

## FARNHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL MEETING HELD ON THURSDAY 26<sup>th</sup> OCTOBER, 2006, AT 7.00PM IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM

- \* Cllr D J Attfield (Town Mayor)
  - o Cllr C G Genziani (Deputy Town Mayor)
  - o Cllr P G Burden OBE
  - \* Cllr M A Clark
  - o Cllr C A Cockburn
  - \* Cllr S Farrow
  - o Cllr (Mrs) P M Frost
  - o Cllr R D Frost
  - \* Cllr J M Harris
  - \* Cllr S A G Lang
  - o Cllr J E Maines
  - \* Cllr (Mrs) A E Mansell MBE
  - \* Cllr C H Mansell – left the meeting 7.25pm.
  - o Cllr P G Marriott
  - o Cllr (Mrs) P M Marriott
  - \* Cllr M W Norris
  - o Cllr (Mrs) S Scrivens
  - \* Cllr V K Scrivens
- 
- \* Present
  - o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Sheila Rayner (Assistant Town Clerk)

Nick Goddard (Assistant Town Clerk)

Wendy Coulter (Member Services and Grants Officer)

#### C 162/06 QUESTIONS BY THE PUBLIC

There were no members of the public present to ask a question.

#### C 163/06 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P G Burden, C A Cockburn, C G Genziani, (Mrs) P M Frost, R D Frost, J E Maines, (Mrs) P M Marriott, P G Marriott and (Mrs) S Scrivens.

C 164/06 MINUTES

The minutes of the meeting held on 6<sup>th</sup> July, 2006, were approved and signed by the Town Mayor as a correct record.

C 165/06 DISCLOSURE OF INTERESTS

<b>Name of Councillor</b>	<b>Agenda Minute No.</b>	<b>Subject</b>	<b>Type of Interest</b>	<b>Reason</b>
M A Clark	11	Capital Monies for Youth Shelter at Sandy Hill	Personal	Waverley Borough Councillor
S Farrow	12	Budget Variations	Personal/ Prejudicial	The Parish Poll in this case is with regard to the proposed East Street development. It could be suggested that my views on the poll are influenced by my membership of the Farnham Preservation Trust, which has known views on East Street.
S A G Lang	11	Capital monies for Youth Shelter at Sandy Hill	Personal	I live on Sandy Hill Estate
(Mrs) A E Mansell	10	Farnham Sustainable Town initiative Study	Personal	Waverley Borough Councillor
(Mrs) A E Mansell	11	Capital Monies for Youth Shelter at Sandy Hill	Personal	Waverley Borough Councillor
C H Mansell	10	Farnham Sustainable Town initiative Study	Personal	Waverley Borough Councillor
C H Mansell	11	Capital Monies for Youth Shelter at Sandy Hill	Personal	Waverley Borough Councillor
V K Scrivens	10	Farnham Sustainable Town initiative Study	Personal	Waverley Borough Councillor
V k Scrivens	11	Capital Monies for Youth Shelter at Sandy Hill	Personal	Waverley Borough Councillor

C 166/06 STATEMENTS BY THE PUBLIC

There were no members of the public present to make a statement.

**Part 1 – ITEMS FOR DECISION**

C 167/06 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor reported that he had been to Reigate that morning for the formal start of the Surrey Poppy Appeal 2006.

C 168/06 GRANTS POLICY & PROCEDURES

Members received a report on the proposed Community Grants Policy and Procedures.

The report explained that members had raised concerns about the growing number of issues with the Council's current Grant making policies and procedures. The matter was referred to the Corporate Development Task Group for review and recommendation, the recommendation of which was considered by the Policy and Resources Committee.

The core recommendations of the review of the Corporate Development Task Group were that, project and revenue grants are combined and reclassified as Community Grants and will only be funded once a year up to a maximum grant of £2,000, subject to fulfilling the Council's criteria and available funding.

The funding for each organisation would be agreed by a new Grants Group after all members had been able to score each application against the criteria laid out in the grants policy and ratified by Full Council.

The issue of large grants was discussed and it was agreed that it would be referred back to the Policy and Resources Committee for further consideration.

Members noted that in order to develop independence and sustainability grant funding exceeding a year would normally be for a maximum of three years and funding would be tapered on a reducing balance.

Members agreed that the total funding available for Community Grants should be set at 3% of the precept.

