



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 9th May 2013

Place

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

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 9th MAY 2013, at 7.00PM**, in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

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

Iain Lynch
Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, on the relevant form by 5 pm on Wednesday 8th May 2013.

Recording of Council Meetings

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

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

THIS PAGE LEFT BLANK



FARNHAM TOWN COUNCIL

Agenda Annual Meeting of Full Council

Time and date

7.00pm on Thursday 9th May 2013.

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence.

2 Minutes

To agree the Minutes of the meeting held on April 11th 2013

3 Disclosure of Interests

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

NOTES:

- (i) *Members are requested to make declarations of interest, on the attached form, and send ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.*
- (ii) *Members are reminded that if they declare a disclosable pecuniary interest they must leave the Council Chamber unless a dispensation has been obtained.*

4 Election of the Town Mayor

To elect the Town Mayor for the municipal year 2013/2014.

5 The Town Mayor to make the Declaration of Acceptance of Office

To receive the Mayor's Declaration of Acceptance of Office.

6 Election of Deputy Town Mayor

To elect the Deputy Town Mayor for the municipal year 2013/2014.

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 Stephen Hill.

9 Presentation of Past Town Mayor's Badge

Past Town Mayor's Badge to be presented to Cllr Stephen Hill

10 Appointment of a Lead Member/Spokesperson for the Council

In accordance with Standing Order 4.1, a Lead Member 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 13th June at 7.15pm, or at the conclusion of the meeting of the Council acting as Trustee of the South Street Trust, whichever is the later.

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

Membership:

Councillors Stephen Hill (Town Mayor), Patrick Blagden CBE (Deputy Town Mayor), David Attfield, David Beaman, Carole Cockburn, Pat Frost, Carlo Genziani, Jill Hargreaves, Sam Hollins-Owen, Graham Parlett, Dr Jessica Parry, Julia Potts, Jennifer O'Grady, Stephen O'Grady, Susan Redfern, Jeremy Ricketts, Roger Steel, John Ward

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

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



FARNHAM TOWN COUNCIL

A

Minutes
Council

Time and date

7.00pm on Thursday 11th April 2013

Place

The Council Chamber, South Street, Farnham

Councillors

- * Stephen Hill (Mayor)
- * Patrick Blagden CBE (Deputy Mayor)
- * David Attfield
- * David Beaman
- * Carole Cockburn
- * Pat Frost
- * Carlo Genziani
- * Jill Hargreaves
- A Sam Hollins-Owen
- A Graham Parlett
- * Dr Jessica Parry
- A Julia Potts
- * Jennifer O'Grady
- * Stephen O'Grady
- * Susan Redfern
- * Jeremy Ricketts
- * Roger Steel
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Rachel Aves (Team Leader Corporate Governance)
Kevin Taitt (Team Leader Outside Services)

11 members of the public were in attendance

Prayers were said by Rev Alan Crawley of the Parish of Hale with Badshot Lea.

Questions by the Public

- i) Mrs Celia Sandars asked what progress had been made on the motions raised at the Annual Town Meeting.

In response the Town Clerk advised that the issues had not yet been formally considered by the Town Council but as advised at the Annual Town Meeting, it would be difficult for a unitary authority based on such a small population to be sustainable.

- ii) Mr Mike Bryan asked why the Motions on moving away from Waverley had not yet been considered.

In response, the Town Clerk advised that this was not a simple matter and there had been other pressures. He advised that research would need to be undertaken to include economies of scale, best configurations and whether there were other options for improving service delivery or devolving services which would bring a benefit for the local community.

- iii) Mr Jeremy Hyman asked if the Council was aware that Waverley Borough Council had published contract documentation on its website for Riverside enabling works worth £1.5m? He also asked if the Council would do anything to stop the works.

In response, Cllr Ward said that the Council had passed motions on East Street and would do whatever was legal and reasonable to back up decisions made by the Council, but the Council may not be able to stop the advertised works.

- iv) Mr Mike Bryan asked if there was an indicative timetable and milestones for the investigations about becoming a separate Borough.

