

FARNHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON THURSDAY 27th OCTOBER, 2005, AT 7PM IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM

- * Cllr M A Clark (Town Mayor)
- * Cllr D J Attfield (Deputy Town Mayor)
- o Cllr P G Burden OBE
- * Cllr C A Cockburn
- * Cllr S Farrow
- o Cllr (Mrs) P M Frost
- o Cllr R D Frost
- * Cllr C G Genziani
- * Cllr J M Harris
- * Cllr S A G Lang
- * Cllr J E Maines
- * Cllr (Mrs) A E Mansell MBE
- * Cllr C H Mansell
- * Cllr P G Marriott
- o Cllr (Mrs) P M Marriott
- * Cllr M W Norris
- * Cllr (Mrs) S Scrivens
- * Cllr V K Scrivens

- * Present
- o Apologies for absence

C 170/05 QUESTIONS BY THE PUBLIC

Prior to the commencement of the meeting, the Town Mayor invited members of the public present to ask questions on any local government matter to which an answer would be given or a written reply would follow, or the questioner would be informed of the appropriate contact details.

Mrs Ann Thurston – Rowledge, Farnham

Asked the following question:

Many people in Farnham are concerned that, following the Plans Panel comments on the East Street Development, the Town Council is no longer standing by its previous resolutions, which stated strong opposition to the East Street Development.

Can I be assured that the Town Council does stand by its previous resolutions which it sent to Waverley Borough Council in 2003 and 2004?

The Town Mayor gave the following response:

Following a presentation by representatives of the developers' architects on design options, architecture and public realm issues arising from the East Street Development proposals at the Town Council's Plans panel meeting held on Thursday 8th September, 2005, and after careful consideration, the Plans Panel resolved that Farnham Town Council comments be forwarded to Waverley Borough Council.

The purpose of forwarding Farnham Town Council comments to Waverley Borough Council on the broad design options at this juncture is to enable the views of the Town Council on these important aspects of the East Street Development to be communicated to the developers' representatives as part of Waverley Borough Council's Development Consultation Forum process which is being conducted **prior** to the formal planning application process. The latest Farnham Town Council comments were prepared with the explicit aim of promoting a design which accords with the broad principles previously expressed by the Town Council and are made in response to proposals as currently presented; it should be noted that the developers' proposals have evolved over a period of time and been subject to a number of changes.

Clearly, Farnham Town Council will wish to comment fully upon any definitive planning application on the East Street Development at the appropriate time and as the democratically elected body closest to the local community, the Town Council will wish to ensure that the views subsequently expressed reflect the aspirations and concerns of the whole community in Farnham.

David Cooper – Farnham

Asked the following question:

Why is the Town Council supportive of the removal of the Bowling Green in the East Street Development area?

The Town Mayor gave the following answer:

The Bowling Green is part of the overall development and as such was considered in the overall plan.

Cllr M W Norris gave the following response to Mr Cooper's question:

Farnham Town Council's Plans Panel made the comment about the Bowling Green in respect of **if** it had to be moved then that is what they wished to see happen to the Bowling Green.

Cllr C H Mansell gave the following response to Mr Cooper's question:

Waverley Borough Council considers the Bowling Green to be a "required item" therefore it will be included in the final designs for East Street.

Ann Cooper – Farnham

Asked the following question:

Are Farnham Council aware that if the Master Plan for the East Street Development was approved, this would trample over the Brightwells Estate which was given to the people of Farnham during the 1920's; if the Master Plan is approved it would be in the commercial interest of the developers rather than in the interests of the people of Farnham?

The Town Mayor gave the following response:

Farnham Town Council will research your question and send you our response.

C 171/05 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P G Burden OBE, (Mrs) P M Frost, R D Frost and (Mrs) P M Marriott.

It was brought to Councillors attention that due to medical treatment Councillor Burden was unable to attend Council meeting at the present time. Members noted Councillor Burden's apology and expressed their hope to see him in the near future when he had fully recovered.

C 172/05 MINUTES

The minutes of the meeting held on 7th July, 2005, were signed by the Town Mayor as a correct record.

