



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 11th May 2017

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend the Annual Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 11th MAY 2017, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

Iain Lynch
Town Clerk

Members' Apologies

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

Recording of Council Meetings

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

Members of the Public are welcome and have a right to attend this Meeting.

Please note that there is a maximum capacity of 30 in the public gallery



FARNHAM TOWN COUNCIL

Disclosure of Interests Form

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

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

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

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

FULL COUNCIL: Date 11th May 2017

Name of Councillor

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

* Delete as appropriate



FARNHAM TOWN COUNCIL

Agenda Annual Meeting of Full Council

Time and date

7.00pm on Thursday 11th May 2017.

Place

The Council Chamber, South Street, Farnham

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

- 1 Election of the Town Mayor**
To elect the Town Mayor for the municipal year 2017/18.
- 2 The Town Mayor to make the Declaration of Acceptance of Office**
To receive the Mayor's Declaration of Acceptance of Office.
- 3 Apologies**
To receive apologies for absence.
- 4 Minutes**
To agree the Minutes of the meeting held on April 13th 2017.
- 5 Disclosure of Interests**
To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any disclosable pecuniary or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

NOTES:

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

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

- 6 Election of Deputy Town Mayor**
To elect the Deputy Town Mayor for the municipal year 2017/18.
- 7 The Deputy Town Mayor to make the Declaration of Acceptance of Office**
To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
- 8 Vote of Thanks to Retiring Town Mayor**
To receive the Vote of Thanks for the retiring Town Mayor Cllr John Ward.

9 Presentation of Past Town Mayor's and Past Town Mayoress' Badge
Past Town Mayor's Badge to be presented to Cllr John Ward and Past Town Mayoress' badge to Mrs Gillian Ward.

10 Appointment of a Leader/Spokesperson for the Council
In accordance with Standing Order 4.1, a Leader or Spokesperson for the Council can be appointed at the Annual Council Meeting but if no appointment is made, the role of Spokesperson for the Council will be undertaken by the Lead Member of the Strategy and Finance Working Group.

11 Date of next Meeting
To note that the date of the next meeting will be on Thursday 22nd June at 7.00pm.

The Town Mayor will close the meeting and invite Members and invited guests to stay for light refreshments.

Council Membership:

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

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

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



FARNHAM TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 13th April 2017

Place

The Council Chamber, South Street, Farnham

Councillors

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

- * Present
- * Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Ian Kershaw (Assistant Town Clerk)
Stephanie Spence (Civic Secretary)

There were 2 members of the public in attendance.

Prior to the meeting, prayers were said by the Reverend Conrad Hicks of the Farnham Methodist Church.

- C158/16 **Apologies for Absence**
Apologies were received from Councillors Hargreaves, Frost, Macleod and Hollins-Owen.
- C159/16 **Minutes**
The Minutes of the Farnham Town Council Meeting held on Thursday 9th March 2017 were agreed and signed by the Mayor as a correct record.
- C160/16 **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, no disclosures of interest relating to items on the agenda were made.
- C161/16 **Questions and Statements by the Public**
The proprietors of Farnham Wholefoods and The Downing Street Deli asked if there was anything the Town Council could do to mitigate the effects of recent increase in business rates on small business owners, although they were aware that Farnham Town Council neither set nor received anything from the business rates.
- In response, Councillor Cockburn said that the Town Council had a long history of supporting local businesses which would continue. The independent retailers made Farnham special and she would raise the concerns with Waverley Borough Council but she advised that there would be no instant solution. The Town Clerk suggested that the issue be discussed at the next Strategy and Finance meeting on 13th June 2017. In addition the Council could raise the matter with the local MP, the Business Secretary and work with Waverley Borough Council and Surrey County Council to highlight the local business owners' concerns.
- C162/16 **Town Mayor's Announcements**
The Mayor announced that:
- i) The Annual Town Meeting on 23rd March had been well attended.
 - ii) He had attended 2 events supporting the Farnham Lions including an Easter Eggstravaganza and Spectrek which collects unwanted glasses for third world countries.
 - iii) He attended the Lord Lieutenant of Surrey's Poppy Appeal Cadet Evening at which the Farnham Sea Cadets were recognised as the top Sea Cadets in Surrey.
 - iv) The Walking Festival was launched and would include some very interesting local walks.
 - v) He attended the launch of Farnham's first Wine Festival which was well received.
 - vi) Farnham In Bloom had its official launch.
 - vii) Farnham Festival was relaunched featuring outstanding performances from the Youth Choir and the More House School Band.
 - viii) He attended the Friends of Farnham Hospital AGM where he learned about the Integrated Care Hub, due to open in late Spring.
 - ix) He toured Merrist Wood College and was very impressed with their facilities.
- The Mayor thanked councillors for making his year of office a pleasant and happy one.
- C163/16 **Questions by Members**
From Councillor Mike Hyman:
"At the Town Electors' meeting on 23 March, the request from the 2016 meeting for a presentation of how the Royal Deer Junction would operate, was reiterated, and this Council was asked to follow up the request by asking Waverley's Portfolio Holder for the Project and Chair of the Surrey County Council Highways Committee respectively, to use their influence to make the relevant evidence, including any

