



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 14th June 2018

Place

The Council Chamber, South Street, Farnham

Councillors

- * David Attfield (Mayor of Farnham items)
- * Jill Hargreaves (Deputy)
- * David Beaman
- * Carole Cockburn
- * Paula Dunsmore
- * John Scott Fraser
- A Pat Frost
- * George Hesse
- * Stephen Hill
- A Mike Hodge
- A Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- A Julia Potts
- A Susan Redfern
- * Jeremy Ricketts
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Karen Johansen-Berg (Corporate Governance Officer)
Iain McCready (Business and Contracts Manager)

There were 3 members of the public in attendance.

Prior to the meeting, prayers were led by the Revd Jacqueline Drake-Smith of St Peter's Wrecclesham.

The Mayor congratulated Cllr Hesse on his election as a councillor and wished him well in his role.

C016/18

Apologies for Absence

Apologies were received from Cllrs Frost, Hodge, Hollins-Owen, Mirylees, Potts and Redfern

- C017/18 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 10th May 2018 were agreed and signed by the Mayor as a correct record.
- C018/18 **Declarations of interests**
Apart from the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, the following disclosures of interest relating to items on the agenda were made:
Cllr Ward in relation to the recommendation for a grant for the Farnham Buildings Preservation Trust.
- C019/18 **Questions and Statements by the Public**
There were no questions from the public.
- C020/18 **Town Mayor's Announcements**
The Mayor thanked everyone who attended the Civic Service which had gone very well. He reported on a number of early engagements attended including:
- the University for the Creative Arts Graduate Show which he thought amazing, and encouraged all councillors to attend if they had not yet had the opportunity to do so;
 - the Spring Festival organised as the start of the summer programme of events which had been excellent; and
 - the Kids Out event organised by the Rotary Clubs which had been thoroughly enjoyed by everyone participating.

Part I – Items for Decision

- C021/18 **Strategy and Finance Working Group**
Cllr Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 5th June 2018, at Appendix B to the Agenda.
- The finance items relating to the Annual Return were deferred for consideration later on the agenda.
- Cllr Cockburn provided an update for Council on the review of the Neighbourhood Plan and the analysis of submitted sites. Details on housing completions were awaited from Waverley Borough Council but it was hoped that things could progress to consultation once these matters had been finalised.
- Cllr Cockburn drew attention to a number of matters relating to the Local Plan Part 2 which were currently subject to consultation and councillors were asked to submit their comments to assist the drafting of Council's comments. Cllr Cockburn and Jenny de Quervain had met with Waverley officers to ensure that Local Plan Part 2 and the Neighbourhood Plan were co-ordinated as far as possible.
- It was RESOLVED *nem con* that the Town Clerk submit a response to the Local Plan Part 2 in consultation with the Infrastructure Planning Group.**

Having declared an Interest, Cllr Ward left the meeting at this point

- C022/18 Cllr Cockburn provided an update on grant matters and two applications had been recommended for funding support. In addition, Council noted that the Farnham Parochial Charity and the Farnham Maltings were in discussion to create a combined Farnham Community Fund. Further preparatory work would be progressed and the Council's support had been requested as it nominated trustees to the Farnham Parochial Charity. A further report would be submitted in due course.

It was RESOLVED *nem con* that

- i) a grant of £1250 be paid to the Farnham Buildings Preservation Trust and a grant of £500 be paid to Safe Drive Stay Alive;**
- ii) The proposal to create a new Farnham Community Fund bringing together the Farnham Parochial Charity and the proposed Maltings Cultural Fund be supported.**

Cllr Ward returned to the meeting at this point.

C023/18 Cllr Cockburn provided an update on property matters considered by the Assets Task Group, and Council noted officers were reviewing options for replacement CCTV.

C024/18 Cllr Cockburn reported on the Well-being Task Group that had created a focus on three areas for the year ahead:

- i) To promote *Clean Air Farnham* at as many events as possible.
- ii) To help raise awareness of dementia and promote further engagement with the Farnham Community through social activities and outreach, including support for dementia friendly shopping in Farnham.
- iii) To create a dedicated 'What's On' calendar for social prescribing activities, to be hosted on Farnham Town Council's website.