C 173/05 DISCLOSURE OF INTERESTS

| Name of Councillor | Agenda/Minute No. | Subject | Type of Interest | Reason |
|------------------------|--|--|-----------------------|--|
| Cllr S Farrow | Item 17, Minute PP 103/05 | Minutes of Plans Panel 8 th September, 2005 – East Street Development | Personal/ Prejudicial | Secretary and Trustee of the Farnham Buildings Preservation Trust which has commented publicly on the proposals. |
| Cllr S A G Lang | Item 13 | Waverley Primary Care Trust | Prejudicial | Wife works for Waverley Primary Care Trust at Farnham hospital and will be affected by the temporary closure of the beds |
| Cllr J E Maines | Item 17, Plans Panel 7 th July | WA 05/1280 | Personal | May be able to see it. |
| Cllr (Mrs) A E Mansell | Item 6 | Tourism Strategy | Personal | Member of Waverley Borough Council. |
| Cllr C H Mansell | Item 13 | Primary Care Trust | Personal | Waverley Borough Council representative on the Primary Care Trust Board |
| Cllr P G Marriott | Item 17 | Plans Panel Minutes 7 th July, 2005, WA 05/1361 | Personal/ Prejudicial | Close proximity to home. |
| Cllr M W Norris | Item 17 – Plans Panel Minutes of the 7 th July 2005 | WA/ 05/1249 – The Kiln Cottage, Badshot Farm Lane | Personal/ Prejudicial | The applicant is known to me and Kiln Cottage is only a short distance from the family home. |
| Cllr (Mrs) S Scrivens | Item 6 | Tourism strategy | Personal | Husband is Member Waverley Executive |

| | | | | | |
|---------------------|-----|---|------------------|----------------------|---|
| Cllr (Mrs) Scrivens | S | 16 PSC 112/05 | PSC Health Check | Personal | Husband is Member Waverley Executive |
| Cllr (Mrs) Scrivens | S | 16 ESC 129/05 | Planning system | Personal | Husband is Member Waverley Executive |
| Cllr (Mrs) Scrivens | S | Plans Panel, 11 August, 2005 | WA 05/1506 | Personal | Same road – long way away |
| Cllr (Mrs) Scrivens | S | Plans Panel, 11 August, 2005 | WA 05/1539 | Personal/Prejudicial | Neighbour |
| Cllr (Mrs) Scrivens | S | Plans Panel, 1 st September, 2005 | WA 05/1644 | Personal | Round corner – long way away |
| Cllr (Mrs) Scrivens | S | Plans Panel, 1 st September, 2005 | WA 05/1695 | Personal/Prejudicial | Applicant is known to me |
| Cllr (Mrs) Scrivens | S | Plans Panel, 8 th September, 2005 | East Street | Personal | Husband is Member of Waverley Executive |
| Cllr (Mrs) Scrivens | S | Plans Panel, 15 th September, 2005 | WA 05/1782 | Personal | Same road – long way away |
| Cllr (Mrs) Scrivens | S | Plans Panel, 15 th September, 2005 | WA 05/1788 | Personal | Same road – long way away |
| Cllr Scrivens | V K | Item 6 | Tourism strategy | Personal | Member Waverley Executive |
| Cllr Scrivens | V K | 16 PSC 112/05 | PSC Health Check | Personal | Member Waverley Executive |
| Cllr Scrivens | V K | 16 ESC 129/05 | Planning system | Personal | Member Waverley Executive |
| Cllr Scrivens | V K | Plans Panel, 11 th August, 2005 | WA 05/1506 | Personal | Same road – long way away |
| Cllr Scrivens | V K | Plans Panel, 11 th August, 2005 | WA 05/1539 | Personal/Prejudicial | Neighbour |
| Cllr Scrivens | V K | Plans Panel, 1 st September, 2005 | WA 05/1644 | Personal | Round corner – long way away |
| Cllr Scrivens | V K | Plans Panel, 1 st September, 2005 | WA 05/1695 | Personal/Prejudicial | Applicant is a “sort of friend of mine” |
| Cllr Scrivens | V K | Plans Panel, 8 th September, 2005 | East Street | Personal | Member of Waverley Executive |
| Cllr Scrivens | V K | Plans Panel, 15 th September, 2005 | WA 05/1782 | Personal | Same road – long way away |
| Cllr Scrivens | V K | Plans Panel, 15 th September, 2005 | WA 05/1788 | Personal | Same road – long way away |

Part 1 – ITEMS FOR DECISION

C174/05 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reported that he had been very busy since the last Council meeting in July. There were many things that he had been involved in but he wanted to outline a few events especially.

