

## FARNHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL MEETING HELD ON 1 NOVEMBER 2007 AT 7.00PM AT THE LANTERN ROOM, ST THOMAS ON THE BOURNE, FRENESHAM ROAD, FARNHAM

- \* Cllr C Cockburn (Town Mayor)
  - \* Cllr G Beel (Deputy Town Mayor)
  - \* Cllr D J Attfield
  - \* Cllr V Duckett
  - \* Cllr L Fleming
  - o Cllr (Mrs) P Frost
  - o Cllr R Frost
  - \* Cllr C Genziani
  - o Cllr G Hargreaves
  - \* Cllr S Hill
  - \* Cllr D Le Gal
  - o Cllr A Lovell
  - \* Cllr J Maines – left the meeting at 8.00pm.
  - \* Cllr S O’Grady
  - \* Cllr R Steel
  - o Cllr C Storey
  - \* Cllr A Thorp – arrived 7.08pm
  - \* Cllr J Ward
- 
- \* Present
  - o Apologies for absence

Officers Present: Roland Potter (Town Clerk)  
Sheila Rayner (Assistant Town Clerk – Amenities)  
Nick Goddard (Assistant Town Clerk – Environment)  
Wendy Coulter (Committee & Member Services Officer)

#### C 089/07 QUESTIONS BY THE PUBLIC

##### Mr Skingle – Local Resident

Mr Skingle commented that the Council meeting could have been advertised in the Bourne Notice Board and perhaps that was the reason why there were no members of the public present.

The Town Mayor assured Mr Skingle that the matter would be looked into and that the Council would ensure that it did not happen again.

C 090/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors (Mrs) P Frost, R Frost, G Hargreaves, A Lovell and C Storey.

C 091/07 MINUTES

The minutes of the Extraordinary Council meeting held on 27<sup>th</sup> September 2007 and the minutes of the Council Meeting held on 4<sup>th</sup> October 2007 were signed by the Town Mayor as a correct record.

C 092/07 DISCLOSURE OF INTERESTS

| <b>Name of Councillor</b> | <b>Agenda/ Minute No</b> | <b>Subject</b>                          | <b>Type of Interest</b> | <b>Reason</b>   |
|---------------------------|--------------------------|---|-------------------------|---|
| G Beel                    | 6                        | Grants – Competitive Music Festival     | Personal                | I am a volunteer but not a committee member.  |
| C Cockburn                | 6                        | Grants Creative Response                | Personal                | Trustee of Creative Response  |
| C Cockburn                | 6                        | Grants – Voluntary Service Council      | Personal                | Attend meetings   |
| C Cockburn                | 6                        | Grants – 40Degreez                      | Personal                | Farnham Town Council observer   |
| V Duckett                 | 6                        | Grants – 40Degreez                      | Personal                | Partner is Chairman of Trustees   |
| V Duckett                 | 10                       | Dempster Trust                          | Personal                | Know one of the nominated Trustees.   |
| D LeGal                   | 6                        | Grants – Maltings                       | Personal                | Member of Board of Management   |
| J Maines                  | 6                        | Grants – Delayed funding of 40Degreez   | Personal/ Prejudicial   | Chairman of Trustees of 40Degreez   |
| J Maines                  | 6                        | Grants – Revenue funding for 40Degreez  | Personal/ Prejudicial   | Chairman of Trustees of 40Degreez   |
| J Maines                  | 10                       | Dempster Trust                          | Personal                | Know one of the nominated Trustees.   |
| R Steel                   | All                      | All                                     | Personal                | Waverley Borough Councillor   |
| R Steel                   | 6                        | Grants - Maltings                       | Personal                | Member of Board of Management representing Waverley   |
| R Steel                   | 6                        | Grants – Farnham Citizens Advice Bureau | Personal                | Known personally to a newly appointed trustee of CAB.   |
| R Steel                   | 20                       | Cemetery Buildings                      | Personal                | I have worked on other committees with 3 trustees of the Farnham Building Preservation Trust. |
| J Ward                    | 6                        | Grants – Vivaldi Singers                | Personal                | Wife is a Vivaldi Choir Member  |

C 093/07 STATEMENTS BY THE PUBLIC

No members of the public present wished to make a statement.

## **Part 1 – ITEMS FOR DECISION**

It was agreed that Agenda Item number 6 would be moved to the end of Part 1 of the Agenda in order that members who had to declare a Prejudicial Interest could leave the room.

### **C094/07 TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor announced that Councillor Maines, Councillors Frost and herself had attended a dinner and award ceremony to receive the runners up prize for the Tourism Website. The Event was hosted by Tourism South East and the awards were presented by Jenny Powell. Farnham Town Council was there with some of the biggest names in Tourism in the South East and to win the runners up prize was a great achievement.

