



# FARNHAM TOWN COUNCIL

# A

Minutes  
Council

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## Time and date

7.00pm on Thursday 12<sup>th</sup> June 2014

## Place

The Council Chamber, South Street, Farnham

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### Councillors

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

### Officers Present:

Iain Lynch (Town Clerk)  
Rachel Aves (Team Leader Corporate Governance)  
Dixon Chau (Projects Officer)

7 members of the public were in attendance

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

**Presentation by Keith Kazmark, Mayor of Woodland Park, of Town Park, a painting by Carol Clemens,**

Farnham Town Council joined with the Council of the Borough of Woodland Park, New Jersey (formerly West Paterson), by videoconference as part of the centenary celebrations of Woodland Park.

Mayor Kazmark welcomed the Farnham Councillors and public to what was thought to be the first joint meeting between a US and UK council.

The Mayor of Farnham said Farnham was extremely pleased to have been part of the history as the two communities' citizens had shared experiences as friends. He noted that although Farnham Urban District Council was created in 1895 and the Council Chamber was built in 1904, Farnham Town Council was only 40 this year and that Woodland Park was therefore Farnham's 'big sister'! Farnham was delighted to share in the centennial celebrations and create a new milestone by holding the first transatlantic joint meeting in each council's respective Council Chambers.

Rick Lijoi, W.P.'s Historical Society president, gives an overview of the Centennial celebrations and the history of Woodland Park, formerly West Paterson.

Former Mayor Mary Zaccaria spoke warmly of her visit to Farnham in 1977 and of the friendships that had developed and been maintained as a result.

Meg Daniels from Farnham reflected on the Farnham Girls Choir's two visits under Mary Joynes to West Paterson in 1976 and 1985. The trips had been life enhancing and life changing and it was great that the friendship had been rekindled.

Charles Bone, painter of Farnham's gifts to the Woodland Park described the beautiful and historic setting in which both Farnham Castle and St Andrew's Church were found and of his own personal links with the US.

Carol Clemens, spoke of the inspiration of her painting "Town Park", which was the gift of Woodland Park to the people of Farnham.

Mayor Keith Kazmark formally handed over the painting to the Mayor of Farnham to applause from the respective councils.

In closing the videoconference meeting, the Mayor of Farnham, thanked Woodland Park for the beautiful painting of Town Park. He said it would hang with honour in the Council Offices, as an ongoing reminder of the friendship between the two communities and he extended an invitation for visitors from Woodland Park to come to Farnham to see it in situ.

The Mayor wished Woodland Park every success in their centenary and knew that, as a small town with a big heart, it had a promising future.

## Questions by the Public

There were no questions from the public.

C017/14 **Apologies for Absence**  
Apologies were received from Councillors Blagden, Hollins-Owen, Potts and Steel

C018/14 **Minutes**  
The Minutes of the Farnham Town Council Meeting held on Thursday 8<sup>th</sup> May 2014 were agreed for signature by the Mayor as a correct record with one amendment as the date of the next meeting has been recorded as 13<sup>th</sup> June rather than 12<sup>th</sup> June.

C019/14 **Declarations of interests**  
There were no declarations of interest apart from the standard declarations of personal interest by councillors who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council.

C020/14 **Statements by the Public**  
There were no statements by the public.

C021/14 **Town Mayor's Announcements.**

Cllr Ricketts spoke of the enthusiasm with which he had been greeted in his first few weeks as Mayor, attending around forty engagements. Two engagements stood out, the first was the creation of the award winning Weybourne Infant School Wild Garden Project which was a unique learning resource and habitat, and the second was the handover of office of the Lions President which underlined the amount of hard work was undertaken by so many remarkable people behind the scenes in Farnham. The Mayor wanted it put on record his thanks to all the voluntary groups in the Town. The Mayor reported the strong approval he was hearing, wherever he went, about the work of the Farnham Neighbourhood Plan which was very well received.

The Mayor reported that Post 19, the Mayor's Charity, had received a cheque for £500 from the Farnham Lions.

The Mayor reminded councillors that:

1. the Annual Civic Service would take place in St Andrew's Church at 3pm on Sunday 15<sup>th</sup> June; and
2. that there would be a demonstration of the proposed new hybrid vehicle at the Council Depot on Friday

C022/14 **Questions by Members**  
None had been received.