The first was a visit to Farnham's twin town Andernach. It was a fantastic visit and the Mayor was welcomed and treated very well. The Mayor also commented that in Andernach's Council Chamber there were stained glass windows commemorating all the towns that Andernach was twinned with, the Mayor thought it would be good if Farnham could recognise its twinned town, Andernach in a similar manner.

The second event was the national commemoration of, the Battle of Britain. The Mayor visited Odiham where the RAF and other branches of the Armed Forces commemorated the Battle of Britain.

The third event was the national celebration of 200 in anniversary of the Battle of Trafalgar. The Mayor helped to plant a commemorative oak in the Library gardens and read a speech prepared by Mrs Madge Green on the life of Nelson which was extremely informative.

The Mayor expressed his thanks to the Deputy Mayor for standing in for him during the daytime functions and also wished to thank Mrs Cath Sydenham for all her hard work in organising many of the events which he had attended.

C175/05 TOURISM STRATEGY

The Members considered the recommendations of the Public Services Committee regarding the adoption of a Tourism Strategy for Farnham Town Council, and after discussion about the Website, involvement of the Farnham Maltings and the Rural Life Centre it was

RESOLVED: That

1. Farnham Town Council acknowledges that the following elements are important components of the Tourism Strategy:

- **Clean, smart environment e.g. Farnham In Bloom, Street furniture, litter etc.**
- **Information e.g. website, touch screens, attractions**
- **Accessibility e.g. trains, buses, cycling and parking**
- **Marketing e.g. leaflets**
- **Accommodation e.g. hotels, bed and breakfast and self catering**
- **Partnerships and Town Twinning**
- **Events e.g. Easter Extravaganza, Farmers' Market, Festival of Transport, Bandstand Concert, Heritage Open Days and Christmas Switch-on**
- **Initiatives / Competitions e.g. Child of the Year, Shop Window, local quiz trails.**

2. The following vision, guiding principles and aims be agreed:

Vision

Farnham is much loved by both its residents and visitors. It is a town proud of its wealth of history, fine buildings and beautiful surrounding countryside. Farnham is a place where the creative arts are much loved, local people feel a true sense of place and where there is common agreement that the best of the old should be preserved whilst welcoming the best of the new.

Our vision for Farnham is to keep its unique identity and be recognised as a relaxing, refreshing and inspiring destination, known for its natural and built heritage and beautiful countryside. It will welcome a mix of visitors with artistic, cultural and historical interests and a love of the great outdoors, with the Town Council, residents and local interests working together to advance the benefits of the sustainable tourism experience to both residents and visitors.

Guiding Principles

The actions set out to achieve the vision are based on four guiding principles:

- That visitors should have a positive experience and want to return**
- That local people should benefit from tourism**
- That Farnham's unique character should be protected and enhanced**
- That tourism should contribute to the buoyancy of the local economy.**

Aims

- Improve the recognition of Farnham as a Visitor Destination**
- Making Farnham a quality destination and through enhancing the visitor experience to improve the services and facilities for local people**
- Bring a strong emphasis on sustainability**

3. The activities set out in the Action Plan be adopted as the work plan to assist in developing Farnham as a visitor destination.

The strategy is based on focussing existing Farnham Town Council staff resources on promoting tourism as a local economic activity with no reliance placed on the continued existence of a Tourist Information Centre.

C176/05 FEES AND CHARGES

The Members considered the recommendations of the Public Services Committee regarding a review of fees and charges to take effect on 1st April, 2006 for 2006/2007 and

RESOLVED: That

A 3% discount would be approved to early payers for Farmer's Market from 1st April, 2006.