The Mayor congratulated Councillors Maines and Frost, Cath Sydenham and Geoff Thoms for all their hard work on the new Farnham Town Council Website.

The Mayor also extended her personal thanks to Kevin Taitt for all the hard work he had put in to the Farnham In Bloom during 2007. She congratulated Kevin on the work he had put in liaising with the schools to encourage planting and co-operation with the Town Council. She commented that Kevin's hard work had made a huge difference to the way the Town Council is perceived. She wished her thanks to Kevin to be recorded.

The Town Mayor read out a statement from the Council informing members of the public that it was Farnham Town Council's intension to start work on carrying out Health & Safety Checks in the Cemeteries at Badshot Lea during the week commencing 5<sup>th</sup> November 2007. Notices had been placed on the website and in the local press.

### **C095/07 GRANT APPLICATIONS**

Councillor Maines left the meeting at 8.00pm have declared a Prejudicial interest as she is the Chairman of trustees at 40Degreez.

Members received a report on Grant applications received for 2008/2009. The report outlined the Grants policy which had been adopted by the Council in October 2006. Members were asked to consider a delayed request from 40Degreez for additional funding for 2007/2008 and to consider requests for Revenue and Community Grant funding in order to inform the Council's budget process for 2008/2009.

Due to a communication error, the relevant representative in 40Degreez did not receive notification in time and failed to attend the decision making meeting to make a presentation. As a result members agreed to only award 40Degreez half of the funding requested. Members agreed to award 40Degreez £2,000 for 2007/2008.

Members received a matrix of the Community Grant and Revenue Grant applications for 2008/2009. Each application was considered individually.

**RESOLVED:**

1. That an additional grant of £2,000 should be paid to 40Degreez for the financial year 2007/2008.
2. That the following Community and Revenue Grants be awarded for 2008/2009.

**Community Grants Awarded**

| <u>Name of Organisation</u>                    | <u>Action taken</u>   | <u>Funding awarded</u>                               |
|--|---|--|
| 11 <sup>th</sup> Farnham Scout Group           | Out of date application – funding for previous year                             | £0   |
| Creative Response (Arts) Ltd                   | Organisation holds reserves of £42,000  | £0   |
| Disability Challengers                         | Organisation holds reserves of £531,226   | £0   |
| Farnham Carnival – Entertainment               | Set up separate fund for 'Community Events'                                     | £2,000 to be awarded from 'Community Events' budget. |
| Farnham Carnival – Safety & General Facilities | Set up separate fund for 'Community Events'                                     | £2,000 to be awarded from 'Community Events' budget. |
| Farnham Competitive Music Festival             | Sponsor award costs   | £550   |
| Farnham Decorative & Fine Arts Society         | Recommend to apply to Farnham South Street Trust                                | £0   |
| Farnham Maltings                               | Partnership Project – liaise with FTC officers – funding through Tourism Budget | £0   |
| Farnham Voluntary Service Council              | Award conditioned – if FVSC continues, grant awarded                            | £2,000   |
| Hale Carnival Committee                        | Set up separate fund for 'Community Events'                                     | £2,000 to be awarded from 'Community Events' budget. |
| Rural Life Centre                              | Agreed to award whole grant requested   | £1,080   |
| Vivaldi Singers                                | Organisation applies for funding each year – reduced funding                    | £1,000   |
| <b>TOTAL COMMUNITY GRANT FUNDING</b>           |   | <b>£4,630</b>  |

**Revenue Grants Awarded**

| <u>Name of Organisation</u>    | <u>Action taken</u>  | <u>Funding awarded</u> |
|--------------------------------|--|------------------------|
| Farnham Citizens Advice Bureau | Taper funding for next 3 years – reduce by 20% each year – review in year 4. | £30,127                |

|                                    |   |  |
|------------------------------------|---|--|
| 40Degreez                          | Award full Grant requested – organisation has continued to deliver and exceed its agreed aims     | £6,000   |
| Farnham Maltings Association       | Taper funding for next 3 years – reduce by 20% each year – review in year 4.                      | £30,000  |
| Waverley Hoppa Community           | Agree to award £5,000 at start of financial year 2008 – to review if continuation of organisation | £5,000 - £15,000 reserved if organisation continues. |
| <b>TOTAL REVENUE GRANT FUNDING</b> |   | <b>£86,127</b>                                       |

C096/07 AUDITORS REPORT

Members noted receipt of the BDO Stoy Hayward LLP the Council's external auditors Report for the financial year ended 31 March 2007.

Members noted that the accounts had been audited and approved without qualification. The auditors raised the issued of increasing the Fidelity Guarantee insurance for liquid funds.

