

FARNHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4th OCTOBER, 2007 AT 7.00PM IN THE COUNCIL CHAMBER, SOUTH STREET, 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
- * Cllr R Frost
- * Cllr C Genziani
- * Cllr G Hargreaves
- * Cllr S Hill
- * Cllr D Le Gal
- o Cllr A Lovell
- * Cllr J Maines
- * Cllr S O'Grady
- * Cllr R Steel
- * Cllr C Storey
- * Cllr A Thorp
- * Cllr J Ward

- * Present
- o Apologies for absence

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

Prior to the commencement of the meeting Ann Jones from Farnham Museum gave a presentation on the development of a new Classroom Building at the Farnham Museum.

Ms Jones outlined the project and showed the members drawings of the proposals. A breakdown of eligible costs was made available along with an update on partnership funding for the Classroom. The total funding secured to date is £173,500. Mrs Jones explained that the Farnham Museum was waiting to hear about clarification from Biffa where £35,000 of funding had been requested from Landfill funding.

The Mayor congratulated Mrs Jones on her success at raising the funding for the classroom and congratulated the Museum on a superb project and thanked Mrs Jones for making a presentation to the Council.

C 064/07 QUESTIONS BY THE PUBLIC

Mr Skingle – Local Resident

In relation to an observation of the Planning Consultative Group regarding application WA 07/1569.

The comment appeared to have suffered from being précised and was misleading. The Council objects to the application but then it says that it supports the views of the Planning Inspector.

The comment is based on the previous rejection of the Planning Inspector but does not relate to WA 07/1569. The Inspector tends to support the application. The Town Council did not mean to support the application.

The Town Mayor replied that it may be possible for the Town Council to clarify its comment when the application goes to appeal.

C 065/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors (Mrs) Frost and A Lovell.

C 066/07 MINUTES

The minutes of the meeting held on 2nd August, 2007 were signed by the Town Mayor as a correct record.

C 067/07 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/ Minute No	Subject	Type of Interest	Reason
V Duckett	9	Aims and Objectives Work Plan – Community Safety	Personal	Chairman of Community Task Force
R Steel	21	Cemeteries Buildings	Personal	3 members of the Farnham Building Preservation Trust are known to me

C 068/07 STATEMENTS BY THE PUBLIC

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

Part 1 – ITEMS FOR DECISION

C069/07 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor apologised to the Chairman of the Community Task Force (Councillor V Duckett) for failing to attend his meeting. The Chairman of the Community Task Force accepted her apology.

The Town Mayor reported having attended the Citizens Advice Open Day and urged the Council to continue to support the Citizens Advice Bureau in Farnham.

C70/07

INTERNAL AUDITORS REPORT 2006/2007

Members received and noted the management letter of the Council's Internal Auditors HW Consulting.

Members considered the action plan based on the recommendations of the Internal Auditor as outlined below:

Risk Management

The Corporate Risk Management Report will be reviewed by the Corporate Development and Audit Working Group, prior to an updated report being submitted to Full Council for consideration and approval in December 2007.

Financial Regulations

The Financial Regulations are currently under review and will be available for consideration and approval by Full Council in November 2007.

Interim Audit

To note the date of the interim audit on Tuesday 30th October, 2007.

Systems and Control Review – VAT

Due to highlighted omissions, additional training will be provided for the relevant staff.

Systems and Control Review – Quotations for works and goods and services.

The principle of reporting back to Council the outcomes of expenditure where financial regulations have been suspended has been implemented.

RESOLVED:

- 1. That the management letter of the Council's Internal Auditor Haines Watts Consulting be received and noted.**
- 2. That the action plan based on the recommendations of the Internal Auditor.**

C071/07

AIMS AND OBJECTIVES WORK PLAN – REPORT OF THE BAND STAND WORKING GROUP FOR THE INSTALLATION OF A BAND STAND IN GOSTREY MEADOW

Members received a report on the progress of the work of the Band Stand Working Group and were requested to approve the recommendations of the Working Group.

Which had been delegated the responsibility to research the feasibility for the installation of a band stand in Gostrey Meadow.

The Working Group undertook the following action for consideration by the Town Council.

1. Identified the design and style of the band stand appropriate for Gostrey Meadow – see photos attached to record minutes.
2. Identified that the site of the band stand should remain at the same location as identified in the original approved planning application.
3. That the cost of the project should be funded from Town Council Reserves over the financial years 2007/08 and 2008/09 for implementation in May 2008.
4. That Michael Blower is retained to produce the appropriate plans to submit a planning application to Waverley Borough Council.
5. That the Town Council's officers should make applications to various outside funding organisations to contribute to the funding of the band stand.
6. That the Town Council should make enquiries with Waverley Borough Council for the transfer of the management of Gostrey Meadow to the Town Council.

Members noted that the cost of the band stand in photo A (attached to record minutes) structure and fixing would be £24,322.00. The cost of providing the base and various services was still to be established.

Members were requested to make a decision at the meeting to allow the Band Stand Working Group time to undertake the necessary strategic and financial planning for the delivery of this project and to obtain the necessary planning permission.