In reply, the Town Clerk advised that as the matter had not yet been considered by Strategy and Finance, there was no detail to give at this stage

- C181/12 **Apologies**
Apologies were received from Councillors S Hollins-Owen, Cllr G Parlett, and Cllr J Potts.
- C182/12 **Disclosures of Interests**
Non Pecuniary personal interests were declared by:
Cllrs Blagden, Cockburn, Frost, Hargreaves, Hill, and Ward, as members of Waverley Borough Council (item B8, C4, C9) and Cllr Frost as a member of Surrey County Council (item B11 and C10).
- C183/12 **Minutes**
The Minutes of the Farnham Town Council meeting held on Thursday 14th March 2013 at Appendix A and Exempt Appendix A1 were agreed.
- C184/12 **Statements by the Public**
i) Mrs Celia Sandars alerted the Council to concerns over Kendall Cottage in Church Lane where developers were attempting to use Certificates of lawfulness to bypass the normal planning process. This was of concern,

- particularly in the conservation area, and she hoped Councillors would reconsider their recommendation for approval to prevent inappropriate development which would impact on the character of the conservation area.
- ii) Mr Mark Westcott referred to the access by the public to Working Group Meetings and said the Council should consider public access to the Strategy and Finance Working groups and to the Planning Consultative Group.
 - iii) Mr Westcott advised that the Rowledge Village Plan Work Group had put together a response to the issues raised at item 10 on the agenda and hoped this could be considered by Council.

C185/12 Mayor's Announcements

The Mayor said that he had attended ten events since the March meeting including the Alton Civic Service and the Ridgeway School Open Morning. He had also participated in the Peace Symposium organised by the Ahmadiyya Muslim Association and passed on the Town's greetings to the Khalifa

WORKING GROUP NOTES

Community Enhancement Working Group

C186/12 Cllr Ricketts introduced the notes of the Community Enhancement Working Group held on 13th March, at Appendix B to the agenda.

Cllr Ricketts updated Council on the progress with the cigarette butt campaign and the follow-up work that was planned with local businesses. He also advised Council of the Surrey County Council consultation on Surrey Futures which would have a beneficial impact on Air Quality if taken forward. Council noted progress being made on sponsorship for Farnham in Bloom 2013.

Strategy and Finance Working Group

C187/12 Cllr Ward introduced the notes of the Strategy and Finance Working Group held on 26th march at Appendix C to the Agenda.

- i) The Working Group had reviewed the Regulations and proposed some amendments to update the document attached at Annex I.

It was RESOLVED *nem con* to adopt the revised Financial Regulations.

C188/12 Cllr Ward advised of the move of the CCTV hub to West Street as a result of the sale of the police Station. The Town Council had to commission the move although all the costs would be refunded by the Police Authority.

It was RESOLVED *nem con* to commission the move of the leased lines for the CCTV hub with the costs met by the Police Authority.

C189/12 Cllr Ward introduced the revised Standing Orders attached at Annex I to appendix B. He advised there had been a number of minor changes which were set out in the report. He raised two proposed additions. The first was to add at the end of Standing Order 2.5 that "The Use of mobile phones and other devices was prohibited at Council and Working group meetings without the express permission of the Chairman". The second was the addition of the word 'Council' before 'meeting' in the fifth line of Standing Order 2.8

Cllr O’Grady did not agree with the restriction on the use of mobile devices. Cllr Frost agreed that the use of devices to make or receive calls, or do emails was not appropriate but thought that checking plans and other relevant information was reasonable. Overall, Council felt that the use of the Chairman’s discretion should resolve any issues.

Cllr O’Grady suggested that in the Terms of Reference for Strategy and Finance, number 19 should be amended by replacing ‘and relationships with Andernach’ with ‘and Twinning relationships’. This was agreed and:

It was RESOLVED by 14 votes to 1 that the revised Standing Orders as amended be adopted.

C190/12 Cllr Ward introduced the Annual Governance Statement at Annex 4 to Appendix B. This was a good news item, showing that the Council was well run, setting out the Council’s vision, objectives and values.

It was RESOLVED unanimously that the Annual Governance Statement be adopted.

C191/12 Cllr Ward introduced the updated Member – Employee protocol attached at Annex 3 to Appendix B. He advised that it had not been updated for ten years and reflected various changes that had been agreed by Council since then or reflected current good practice.

It was RESOLVED unanimously that the Member-Employee Protocol be adopted.

C192/12 Cllr Ward introduced the proposed process for dealing with nominations for Assets of Community Value. Members noted that the *Localism Act 2011* provided for a local council to maintain a list of ‘community assets’, which can be either land or buildings which have been nominated by the local community. When listed assets come up for sale or change of ownership, the Act then gives community groups the time to develop a bid and raise the money to bid to buy the asset when it comes on the open market. This is intended to help local communities keep much-loved sites in public use and part of local life. Members noted that community organisations could make their own recommendations and felt that the process proposed was appropriate.