## Part I – Items for Decision

C023/14 **Community Enhancement Working Group**  
Cllr Hill introduced the notes of the Community Enhancement Working Group, held on 14<sup>th</sup> May 2014, at Appendix B to the agenda.

Cllr Hill advised that the flowers were being put around the town and looked great. Council noted the good work being undertaken by the Community Group and the planned enhancements to provide a better welcome at the Railway Station.

Council noted that South and South East in Bloom Judging would take place on 16<sup>th</sup> and 17<sup>th</sup> July and that Britain in Bloom Judging would take place on 29<sup>th</sup> July.

Council noted the progress on the Surrey Highways Localism project and that not all the allocation had been used in the first year.

Council noted the request for a new bus stop in Badshot Lea, but that the footway was too narrow to accommodate the request.

Council noted the discussion about Brambleton Park and the suggestion that a 'Friends of Brambleton Park' Group might be created.

Cllr Frost advised that Southern Gas Networks had been asked to facilitate the repainting of the Firgrove Hill Bridge during their forthcoming works.

C024/14 Council noted the update on the enhancement to the Bishops Steps and considered the proposal that the Town Council should offer to co-ordinate the work of the Farnham Area Conservation Management Plan (FCAMP) group as it was locally focussed and the administration/co-ordination of its activity could fit well with the Town Council.

**It was RESOLVED *nem con*: that Farnham Town Council should offer to co-ordinate FCAMP.**

#### **Tourism and Events Working Group**

C025/14 Cllr Hargreaves introduced the notes of the Tourism and Events Working Group, held on 13<sup>th</sup> May 2014, at Appendix C to the agenda.

Cllr Hargreaves advised that the Music in the Meadow programme had got off to a great start with excellent attendances and an overall sponsor for the first time Savills, Farnham. Cllr Hargreaves also advised that arrangements for events later in the year were progressing well and that sponsorship for the year was ahead of target.

Council noted that the Feast of Food would start with an Italian Market and that the Christmas Market on 14<sup>th</sup> December would be held in the Bush Hotel as well as in Castle Street.

Council noted that the Lions proposal for an Ice Rink was being deferred until 2015 to allow for more research to be undertaken.

Cllr Hargreaves advised that the Town Council would continue to support the Craft Town project and that the application to the Arts Council was to take place in 2015.

C026/14 Council welcomed the positive response to the Residents' Guide and progress on the Visitor Guide. Members noted the proposal to have more Farnham products with the aim that the costs would be covered.

**It was RESOLVED *nem con*: that a Farnham calendar, postcards and umbrellas be produced to add to the Farnham items available for sale.**

C027/14

### **Cemetery & Appeals Working Group**

Cllr Cockburn introduced the notes of the Cemeteries and Appeals Working Group, meeting held on 1<sup>st</sup> May, at Appendix D to the Agenda by saying that the Working Group was determined to make the cemeteries an excellent environment for all users referring to the principles set out in the English Heritage publication Paradise Preserved.

Cllr Cockburn advised that Members had considered an appeal requesting Kerbing in Green Lane Cemetery but had upheld the Officers' decision to maintain the Regulations. Council confirmed the Cemeteries and Appeals Working Group decision that graves which had been planted with shrubs or set out with boundaries that affected the character of the lawned cemetery should be addressed.

C028/14

### **Strategy and Finance Working Group**

Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 3rd June 2014, at Appendix E to the Agenda.

### **Year End Accounts 2013/14**

Cllr Ward introduced the series of appendices (F,G,H, and I) relating to the 2013/14 Accounts.

The Strategy and Finance Working Group had given detailed consideration to the papers which had been circulated to all councillors. They had considered the detailed income and expenditure outturn by committee and by account; the draft Financial Statements and the revised earmarked and general reserves; the variances in the comparison papers (actual against budget); the revised and restated asset register; the Intermediate Audit Questionnaire responses and the draft Annual Return.

Council noted that the overall outturn for 2013/14 with expenditure £57,000 over budget against an expected shortfall of £25,000 of budget, and income £54,000 ahead of budget was an excellent result and noted that the investment in the Council Offices and Wrecclesham Community Centre had also been largely met from revenue as a result of continued targeted savings.