Councillor Ricketts read a statement to members in relation to addressing issues of air quality. Whilst welcoming the work started already, Cllr Ricketts felt more could be done by Farnham Town Council to set a positive example. He proposed a recommendation that any decisions made in Council take into account the implications of those decisions on the health of the community.

Cllr Cockburn confirmed that Cllr Ricketts did have the support of Council but that other Councillors did not necessarily express their views in the same way.

C025/18 Cllr Cockburn drew attention to recent and current consultations, and progress made as a result of the new GDPR legislation.

C026/18 Year End Accounts 2017/18

Cllr Cockburn introduced the series of appendices (C, D, E, F, G, H) relating to the 2017/18 Accounts. She noted that the documents had been considered in working Groups.

Cllr Cockburn advised that the detailed year-end papers had been circulated to all councillors and had been reviewed by the Strategy & Finance Working Group in preparation for the Audit by PFK Littlejohn. The year-end papers included:

- i) The Summary 2017/18 Income and Expenditure Outturn and bank reconciliation;
- ii) The draft Financial Statements for 2017/18 and earmarked reserves at 31st March 2018;
- iii) The final Internal Auditor's Report for the Year Ended 31 March 2018;
- iv) The Annual Governance Statement;
- v) The variances list between the 2016/17 and 2017/18 Annual Returns;
- vi) The Annual Governance and Accountability Return for the Year Ended 31 March 2018.

Council noted the overall outturn for 2016/17 with expenditure of £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. Council felt that this had been a good outturn.

Council also noted the changes to the Asset register which had increased to £1,858,775 from £1,668,578 and received the draft Report and Financial Statements for 2017/18 with the General and Earmarked Reserves set out. The reserves were in line with the Council's policy.

Council 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. In terms of the Annual Governance Statement, Council understood the reason for the 'No' response to question 4. It arose as a result of giving the public the opportunity of inspecting the 2016/17 accounts and financial papers when the agenda for Council had been published, rather than the day after the accounts had been approved by Council. In terms of the Annual Governance and Accountability Return, Council noted the Internal Auditor's approval and agreed the variances relating to Section 2.

It was RESOLVED unanimously that:

- 1) The Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) be approved;**
- 2) The Internal Auditor's year-end report be welcomed;**
- 3) The variances list and reasons be agreed;**
- 4) The Report and Financial Statements for 2017/18 be adopted for signature; and**
- 5) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**

Planning & Licensing Consultative Group

C27/18

Cllr Hyman introduced the minutes of the Planning & Licensing Consultative Group held on 23rd April, 14th May, and 4th June 2018, at appendices I, J, and K.

The meeting on 23rd April (Appendix I) were advised there had been 6 applications for large developments, 4 of which had attracted concern. The Group had considered 27 other applications that had resulted in 5 objections, 3 which were of concern. The Group had also considered 4 consultations, including the Esso pipeline.

Members attention was drawn in particular to WVA/2018/0458: erection of a new building in the Woolmead and NMA/2018/0049: Land at East Street. Improvements to the area were welcomed but the Woolmead development would need to work with the Brightwells development to avoid further disruption to the town and ensure there was sufficient access to all temporary infrastructure, including the bridge.

WVA/2018/0560: construction of a part single two-storey building to accommodate a sports hall, eight classrooms and associated facilities at Farnham Heath End School had been welcomed with a caveat that additional traffic management plans be implemented to minimise disruption to neighbours.

The meeting on 14th May (Appendix J) had received 38 applications and 4 appeals. There were 6 objections, and 3 applications were found to be incompatible with other applications. With regard to applications for large developments, attention was drawn to WVA/2018/0069: land around Switchback Lane and north of Pear Tree Lane, Rowledge. Although the application formed part of a site referenced in the Farnham Neighbourhood Plan, Farnham Town Council maintained its objections as the application was deemed to contravene the Plan in terms of density, scale and character for the northern part of the site.

With regard to the appeal regarding land north of Poyle Road, Tongham, the outline application for up to 150 residential dwellings, Farnham Town Council had maintained objections for a number of reasons, and had noted the absence of an Appropriate Assessment as required by a recent ECJ ruling.