Members felt that Assets of Community Value should be recognised as a Material Planning Condition but noted that Waverley Borough Council was not intending to adopt this approach at this stage. Cllr Beaman felt that further clarification of the support available to community groups may be needed. Cllr Cockburn highlighted the large number of buildings that were potentially at risk and encouraged councillors and the local community to identify buildings for inclusion on the Buildings of Local Merit list to help with the protection of important local buildings.

It was RESOLVED unanimously that

- i) The process for nominations of Assets of Community Value by the Town Council, at annex 1, be adopted.**
- ii) Officers support Community Organisations considering nominating Assets of Community Value and comment on their applications as appropriate.**

- C193/12 Cllr Ward advised that the Surrey Futures Consultation was open until 29th May and encouraged all councillors to propose additional infrastructure matters for inclusion in the Surrey Future consultation response.
- C194/12 Cllr Ward advised that the Inquiry into Waverley's Core Strategy was coming up and it was proposed that the Council's response be prepared and the Council be represented as required by the Chair of the Infrastructure Planning group, the Chair of the Planning & Licensing Consultative Group, the Spokesperson for the Council and the Mayor and the Town Clerk.
It was RESOLVED unanimously that the Council's representatives at the Core Strategy Public Inquiry be drawn from the Chair of the Infrastructure Planning group, the Chair of the Planning & Licensing Consultative Group, the Spokesperson for the Council and the Mayor and the Town Clerk.
- C195/12 Cllr Cockburn brought Council up to date on the work of the Infrastructure Planning Group. She advised Members of the Neighbourhood Planning Workshop on the 8th May and that there would be a separate workshop for councillors to ensure that everyone's voice could be heard. Cllr Cockburn thanked Rachel Aves for her hard work on the Neighbourhood Plan to date.
- C196/12 Cllr Ward said that the Strategy and Finance Working Group had considered a request from the Farnham Lions and South East Coast Ambulance Service for a defibrillator to be placed outside the Council Offices to improve coverage in Farnham.
It was RESOLVED unanimously that a defibrillator be installed outside the Council Offices.

Planning and Licensing Consultative Group

- C197/12 Cllr Genziani presented the minutes of the Planning and Licensing Consultative Group that had met on 28th March. Cllr Genziani said that the Group was looking at the expansion of permitted development rights and certificates of lawfulness as raised by Mrs Sandars.
- Members noted the application for 24 hour licensing at the Murco garage and that Councillor Steel would be attending the licensing hearing to present the Council's objection.
- C198/12 The Town Clerk outlined the proposals that had emerged from Strategy and Finance and been considered by the Planning and Licensing Consultative Group on options for the future operation of the group attached at Appendix E to the agenda.
- After deliberation of all three options which were all considered to have advantages and disadvantages, members felt that the existing arrangements with nine councillors on a ward basis was the best. Council agreed that all councillors had an obligation to review the applications from their ward and draw any issues to the attention of the Consultative Group whether or not they were members of the Group.
- It was RESOLVED *nem con* to continue with option I with one councillor per ward being appointed to the Planning and Licensing Consultative Group.**

Election to Working Groups 2013-14

C199/12 The Town Clerk introduced the report at Appendix F suggesting how the election for Working Groups should be undertaken in the light of the preferences submitted by Members. After some discussion, the process set out in the report was agreed and appointments were to be based on the highest preferences of members and a vote on the remaining preferences only after higher preferences were taken into account. Cllrs Cockburn, Hill and Ward withdrew their nominations for the HJR Panel, and as a result one election took place for the two remaining places on the Strategy and Finance Working Group. After a ballot Councillors Cockburn and Steel were duly elected.

C200/12 The Mayor adjourned the Council meeting in order that each Working group could elect its Lead Member for 2013/14 to confirm the final composition of the Strategy and Finance Working Group in accordance with Standing Orders.

C201/12 The meeting recommenced and
It was resolved *nem con* that the Working Groups for 2013/14 as set out in Annex 1 be elected for the 2013/14 Municipal year.

Appointments to outside bodies

C202/12 Members considered the report at Appendix G and agreed not to appoint to bodies that had not met or had not invited councillors to their meetings over the previous year. The councillor preferences were reviewed and after discussion
It was resolved *nem con* to approve the list of representatives to outside bodies as attached at Annex 2 to these minutes.

Rowledge Governance Review

C203/12 The Town Clerk introduced the report at Appendix H. He had spoken with Waverley Borough Council who confirmed that the right number of signatures had been received and checked from the Rowledge area but that no signatures were received from the Boundstone area. The Town Clerk outlined the process that would be followed which would include a second ballot in September, the nature of which was not yet clear.

