

## FARNHAM TOWN COUNCIL

### MINUTES OF POLICY AND RESOURCES COMMITTEE HELD ON THURSDAY 22nd JUNE, 2006 AT 7.00PM IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM

- \* Cllr M W Norris (Chairman)
- \* Cllr C H Mansell (Vice Chairman)
- \* Cllr D J Attfield (Town Mayor) *ex officio* – substitute for Cllr M A Clark
- Cllr P G Burden OBE
- Cllr M A Clark
- o Cllr C A Cockburn
- \* Cllr S Farrow
- o Cllr (Mrs) P M Frost
- \* Cllr C G Genziani (Deputy Town Mayor) *ex officio* – substitute for (Mrs) P M Frost
- \* Cllr (Mrs) A E Mansell MBE
- Cllr P G Marriott
- Cllr (Mrs) P M Marriott
- \* Cllr (Mrs) S Scrivens
- \* Cllr V K Scrivens
  
- \* Present
- o Apologies for absence

Councillor D J Attfield substituted for Councillor M A Clark and Councillor C G Genziani substituted for Councillor (Mrs) P M Frost.

PR APOLOGIES FOR ABSENCE

068/06

Apologies for absence were received from Councillors P G Burden, C A Cockburn and (Mrs) P M Frost.

PR MINUTES

069/06

The minutes of the meeting held on 13<sup>th</sup> April, 2006, were approved and signed by the Chairman as a correct record. The minutes of the meeting held on 11<sup>th</sup> May, 2006, were amended, approved and signed by the Chairman as a correct record.

PR DISCLOSURE OF INTERESTS

070/06

| <u>Name of Councillor</u> | <u>Agenda No/ Minute No</u> | <u>Subject</u>       | <u>Type of Interest</u>  | <u>Reason</u>  |
|---------------------------|-----------------------------|----------------------|--------------------------|--|
| S Farrow                  | Item 5                      | Cemeteries           | Personal/<br>Prejudicial | I am trustee of the Farnham Trust which has expressed an interest in the West Street Chapel. |
| (Mrs) A E Mansell         | Item 8                      | Office Accommodation | Personal                 | Waverley Borough Councillor  |

|                   |         |                               |                       |  |
|-------------------|---------|-------------------------------|-----------------------|--|
| (Mrs) A E Mansell | Item 11 | Grants – Farnham Youth Choir  | Personal/ Prejudicial | Husband is Chairman of Farnham Youth Choir             |
| C H Mansell       | Item 8  | Office Accommodation          | Personal/ Prejudicial | Waverley Borough Council Portfolio Holder for Property |
| C H Mansell       | Item 11 | Grants – Farnham Youth Choir  | Personal/ Prejudicial | Chairman of Farnham Youth Choir                        |
| V K Scrivens      | Item 8  | Office Accommodation          | Personal              | Member of Waverley Borough Council Executive.          |
| V K Scrivens      | Item 9  | SCAPTC Annual General Meeting | Personal              | Farnham Town Council representative on SCAPTC.         |

PR                    STATEMENTS BY THE PUBLIC  
071/06

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

PR                    CEMETERIES – CONDITION SURVEYS  
072/06

Councillor S Farrow withdrew from the meeting having declared a prejudicial interest in this item.

Members considered a report on the current condition of the Chapels of Rest at Alma Lane, Green Lane and West Street Cemeteries and to propose a way forward for their possible restoration and use.

Members agreed that demolition would be a sensible option for the twin chapels at Alma Lane, but that officers are instructed to investigate the possible relocation of the buildings, either to the Rural Life Centre or the Weald and Downland Museum in Singleton, West Sussex or as a folly on the Shepherd and Flock Roundabout.

It was suggested that officers investigate the possibility of finding a sponsor for the cost of removing and relocating the twin chapels at Alma Lane.

Members suggested that officers investigate a possible commercial or residential use for the chapel of rest at Green Lane.

It was agreed that the Farnham (Building Preservation) Trust be approached by officers to investigate the possible restoration and reuse of the chapel at West Street.

Members noted that the only restriction on the use of the buildings was that some of them were still consecrated and that the chapel at West Street was a Grade II Listed Building.

**RESOLVED: That officers:**

**Review the options for the use of all the cemetery buildings.**

**Investigate the possibility of demolishing and relocating the twin chapels at Alma Lane.**

**Investigate a possible commercial or residential use for the chapel at Green Lane.**

**The Farnham (Buildings Preservation) Trust is approached about the possible restoration and reuse of the chapel at West Street.**

Cllr S Farrow returned to the meeting.

PR  
073/06

#### WRECCLESHAM COMMUNITY CENTRE

Members considered a report on the progress of works at Wrecclesham Community Centre and a recommendation to Full Council that the Council's Officers be delegated the authority to arrange the transfer of the property from Tindle Newspapers Limited to Farnham Town Council.

Members noted that a report had been received from an electrical company suggesting that it would be more prudent and advisable to rewire the whole building rather than attempting to repair the existing system. The electrical companies report had been received after the distribution of the agenda and it was suggested by members that a report be brought back to Council on the options for the waiving of standing orders to accept one quote or to go out to tender for further quotes.

**RESOLVED: To recommend to Full Council that**

- a) Authority be delegated to officers to arrange for the transfer of Wrecclesham Community Centre from Tindle Newspapers Limited to Farnham Town Council.**
- b) Consideration is given to a report detailing options for the wiring/electrical supply at Wrecclesham Community Centre.**

PR  
074/06

#### CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005

Members received a report describing the contents of the Clean Neighbourhoods Act and were requested to consider if the powers that the act gives should be adopted by Farnham Town Council.