modelling, on which permission for the project was granted, available to the people of Farnham they represent. This is not to be confused with the recently announced additional pedestrianisation and other traffic proposals currently being 'tweaked to perfection' at Surrey County Highways, which it is understood are not part of the East Street project, but which Waverley Borough Council have confirmed must work in conjunction with the junction as designed by the contractor and approved by Waverley Borough Council.

Will the Leader of Farnham Town Council raise this matter formally with the Leader of Waverley Borough Council and the Chairman of the Surrey County Council Local Committee for Waverley in order that the requested presentation be now given."

Councillor Cockburn advised that she would request the presentation.

Part I – Items for Decision

Working Group Notes

- C164/16 **i) Strategy and Finance held on 3rd April 2017**
The Town Clerk introduced the finance papers drawing and the provisional outturn figures for 2016/17. Final outturn figures would be presented for approval at the June Strategy and Finance and Council Meetings. It was noted that if the recent investment in the Local Authority Property Fund could not be added to the asset list, there would be a significantly higher surplus figure showing in outturn. Councillor Cockburn thanked the officers for all their hard efforts in raising income through sponsorship which was hard earned.

Members discussed reserves and noted that a higher sum was needed for the Council Offices Roof replacement fund in particular and that other adjustments had been discussed at the Strategy & Finance Working Group.

The list of regular direct debit payments and standing orders to be used in 2017/18 was reviewed and agreed as was the statement of investments at 31st March 2017.

Members agreed to recommend to Council that the contract for Mr Paul Hartley, the Internal Auditor, be extended by one year to cover the first year of the new External Audit contract.

Latest payments available for inspection were noted.

It was RESOLVED *nem con* that:

- i) The draft financial position at 31st March 2017 be noted; and**
- ii) The contract for Mr Paul Hartley as the Internal Auditor be extended for a further year to cover the 2017/18 financial year.**

- C165/16 Councillor Cockburn advised that the Referendum was taking place on 4th May and that the Council was following 'purdah rules' and could now only advise on factual matters relating to the Referendum Discussion relating to the Neighbourhood Plan legal challenge by developers was deferred to take place in Part 3, after the exclusion of press and public. Council noted banners encouraging people to vote in the Referendum had been placed on the Council building and at banner sites in Downing Street and the Borough.

- C166/16 Councillor Cockburn noted that good progress had been made on the Buildings of Local Merit project, and thanked Jenny de Quervain for her efforts in reviewing and categorising the various lists. The next step would be to discuss the proposals with the Historic Buildings Officer at Waverley prior to formal submission.