RESOLVED:

- 1. To approve the installation and style of the band stand in Gostrey Meadow.**
- 2. To approve that funding of the project should be identified from within current reserves over the current and next financial year 2007/08 and 2008/09.**
- 3. That the Town Council's officers should make applications to various outside funding organisations to contribute to the funding of the band stand.**
- 4. That a planning application should be submitted to Waverley Borough Council for the project.**
- 5. That the Band Stand Working Group be delegated the authority to progress the project for implementation in May 2008 if possible.**
- 6. That Officers enter into formal discussions with Waverley Borough Council to arrange for the transfer of the management of Gostrey Meadow to the Town Council.**

C072/07

AIMS AND OBJECTIVES WORK PLAN – REVIEW OF FARNHAM IN BLOOM

Members received a report on the future development of Farnham in Bloom and associated projects and to consider adopting a four year strategy with the aim of taking part in the Britain in Bloom Competition in 2010.

Members were requested to consider adopting a scheme based on the principle of "Pride in Farnham" to encourage businesses and the community to become active in improving the quality of life in Farnham with the aim of taking part in Britain in Bloom.

Members considered the following suggested aims that the Town Council should:

- ◆ Adopt a four year strategy to take part in the Britain in Bloom Competition in 2010
- ◆ Adopt a scheme based on the principle of "Pride in Farnham" to encourage businesses and the community to become active in improving the quality of life in Farnham with the aim of taking part in Britain in Bloom.
- ◆ To review the current Farnham in Bloom as a critical part of "Pride in Farnham".

Members considered that the principle of "Pride in Farnham" would be as follows:

- ◆ To develop with residents and businesses a pride in their town
- ◆ To encourage local businesses and communities to take responsibility for improving the look and maintenance of their premises and local areas
- ◆ Annual awards may be presented for various achievements
- ◆ To improve the reporting and speedy resolution to areas of concern
- ◆ Work with Surrey County Council and Waverley Borough Council to develop and focus their services to support the project
- ◆ The scheme could develop a number of specific areas of work to encourage different community groups or businesses
- ◆ To co-ordinate various initiatives and services under one umbrella project.

Members were also requested to appoint a working group of elected members, officers and a small number of retailers and community groups to develop the Pride of Farnham Project.

RESOLVED:

- ◆ **To adopt a four year strategy to take part in the Britain in Bloom Competition in 2010**
- ◆ **A working group of elected members comprising Councillors D Attfield, V Duckett, G Hargreaves and C Storey, officers and a small number of representatives from local organisations e.g. Chamber of Commerce, retailers and community groups be formed to develop the Pride in Farnham Project.**
- ◆ **To review the future expansion and development of Farnham in Bloom and associated projects**
- ◆ **To report back to Council the recommendations of the working group together with any cost implications for inclusion in the 2008/09 budget.**

C073/07

AIMS AND OBJECTIVES WORK PLAN – COMMUNITY SAFETY

Members were requested to consider developing a partnership with the Community Task Force, to work with community groups involved with community safety and policing to co-ordinate a community response to address local issues of crime and anti-social behaviour within the whole of the Farnham area.

Surrey County Council, Waverley Borough Council and Surrey police as the Responsible Authority have a duty under the Crime and Disorder Act to address issues of community safety. The responsibility is focused principally on the district area and on selected hot spots or specific schemes.

Members noted that Farnham Town Council also has a duty under the Crime and Disorder Act to address issues of Community Safety however, the Town Council is not a member of the Responsible Authority.

Members noted that the Town Council already contributes approximately £50,000 per year to community safety through the supply and maintenance of CCTV, graffiti removal, lighting and other associated services.

The Town Council already supports the Community Task Force which deals with areas of concern regarding community safety, and has contributed to projects to tackle concerns regarding the fear of crime e.g. lighting across Gostrey Meadow.

There are also other groups in the town which address community safety issues, including the Crime Prevention Panel, Neighbourhood Watch and the Town Centre Disorder Group.

Members noted that there is no umbrella partnership within Farnham which formally brings all these groups together to address concerns regarding crime and anti-social behaviour.

Members agreed that if the Town Council wishes to generate more community involvement and joint working to tackle the issues associated with feeling safe, perception of crime and fear of associated behaviour, it will be necessary to bring all the resources within Farnham which are currently working independently of each other together under one umbrella.

Members noted that the Town Council does not have the resources to take this area of work on as a specialised area of concern. However, the Town Council does have the opportunity to enhance and empower a partnership to improve this area of concern.

Members considered a partnership with the Community Task Force, to work with all these groups to co-ordinate a community response to address issues of crime and antisocial behaviour within the whole of Farnham.

Councillor Maines advised members that the Community Task Force would need funding direct from the Town Council as it had previously been funded through the Council's Community Grant Scheme.

RESOLVED: That Farnham Town Council develops a partnership with the Community Task Force, to work with all these groups to address crime and anti-social behaviour within the whole of Farnham.