**RESOLVED:**

- 1. A Grants Group be created and members be identified on a cross political party basis.**
- 2. The authority to allocate grant funding be delegated to the Grants Group subject to ratification by Full Council.**
- 3. A Grants Policy for Community Grants up to a maximum of £2,000 be adopted.**
- 4. That Community Grants be awarded once a year.**
- 5. With reference to Community Grants, that grants for up to three years are awarded; any such grant would *normally* be tapered funding (reducing year on year).**
- 6. A grants policy for small grants up to £200 to be available throughout the year be adopted.**

- 7. A ceiling of Community Grant funding be established as a percentage of the precept and this should be considered as 3% of the precept (£16,023 – 2006/2007).**
- 8. The issue of Large Grants exceeding £15,000 be referred back to the Policy and Resources Committee for further consideration.**
- 9. The Community Grants Policy and Procedures as recommended by the Policy and Resources Committee and amended by Full Council be adopted.**

C 169/06 CEMETERIES

Members received a report on Cemeteries Administration and Management.

The report explained that the Town Council has no formal policies for the administration and management of the cemeteries and that the classification of "exempted category" required simplification.

The report requested that a Cemeteries Charter be adopted and the Council's Cemeteries Regulations are formalised and updated.

The Cemeteries be designated as Lawn Cemeteries and regulations relating to future memorials are agreed.

A memorials policy be adopted and a memorial masons' registration scheme is introduced.

The report also requested that members note that there are no longer any vacant grave spaces for purchase available in Hale Cemetery. The report suggested that investigations be made into the options for alternative burial sites in and around the Hale area.

**RESOLVED:**

- 1. A Farnham Town Council Cemeteries Charter be noted and agreed in principle in order to improve service delivery and customer care.**
- 2. The Cemeteries Charter be approved.**
- 3. The remaining cemetery grave spaces and areas where there is not currently an interment be designated a Lawn Cemetery.**
- 4. The Lawn Style memorial layout; that is, one which permits a headstone and adjoining plinth (for the placing of a floral tribute) only – be introduced into Farnham Town Council's Cemeteries as soon as possible.**
- 5. The Draft Town Council's Cemeteries Regulations be adopted.**

- 6. A registration scheme for stonemasons who carry out work in Farnham Town Council's cemeteries, with the aim of establishing a uniform standard of workmanship to meet the National Association of Memorial Masons' standards and working practices, be adopted.**
- 7. The lack of vacant grave spaces at Hale Cemetery be noted.**
- 8. That Officers investigate the options for alternative burial sites in and around the Hale area.**

C 170/06 ALLOTMENTS

The Members received a report on the development of the Town Council's Allotment Service.

The report outlined that there is currently a waiting list of 96 people who wish to rent allotments.

The allotment sites at Farnborough Road and the Shepherd and Flock roundabout have not been brought into full operational use.

Bringing the allotment sites at Farnborough Road and the Shepherd and Flock into full operational use could reduce the high waiting list.

The report requested that an allotment strategy and a 3 year action plan to improve the Council's allotment service are adopted.

The report also requested that a new tenancy agreement be adopted for all new tenants and be renewed for all existing tenants, where appropriate.

**RESOLVED:**

- 1. That the allotment sites at Farnborough Road and the Shepherd and Flock Roundabout be brought into full operational use.**
- 2. That the Allotment Strategy and 3 year action plan be adopted.**
- 3. That new tenants be restricted to 5 rod plots and a deposit of £25 be paid on all new plots.**
- 4. That the new tenancy agreement be adopted for all new tenants and renewed for all existing tenant from 1<sup>st</sup> April, 2007, if appropriate.**

C 171/06 CHRISTMAS LIGHTS 2006

Members considered a recommendation from the Public Services Committee for the following issues:

- a) The use of trees in union Road are not suitable
- b) The alternative – to light all 5 trees in South Street
- c) Authorisation to light additional 3 trees at a total cost of £5,220
- d) Authorisation to release additional funding from reserves

**RESOLVED:**

**That £5,220 be released from reserves for the purchase and installation of additional Christmas Lights in South Street.**

C 172/06 FARNHAM SUSTAINABLE TOWN INITIATIVE STUDY

Members considered a recommendation from the Environmental Services Committee on the Farnham Sustainable Town initiative Study: The engagement of specialist consultants to develop a fuller Vision for Farnham for the next twenty years.

Members noted the following key issues:

The development and adoption of a Vision for Farnham in 2025 was a key recommendation of the Urban safety Management Study.

Waverley Borough Council is required to develop a Farnham Area Action plan under the Local Development Framework. An essential part of this plan would include a Vision for Farnham in 2025.

