



# FARNHAM TOWN COUNCIL

# A

Minutes  
Council

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## Time and date

7.00pm on Thursday 29<sup>th</sup> October 2015

## Place

The Council Chamber, South Street, Farnham

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- \* Pat Frost (Mayor of Farnham )
- \* John Ward (Deputy Mayor)

- A David Attfield
- \* Patrick Blagden CBE
- \* Carole Cockburn
- A Paula Dunsmore
- A John Scott Fraser
- A Jill Hargreaves
- \* Stephen Hill
- \* Mike Hodge
- \* Sam Hollins-Owen
- \* Mike Hyman
- \* Andy Macleod
- \* Kika Mirylees
- \* Julia Potts
- \* Susan Redfern
- \* Jeremy Ricketts
- \* John Williamson

- \* Present
- A Apologies for absence

### Officers Present:

Iain Lynch (Town Clerk)  
Rachel Aves (Team Leader)

There were 18 members of the public in attendance.

Prior to the meeting, prayers were said by Revd Canon Anne Gell Rural Dean of Farnham.

C093/15 **Apologies for Absence**  
Apologies were received from Cllrs Attfield, Dunsmore, Fraser and Hargreaves.

C094/15 **Declarations of interests**  
Apart from 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, there were no declarations of interest.

C095/15 **Minutes**  
The Minutes of the Farnham Town Council Meeting held on Thursday 24<sup>th</sup> September 2015 were agreed and signed by the Mayor as a correct record.

C096/15 **Questions and Statements by the Public**

- i) Mr David Beaman stated that at the meeting of Waverley Borough Council held on 20<sup>th</sup> October it was agreed that the long redundant toilet block on South Street should be demolished at a cost of £6,500. He noted that over the years there had been a number of different proposals for using this building (including one as a Centre related to the North Downs Way, one as a café type place) but to date no actual proposal has actually gone beyond the idea stage. Mr Beaman asked whether there was a realistic possibility of using this building for other purposes since if so FTC should apply for transfer of ownership of the building and save WBC the demolition cost of £6,500.

In response, the Town Clerk advised that the Town Council had been offered the building in 2013 and the Town Council had made a proposal to take on the building but that the Executive Director for Waverley had made it quite clear in a recent discussion that the building would be demolished and this had been confirmed at Waverley Full Council on Tuesday.

C097/15 **Town Mayor's Announcements**

- i) The Town Mayor announced that Farnham Town Council had been a runner up in the National Association of Local Councils Star Councils Awards and invited the Leader of the Council to say a few words.

Cllr Ward reported that he and the Town Clerk had attended the NALC AGM and Awards evening as Farnham had made the Shortlist in the Digital Communications Category. This reflected a lot of hard work that had taken place in recent years to improve the Council's website to make it more user-friendly and to engage with citizens better through surveys, newsletters, Facebook and Twitter in addition to more traditional paper copies of documents. In summing up the Council's achievements, the Award presented made special mention of the Council's 'Report it' function on the website whereby residents could contact the right council when things go wrong, and the transatlantic joint meeting with Woodland Park cementing a long standing friendship.

To applause from the Council, Cllr Ward thanked staff for their work in helping to communicate digitally as the Council went on a journey to better engage with its customers and residents.

- ii) The Mayor invited everyone who was not laying wreaths at Remembrance Services across Farnham to join her in the Annual Parade and March Past that would take place in Gostrey Meadow on Sunday 8<sup>th</sup> November.

- iii) The Mayor spoke of an enjoyable event that had taken place in Castle Street when Sir Ray Tindle CBE DL had re-enacted the 120<sup>th</sup> anniversary of the first Motoring summons issue to John Henry Knight.

C098/15

**Questions by Members**

There were no questions from Members.

**Part I – Items for Decision**

C099/15

**Community Enhancement Working Group**

Cllr Hill introduced the notes of the Community Enhancement Working Group meeting held on 30<sup>th</sup> September 2015, at Appendix B to the Agenda. Councillor Hill thanked everyone to their contribution to the Big Pick week and encouraged further participation. Council noted that the Working group had reviewed the Judges feedback from South and South East in Bloom and that the Working Group had considered the possibility of having Window Boxes in Castle Street in future.

Council noted the success of the Farnham in Bloom Awards held at Squire's Garden Centre and progress on a number of projects.