That the scale of charges for Farmers' Market, Cemeteries and Allotments be increased by the inflationary rate of 3% (rounded up/down) with effect from 1st April, 2006.

C177/05 ADDITIONAL CHRISTMAS LIGHTS

Members considered a recommendation from the Public Services Committee for the purchase of additional lights to enhance trees in Farnham. After some discussion about colour schemes. The Town Clerk assured members that they would be informed of the type and colour schemes of the lighting to be used this Christmas.

RESOLVED: That

Lighting of additional trees to enhance the Christmas decoration scheme be agreed up to a maximum one-off cost of £10,000 and that funding was identified from within current revenue budget and council reserves.

£5164 – 902-9251 Tourism Development

£2534 – 902-9247 Christmas Lights

£2302 – 250-2467 Tourism Development

C178/05 URBAN SAFETY MANAGEMENT

Members considered the recommendations of the Environmental Services Committee to progress the Urban Safety Management Study and related Action Plan. Members discussed the make-up of the Farnham Development Task Group. The Town Clerk outlined that the group initially consisted of representative officers and members from Surrey County Council, Waverley Borough Council and Farnham Town Council. Further meetings would take place with officer representatives from the three tiers of local authority and this group would report back to the Chairman and Vice Chairman of Environmental Services Committee and the Committee.

RESOLVED: That

- a) The Transport Research Laboratory Ltd's Farnham Sustainable Town initiative Feasibility Stage Three Final Report and Action Plan be received and adopted;**

- b) the Stakeholders' consultation meeting held on 20th September, 2005 be noted;
- c) The Farnham Town Council officers be delegated the authority to progress the Action Plan via the Farnham Development Group and liaise with the Chairman and Vice-Chairman of Environmental Services as appropriate.

C179/05 BUDGET STRATEGY 2006/2007

Members considered the recommendation of the Policy and Resources Committee to adopt a budget strategy for 2006/2007, which will form the guidance for all committees in estimating their budgets and assist the Council in setting the Town Council precept for 2006/2007.

RESOLVED: That

- The Budget Strategy be adopted consisting of a budget template of
 1. Operational revenue budget
 2. Additional operational revenue budget for new services
 3. Operational capital budget
 4. Operational capital budget for new services
 5. Project budget
- The Budget Timetable be adopted.

BUDGET TIMETABLE

| Date | Action |
|------------------|---|
| 17 October 2005 | Suggestions for Capital projects and general projects to be submitted to Sheila Rayner (Capital Project's Management) |
| 10 November 2005 | Public Services Committee to consider the committee budget |
| 24 November 2005 | Environmental Services Committee to consider the committee budget |
| 8 December 2005 | Policy & Resources Committee to consider committee budget and combined Council budget and to recommend precept for 2006/07. |
| 5 January 2006 | Full Council to consider budget for 2006/07 and to set precept |

- Farnham Town Council review all reserves and the development and adoption of a reserves protocol.
- The precept for 2006/07 should not exceed 3%.

- **The reallocation of Council Reserves totalling £26,670 be made available to implement projects in 2005/2006 and £35,076 be transferred from earmarked reserves to the General Reserve Fund be agreed.**

Members noted that the following criteria should be followed for Projects:

- Projects should be deliverable within the following financial year.
- All projects should be costed and a timetable for implementation agreed.
- If a project is dependent on a partnership of other authority, confirmation should be obtained from other partners that the scheme will be implemented, the timescale for the implementation and the cost.

Members noted that the adoption of this criteria would allow them to plan the financial implications more prudently which would reflect in the setting of a realistic precept and the minimising of Council balances being held in reserve.

C180/05 ANNUAL ACCOUNTS

Members received the Audited Accounts for the year ended 31st March, 2005, attached to record minutes.

RESOLVED: That

The Accounts for the year ended 31st March, 2005 be approved and adopted.

C181/05 INFORMATION TECHNOLOGY REVIEW

Members considered the recommendations of the Policy and Resources Committee on the Information Technology Review and the condition of current Information Technology equipment in the Farnham Town Council offices. This included the replacement and updating of the current equipment, the introduction of an annual network maintenance agreement and a review of the Council Website.