The meeting on 4th June 2018 (Appendix K) had considered 54 applications. 3 appeals and 3 consultations, including the Esso Pipeline. Council was advised that Routes M and Q had been deselected and members welcomed Esso's decision to go ahead with the preferred option. There had been 9 objections (four in relation to trees), one was an area of concern.

Cllr Fraser reported that the Energy Storage application at Wrecchesham had been approved by Waverley and the health risks were not considered as they were 'not a planning matter'.

Cllr Cockburn advised these were matters Waverley Councillors should raise directly.

Cllr Beaman advised of the new shortened process for commenting on planning applications which limited the opportunity for comment by Town and Parish Councils. Other Councillors agreed this would cause difficulties.

Part 2 – Items Noted

C028/18 Actions under the Scheme of Delegation

The Town Clerk advised that the Strategy & Finance Working Group would review Standing Orders in one of their next two meetings, along with the Terms of Reference for each of the Council's Working Groups.

With regard to the Brightwells development, Town Clerk and Cllr Cockburn were liaising with Crest Nicholson to help minimise disruption to the town during construction, and would report back with further details in due course.

Town Clerk also advised that the Waverley Economic Strategy 2018-2023 - Draft for Consultation had not been received until after the last Strategy & Finance Working Group meeting of 5th June. The Strategy would be presented for adoption at Waverley's full Council meeting on 17th July 2018. Town Clerk had written to the Portfolio Holder and CEO at Waverley Borough Council to request a deferral beyond the deadline of 26th June to allow Farnham Town Council sufficient time for a comprehensive and robust response.

Waverley's Economic Strategy would be considered at the next Farnham Town Council Strategy & Finance Working Group meeting on 17th July 2018, and Councillors were asked to pass on any comments to the Corporate Governance Officer for collation into an officers' report by 2nd July.

C029/18 Reports from other Councils

Cllr Andy Macleod advised he had invited Surrey County Council's new Chief Executive, Joanna Killian, and his fellow County Councillors to Farnham and he hoped to meet Farnham Town Council with her.

Following a visit by a senior property officer from Surrey County Council, the proposal to replace bollards with planters was welcomed and that Farnham Town Council would be maintaining them but there was disappointment at the current state of the gardens and the way they had been allowed to deteriorate under the current contractor. Members reaffirmed interest in any potential to transfer the gardens back from Surrey County Council to Farnham Town Council.

Cllr Cockburn advised that the Community Infrastructure Levy inquiry would take place on 17th July.

Cllr Cockburn would be meeting with Gayle Wootton regarding the Local Plan Part 2 who would provide support on the Regulation 14 Consultation. In relation to green spaces, Haslemere had three recreation grounds listed under green spaces, although Farnham had been advised these could not be included. Farnham would be re-visiting its list with a view to including the Library Gardens, and requesting a common approach from Waverley with all recreation grounds listed.

In addition to the Economic Strategy 2018-23, Waverley had also produced a Corporate Strategy which had only just been received as with the Economic Strategy citing a very tight deadline for response. Details of the Strategy were tabled.

The Economic Strategy would be an agenda item for both the next Tourism & Events Working Group and the Strategy & Finance Working Group, and Council Members were encouraged to submit their comments, particularly with regard to impacts and actions affecting their own particular wards.

Members agreed that the yellow barriers attached to damaged railings in Farnham were unsightly and that Surrey County Council be asked to replace them with others more conducive to the Conservation area if the repairs were not completed promptly.

Cllr Beaman advised Surrey County Council had a consultation on electric vehicles and would send Town Clerk a copy of his comments.

Cllr Hill commended members to the Farnham in Bloom preparations but noted that the litter-picking scheduled to take place on 9th July before judging clashed with the Otter Auction that evening. Additional dates would be arranged.

Cllr Ricketts alerted members to the 200th anniversary of Florence Nightingale's birth and suggested Farnham Town Council explore opportunities to mark the event, given her connection with the town.

C030/18 Reports from Outside Bodies

There were no reports from representatives on Outside Bodies.