It was RESOLVED unanimously that:

- 1) Progress on the Buildings of Local Merit project be welcomed; and**
- 2) Subject to any revisions to the categories or additional buildings being submitted by councillors by 20th April, the detailed listings be agreed and drawn up for submission to Waverley.**

- C167/16 The Town Clerk provided an update on a number of contracts being reviewed including the Council's annual insurance policy and the bid made to undertake the maintenance and opening and closing of the Library Gardens on behalf of Surrey County Council.
- C168/16 The Strategy and Finance Working Group received the notes of the Well-being Task Group meetings held on 7th December and 13th March.
It was RESOLVED *nem con* that:
1) The Town Council continue representation on the Farnham Dementia Alliance.
- C169/16 It was noted that several groups had expressed an interest in a well-being event for Farnham to raise wider awareness of the many activities underway to support well-being and reduce social isolation. The Assistant Town Clerk would develop further the proposal for a Wellbeing Day. It was noted that air pollution continued to be a key area of concern and it was suggested that a joint campaign with Waverley should be discussed to raise awareness of steps individuals could take to assist. The Assistant Town Clerk and Councillor Macleod would progress. The Working Group noted the matters arising from the 20s Plenty conference attended by Councillor Beaman and agreed with the recommendation of the Task Group that this was something that could be taken forward by the Place Group.
- C170/16 The Town Clerk noted that he had recently attended a meeting to discuss the installation and management of defibrillators in Farnham. He noted that further training sessions would be taking place in due course. The Mayor noted that he had attended an earlier training session, along with a dementia training session and that both were extremely valuable.
- C171/16 Council received details of the Tree Strategy Task Group and noted its terms of reference. Council heard of work also being undertaken at a national level to launch a Tree Charter in November. It was agreed that the Council should sign up to the charter which will serve as a resource for local councils to use in support of their efforts to look after the trees in their area.

It was RESOLVED *nem con* that:
Farnham Town Council sign up to the National Association of Local Councils Tree Charter initiative.
- C172/16 The notes of the HR Panel held on 21st March were discussed. Council noted the new edition of the Green Book (The NJC national terms and conditions of employment) had been circulated to all councillors; received an update on the staffing structure and recent changes in legislation. noted that two HR Appeal Panels which had been appointed; and heard that discussion had taken place on succession planning and creating development opportunities for staff. The Town Clerk advised that he had met with the Director of the Surrey and Sussex Association of Local Councils and was formalising an informal arrangement for locum support if required in the absence of key personnel. Members recorded their thanks to staff for the achievements made in recent years.

- C173/16 Council noted that formal notices had been issued by Waverley Borough Council to local businesses who had been leaving their bins in public areas. Councillor Cockburn thanked Matt Nichols at Waverley Borough Council in particular for his support in this matter. Cllr Ricketts asked that the support of the Boots Opticians manager and her staff also be noted for the cleaning they had to do.

Planning and Licensing Applications

- C174/16 Members received the notes of the meetings held on 20th March and 3rd April 2017. Councillor Williamson reported that local input from Councillors was vital when considering planning applications and that not enough feedback was currently being received.

Election to Working Groups 2017/18

- C175/16 Council noted that Councillors had identified preferences for the Working Groups for 2017/18 in accordance with Standing Order 15 which were attached at Appendix E, in order of preference for each Working Group as indicated by each councillor. Council then proceeded with appointments to each Working Group in accordance with Standing Order 15. The Leader reminded councillors of the different levels of input needed for each Working Group encouraging all Councillors to play an active part in representing the Council at events in particular.

- C176/16 **The Mayor proposed, and it was agreed *nem con*, that Council be adjourned in order that each Working Group could appoint its Lead Member to confirm the composition of the Strategy & Finance Working Group.**

The full list of appointments to Working Groups is set out at Annex 1 to these minutes.

Appointment of Task Groups

- C177/16 **Council agreed that the Task Groups be re-established for 2017/18 in view of the work still being undertaken.**

The full list of appointments to Task Groups is included in Annex 1 to these minutes.

Appointment of Representatives on External Bodies

- C178/16 Council noted that Councillors had given preferences, in accordance with Standing order 15, for being the Council's representative on External Bodies for 2017/18. Remaining appointments were agreed and the full list is attached at Annex 2 to these minutes.

Part 2 – Items to Note

- C179/16 **Actions taken under Scheme of Delegation**

It was noted that the Repair Café is to become a charitable organisation and that whilst in transition the Town Council's insurance policy would continue to cover the Repair Café for a further three months to allow it to complete incorporation and arrange its own insurance.