After some discussion in which the members expressed some concern that Standing Orders would be wavered with regard to a single supplier for the IT provision. The Town Clerk explained that the waving of Standing Orders was necessary in this case, due to the fact that the condition of the server was deteriorating and there was an urgent requirement for a replacement. Any delay in obtaining further quotes may result in a breakdown of operations for Farnham Town Council. Other local authorities were consulted and Dell UK Ltd was found to be the preferred and most reliable provider.

RESOLVED: That

- **That a programme of upgrading the Councils Information Technology system be adopted.**
- **That financial regulations and standing orders should be waived to accept one tender to purchase direct from Dell UK Ltd, as the preferred equipment standard.**
- **That the funding for the upgrading of the Councils Information Technology system should be financed from the Repairs and Renewals budget in Council Reserves.**
- **That an annual network maintenance contract should be implemented.**
- **That a review and possible redesign of the current web site be undertaken and an estimate for the cost of the redevelopment of the site should be returned to the Policy and Resources Committee for approval and funding from reserves and the Council budget.**

C182/05 PRIMARY CARE TRUST

Members considered and discussed a proposal by the Guildford and Waverley Primary Care Trust to temporarily close 24 beds at Farnham Hospital and Cranleigh Hospital and

RESOLVED: That

The Town Council make the following comments to the Guildford and Waverley Primary Care Trust: -

- 1. Farnham Town Council strongly objects to the proposals to temporarily close 10 beds at Farnham Hospital.**
- 2. It does so because the closure of 10 beds at Farnham Hospital even on a temporary basis for the remaining six months of the current financial year will adversely affect the health service provision available to Farnham's population.**
- 3. The Town Council also objects to the proposals as the reasons behind the Primary Care Trust's (PCT's) proposals are purely financial, driven by the need to reduce a £6 million increase in the level of overspend facing the Trust. The proposals which would result in a substantial reduction in the level of service across Waverley are not based on improvements to the quality of public health care for local residents. Nor so far as the Town Council understands it will the savings achieved from the temporary closure make a significant impact on the £6 million figure given that maximum savings from the 1st October appear to be no greater than £263,000.**

4. Farnham Town Council notes the proposal from Surrey County Council's Health Scrutiny Committee that the Guildford and Waverley PCT should undertake a period of formal consultation before any action is taken on the temporary closures.

However given the proposal published earlier this month by the Surrey & Sussex Strategic Health Authority (SHA) that Surrey's current PCT's should be merged into one county-wide PCT, Farnham Town Council believes no decisions about the future of services should be made in haste in the final days of the current PCT structure. This is especially so given the SHA is proposing to introduce the new county-wide PCT by October 2006, with a shadow board in place by April next year.

As the SHA's proposals, set out in its response to the Commissioning a Patient-Led National Health Service strategy, are specifically designed "...to improve services [and] cut down on bureaucracy..." funding should be freed up to put into front line services. Creating one PCT will substantially reduce the overheads incurred through multiple boards, chief executives and finance directors, money which can then be ploughed into patients, nurses and doctors across Surrey. Further more the current deficit position faced by Guildford and Waverley PCT will be shared across the county under the new proposed structure.

In light of all Farnham Town Council believes that any decisions about the future provision of services should be made in the broader context of the new PCT structure coming into force next year. The current proposal not only has no basis in improving public health provision, nor does it have any public benefit, but it is also premature.

5. Should the Guildford and Waverley PCT persist in consulting on the proposed temporary closure of beds at Farnham Hospital to overcome an immediate financial problem, Farnham Town Council is of the view that this decision should not prejudice any future consultation about bed numbers by the PCT. The PCT must accept that any future consultation on community hospitals in Waverley, which it has already indicated it will undertake, about revised bed levels must be based on the current full compliment of beds at Farnham Hospital not on a lower figure that follows any temporary closure this financial year.

C183/05 TRANSFER OF ALLOTMENT LAND AT WEST STREET

Members considered the recommendations of the Policy and Resources Committee regarding a request from Farnham Gospel Hall Trust to enter an arrangement with Farnham Town Council to transfer land at West Street Allotments in order to build a larger meeting hall and to create additional parking for the meeting house.