C031/18 Date of next meeting

Members noted that the next Council Meeting would take place on Thursday 26th July 2018.

The Town Mayor closed the meeting at 8.17pm

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 10th 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">i. Summary Income and expenditure by Committeeii. Summary Income and Expenditure by account codeiii. The Bank Reconciliation as at 31st March 2018iv. The Trial Balance 2017/18v. The updated Asset Register as at 31st March 2018vi. The draft Report and Financial Statements for 2017/18 and the reserves at 31st March 2018vii. A copy of the Annual Governance Statement (section I of Annual Return)	

<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 & 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 31st 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>
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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 31st 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>Recommendation to Council: Town Clerk to submit a response to the Local Plan Part 2 in consultation with the Infrastructure Planning Group.</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) Farnham Parochial Charity: 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>Recommendation to Council: A grant of £1250 be paid to the Farnham Buildings Preservation Trust and a grant of £500 be paid to Safe Drive Stay Alive.</p> <p>Recommendation to Council: The proposal to create a new Farnham Community Fund bringing together the Farnham Parochial Charity and the proposed Maltings Cultural Fund be supported.</p>

8. Contracts and Assets Working Group

POINTS	ACTION
<p>Members received the notes of the Assets Working Group held on 29th May 2018. The Business & Facilities Manager gave a verbal update.</p> <ul style="list-style-type: none"> • Replacement vehicle: Designs for the vinyl wrapping were sent to Iveco on 1st June with proofs awaited. • West Street Cemetery. Installation of the new fencing would start on 7th 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. • Hale Chapel: 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 11th June to discuss a way forward. • Gostrey Meadow: 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. • CCTV: 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. • 5-Year Plan: It was agreed that the 5-year plan be evolved with additional buildings added. • Vandalism on Otter Trail: Business & Facilities Manager was awaiting news from the Police. 	<p>Business & Facilities Manager to write a report on CCTV provision and replacement.</p> <p>Business & 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 16th 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"> 1. To publish 'Clean Air for Farnham' at as many events as possible. 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. 3. To create a dedicated 'what's on' calendar for social prescribing activities hosted on Farnham Town Council's website. <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.	
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10. Consultations

POINTS	ACTION
<ul style="list-style-type: none"> i) The Working Group welcomed the decision of the Esso Pipeline project to avoid Farnham. 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 & Finance Working Group. 	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"> 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. ii) Town Clerk reported there had been a delay with sending out meeting papers for the S & 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. 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. 	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 th 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 & 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
<u>Strategy & Finance</u>							
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			
<u>Community Enhancement</u>							
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			
<u>Tourism & Events</u>							
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			
<u>Cemeteries</u>							
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			
<u>INCOME - EXPENDITURE TOTALS</u>							
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 & 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
<u>Expenditure Detail</u>							
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 %

Time :- 15:35

Detailed Income & 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 %

Time :- 15:35

Detailed Income & 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 %
Total OverHead	1,266,039	1,269,436	1,248,802	-20,634	81,118	-101,751	
<u>Income Detail</u>							
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 %
Total Income	1,284,886	1,313,940	1,248,802	65,138			
Total Expenditure	1,266,039	1,269,436	1,248,802	-20,634	81,118	-101,751	108.1 %
Total 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			



	Account Description	Balance
Bank Statement Balances		
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
		409,273.97

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
	1,278,598.74
	1,687,872.71

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
		66,207.17
		1,621,665.54
<u>Receipts not on Bank Statement</u>		
1 31/03/2018		22.98
11 31/03/2018		295.94
		318.92
Closing Balance		1,621,984.46
<u>All Cash & 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
Total Bank & Cash Balances	

1,984.46

1,62

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Farnham Town Council

Report and Financial Statements

Year ending 31st 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
2nd 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 or on request from Farnham Town Council.

