension.  
33 ST GEORGES ROAD, BADSHOT LEA GU9 9LX

**Farnham Town Council has no objections subject to the roof extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**Farnham Wrecclesham and Rowledge**

**WA/2018/0754 Farnham Wrecclesham and Rowledge Mr Chris Turner**

Erection of single-storey rear extension and alterations to garage to provide habitable accommodation.

34 WEY MEADOW CLOSE, WRECCLESHAM GU9 8TX

**Farnham Town Council objects to the alterations to the garage to provide habitable accommodations, this would leave insufficient amenity space for parking within the boundary of the property on a restricted development site.**

**WA/2018/0835 Farnham Wrecclesham and Rowledge Jane McMullan**

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

HILLSIDE, SUMMERFIELD LANE, FRENHAM GU10 3AN

**Farnham Town Council has no objections subject to the roof alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**DW/2018/0026 Farnham Wrecclesham and Rowledge Jane McMullan**

The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6m, for which the height would be 3m and for which the height of the eaves would be 3m.

HILLSIDE BARN, SUMMERFIELD LANE, FRENHAM GU10 3AN

**Farnham Town Council has no objections subject to the extension being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**NMA/2018/0063 Farnham Wrecclesham and Rowledge Harry Adams**

Amendment to WA/2016/1234 to provide alterations to wording of condition 2 regarding materials. LAND AT BAKER OATES STABLES, GARDENERS HILL ROAD, WRECCLESHAM

**Farnham Town Council has no objections and welcomes the use of superior materials.**

**WA/2018/0770 Farnham Wrecclesham and Rowledge Jane McMullan**

Listed Building Consent for external alterations to windows, doors, front porch and boundary wall. VINERS MEAD, WRECCLESHAM ROAD WRECCLESHAM GU10 4PT

**Farnham Town Council has no objections subject to the approval of the Heritage Officer, the alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**WA/2018/0890 Farnham Wrecclesham and Rowledge Jane McMullan**

Erection of extensions and alterations.

SQUIRRELS, 2 PEARTREE LANE, ROWLEDGE GU10 4DW

**Farnham Town Council has no objections subject to the extensions and alterations being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6 and all materials be in keeping with existing.**

**TM/2018/0066 Farnham Wrecclesham and Rowledge Mr A Clout**

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 11/06  
9 ECHO BARN LANE, FARNHAM GU10 4NQ

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

## **5. Appeals**

### **For information only**

**WA/2017/1597 The Barn Old Kiln Courtyard, The Borough, Farnham - Appeal Decision**

Change of use of ground floor from mixed use shop/cafe (A1/A3) to form a dwelling and associated works. **The appeal was DISMISSED. The application for an award of Costs was REFUSED.**

**APP/R3650/W/18/3197609 2 Queens Lane, Farnham**

WA/2018/0101 Erection of a chalet bungalow following demolition of existing bungalow (revision of WA/2017/1066) APPEAL START DATE: 21/05/18 APPLICANT: S Gunner

**Farnham Town Council is in support of development of this location and will reaffirm comments to the Planning Inspectorate.**



**APP/R3650/X/17/3190409 Robins Wood, Moor Park Way, Farnham**

WA/2017/1802 Certificate of Lawfulness under Section 192 for the erection of a detached recreational building to serve existing dwelling (revision of WA/2017/1334)

APPEAL START DATE: 24/05/2018 APPLICANT: T Raven

**Farnham Town Council objected to erection of a recreational building at this location and will reaffirm comments to the Planning Inspectorate.**

**6. Other Consultations**

**Esso Southampton to London Pipeline Project Consultation**

Main factors in the decision against route M: economic and social impact; archelogy; heritage and listed buildings; narrow roads; volume of traffic; redevelopment.

Main factors in the decision against route Q: economic and social impact; damage to nature and landscape.

**Routes M and Q have been deselected**

**Runfold South Quarry, Guildford Road, Runfold, Farnham, Surrey GU10 1PB**

Proposal: Change of use from agriculture (restored mineral working) to recreational use as a school playing field for a temporary period of 10 years

**Decision: Grant (dated 16 May 2018)**

**SO/2018/0006 Farnham Moor Park Louisa Plumb**

Consultation on a County Matter; Non-material amendment to planning permission ref:GU02/0490 & WA/2002/0445 dated 27/05/2003, so as to allow the plans and drawings approved under that permission to be listed under Condition 1.

LAND AT HOMEFIELD SANDPIT, GUILDFORD ROAD, RUNFOLD GU10 1PG

Surrey County Council

**Decision: Screening Opinion Adopted**

**For information**

**Habitats Directive update**

Published by WBC Thursday, 24 May 2018

**Due to matters outside Waverley Borough Council's control, there is likely to be a delay to the determination of any applications for new dwellings within 5km of any Special Protection Area (SPA).**

This is a result of a recent European Court of Justice ruling (Case C 323/17 - People Over Wind and Sweetman 2018) relating to the Habitats Directive.

As such, the council is currently in the process of reviewing its decision making processes in respect of new dwellings within the Buffer Zones of the Wealden Heaths and Thames Basin Heaths SPAs.

The council is currently awaiting further legal advice on this matter and is liaising closely with Natural England to ensure that future decisions made by the council in these areas are lawful and to avoid the possibility of legal challenge.

Meeting closed 12.35

Notes by Jenny de Quervain

Date of next meeting 18 June 2018