This would be an opportunity for Farnham Town Council to work in partnership with Waverley Borough Council to develop a shared vision; however, there would be a need to employ specialist consultants to undertake this work.

Members noted that Waverley Borough Council already subscribe to a research and strategy consultancy that provides socio-economic and geographical data. The consultancy also specialises in assisting local government organisations and their communities in developing their vision for the future.

**RESOLVED:**

- a) **That a series of workshops to develop a fuller vision for Farnham in 2025 be progressed in partnership with Waverley Borough Council.**

- b) That Local Futures, who provide research and advisory services to government and local authorities including Waverley Borough Council be commissioned to undertake a series of workshops to develop a fuller vision for Farnham in the next 20 years.**
- c) That the contribution from Waverley Borough Council of £15,000 towards the maximum overall cost of £20,000 for Farnham Visioning Workshops to assist Farnham Town Council to progress the Urban Safety Management Study be acknowledged.**
- d) That Farnham Town Council approve the release of up to £5,000 as Farnham Town Council's contribution towards the overall cost of the workshops.**

C 173/06 CAPITAL MONIES FOR YOUTH SHELTER AT SANDY HILL

Members noted a report on the Sandy Hill Youth Shelter. Following an incident of vandalism to the Youth Shelter, all interested parties worked together to prepare a schedule of works to repair the damage and incorporate some improvements. The total cost of the scheme would be £9,000. Waverley Borough Council and the Safer Waverley Partnership have agreed to contribute £3,000 and Farnham Town Council were asked to contribute the remaining £3,000.

The Youth Shelter was originally funded by a Land Fill Tax Grant administered by SITA. The application was submitted by the Pavilion Sandy Hill Community Worker and the local Youth Leader. Pavilion Housing did not fund the scheme.

The members noted that the proposed works would include:

- reinstatement of the damaged brickwork
- the removal of shutters
- the bricking up of the previously shuttered areas
- the complete lining of the shelter with a vandal proof material
- the installation of solid steel grille doors lockable from the outside with a padlock
- the laying of a tarmac surround to the shelter to replace the heavy gravel which transfers into the building
- the installation of lighting as the shuttered windows are being bricked up and to allow year round use.

Members noted that Pavilion Housing had agreed to meet the ongoing revenue costs which included the cost of electricity and the management of the locking/unlocking of the padlock on the steel grille door.

Members raised concerns over the bricking up of the windows and whether power points should be installed.

It was proposed by Councillor V K Scrivens and seconded by Councillor M A Clark that the officers review the conditions that the refurbishments were being constructed under and ask Pavilion Housing to contribute further to the costs of the refurbishments.

**RESOLVED:**

**That officers review the conditions of the refurbishments for the Youth Shelter at Sandy Hill and Pavilion Housing be asked to contribute further to the costs of the refurbishments.**

**That £3,000 be released from reserves or Capital Project savings to repair and improve the Youth Shelter at Sandy Hill.**

C 174/06 BUDGET VARIATIONS 2006/2007

Councillor S Farrow left the meeting for this item having declared a prejudicial interest.

Members received a report on possible Budget Variations for 2006/2007. Members noted that a request for details of how to call a parish poll with regard to the proposed East Street Development had been received.

It was noted that the process for obtaining a parish poll is as follows:

- ♦ A parish meeting can be called by 6 members of the public who are registered on the electoral roll
- ♦ 7 days notice of a meeting must be given including the time and location
- ♦ The meeting must be chaired by the Town Mayor or the Deputy Town Mayor and if neither is present the meeting can elect a chairman
- ♦ Within the time of the parish meeting a parish poll can be called for by one third of the meeting or 10 registered electors, whichever is the less. During the meeting the question to be asked must be agreed and the mayor or Chairman must agree the question and inform Waverley Borough Council
- ♦ The Parish Poll will be administered by Waverley Borough Council
- ♦ This will take place within a prescribed period on one particular day
- ♦ The voting will take place between 4.00pm and 9.00pm only
- ♦ No polling cards are issued to the electorate and no postal votes are allowed.

The members also noted that the poll is not binding on the Town Council and with regard to East Street is not binding on Waverley Borough Council.

The cost of a parish poll is anticipated to be approximately £25,000 to £30,000. The cost of a parish poll would have to be funded by the Town Council and its residents and would equate to an approximate increase in the Town Council precept of 3.75% or £1.80 per average Band D household. The increase would be prior to any other enforced increases through inflation and cost of living.

Members noted that as it would be an unplanned expenditure for 2006/2007, savings would need to be found within current services and future services to fund a parish poll and any other future requests for parish polls.

