



**The Surrey Branch of the Campaign to Protect
Rural England
(known as CPRE Surrey)**

(A Company limited by guarantee)

**Trustees' Annual Report & Financial Statements
for the year ended 31 December 2015**

**Company no: 4551761
Charity no: 1106245**

The Surrey Branch of the Campaign to Protect Rural England
(known as CPRE Surrey) - Company reg no. 04551761. Registered Charity no. 1106245.

Directors, officers and advisers

President	Vacant
Vice-Presidents	Commander T K Evans RN (Ret'd) Tim Harrold Gordon Lee-Steere DL

Directors and Trustees (who are also members of the Planning and Campaigns Committee)

Tim Murphy - Chair - and Epsom and Ewell District
Gillian Hein - Vice Chair - and Reigate and Banstead District
Geoffrey Scotton - Treasurer
Keith Tothill - and Elmbridge District
Anthony Isaacs MBE - Waverley District
Richard Bass - Mole Valley District
Sarah Clayton - and Epsom and Ewell District
Catherine Sayer - and Tandridge District
Michael Sydney - and Tandridge District (co-opted 4 December 2015)

Directors and Trustees (who are not members of the Planning and Campaigns Committee)

	Malcolm Williamson Kristina Kenworthy
Company Secretary	Peter Edwards
Branch Director	Andy Smith

District members of the Planning and Campaigns Committee

Tim Harrold - Guildford District
Richard Roads - Surrey Heath District
Colin Hall - Waverley District

Company registration no.	4551761
Registered charity no.	1106245
Headquarters & Registered Office	Room 2, The Institute, 67 High Street, Leatherhead, Surrey KT22 8AH
Bankers	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Website	www.cpresurrey.org.uk

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Trustees' annual report for the year ended 31 December 2014 (incorporating the Directors' Report)

The Trustees are pleased to present their report with the financial statements of the charity for the year ended 31 December 2015.

Governing Document

The Surrey Branch of the Campaign to Protect Rural England is a company limited by guarantee and governed by its Memorandum and Articles dated 2 October 2002. It is also registered as a charity with the Charity Commission.

Structure, Governance & Management

The structure of CPRE Surrey calls for 11 District Committees whose areas of responsibility correspond with the Local Authorities within the County. Each District committee is represented on the CPRE Surrey Planning and Campaign Committee (P&CC) which meets up to six times per annum. At the Annual General Meeting each year officers and trustees are elected to form the Board of CPRE Surrey which meets three times per annum. For years up to 2009 recruitment of new Trustees was normally made from the P&CC, but in subsequent years directors have also been co-opted who were not members of the P&CC. Details of trustees and officers are shown on page 1. Induction and training of new trustees is provided by CPRE National Office and by attendance at appropriate conferences.

Public Benefit

The charity's trustees have complied with their duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

Objectives

CPRE Surrey exists to promote the beauty, tranquillity and diversity of rural England by encouraging the sustainable use of land and other natural resources in town and country. It is actively involved in the land use planning process and in consultation on national, county, and district policy formulation and implementation in this context. CPRE Surrey is represented on the Board of the Surrey Hills Area of Outstanding Natural Beauty (AONB), we appear at a number of public enquiries each year and comment on planning applications in all districts. We campaign strongly for the protection and enhancement of the countryside throughout the county, and for the improvement of environmental quality. We publish a newsletter several times per year giving details of our activities and campaigns. Our newsletters are distributed to our members and supporters, and also to members of Local Authorities (County, District/ Borough, and Parish Councillors) throughout Surrey.

Activities & Performance in 2015

It would be true to say that, at no time in CPRE Surrey's history, has the Surrey countryside been under such threat from inappropriate development as it was in 2015. Development pressures are a constant issue in a county such as Surrey, located close to London and still with extensive areas of attractive countryside. What is new is the requirement for local planning authorities to address such

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Activities & Performance in 2015

pressures at a time of unparalleled cuts in local authority funding. Unless authorities incorporate large numbers of additional houses in their Local Plans, they could find themselves both in conflict with the National Planning Policy Framework (NPPF) while at the same time finding they have insufficient funds to carry out their statutory duties. Against this backdrop, CPRE Surrey had an extremely challenging year.

In particular, the organisation has had to examine Local Plans proposals in Guildford, Tandridge, Waverley and Woking among others. The housing figures included in Local Plans are, typically, based on Strategic Housing Market Assessments (SHMAs), highly technical documents that take no account of environmental, infrastructure or planning constraints. So CPRE Surrey not only had to understand the intricacies of the SHMAs but it also had to critically examine the other evidence that should have been taken into account by local planning authorities when arriving at future housing numbers. This was of particular importance where land is located within the Green Belt, the greatest success of Britain's post-war planning system.

In 2015 local groups continued to emerge where threats to their local areas from inappropriate development became apparent, either through the Local Plan process or via individual planning applications; CPRE Surrey worked closely with such groups in areas such as Oxted, the Hogs Back and Wisley. Plans for new major housing developments in Elmbridge and Runnymede were reviewed. In October, our Mole Valley Group organised a well attended seminar on 'Housing – Truths and Untruths' in Dorking.