Farnham Town Council Outturn for the Year ended 31st 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	<hr/> 1,269,436
Local Parish Council Tax Grant(included in income)	16,790
Precept on Waverley Borough Council	<hr/> 1,035,819
Amount transferred to balances for the year	<div style="border: 1px solid black; padding: 2px;">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/>				
Net cost of services	1,269,436	278,122	991,374	992,446
			£	£
Precept on the Borough Council			1,035,819	1,011,187
Surplus/(Deficit) for the year			44,505	18,741
 Movement on General Fund balance and reserves:				
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	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1, 3		-		-
Current assets					
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	
Total current assets			1,668,352		1,536,563
Current liabilities					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		234,285		147,001
Total assets less current liabilities			1,434,067		1,389,562
Capital and reserves					
Earmarked Reserves	6		913,000		868,000
General Reserves			521,067		521,562
Total reserves			1,434,067		1,389,562

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
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The Notes on pages 6 to 10 also form part of the Financial Statements.

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

The above statement presents fairly the financial position of the Council as at 31 March 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

1. Principal accounting policies

Accounting convention

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

Fixed assets

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

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

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

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor 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.

3. Fixed assets (following revaluation 31st March 2014 in line with external auditor's latest guidance)	31st March 2018	31st March 2017
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
Total value	1,858,775	1,668,578

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)

Category	Balance at 31.3.18	Comments
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.
Total Earmarked	£913,000	
General	£521,067	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
Total Reserves	£1,434,067	

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>	£
40 Degreez	2,000
4 th 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>61,197</u>

<u>Town Clerk Small Grants</u>	£
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>2,052</u>

<u>Other Grants:</u>	£
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 1st 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 20th 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 31st January, I checked other income procedures, bank reconciliations, Trusteeship and the final budget.

A final visit was made on 25th 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 25th 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 12th 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
25th April 2018

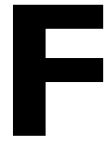
Officers' Comments and proposed actions

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 I 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 18th June (the first working day after the publication of the details on the Council's website) and includes the statutory period of 2nd to 13th July. The period concludes on 30th July. This information has already been published on the Council's website.
- 4 As part of its approach to effective internal control Farnham Tow 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
			115,460
6	Other payments variances over 2016/17		
	All other variances (net)	-14%	-112,063
			-112,063

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
	Upgrade to improve public conveniences including	
Public conveniences	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		913,000

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 4097m² 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 1 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 FNP16 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 FNP16.

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 FNPI6 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 FNPI1.

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 FNPI16 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 FNPI16 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 FNPI16 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 FNP16, 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.
FRENHAM HEIGHTS SCHOOL, FRENHAM 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



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 FNP14g, Farnham Town Council maintains is

OBJECTIONS. This application contravenes the Farnham Neighbourhood Plan Policy FNP14g) 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 1 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 FNP16 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 FNP16 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 FNP16 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 FNPI6 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 FNPI6 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 FNPI6 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 FNPI1, 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 FNP16 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 FNP16, 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 FNPI6, 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 FNPI 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 be 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 1DY17/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

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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.

6. Apologies

Councillors D Beaman

7. Declarations of Interest

Jenny de Quervain declared a non pecuniary interest in WA/2018/0960 due to proximity of the application and will be leaving the room.

8. Applications considered for large developments

WA/2017/1848 Farnham Upper Hale Flo Taylor

Erection Of Building To Provide 8 Flats With Associated Parking And Landscaping Following The Demolition Of The Existing Office Building (As Amended By Plans And Document Received 10/05/2018).

122 THE OLD BAKERY, UPPER HALE ROAD, SURREY

Farnham Town Council objects to this application. It is within the 400m SPA Buffer Zone - no new net dwellings permitted.

WA/2018/0934 Farnham Wrecclesham and Rowledge Mr Chris Turner

Erection of 11 dwellings following demolition of existing dwelling.

81 BOUNDSTONE ROAD, ROWLEDGE GU10 4AT

Farnham Town Council objects to this application being overdevelopment of the site, not in keeping with density and scale of the area. Although within the built up area boundary, this is not an approved Farnham Neighbourhood Plan site. Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.

WA/2018/0935 Farnham Moor Park Ruth Dovey

Application submitted under S106A of the Town and Country Planning Act 1990 (as amended) to modify a planning obligation attached to planning permission WA/2016/0268 to amend the affordable housing provisions.