- C180/16 **Reports from other Councils**

Councillor Potts noted that work to evict a travellers site on Dogflud Way had been successful and the Borough Council contractors had cleaned the site.

- C181/16 **Reports from Outside Bodies**

i) Councillor Cockburn reported that she had attended a positive meeting with the Sports Council with more clubs promoting sport in Farnham. She advised that Nick Clibborn of Frensham Ponds Sailing Club who had asked a question

at the March Council meeting had been uncertain of the response of Farnham Town Council to the application by a developer to release sewage into a river feeding into Frensham Pond. The Town Clerk advised that a letter of objection had been written to the Environmental Agency, a copy of which would be sent to Mr Clibborn.

- ii) Cllr Hill advised that there had been an excellent launch of Farnham in Bloom 2017 at Forest Lodge Garden Centre and an appropriate tribute had been made to Madge Green, one of the early stalwarts of Farnham in Bloom, who had recently passed away.

C182/16 Date of next Meeting

The date of the Annual Council Meeting was confirmed as Thursday 11th May 2017.

Exclusion of Press and Public.

- C183/16 It was RESOLVED *nem con* to:**
exclude members of the public and press from the meeting at Part 3, of the agenda in view of the confidential items under discussion.

Part 3 – Confidential Items

- C184/16** Council noted the need to obtain legal advice regarding the claim for Judicial Review (lodged by Bewley Homes and others) of Waverley Borough Council's decision to accept the Independent Examiners modifications and put the Farnham Neighbourhood Plan to Referendum. It was also noted that there was a claim for Interim Relief to stop the Referendum.

Councillor Cockburn confirmed that both Waverley Borough Council and Farnham Town Council were taking legal advice in respect of the challenge lodged by way of Judicial Review to the Farnham Neighbourhood Plan. Council felt that this was a bullying tactic by developers whose sites were not included after public consultation of sites for future development in Farnham which had been proposed in the Neighbourhood Plan as 'brownfield first'. It was agreed that publicity on these matters should be handled cautiously in order that it did not impact on the Referendum.

On a proposal by the Mayor, seconded by the Leader, **it was RESOLVED unanimously that:**

- i) **subject to legal advice, the Council write to the relevant ministers and the Rt Hon Jeremy Hunt MP outlining the Town Council's concerns about the challenges to the Neighbourhood Plan; and**
- ii) **the Council earmark up to £50,000 for any legal costs of defending the Council's interests in the Judicial Review lodged by Bewley Homes PLC and Others v Waverley Borough Council and for further advice relating to the Neighbourhood Plan and the Local Plan and that this be approved through the normal scheme of delegation.**
- iii)

The Town Mayor closed the meeting at 8.41pm.



WORKING GROUPS 2017/18

I Working Groups	Membership 2017/18
<p>Strategy & Finance Working Group</p> <p>(6 members plus Lead Members (LM) from working groups not already appointed to this Working Group)</p>	<p>Cllr David Attfield Cllr Carole Cockburn Cllr Pat Frost Cllr Jill Hargreaves Cllr Stephen Hill Cllr Jeremy Ricketts Cllr John Ward Cllr John Williamson</p>
<p>Community Enhancement Working Group</p> <p>(6 members)</p>	<p>Cllr Stephen Hill ** Cllr Mike Hyman Cllr Sue Redfern Cllr Jeremy Ricketts Cllr John Williamson Cllr Carole Cockburn</p>
<p>Tourism & Events Working Group</p> <p>(6 members)</p>	<p>Cllr Jill Hargreaves ** Cllr David Beaman Cllr Carole Cockburn Cllr Stephen Hill Cllr Andy Macleod Cllr Kika Mirylees</p>
<p>Cemeteries & Appeals Working Group</p> <p>(6 members)</p>	<p>Cllr Carole Cockburn* * Cllr David Attfield Cllr Jill Hargreaves Cllr Sue Redfern Cllr John Ward Cllr John Williamson</p>