The Working Group had discussed a proposal from the Queen's Head Public House for a Community Toilet scheme whereby additional toilet facilities would be made available to the public in shops, restaurants and public houses without having to make a purchase. There would be a small contribution by the Town Council towards the cost of the consumables used.

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

**A pilot Community Toilet Scheme be developed in Farnham.**

C100/15

**Strategy and Finance Working Group**

Cllr Ward introduced the notes of the Strategy and Finance Working Group meeting held on 20<sup>th</sup> October 2015, at Appendix C to the Agenda.

Cllr Ward reported that the strategic planning/visioning workshop had been useful, and that a detailed report would be prepared for the next meeting of Strategy & Finance.

Cllr Ward advised Council of the unqualified audit from the external auditor. He also referred to the detailed notes from the Working Group in response to two matters raised in the issues arising report. One issue was the treatment of the Council's investment in the CCLA Public Sector Deposit Fund and whether it should be in Box 8 or 9 of the Annual Return. Council noted that clarification was expected from the Joint Practitioners' Advisory Group later in the year. The second issue related to the fact that the minutes of the budget/precept setting meeting did not explicitly state that the reserves position had been considered prior to the setting of the precept although the Council did follow the proper process. It was noted that the reserves levels (general and earmarked) are also presented to every quarterly meeting (set out in the trial balance) and at the end of year in the Statement of Accounts (produced by Farnham Town Council in addition to its formal obligations for transparency reasons).

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

- i) The unqualified Audit for 2014/15 be welcomed.**
- ii) The comments in the Issues Arising report on the Public Sector Deposit Fund be reviewed prior to the closure of the 2015/16 accounts.**
- iii) The need for an explicit minute on the review of reserves prior to precept setting be noted.**

C102/15 Cllr Ward reported that the Working Group had considered the Income and Expenditure Summary and detailed accounts at the half year point, noting that they were broadly as expected for the six month period, with expenditure being under 50% and overall income being on target support for community and resident groups. Council noted the Trial balance to 30<sup>th</sup> September; Statement of Investments at 30<sup>th</sup> September; the Bank and Petty Cash reconciliations and debtors at 30<sup>th</sup> September; and noted that the detailed paperwork for invoices and payments was available for inspection. It was noted that two long standing debts totalling £320 in total that were still unpaid from previous years were agreed to be written off as uneconomical to pursue and recommended that a longstanding debt of £1270 (including court costs) which the court Bailiffs had been unable to collect be written off as uneconomical to pursue

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

**The longstanding debt of £1270 that had been taken to the Small Claims Court be now written off as uneconomical to pursue.**

C103/15 Councillor Ward provided an update on latest contracts and advised that tenders received for the Gostrey Meadow War Memorial Pathway reconstruction were being compared against the specification

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

- i) The contract for the Gostrey Meadow War Memorial pathway repairs be let to the most economically advantageous tenderer.**

C104/15 Cllr Cockburn provided an update on progress with the Neighbourhood Plan and that a meeting was scheduled with Waverley to clarify the position of the material weight for the Neighbourhood Plan now it was past its Regulation 14 consultation.

The revised timetable for the Neighbourhood Plan process was noted by Council (attached at Annex 1 to these minutes).

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

C105/15 Cllr Ward introduced the minutes of the Planning & Licensing Consultative Group held on 5<sup>th</sup> October and 19<sup>th</sup> October at Appendices D and E to the agenda.

There remained considerable concern about the number of certificates of lawfulness that were being submitted and that the whole planning system including appeals needed to work together better.

Cllr Macleod wanted to speak on the question of the demolition of the toilets on Borelli Walk. The Mayor said that this was not scheduled on the agenda for discussion and asked Council if the matter should be discussed. With only three councillors in favour of discussion, the item was not discussed further.

## **Part 2 – Items Noted**

**C106/15      Actions under the Scheme of Delegation**

None reported.

**C107/15      Reports from Other Councils**

- i)      The Mayor reported that she had raised the question of cleaning cars in Central Car Park at Waverley Borough Council as it had not informed the Town Council of the new arrangement. She had been advised that the agreement with the contractor was two years old and it had taken time to find environmentally friendly products to use but there was no risk to the water course. Also the contractors were bringing their own water. Cllr Potts, on behalf of Waverley Borough Council apologised for the lack of notice to the town council and offered to send additional information to the Council.