Council reviewed the revised Asset register and the revaluation that had taken place as a result of new guidance from the external auditor. Any gifted asset was now shown with a zero value, and any transferred asset was now shown with a £1 value, with any subsequent investment by the Town Council added to the value. Council noted this resulted in the assets valuation reducing from £3,157,264 to £1,049,325. Council felt these figures were arbitrary but accepted that all Councils were expected to produce their asset registers in this way.

Council discussed the Internal Auditor's report, noting the issues raised within the report and endorsing the officers' response and the proposals contained therein.

Council went through the draft Annual Return and agreed the Governance Statement and the figures for submission to the External Auditor.

### **It was RESOLVED *nem con* to:**

- 1. Adopt the Report and Financial Statements for 2013/14 at Appendix F;**
- 2. Agree the earmarked reserves at 31<sup>st</sup> March 2014 as included in Appendix F;**

3. **Welcome the Internal Auditors Report for the Year Ended 31 March 2014 and endorse the Council's response to the issues raised as set out at Appendix H;**
4. **Approve the Annual Return, Annual Governance Statement and associated papers for the year ended 31<sup>st</sup> March 2014 for submission to the External Auditor.**

C029/14 Council noted the sale of Green Lane Chapel by auction for £300,000 and that the proceeds would be reinvested in the remaining cemetery chapels. Cllr Ward proposed, seconded by Cllr Cockburn that in accordance with Standing Orders the Council Seal be used to complete the sale.

**It was RESOLVED *nem con*: to authorise the Town Clerk to use the Council Seal on the Transfer documents for the sale of Green Lane Chapel.**

C030/14 Council noted the successful conclusion and opening by the Rt Hon Jeremy Hunt MP, of the Wrecclesham Community Centre refurbishment project. Cllr Ward advised that the Trustees were delighted with the finished building and he hoped it would give them and the Council a better future.

C031/14 Council noted that a further phase of public consultation on the future of the Hale Chapels would be taking place on 28<sup>th</sup> June setting out the options pursued to date.

C032/14 Council noted the current position on West Street Chapel and the proposal to seek competitive tenders for the work to be undertaken in four stages and to retain Drake & Kannemeyer as the Council's surveyor for the project at a capped fee.

**It was RESOLVED *nem con*:**

**1) The Town Clerk, in consultation with the Leader and Lead Member of the Cemeteries and Appeals Working Group, be authorised to seek quotations and agree the most economically advantageous tender(s) for each stage of the project in accordance with Financial Regulations and within the financial envelope set out at Exempt Annex I.**

**2) Drake and Kannemeyer be retained for the remainder of the project at a fixed fee of 8% of the anticipated contract sum at Exempt Annex I.**

C033/14 Council noted that two promising quotations had been received for replacement Council furniture and officers were comparing options.

C034/14 Cllr Cockburn advised Council of the progress on the Neighbourhood Plan expressing concern over the timetable given the large number of developments that were coming forward bringing pressures to both the Thames Basis Heath and Wealden Heaths. Council noted Farnham was in an unusual position, having SPAs in its area, and that there was need for legal clarity on what needed to be put in place if development were to be allowed. Members agreed that Farnham should seek its own legal opinion.

**It was RESOLVED *nem con*: that**

**The Town Clerk be authorised to take Counsel's Opinion on the impact of the SPAs on development in Farnham to inform the Neighbourhood Plan and Farnham's comments on planning applications and Waverley's Local Plan, with costs to be met from within approved budgets.**

C035/14 Cllr Ward advised Council of a planned meeting with Waverley Borough Council on the possible transfer of Gostrey Meadow and of initial prices for the proposed

upgrade of the public conveniences in Gostrey Meadow. Council noted that the initial cost estimates were significant.

**It was RESOLVED *nem con*: that  
The Town Clerk be authorised to seek landlord approval and planning approval to extend and improve the toilets in Gostrey Meadow, and seek funding support.**

Cllr Frost left at this point.

C036/14 Council received details of the proposed Goupil hybrid vehicle for the Outside Workforce to bring both environmental and efficiency benefits. It was agreed, subject to a further demonstration of the vehicle, and discussions on price to purchase the new vehicle and retain the old vehicle until it was no longer cost effective to keep it.