The Town Clerk informed members that the Council had received an amended offer from the Farnham Gospel Hall Trust and as this had been received to date to be placed on the agenda for consideration. Members were therefore advised to defer this matter to consider the amended offer. Councillor J E Maines proposed and Councillor V K Scrivens seconded a proposal that the matter be referred back to the next Policy and Resources Committee.

RESOLVED: That

The matter of a request from the Farnham Gospel Hall Trust to enter an arrangement with Farnham Town Council to transfer land at West Street Allotments in order to build a larger meeting hall to create additional parking for the meeting house be referred to the next meeting of the Policy and Resources Committee on 8th December, 2005.

C184/05 FARNHAM IN BLOOM SPONSORSHIP

The Council considered the acceptance of an offer of £6,500 for sponsorship from Burns and Webber Estate Agents towards the development of Farnham in Bloom for 2006/2007 with an option to renew for a further two years.

RESOLVED: That

- **Farnham Town Council accept the offer of £6,500 from Burns and Webber as main sponsors to Farnham in Bloom for 2005/06 with the option to continue the support for a further two years.**
- **Farnham Town Council agree to the Burns and Webber request for supported advertising.**

Part 2 – ITEMS TO NOTE

C185/05 REPORTS OF COMMITTEES

(1) Public Services Committee

It was proposed by Councillor (Mrs) A E Mansell and seconded by Councillor (Mrs) S Scrivens and

RESOLVED:

That the minutes of the meeting of the Public Services Committee held on 15th September, 2005 be adopted.

(2) Environmental Services Committee

It was proposed by Councillor S Farrow and seconded by Councillor V K Scrivens and

RESOLVED:

That the minutes of the meeting of the Environmental Services Committee held on 29th September, 2005, be adopted.

(3) Policy and Resources Committee

It was proposed by Councillor M W Norris and seconded by Councillor C H Mansell and

RESOLVED: That the minutes of the meeting of the Finance and General Purposes Committee held on 13th October, be adopted.

C 186/05 PLANNING APPLICATIONS

During discussion of the Plans Panel minutes of 8th September, 2005, Councillor Mr and Mrs Mansell and Councillor Farrow left the room as they had declared Prejudicial Interests in the East Street Development Scheme.

It was agreed that the Minutes of the Plans Panel of 8th September, 2005, be forwarded to all Waverley Borough Councillors, Waverley Borough Council and Crest Nicholson with a covering letter outlining Farnham Town Council's comments were "Without Prejudice" over previous comments and that Farnham Town Council reserved the right to comment again on future proposals as before.

RESOLVED:

That the Minutes of the Plans Panel of 8th September, 2005, be forwarded to all Waverley borough Councillors, Waverley Borough Council and Crest Nicholson with a covering letter outlining Farnham Town Council's comments were "without prejudice" over previous comments and that Farnham Town Council reserved the right to comment again on future proposals.

RESOLVED:

That the observations made by the Plans Panel held on 7th July, 2005, 21st July, 2005, 4th August, 2005, 18th August, 2005, 1st September, 2005, 8th September, 2005, 15th September, 2005, 29th September, 2005, 6th October, 2005 and 13th October, 2005, and dealt with in accordance with delegated authority, be noted.

C187/05 ITEMS TABLED

None

C188/05 PUBLICITY

The Council agreed to issue press releases on the following items:

- a) Guildford and Waverley Primary Care Trust – temporary closure of 10 beds.
- b) Farnham in Bloom Sponsorship by Burns and Webber.

C189/05 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED: That

That in view of the confidential nature of business about to be transacted, namely to note the confidential minutes of the Policy and Resources Committee of 13th October, 2005, it was agreed that the public and press be temporarily excluded and they were instructed to withdraw.

Part 3 – CONFIDENTIAL ITEMS

The Members noted the confidential minutes of the Policy and Resources Committee on 13th October, 2005.

The Town Mayor closed the meeting at 8.25pm

Date

Chairman