The Town Clerk said that there had been limited information available when the report had been written and he was grateful to Mr Westcott for clarifying some points. In particular he had said that the figure of £17,000 quoted in the Strategy and Finance report was the minimum that the proposed Parish would levy in the first year and its on-going costs for the Rowledge area could exceed £50,000 and would be nearer to the sum precepted by Farnham. If the proposed Boundstone area were added, this sum could be nearer £85,000.

Members recognised that Rowledge was a distinct area and a village that crossed the county boundary. There was concern about the impact the creation of a new Parish may have. The financial impact for the rest of Farnham with an £85,000 loss of precept could see Farnham Town Council cutting services, or increasing its precept by at least 10% for the average Band D property, a figure which would increase further if Waverley did not pass on the Local Parish Council Tax Support funding.

Cllr Attfield wondered if the proposal was valid as Rowledge had proposed taking part of the Boundstone Ward without the people of that area signing the petition.

Cllr Cockburn said she was sad that this proposal was happening at this time. The Neighbourhood Planning process had been bringing people together and the importance of protecting Farnham as a whole had been highlighted. She noted that some of the most vulnerable areas were at the edge of the Town Council area. She noted that the success of the Design Statement had been all the communities working together and this brought greater strength. Cllr Cockburn cherished every part of the town felt the proposal was bad news for all residents in the Town and one of the saddest things the Town Council had to deal with.

Cllr Frost said she had made her views clear. If the residents want this, then so be it. She said that the proposal would not bring the whole village together since this would require a Boundary Commission Review which was not as straightforward as it sounds.

Cllr Beaman felt that the second stage should be a referendum of the whole of the Farnham area but he did not believe this was what Waverley was proposing.

Cllr Hargreaves noted that the Town Council, for example through Farnham in Bloom, worked with all the villages and communities that made up the Town. She thought it would be sad if the Town were fragmented with the loss of Rowledge.

Cllr Ward said he was a proponent of responsibility being at the lowest level and understood the sentiment behind the proposal. He would like to see the former Urban District Council recreated with services taken over on behalf of residents. He would be more supportive of the proposal if it comprised the whole of the village of Rowledge but he disagreed with the proposal to incorporate the 'Sandrock Triangle' which seemed financially driven. He had been rung by residents who were appalled by the proposal. Cllr Ward always asked residents at the Annual Town Meeting and at coffee mornings if they felt the Town Council were spending its resources in the way they wanted. The electors said the Town Council was doing the right thing. The proposal was the wrong way to go and would be to the detriment of the Town. The Town Council should not be in favour.

Cllr Genziani said he had mixed views. Rowledge was part of the Town and benefitted from things done by Farnham Town Council. The proposal did not look at the wider perspective and the benefits of being part of Farnham Town Council with costs shared and benefits shared. Residents of Rowledge enjoyed Christmas lights, concerts, public conveniences and services provided for the whole area. If everyone went their own way, costs may go down but services would not then be sustainable and no one would provide facilities. It seemed a selfish way to look at things. Cllr Genziani felt it would be better to go back to the idea of Farnham as a district council.

Cllr S O'Grady suggested that Waverley Borough Council should be asked to ensure that there was a clear majority of 'Sandrock Triangle' residents in favour of moving to Rowledge.

The Town Clerk commented on a number of the issues raised and clarified the options that Waverley Borough Council could adopt for the second phase of the consultation. He wondered if other parts of Farnham were aware of the potential impact of the proposal and asked Councillors if Farnham Town Council should raise better awareness of what the Town Council does.

Following a proposal by Cllr Ward, seconded by Cllr Hargreaves, it was **RESOLVED** *nem con* that a response be prepared by the Town Clerk in conjunction with the Strategy and Finance Working Group incorporating the comments made by councillors with a view to protecting the interests of greater Farnham.

Actions Taken under the Scheme of delegation

C204/12 There were no items to report.

PART 2 – ITEMS FOR NOTING

Reports from Other Councils

C205/12 Cllr Cockburn reported that the Council had received a generous donation from Jan Goddard towards the costs of the Garden of Reflection and it was agreed that the Town Clerk should send a formal thank you letter.

C206/12 Cllr Frost advised Council of the Surrey Rail Strategy consultation and suggested the Town Council comment and perhaps raise again the concept of providing a decked car park at Farnham railway station.

Reports from Outside Bodies

C207/12 Cllr Beaman advised that the Surrey 71 bus which was only funded by Hampshire County Council to the Surrey border would no longer be operating in Surrey.

C208/12 Cllr Frost had attended the AGM of the Farnham Andernach Friendship Association and they had been grateful for the Town Council's support.