**It was RESOLVED *nem con*: that  
a Goupil Hybrid vehicle be purchased with tipper, cage and watering system with the costs met from a combination of revenue budgets and earmarked reserves.**

C037/14 Council noted the discussions with and approach of the proposed new Internal Auditor and agreed the appointment for three years subject to review after the first year.

**It was RESOLVED *nem con*: that  
Mr Paul Hartley be appointed as the Council's Internal Auditor for three years (from 2014/15 to 2016/17), subject to review after the first year.**

### **Planning & Licensing Consultative Group**

C038/014 Cllr Genziani introduced the minutes of the Planning & Licensing Consultative Group held on 28<sup>th</sup> April, 12<sup>th</sup> May and 2<sup>nd</sup> June and invited any comments. Council noted the large number of applications coming in for large developments particularly in the Badshot Lea area which underlined the importance of the Neighbourhood Plan. Cllr Genziani noted the tendency for additions to be made to existing dwellings which in time would skew the type of housing and who would come to Farnham in future, with only affluent people with large families being able to afford these houses. This may require a new policy approach being needed for the future. Cllr Cockburn agreed and reminded councillors of the importance of reviewing planning applications in their wards and commenting on those which would affect the characteristics of the town which people cherish.

C039/14 Cllr Cockburn outlined the Neighbourhood Plan Scoping Report, attached at Appendix M, which was a technical document due for circulation to statutory consultees for comment.

**It was RESOLVED *nem con*: that  
The Neighbourhood Plan Scoping Report be approved for circulation to Statutory Consultees.**

Cllr Beaman noted that a well-attended pedestrianisation meeting had been held at the Bush Hotel and he wondered why the issue hadn't been mentioned in the Neighbourhood Plan consultation. In response, Cllr Cockburn, said that pedestrianisation had been discussed at workshops but it had been decided by the town that until there was a Western Bypass or somewhere else for the traffic to be

displaced, the lives of the people in Upper Hale should not be blighted to improve the shopping experiences for other people. Realistically, there are two A roads crossing the town with no other roads for traffic to go on, and pedestrianisation would blight the lives of too many residents.

Cllr Cockburn advised that the fact that something was not in the Plan did not mean it had not been discussed, but it had not been supported by the majority of those attending the workshops or responding to the consultation exercises.

C040/14 Cllr Beaman withdrew his proposed a motion.

## **Part 2 – Items Noted**

C041/14 **Reports from Other Councils**  
There were no reports from other Councils.

C042/14 **Reports from Outside Bodies**  
Cllr Hargreaves reported that she and the Town Clerk had attended the most recent Farnham Visitors Forum and provided an update of issues arising including: the Community Dig being led by the Farnham Museum and supported by Farnham Town Council and the Heritage Lottery Fund; the Heritage Open Days which was focussing on Farnham bricks and brickwork; and the Farnham Craft Town project and the proposal to commission a piece of Craft in 2015.

Cllr Hargreaves advised that the Antiques Warehouse would be demonstrating traditional crafts during Heritage Open Days, but it was unfortunately under threat of being moved and was looking for new premises. She encouraged Councillors to advise the Antiques Warehouse if they knew of suitable alternative premises. Cllr Hargreaves advised that the Visitors Forum felt sad that Farnham Castle was no longer involved in hosting events that they used to do such as the Tilford Bach Choir. It was hoped that the Castle might review the situation and be more involved with the community. Cllr Cockburn advised that she believed the Castle was keen to become more involved now things had settled down a bit there. She also suggested that the Council did more to promote the venison dinner as part of the Heritage Open Days as it was an important part of the Council's heritage.

C043/14 **Actions under the Scheme of Delegation**  
The Town Clerk advised that he had responded to i) the Hampshire Bus Review Consultation and ii) the Government's consultation on the Creation of New Parishes seeking confirmation that the proposals were not intended to reduce the capacity of existing parish councils or the delivery of the Localism Agenda.

C044/14 **Date of next meeting**  
Members noted that the next Council Meeting would take place on Thursday 24<sup>th</sup> July at 7.00pm.

C045/14 **Exclusion of Press and Public**  
**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**

C046/14 Council received an update on a Cemetery Appeal matter.

The Town Mayor closed the meeting at 9.26pm

Date

Chairman