LAND AT EAST STREET, FARNHAM

Farnham Town Council has no objections. This application refers to affordable housing S106 agreements between parties.

9. Applications considered

Farnham Bourne

NMA/2018/0071 Farnham Bourne Harry Adams

Amendment to WA/2017/0668 to provide alterations to the width of the buildings.

2 KILN LANE, LOWER BOURNE GU10 3LR

Farnham Town Council has no objections.

WA/2018/0917 Farnham Bourne Jane McMullan

Erection of extensions and alterations.

64 BURNT HILL ROAD, FARNHAM GU10 3LN

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/2018/0958 Farnham Bourne Ross Leal

Erection of extension and alterations.

COURT HOUSE, 1 GONG HILL DRIVE, LOWER BOURNE GU10 3HG

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.

WA/2018/0938 Farnham Bourne Mr Chris Turner

Certificate of Lawfulness under Section 191 for the installation of 3 roof lights.

2 FRENHAM ROAD, FARNHAM GU9 8HB

Farnham Town Council has no objections.

WA/2018/0966 Farnham Bourne Gemma Paterson

Use of ancillary annexe as an independent dwelling.

CORRIEMOUNT, TILFORD ROAD, FARNHAM GU9 8HX

Farnham Town Council objects to the use as an independent dwelling, the annex permission was originally conditioned as ancillary to Corriemont.

CA/2018/0074 Farnham Bourne

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

5 Little Austins Road, Farnham GU9 8JR

Farnham Town Council, subject to the Arboricultural Officer's comments, will leave to the Arboricultural Officer's to advise appropriate action if removal is necessary, especially in a conservation area covered by Farnham Neighbourhood Plan Policy FNP5.

CA/2018/0076 Farnham Bourne Mr A Clout

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

GREAT AUSTINS MANOR, FLAT 5, 11 VICARAGE HILL FARNHAM GU9 8AF

Farnham Town Council, subject to the Arboricultural Officer's comments, will leave to the Arboricultural Officer's to advise appropriate action if removal is necessary, especially in a conservation area covered by Farnham Neighbourhood Plan Policy FNP5.

TM/2018/0076 Farnham Bourne Mr A Clout

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 01/00

4 MANOR GARDENS, FARNHAM GU10 3QB

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.

Farnham Castle**WA/2018/0544 Farnham Castle Ruth Dovey**

Amended description: Provision of a dual-lane temporary construction access to the A31, comprising a bridge across the River Wey, pedestrian underpass, temporary vehicular access from South Street and other associated temporary works to enable the bridge

SITE B, EAST STREET REGENERATION, EAST STREET, FARNHAM

Farnham Town Council objects to the use of South Street and Borelli Walk for vehicle access and the subsequent disruption and impact on air quality. The bridge should be built by means of the original proposal. Farnham Town Council objects to the loss of trees on South Street.

WA/2018/0892 Farnham Castle Jane McMullan

Formation of new vehicle access.

51 CRONDALL LANE, FARNHAM GU9 7DG

Farnham Town Council has no objections subject to sufficient space to the front of the property to allow turning.

WA/2018/0923 Farnham Castle Ross Leal

Erection of extensions and alterations.

25 BYWORTH ROAD, FARNHAM GU9 7BT

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 FNP16 and all materials be in keeping with existing.

WA/2018/0947 Farnham Castle Mr Chris Turner

Erection of extensions and alterations to roof to form habitable accommodation.

43A CRONDALL LANE, FARNHAM GU9 7BG

Farnham Town Council welcomes the improved changes to this application. 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 FNP16.

WA/2018/0960 Farnham Castle Mr Chris Turner

Erection of a dwelling and associated works.

LAND TO REAR OF WICKHAM HOUSE, 40 WEST STREET, FARNHAM GU9 7DX

Farnham Town Council has no objections subject to the new dwelling being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI. New development must respect the Farnham Town Centre Conservation Area and the setting of the host Grade II listed building and surrounding Grade II* and Grade II listed buildings. Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.

WA/2018/0971 Farnham Castle Mr Chris Turner

Erection of a dwelling following demolition of existing barn (revision of WA/2017/2172).