Officers reported that the Fidelity Guarantee insurance had been increased from £1,250,000 to £1,600,000.

**RESOLVED:**

- 1. Receipt of the report of the external auditor BDO Stoy Hayward be noted.**
- 2. That the identified actions as a result of the report be approved.**

C097/07 INFILL PLANNING

Members were asked to debate the issues regarding the growing impact of infill development.

It was explained that the Planning Consultative Group had requested guidance from Members as to how it should respond to infill planning applications.

The Planning Consultative Group had observed that over the last couple of years the number of infill planning applications has increased.

Members discussed the issue of infill planning in Farnham. Members expressed their concern that the issue of infill planning in Farnham was actually a wider issue and that the question that ought to be asked was; what kind of housing does Farnham actually need.

It was agreed that the Planning Consultative Group should look at the whole aspect of development in Farnham and come up with a framework for applications across Farnham.

Members suggested that the Planning Consultative Group investigate the following:

- ◆ Identify criteria by which infill development should not occur.
- ◆ Look at opportunities where development could be channelled.
- ◆ How many empty houses are there in Farnham?
- ◆ Developers to pay towards infrastructure costs
- ◆ Develop a framework which includes the acknowledgement that applications still need to be considered on a case by case basis.

**RESOLVED: That the Planning Consultative Group be requested investigate the whole aspect of development in Farnham and develop a framework of observations for applications across Farnham.**

C098/07 PROGRESS REPORT

Members received a progress report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk, report attached to record minutes.

Cllr J Maines commented that the Town Council Projects always seem to slow down when they are dependent on Waverley Borough Council or Surrey County Council.

The Mayor commented that the entrance to Farnham from Guildford into Farnham was a disaster. She asked whether there was anything that Farnham Town Council could do.

It was agreed that the Farnham in Bloom Review Group would look into the situation.

**RESOLVED:**

- 1. That the progress report on the current status of Council Projects and actions taken under Delegated Authority to the Town Clerk be noted.**
- 2. That the Farnham in Bloom Review Group investigate the current status of the entrance into Farnham from Guildford.**

C099/07 DEMPSTER TRUST

The Dempster Trust had advised the Council that two of its five trustees had resigned. The Clerk to the Trustees had requested that the two currently co-opted Trustees be appointed full Trustees to the Trust.

Members were informed that Mr P Jeans and Mr P Whitlock were appointed co-opted Trustees in May 2004. Both indicated that they wished to become full trustees.

Members were requested to approve the appointment of Mr P Jeans and Mr P Whitlock as Farnham Town Council nominated trustees.

**RESOLVED: To approve the appointment of Mr P Jeans and Mr P Whitlock as Farnham Town Council nominated trustees to the Dempster Trust.**

## Part 2 – ITEMS TO NOTE

### C100/07 PLANNING APPLICATIONS

**RESOLVED: That the observations made by the Planning Consultative Group held on 9<sup>th</sup> August and 23<sup>rd</sup> August 2007, and dealt with in accordance with delegated authority, be noted.**

### C101/07 FUTURE OF THE POST OFFICE

Members noted a report on a six week public consultation beginning in January 2008 on the Future of the Post Office Network. Officers would distribute consultation papers shortly to allow a full debate at Full Council in January 2008.

### C102/07 CITIZENS ADVICE BUREAU – YEARLY REPORT

Members received and noted the Annual Report of the Farnham Citizens Advice Bureau.

### C103/07 FINANCE REPORT

Members received a Finance report on the current status of the Council's budget. The Town Clerk advised that the Insurance had been reviewed and had increased as the Council was underinsured. The stationery figure was high due to all stationery costs being included under one budget heading.

### C104/07 LETTER OF THANKS

Members noted a letter of thanks received from 40Degreez for grant funding.

### C 105/07 ITEMS TABLED

None.

### C 106/07 PUBLICITY

Members noted that a Press Release would be issued on the Health and Safety Checks to be carried out in the Farnham Cemeteries.

C107/07 DATE AND LOCATION OF NEXT MEETING

Members noted the date and time of the next meeting – Thursday 13<sup>th</sup> December 2007 at the Hale Institute, Wings Road, Upper Hale, Farnham.

C108/07 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED:** That in view of the confidential nature of business to be transacted at Agenda Item 20, Confidential Minutes of Council meeting held on 4<sup>th</sup> October 2007, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 20.

**Part 3 – CONFIDENTIAL ITEMS**

C109/07 CONFIDENTIAL MINUTES

The Confidential minutes of the meeting held on 4<sup>th</sup> October were signed by the Town Mayor as a correct record.

The Town Mayor closed the meeting at 9.10pm.

Date

Chairman