C209/12 Cllr Cockburn advised that the Gostrey Centre was struggling with all the uncertainty over East Street. They were doing a lot of fundraising but numbers were down and they needed clarity for the future.

C210/12 Cllr Ward reported on the meeting of the Farnham Public Art Trust. A Henry Knight car had been designed to go on the roundabout near his garage, and the Trust were seeking planning permission and fundraising for it.

The Trust was concerned that the police station murals should be removed sympathetically and preserved.

The Trust was insuring the mosaic in the Boots courtyard. The Town Clerk advised that this was on the Town Council's insurance policy following a previous discussion and officers would check and discuss with the Public Art Trust.

Date of next meeting

C211/12 The Mayor confirmed that the next meeting would be held on Thursday 9th May.

Exclusion of Press and Public

C212/12 **It was resolved 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

C213/12 The Town Clerk provided an update on a Cemetery matter.

The Town Mayor closed the meeting at 9.51pm

Date

Chairman

Minutes by Iain Lynch



WORKING GROUPS 2013/14

Working Group	Working Group Members
<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 John Ward - Lead Member</p> <p>Cllr David Beaman Cllr Pat Frost Cllr Jill Hargreaves Cllr Carole Cockburn Cllr Roger Steel Cllr Jeremy Ricketts (LM)</p>
<p>Community Enhancement Working Group</p> <p>(6 members)</p>	<p>Cllr Jeremy Ricketts – Lead Member</p> <p>Cllr David Attfield Cllr Susan Redfern Cllr Carole Cockburn Cllr John Ward</p>
<p>Planning & Licensing Consultative Group</p> <p>(9 members – one from each ward)</p>	<p>Cllr Carlo Genziani – Lead Member</p> <p>Cllr Roger Steel Cllr David Beaman Cllr Jeremy Ricketts Cllr Carole Cockburn</p>
<p>Tourism & Events Working Group</p> <p>(6 members)</p>	<p>Cllr Jill Hargreaves – Lead Member</p> <p>Cllr Stephen Hill Cllr David Beaman Cllr John Ward Cllr Carole Cockburn</p>
<p>Cemeteries & Appeals Working Group</p> <p>(6 members)</p>	<p>Cllr Carole Cockburn – Lead Member</p> <p>Cllr Graham Parlett Cllr Susan Redfern Cllr John Ward Cllr Carlo Genziani Cllr Stephen Hill</p>

<p>HR Panel (Task Group of Strategy and Finance)</p> <p>(6 Members)</p>	<p>Cllr Sam Hollins-Owen – Lead Member</p> <p>Cllr David Attfield Cllr Pat Frost Cllr Jill Hargreaves Cllr Jeremy Ricketts Cllr Roger Steel</p>
---	---



REPRESENTATIVES ON OUTSIDE BODIES 2013/14

Outside Body	Representative 2013/2014
Allotments Liaison Group	Cllr David Attfield
Badshot Lea Recreation Ground	Cllr David Attfield
Blackwater Valley Recreation and Countryside Management Committee	Cllr David Beaman Cllr David Attfield (Reserve)
Bourne Recreation Ground	Cllr Sam Hollins-Owen Reserve: Cllr Carole Cockburn
Brightwells Gostrey Centre	Cllr Carole Cockburn
Farnborough Aerodrome Consultative Committee	Cllr David Attfield Cllr David Beaman (reserve)
Farnham Crime Prevention Panel	Cllr Carole Cockburn
Farnham and District Sports Advisory Council	Cllr John Ward
Farnham/Andernach Friendship Association	Cllr Pat Frost
Farnham Maltings Association Council of Management	Cllr Pat Frost
Farnham Public Art Trust	Cllr John Ward
Farnham Rivers Group	Cllr Jessica Parry
Farnham River Watch	Cllr Jessica Parry
Farnham Visitors Forum	Cllr Jill Hargreaves
Green Farnham Group	Cllr Carole Cockburn Reserve: Cllr Jessica Parry
New Ashgate Gallery	Cllr John Ward
Recreation Ground – Hale	Cllr David Beaman
Recreation Ground – Weybourne	Cllr Jeremy Ricketts
Surrey County Association of Parish and Town Councils	Mayor Reserve: Deputy Mayor
Surrey CC Farnham Traffic Task Group on Roads (Two places)	Cllr Jeremy Ricketts Cllr Roger Steel
Town Council Representatives at Waverley Towns and Parishes Meetings	Mayor plus Deputy Mayor
40 Degreez	Cllr Roger Steel