BARN AT 11 OLD PARK LANE, FARNHAM

Farnham Town Council objects to the erection of a dwelling at 11 Old Park Lane being outside of the Farnham Neighbourhood Plan Built Up Area Boundary, within the Old Park with high landscape sensitivity and historic value and not being in line with Policy FNPI and FNPI0. Access off an unmaintained bridleway is poor. A Great Crested Newts survey has been conducted recently but the Ecology Assessment from September 2016 is very limited in a richly biodiverse area. Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.

CA/2018/0075 Farnham Castle Mr A Clout

FARNHAM CONSERVATION AREA WORKS TO TREES

CRAVEN HOUSE, 98 WEST STREET, FARNHAM GU9 7EN

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity especially in a conservation area covered by Farnham Neighbourhood Plan Policy FNP2.

Farnham Firgrove

WA/2018/0894 Farnham Firgrove Jane McMullan

Erection of extension.

17 WAVERLEY LANE, FARNHAM GU9 8BB

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/2018/0919 Farnham Firgrove Ross Leal

Erection of extensions and alterations to elevations.

52 RIDGWAY ROAD, FARNHAM, GU9 8NS

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/2018/0926 Farnham Firgrove Ross Leal

Erection of single storey extensions along with alterations to access.

27 HILLARY ROAD, FARNHAM GU9 8QX

Farnham Town Council has no objections subject to the extensions 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/2018/0933 Farnham Firgrove Ross Leal

Erection of side and rear extensions and alterations following the demolition of the existing garage and side extension.

2 SEARLE ROAD, FARNHAM GU9 8LJ

Farnham Town Council objects to the inappropriate and unsympathetic design and materials not being in keeping with the Arts & Crafts heritage of the property, the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.

WA/2018/0948 Farnham Firgrove Ross Leal

Erection of first floor rear extension and alterations.

20 FAIRHOLME GARDENS, FARNHAM GU9 8JB

Farnham Town Council objects to first floor extension and alterations and the negative impact on the neighbours' amenity.

WA/2018/0964 Farnham Firgrove Ross Leal

Erection of extension and alterations to dwelling and garage to provide additional habitable accommodation.

FLINT COTTAGE, 53 RIDGWAY ROAD, FARNHAM GU9 8NR

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/2018/0968 Farnham Firgrove Ross Leal

Erection of a single storey extension.

7 ALFRED ROAD, FARNHAM GU9 8ND

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/2018/0070 Farnham Firgrove Philippa Staddon

Amendment to WA/2017/2349 to provide alterations to side elevation.

20 ST GEORGES ROAD, FARNHAM GU9 8NB

Farnham Town Council has no objections.

Farnham Hale and Heath End**WA/2018/0924 Farnham Hale and Heath End Jane McMullan**

Erection of second floor extension and alterations to form habitable accommodation.

83 FARNBOROUGH ROAD, FARNHAM GU9 9AL

Farnham Town Council has no objections subject to the protection of the neighbour's amenity and 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/2018/0969 Farnham Hale and Heath End Jane McMullan

Erection of 2 dwellings together with new access and parking following the demolition of the existing buildings.

50 UPPER HALE ROAD, FARNHAM GU9 0NS

Farnham Town Council objects to the overdevelopment of this restrictive site not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI. The access and parking provision is not acceptable vehicles reverse on to

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

Farnham Moor Park

Amended description to 2 storey not 3 storey building

WA/2018/0850 Farnham Moor Park Jane McMullan

Amended description: Erection of 2 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.

WA/2018/0974 Farnham Moor Park Ross Leal

Application under Section 73 to vary Condition 1 of WA/2017/1383 (approved plan numbers) to allow alterations to design.

LAND TO WEST OF OVERWOOD HOUSE, OLD COMPTON LANE, FARNHAM

Farnham Town Council has no objections.

NMA/2018/0072 Farnham Moor Park Jane McMullan

Amendment to WA/2017/1997 to provide alterations to front elevation.

10 STONEYFIELDS, FARNHAM GU9 8DX

Farnham Town Council has no objections.