C074/07

LICENSING

Members received a report on the Government Consultation on the Proposal to remove the Designated Premises Supervisor for Community Premises.

The report outlines that Section 19 of the Licensing Act 2003, which came into effect on 24th November 2005, provides that where a premises licence authorises the supply of alcohol, the licence authorises the supply of alcohol, the licence must include two conditions.

The first condition is that no supply of alcohol may be made under the premises licence:

- ◆ at a time when there is no “designated premises supervisor” (DPS) in respect of the premises licence;
- ◆ or at a time when the DPS does not hold a personal licence or his personal licence is suspended.

The second condition is that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Members were informed that the Government is now consulting on a proposal that the 2003 Act be amended so that these two mandatory conditions should not be applied in relation to premises licences held by village halls, church halls, chapel halls, community halls and similar community premises.

Members also noted that the Government would also amend the Act so that the responsibility for authorising sales of alcohol would fall on the premises licence holder which might be, for example, the village hall committee collectively. Provided the premises licence holder (e.g. the village hall committee) had properly authorised the sale of alcohol, for example in written form through a hire agreement, an organisation or hirer using these premises for the sale of alcohol under the authority of the premises licence would not be required to obtain a personal licence.

RESOLVED: That Farnham Town Council supports the proposed relaxation of the restrictions on Premises Licences for sale of alcohol in village halls, church halls, chapel halls, community halls and similar community premises.

C075/07

WAVERLEY COMMUNITY STRATEGY

Members received a report on the Waverley Community Strategy Refresh 2007/2008.

Members noted that on 4 July 2007 the Local Strategic Partnership (LSP) sponsored an event as the important first stage in the process to refresh the Borough Community Strategy. It was designed to understand how local research, undertaken in Farnham’s case through the Healthcheck, could assist the LSP in understanding local priorities.

The event was attended by officers from Farnham Town Council who assisted in building up an early picture of the main issues requiring attention.

Members were informed that the LSP now wished to ensure that the outcomes of the event fairly reflected the local views and all of Waverley’s Town and Parishes were being asked to respond on behalf of their communities. A copy of the 10 broad themes which emerged as clear ‘top priorities’ is attached to record minutes, together with a copy of the resultant questionnaire with the suggested response from a Farnham perspective.

Members discussed the proposed response to the resultant questionnaire however; Cllr D Attfield requested that it be recorded in the minutes that he did not agree with the Council’s decision on the importance of issues.

RESOLVED: That Farnham Town Council agrees with the completed questionnaire for the Waverley Community Strategy Refresh 2007/2008 (attached to record minutes) and despatched to Waverley Borough Council.

C076/07 VISIONING

Members noted a short report on the 'Steps Towards a Vision for Farnham'.

The report outlined the following points:

- ◆ The Town Council, in partnership with Waverley Borough Council commissioned a series of stakeholder workshops between January and June 2007, to identify a Vision for Farnham in order to assist with future service delivery.
- ◆ The Consultants, Local Futures Group, have completed their report (which is available for members upon request).
- ◆ Due to detailed analytical work, the Consultant's report is technical and following officer discussions a user friendly executive summary will be produced as a practical working tool for members and stakeholders.
- ◆ It is proposed that a Farnham Town Council members' workshop be held in November 2007 to help progress this work.

RESOLVED: That

1. **The completion of the Consultants' *Steps Towards a Vision for Farnham* report be noted.**
2. **The officers produce a user friendly executive summary of the Report.**
3. **A Farnham Town Council Members' Workshop be held on a Saturday morning in November 2007 to help shape the progression of this work.**

C077/07 PROJECT MONITORING & SIGNIFICANT ACTIONS UNDER DELEGATED AUTHORITY – 21 JULY – 13 SEPTEMBER 2007

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

Part 2 – ITEMS TO NOTE

C078/07 PLANNING APPLICATIONS

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

C079/07 INFILL PLANNING

Members received a short report on the increasing number of Infill Planning Applications received in the Farnham area.

Members were requested to note the current situation and to note that the matter would be discussed in full at the next Full Council meeting.

C080/07 TRANSFER OF OWNERSHIP – WRECCLESHAM COMMUNITY CENTRE

Members noted that the ownership of the Wrecclesham Community Centre has now been transferred to Farnham Town Council.

C081/07 FINANCE REPORT

Members noted that this item would be deferred to the next Full Council meeting.

C082/07 ITEMS TABLED

None.

C083/07 PUBLICITY

A member of the press was present at the meeting and it was therefore decided not to issue a press release on any items on the agenda.

C084/07 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Items 21, Cemeteries Buildings and 22 Cover for Long Term Staff Absence, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at Item 21.

Part 3 – CONFIDENTIAL ITEMS

C085/07 CEMETERIES BUILDINGS

Members considered the options for the financing and renovation of Cemetery buildings.

C086/07 COVER FOR LONG TERM STAFF ABSENCE

Members considered and approved options for staff cover for long term absence.

The Town Mayor closed the meeting at 9.10pm.

Date

Chairman