With the publication of the Davies Report on additional runway capacity in the South East of England, CPRE Surrey continued its long-standing collaboration with the Gatwick Area Conservation Campaign (GACC) and the Heathrow Association for the Control of Aircraft Noise (HACAN). CPRE's policy is still to oppose any expansion of airport capacity in the South East. We continued to work with the Leith Hill Action Group (LHAG) to resist proposals for exploratory drilling for hydrocarbons in the Surrey Hills Area of Outstanding Natural Beauty (AONB) although a Planning Inspector decided in favour of the developers at a second public inquiry and an exploratory oil well has gone ahead. CPRE Surrey won a number of solar panel inquiries.

Our membership declined by approximately 5% during 2015 and is now about 2,150 despite the fact that we successfully recruited many new members, particularly as a result of our campaigning work. Our "Save the Surrey Countryside" appeal brought in significant financial contributions from our members. The recruitment of a Membership Secretary continued to make an important contribution to the Branch's work. A Branch Events and Marketing volunteer was identified and has made a promising start to her work. A volunteer planning monitor began work in the northern part of the county. An organisational review of CPRE Surrey was initiated.

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Trustees' report for the year ended 31 December 2015
(incorporating the Directors' Report) (continued)

Activities & Performance in 2015 – cont.

Future Plans

CPRE Surrey will continue to monitor and, when appropriate, object to changes in the planning system proposed by Government where these are seen to be weakening the planning system, particularly where a relaxation in current requirements can be expected to result in the development of more greenfield land and Green Belt. We will continue to critically examine the approach and methodology used by Districts when developing their Local Plans. Individual planning applications will be examined and, where necessary, opposed when they conflict with the objectives of CPRE Surrey and we will support proposals that enhance the county's countryside. We will recruit new members and supporters and endeavour to identify those who would be prepared to contribute time to CPRE Surrey's work. We will continue to engage with our members and supporters through the regular publication of our Branch newsletter 'Surrey Voice' and enhance our use of social media. We will identify positive initiatives which would enhance the quality of the Surrey countryside.

Financial review

CPRE Surrey achieved a surplus in 2015 of £12,010 on its unrestricted activities. This was £5,018 less than the surplus achieved in 2014. Donations totalling £8,933 were received in response to the continuing Save Surrey's Countryside Campaign appeal. In addition, a legacy of £10,000 was bequeathed, £5,000 was received from a grant making trust, and the share of subscription and appeal income receivable from CPRE National Office increased by 10%. Total unrestricted income reduced by 14% compared with 2014.

Total costs reduced by 9% compared with 2014, principally as a result of reduced publicity and postage expenses.

Restricted donations totalling £2,500 were received (2014:£16,156). £2,000 was paid over to Cherkley Campaign Ltd. and £500 to Wisley Action Group in 2015. There was no other movement in restricted funds during the year.

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Trustees' report for the year ended 31 December 2015 (incorporating the Directors' Report) (continued)

Investment and reserves policy

The reserves of the Charity are shown on the Balance Sheet on page 8. Our reserves policy (which is kept under review by the trustees) is as far as possible to maintain an unrestricted fund equivalent to at least six months expenditure, and this was exceeded at the end of 2015. In the continuing difficult financial climate the trustees have authorised a small budgeted loss in 2016, and recognise that it will be necessary to draw on reserves to meet the shortfall.

The trustees have the power to invest any funds not required for immediate use on deposit or invest as they see fit. £40,366 is currently on deposit with Monmouthshire Building Society in a Charities and Clubs Direct 30 Account. In addition there is a small investment in COIF Charities Investment Income Units. There is no investment adviser.

Risk management

The Trustees are responsible for identifying the major risks to which the charitable company is exposed and ensuring that steps are taken to manage these risks.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors for the purposes of company law) are responsible for the preparation of the Annual Report and the financial statements in accordance with UK Generally Accepted Accounting Practice (UK Accounting Standards and applicable law). The financial statements are required to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity, including its income and expenditure, for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- observe the methods and principles in the Charities SORP
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Tim Murphy - Chairman

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**Independent Examiner's Report to the members on the accounts
for the year ended 31st December 2015**

I report on the accounts of the charitable company for the year ended 31 December 2015, which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The trustees (who are also directors for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller entities have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Daniel M Valentine ACA
Begbies Chartered Accountants
Old Printers House
Stone Street
Cranbrook
Kent TN17 3HF

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Statement of Financial Activities for the year ended 31 December 2015 (including Income and Expenditure Account)