Members were reminded that Farnham Town Council is not the planning authority and therefore has only the status as a normal consultee on planning issues. The planning process is a legal process within strict guidelines which allows for members of the public to write and register their objections to planning applications with the object of influencing the planning process. Therefore utilising the current planning system is the most effective way of communicating public opinion.

**RESOLVED:**

**That the report be noted.**

C 175/06 ROYAL SURREY COUNTY HOSPITAL

It was brought to member's attention that the Accident and Emergency Department at the Royal Surrey County Hospital was threatened with closure which would affect the survival of the rest of the hospital.

The Royal Surrey County Hospital's A&E department is one of the best in the country and it provides an important service. Two organisations run the health departments in this part of the country, the Surrey Primary Care Trust and National Health Service South East Coast. These organisations have only recently come into existence.

Members discussed the current situation with the hospital and raised the following points.

Before the Surrey PCT and NHS South East Coast make any decisions financially on what services are to be provided in Surrey and Sussex and elsewhere to take some time over the decisions rather than making a decision after so short a period of time.

The Surrey PCT and NHS South East Coast should look at the position of finances and health provision in terms of a deficit of £100 million affecting the NHS in Surrey and Sussex. London and the rest of the South East and the Eastern part of England have all been affected by deficits in respect of the provision of health services and while the finger has been pointed at management, particular health authorities, particular hospitals and particular PCT's the problems are wider geographically than just this part of the world.

The Surrey PCT and NHS South East Coast ought to take into account travel times to A&E. The main driving force to the current plans appears to be financial. There is a disjunction between A&E provision and Community Hospitals. In the South East many people go to A&E when they do not necessarily warrant that level of care. The natural place for these people to be treated would be the Community Hospitals and this is referred to in some of the documentation but the Community Hospitals are being closed.

**RESOLVED:**

**That the following comments be sent to the Surrey PCT, NHS South East Coast, The Royal Surrey County Hospital and the Department of Health.**

**The Surrey PCT and NHS South East Coast need to consider their current situation before they launch into any further reorganisation that effects the hospital provision at the Royal Surrey County Hospital and the health service provision in Surrey, Hampshire and West Sussex. Considering the short period of time the organisations have been in existence.**

**The assessment of health care provision needs to be joined together by study of travel times from all parts of Surrey, Hampshire and west Sussex and especially Farnham to an A&E department at whichever hospital a patient seeks to go to.**

**Farnham Town Council fully supports the cross party and cross community campaign to protect the Royal Surrey County Hospital and we add our weight to the campaign in terms of the services to Guildford and further afield to Farnham and the rest of the Borough of Waverley.**

## Part 2 – ITEMS TO NOTE

### C 176/06 REPORTS OF COMMITTEES

#### (1) Public Services Committee

It was proposed by Cllr (Mrs) A E Mansell and seconded by Cllr M W Norris and

**RESOLVED: That the minutes of the meeting of the Public Services Committee held on 14<sup>th</sup> September, 2006, be noted.**

#### (2) Environmental Services Committee

It was proposed by Cllr S Farrow and seconded by Cllr M W Norris and

**RESOLVED: That the minutes of the meeting of the Environmental Services Committee held 28<sup>th</sup> September, 2006, be noted.**

#### (3) Policy and Resources Committee

It was proposed by Cllr M W Norris and seconded by Cllr S Farrow and

**RESOLVED: That the minutes of the meeting of the Policy and Resources Committee held on 12<sup>th</sup> October, 2006, be noted.**

### C 177/06 PLANNING APPLICATIONS

**RESOLVED: That the observations made by the Plans Panel held on 6<sup>th</sup> July, 2006, 20<sup>th</sup> July, 2006, 3<sup>rd</sup> August, 2006, 17<sup>th</sup> August, 2006, 7<sup>th</sup> September, 2006, 21<sup>st</sup> September, 2006, 28<sup>th</sup> September, 2006 and 12<sup>th</sup> October, 2006 and dealt with in accordance with delegated authority, be noted.**

### C 178/06 NALC CONFERENCE

Members received a written report from Councillor R D Frost on his visit to the NALC Conference in September in Liverpool.

C 179/06 ITEMS TABLED

None.

C 180/06 PUBLICITY

Members agreed that press releases be issued on the following items:

Grants Policy & Procedures

Cemeteries Charter

Allotments

Budget Variations 2006/2007 – Parish Poll

Royal Surrey County Hospital

The Town Mayor closed the meeting at 8.35pm.

Date

Chairman