**C108/15      Reports from Outside Bodies**

- i)      Cllr Cockburn reported that the Farnham Sports Council Awards evening had been a great success with a real buzz with all the winners.
- ii)     Cllr Cockburn reported that the Gostrey Centre continued to do excellent work for the most vulnerable in Farnham whilst preparing for its eventual move.

**C109/15      Date of next meeting**

Members noted that the next Council Meeting would take place on Thursday 10<sup>th</sup> December.

The Town Mayor closed the meeting at 7.44pm

Date

Chairman

## Programme for Farnham Neighbourhood Plan (Oct 2015 Update)

Task	Date
<ul style="list-style-type: none"> <li>• Production of draft Scoping Report and draft sustainability objectives</li> <li>• HRA Screening</li> <li>• General review of the draft Plan and advise on the Content and Format</li> <li>• Identification of gaps or missed opportunities</li> </ul>	March 2014
<ul style="list-style-type: none"> <li>• Further Evidence Base</li> </ul>	April/ August 2014
<ul style="list-style-type: none"> <li>• Preparation of Regulation 14 Farnham Neighbourhood Plan Options with Allocations including meetings with Town Council steering group</li> <li>• Prepare Evidence Base papers</li> <li>• Prepare Stage B Sustainability Appraisal and Appropriate Assessment</li> </ul>	September 2014
<ul style="list-style-type: none"> <li>• Stakeholder Update and Next Steps</li> </ul>	September 2014
<ul style="list-style-type: none"> <li>• Town Council Members briefing</li> </ul>	13 October 2014
<ul style="list-style-type: none"> <li>• Town Council Strategy &amp; Finance Committee</li> </ul>	14 October 2014
<ul style="list-style-type: none"> <li>• Full Council</li> </ul>	23 October 2014
<ul style="list-style-type: none"> <li>• Community Engagement in Options Plan with Allocations</li> </ul>	November/December 2014
<ul style="list-style-type: none"> <li>• Review and respond to Community Engagement</li> </ul>	January/February 2015
<ul style="list-style-type: none"> <li>• Town Council Strategy &amp; Finance Committee</li> </ul>	3 March 2015
<ul style="list-style-type: none"> <li>• Full Council</li> </ul>	12 March 2015
<ul style="list-style-type: none"> <li>• Further evidence base/ SANG; liaise with infrastructure providers; liaise with developers; liaise with WBC etc)</li> </ul>	April – October 2015
<ul style="list-style-type: none"> <li>• Production of the final Regulation 15 Farnham Neighbourhood Plan</li> <li>• Update Evidence Base Papers</li> <li>• Prepare Stage C Sustainability Appraisal and Appropriate Assessment</li> <li>• Test Conformity of Policies to the adopted Waverley Borough Local Plan (2002) and emerging Local Plan</li> <li>• Preparation of the Consultation Statement</li> <li>• Preparation of the Basic Condition Statement</li> </ul>	November – January 2015
<ul style="list-style-type: none"> <li>• Habitats Regulation Assessment (HRA)</li> </ul>	December 2015
<ul style="list-style-type: none"> <li>• Town Council Members briefing</li> </ul>	8 <sup>th</sup> January 2016
<ul style="list-style-type: none"> <li>• Town Council Strategy &amp; Finance Committee</li> </ul>	12 <sup>th</sup> January 2016
<ul style="list-style-type: none"> <li>• Full Council</li> </ul>	21 <sup>st</sup> January 2016
<ul style="list-style-type: none"> <li>• Community Engagement in Regulation 15 Farnham Neighbourhood Plan (statutory 6 week period) (NB This stage is under review by Government)</li> </ul>	February-March 2016
<ul style="list-style-type: none"> <li>• Submission of Farnham Neighbourhood Plan</li> </ul>	End of March 2016
<ul style="list-style-type: none"> <li>• Waverley Borough Council publish the submitted Farnham Neighbourhood Plan (Regulation 16) (statutory 6 week consultation period)</li> </ul>	April 2016
<ul style="list-style-type: none"> <li>• Examination</li> </ul>	June 2016
<ul style="list-style-type: none"> <li>• Referendum</li> </ul>	July 2016