Farnham Shortheath and Boundstone

WA/2018/0901 Farnham Shortheath and Boundstone Gemma Paterson

Application under Section 73 to vary Condition 1 of WA/2017/1316 (approved plan numbers) to allow widening of existing access, addition of detached garages and minor design alterations to the approved dwellings.

BOWERHILL, 31A SHORTHEATH ROAD, FARNHAM GU9 8SN

Farnham Town Council has no objections subject to the garages remaining ancillary to the properties and no future habitation being allowed.

WA/2018/0900 Farnham Shortheath and Boundstone Ross Leal

Erection of single storey extension and alterations.

17 JUBILEE LANE, FARNHAM GU10 4SZ

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/2018/0927 Farnham Shortheath and Boundstone Jane McMullan

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

TRACKERS, 8 BURNT HILL ROAD, WRECCLESHAM GU10 4RZ

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.

Farnham Weybourne and Badshot Lea

WA/2018/0899 Farnham Weybourne and Badshot Lea Jane McMullan

Erection of Multi-Use Games Area (Muga) with floodlighting and changing rooms.

WILLIAM COBBETT PRIMARY SCHOOL, WEYBOURNE ROAD, FARNHAM GU9 9ER

Farnham Town Council has no objections and welcomes the improved facilities within the school grounds. The use of floodlighting to be limited to times specified in the Programme of Use and not extend beyond 21.00hrs. Parking provision and a traffic management plan for external use of the facilities needs to be implemented.

Farnham Wrecclesham and Rowledge

WA/2018/0945 Farnham Wrecclesham and Rowledge Ross Leal

Erection of two storey rear extension and alterations following demolition of existing conservatory.
TWO OAKS, 6 SCHOOL HILL, WRECCLESHAM GU10 4QA

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/2018/0956 Farnham Wrecclesham and Rowledge Jane McMullan

Certificate of Lawfulness under Section 192 for construction of dormer extension.
HILLSIDE BARN, SUMMERFIELD LANE, FRENHAM GU10 3AN

Farnham Town Council has no objections.

WA/2018/0959 Farnham Wrecclesham and Rowledge Ross Leal

Erection of extensions and alterations.
SPRINGWOOD, 21 SCHOOL HILL, WRECCLESHAM GU10 4QD

Farnham Town Council objects to the overdevelopment of the property and the negative impact on the neighbours' amenity, not being in line with the Farnham Design Statement and Farnham Neighbourhood Plan Policy FNPI6.

CA/2018/0072 Farnham Wrecclesham and Rowledge Mr A Clout

WRECCLESHAM CONSERVATION AREA WORKS TO TREES
3 POTTERY LANE, FARNHAM GU10 4QJ

Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity especially in a conservation area covered by Farnham Neighbourhood Plan Policy FNP6.

10. Appeals

APP/R3650/W/18/3196230 Land to the East of Oast House Lane

WA/2017/0905 Outline application for the erection of 9 dwellings and associated parking
APPEAL START DATE: 07/06/2018 APPLICANT: T Lyons Flavia Estates
Representation to PINS by 12 July 2018

Farnham Town Council maintains its objections to development at land to the east of Oast House Lane. This application is not in line with the Farnham Neighbourhood Plan, being Outside the Built Up Area Boundary, in the setting of Farnham Park and in an area of High Landscape Value and Sensitivity. Members noted the absence of an Appropriate Assessment as required by the recent ECJ ruling C-323/17.

For information only

APP/R3650/W/18/3197075 Land West of 6 Nelson Road, Farnham GU9 9AP

WA/2017/2368 Farnham Hale and Heath End
Erection of a dwelling and annex following demolition of outbuildings.

Decision: DISMISSED 7 June 2018

Reasons: Located within 400m of SPA and Highway Safety.

11. Other consultations

For information only

WA/2018/0510 Farnham Castle

Works to wall of electric substation, erect new gate and railings, etc.
Farnham Library Vernon House, 28 West Street, Farnham Surrey GU9 7DR

Decision: Granted 12 June 2018

For information only

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 10.35

Notes by Jenny de Quervain

Date of next meeting 2 July 2018