	Notes	Restricted Funds 2015 £	Unrestricted Funds 2015 £	Total Funds 2015 £	Restricted Funds 2014 £	Unrestricted Funds 2014 restated £	Total Funds 2014 restated £
Income from:							
Donations and legacies							
Share of subscription income	4	-	34,261	34,261	-	31,083	31,083
Donations		2,500	13,933	16,433	16,156	35,888	52,044
Legacies		-	10,000	10,000	-	-	-
Other trading activities							
Fund raising events		-	1,463	1,463	-	2,384	2,384
Investment income	5	-	1,210	1,210	-	1,432	1,432
Total income		2,500	60,867	63,367	16,156	70,787	86,943
Expenditure on:							
Raising funds							
Direct costs of fundraising		-	1,619	1,619	-	3,216	3,216
Shows and publicity		-	177	177	-	1,215	1,215
Indirect costs	6	-	3,871	3,871	-	4,265	4,265
Charitable activities	6	2,500	43,190	45,690	16,156	45,063	61,219
Total expenditure		2,500	48,857	51,357	16,156	53,759	69,915
Net income		-	12,010	12,010	-	17,028	17,028
Gains on investment assets		-	200	200	-	740	740
Net movement in funds		-	12,210	12,210	-	17,768	17,768
Reconciliation of funds:							
Fund balances at 31 December 2014		4,065	92,235	96,300	4,065	65,447	69,512
Prior period adjustment	13	-	-	-	-	9,020	9,020
Fund balances at 31 December 2015		4,065	104,445	108,510	4,065	92,235	96,300

The notes on pages 9 & 10 form part of these financial statements.

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

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Balance Sheet at 31 December 2015

	Notes		Total Funds 2015		Total Funds 2014 restated
			£		£
Fixed assets					
Tangible assets	7	276		319	
Investments	8	<u>16,346</u>	16,622	<u>16,146</u>	16,465
Current assets					
Debtors and prepayments	9	21,641		13,100	
Cash at bank		74,419		72,073	
		<u>96,060</u>		<u>85,173</u>	
Creditors - amounts falling due within one year	10	<u>(4,172)</u>		<u>(5,338)</u>	
Net current assets			91,888		79,835
Net assets			<u>108,510</u>		<u>96,300</u>
Total funds					
Unrestricted funds					
Income reserve fund		100,014		88,004	
Revaluation reserve		<u>4,431</u>		<u>4,231</u>	
			104,445		92,235
Restricted funds			4,065		4,065
			<u>108,510</u>		<u>96,300</u>

For the year ended 31 December 2015 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The Directors/Trustees acknowledge their responsibilities for

- a) ensuring the company keeps accounting records with comply with Section 386 and
- b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its surplus or deficit for the financial year, in accordance with the requirements of Section 393, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities and the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Directors/Trustees on 1 April 2016, and signed on their behalf.

Tim Murphy - Chairman

The notes on pages 9 & 10 form part of these financial statements.

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Notes to the financial statements for the year ended 31 December 2015 (continued)

7. Tangible assets

	Office equipment
	£
Cost:	
As at 1 January 2015	695
Additions	149
As at 31 December 2015	<u>844</u>
Depreciation:	
As at 1 January 2015	376
Charge for the year	192
As at 31 December 2015	<u>568</u>
Net book value:	
As at 31 December 2015	<u>276</u>
As at 31 December 2014	<u>319</u>

8. Investments

	2015
	£
As at 1 January 2015	16,146
Revaluation for the year	<u>200</u>
As at 31 December 2015	<u>16,346</u>

The company holds 1,325.22 Income Units in COIF Charities Investment Fund (held in the UK). The investment was acquired at the market value of £11,915 on 31 December 2004, when it was transferred to the company from the unincorporated charity, CPRE Surrey. The accounting policy is to include the investment at its year end market value, in accordance with the requirements of the FRSSE SORP.

9. Debtors

	2015	2014
	£	£
Accrued share of subscription income	9,091	8,796
Accrued legacies	10,000	-
Prepayments (office rent, business rates, telephone and postage)	1,265	287
Gift aid	<u>1,285</u>	<u>4,017</u>
	<u>21,641</u>	<u>13,100</u>

10. Creditors - amounts falling due within one year

Trade creditors	1,620	3,125
Independent examiner fee	1,500	1,320
100 Club	<u>1,052</u>	<u>893</u>
	<u>4,172</u>	<u>5,338</u>

11. Restricted funds

Restricted funds totalling £2,500 were received in 2015 (2014:£16,156). £2,000 was paid over to Cherkley Campaign Ltd. and £500 was paid over to Wisley Action Group during the year. There were no other movements in restricted funds.

Dunsfold Aerodrome campaign	91	91
Waverley district	<u>3,974</u>	<u>3,974</u>
	<u>4,065</u>	<u>4,065</u>

Restricted funds are represented entirely by cash at bank.

12. Lease commitments

Office accommodation is held on a five year lease which expires on 30 June 2018. Annual rent is £4,256 and is subject to review as at 30 June 2016.

13. Prior period adjustment

The accounting policy for the recognition of the charity's share of subscription income has been amended from being on a receipts to an accruals basis. The result of this change is to increase total funds at 1 January 2014 by £9,020 and to decrease income from donations and legacies and net income for the year ended 31 December 2014 by £224. Income for the year ended 31 December 2015 is increased by £295.