** Lead Member of Working Group

2 Consultative Group	Membership 2017/18
Planning & Licensing Consultative Group (9 members – including one from each ward)	Cllr John Williamson (Castle)** Cllr David Beaman (Castle) Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham & Rowledge) Cllr J Scotty Fraser (Upper Hale) Cllr Mike Hyman (Hale & Heath End) Cllr Andy Macleod (Moor Park) Cllr Jeremy Ricketts (Weybourne & Badshot Lea)

3 Standing Panels	Membership 2017/18
HR Panel (Task Group of Strategy and Finance) (6 Members)	Cllr David Attfield ** Cllr Pat Frost Cllr Jill Hargreaves Cllr Stephen Hill Cllr Mike Hyman Cllr Andy MacLeod

Services to Farnham Awards Panel (Task Group of Council)	Mayor Deputy Mayor Cllr David Attfield Cllr Jill Hargreaves Cllr John Ward Mrs Wendy Craig
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4 Task Groups	Membership 2017/18
Infrastructure Planning Group (Task Group of Strategy and Finance) (5 Members)	Cllr Carole Cockburn Cllr Andy MacLeod Cllr John Williamson

Assets Task Group (Task Group of Strategy and Finance) (3 members)	Cllr David Attfield Cllr Paula Dunsmore Cllr Pat Frost Cllr Jill Hargreaves
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Wellbeing Task Group (Task Group of Strategy and Finance)	Cllr David Beaman Cllr Paula Dunsmore Cllr Scotty Fraser Cllr Andy MacLeod Cllr Jeremy Ricketts
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Trees and Hedgerows Task Group (Task Group of Strategy and Finance) (3 members)	Cllr Scotty Fraser Cllr Stephen Hill Cllr Kika Mirylees
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Representatives on Outside Bodies 2017/18

Organisation	Councillors representing the Council in 2017/18
40 Degreez	Cllr Carole Cockburn
Allotments Liaison Group	Cllr Stephen Hill
Badshot Lea & Weybourne Recreation Ground	Cllr David Attfield
Bishop's Meadow Trust (if required)	Cllr David Attfield
Blackwater Valley Recreation & Countryside Management Committee	Cllr John Ward Cllr David Beaman (Reserve)
Bourne Recreation Ground	Cllr Sam Hollins-Owen
Brightwells Gostrey Centre	Cllr John Williamson
Dementia Alliance Group	Cllr Andy MacLeod
Farnborough Aerodrome Consultative Committee	Cllr John Williamson Cllr David Beaman (reserve)
Farnham/Andernach Friendship Association	Cllr Pat Frost
Farnham Churches Together (if required)	Cllr Jeremy Ricketts
Farnham Conservation Area Management Plan	Cllr Carole Cockburn Cllr Scotty Fraser
Farnham Crime Prevention Panel	Cllr Jeremy Ricketts
Farnham Maltings Association Council of Management	Cllr Pat Frost
Farnham Public Art Trust	Cllr John Ward
Farnham Rivers Management Committee	Cllr Scotty Fraser
Farnham River Watch	Cllr Mike Hodge
Farnham Quarry Liaison Group	Cllr David Attfield
Farnham Sports Council	Cllr Carole Cockburn
Farnham Visitors Forum	Cllr Jill Hargreaves
Hale Recreation Ground	Cllr Scotty Fraser
New Ashgate Gallery	Cllr John Williamson or Cllr Sam Hollins-Owen
North East Hants & Farnham Clinical Commissioning Group	Cllr Jeremy Ricketts
Runfold Quarry Community Liaison Group (Suez/Sita)	Cllr Andy MacLeod
Surrey Association of Local Councils (2 representatives)	Mayor and Leader
Surrey CC Farnham Local Group (2 places)	Cllr Carole Cockburn Cllr Andy MacLeod
Waverley Towns and Parishes Meetings	Mayor (or Deputy) plus Leader
Wrecclesham Community Centre	Cllr Pat Frost
Wrecclesham Recreation Ground Committee	Cllr Paula Dunsmore

In addition, the Mayor, Leader and Clerk plus relevant Lead Members to attend Liaison meetings with the University for the Creative Arts. Representatives of Farnham Town Council are expected to attend meetings and report back on relevant matters to Council.