Member noted that the Act introduced a range of new powers to deal with the following matters:

- Litter
- Fly posting
- Graffiti
- Dog offences

The Act would also, for the first time, give local councils the power to issue 'Fixed Penalty Notices' (FNP's) to those that:

- Drop litter
- Put up illegal advertisements (fly post)
- Daub graffiti
- Allow dog offences such as:
  - Fouling by dogs
  - Not keeping dogs on leads
  - Exclusion of dogs
- Limits on the number of dogs that can be walked by one person.

Members noted that these were powers not duties.

Members debated whether or not Farnham Town Council should adopt these powers that the act provides town and parish councils.

It was noted that Farnham Town Council already deals with such offences such as graffiti by employing a contractor to clean affected areas once a month. Members suggested that current legislation be looked at to prevent and control graffiti and litter.

Members considered that there were issues within the town with litter and graffiti. It was suggested that the town council look at the most cost effective way to deal with the problems that the town faces with litter and graffiti. Members noted that within current legislation, powers exist for the town council to remove graffiti and clean up litter.

Members debated as to whether it would be more cost effective for the council to employ street and litter sweepers rather than taking on the powers in the Clean Neighbourhoods and Environment Act and having to employ more staff to issue and follow up FNP's. Members expressed concern that Council officers would be used to police offences for which other organisations already had a power to deal with.

It was proposed by Cllr C H Mansell and seconded by Cllr S Farrow that the powers under the Clean Neighbourhoods and Environment Act 2005 should not be adopted but that officers be asked to review the current arrangements and legislation to prevent and control graffiti and litter.

A vote was taken 4 for and 2 against with one abstention. The vote was carried.

**RESOLVED: That the powers under the Clean Neighbourhoods and Environment Act 2005 not be adopted by Farnham Town Council but that officers review the current arrangements and legislation to prevent and control graffiti and litter.**

PR  
075/06

OFFICE ACCOMMODATION

Cllr C H Mansell withdrew from the meeting having declared a prejudicial interest in this item

Members received an update on the initial negotiations that had taken place with Waverley Borough Council regarding additional office space. On 17<sup>th</sup> May, 2006, officers wrote to Waverley Borough Council outlining Farnham Town Council's proposals for additional office accommodation. In response Waverley Borough Council refused the initial proposal on the following grounds:

*“While understanding the Town Council’s need for additional accommodation at this time in view of Waverley’s impending reorganisation and restructuring (and indeed potential Local Government reorganisation) it is our view that it would be premature to significantly alter the building or give up space and possibly incur unnecessary costs in altering office layouts until Waverley’s own longer term accommodation needs in a restructured Council are known”.*

Members were asked to consider delegating to officers the authority to negotiate the alternative additional accommodation known as the conference room within the Farnham Locality Office.

**RESOLVED: That officers be delegated authority to negotiate alternative additional accommodation known as the conference room within the Farnham Locality Office.**

Cllr C H Mansell returned to the meeting.

PR  
076/06

**SURREY COUNTY ASSOCIATION OF PARISH AND TOWN COUNCILS (SCAPTC) – ANNUAL GENERAL MEETING 8<sup>th</sup> JULY, 2006.**

- a) Members noted that SCAPTC Annual General Meeting will be held on 8<sup>th</sup> July, 2006, at Centenary Hall, Smallfield (Burstow Parish).
- b) Members were asked to recommend items to be placed on the agenda of the AGM of SCAPTC.

**RESOLVED: The Town Clerk and Cllr M W Norris be delegated authority to comment on the following items at the AGM  
Recommendation that a town councillor be elected onto the executive.**

**Relationship between parishes and outside organisations – need for greater democracy and accountability.**

**Surrey County Council be pressured to parish the whole county of Surrey in light of possible Local Government reorganisation.**

PR  
077/06

**JOINT MEETING WITH TOWN AND PARISH COUNCILS**

- a) Members noted the notes of a meeting held on 15<sup>th</sup> March, 2006.
- b) Members were asked to recommend items to be placed on the agenda of the next meeting on 10<sup>th</sup> July, 2006.

**RESOLVED: That any suggestion for items for the next meeting on 10<sup>th</sup> July, 2006, be forwarded to the Town Clerk.**

PR  
078/06

GRANTS

Cllr C H Mansell and Cllr (Mrs) A E Mansell withdrew from the meeting having declared a prejudicial interest in this item. Members were requested to reconsider Project Grant Applications that were submitted in February and considered to be Revenue Grant applications.

Members were reminded that the three grant applications that were put before them originally did not satisfy the project grant criteria and were deemed to be revenue grants.

Subsequently, due to the decision of the Council to freeze all grant applications until a review of the grant policies and criteria had taken place, the three applicants would miss the opportunity to reapply for project grants.

Members agreed to recommend to Full Council to reconsider the grant applications and that the grants awarded would be allocated from the remaining £4,000 left in the 2005\2006 budget as fairly as possible.

**RESOLVED: To recommend to Council that the New Farnham Repertory Company receive £2,500, the Farnham Youth Choir receive £750 and the Farnham Transport Association receive £750 from the grant fund for 2005/2006.**

Cllr C H Mansell and Cllr (Mrs) A E Mansell returned to the meeting.

**Part 2 – ITEMS FOR INFORMATION**

PR  
079/06

PAYMENT OF ACCOUNTS

This item was deferred to the next meeting of Policy and Resources Committee.

PR  
080/06

APPOINTMENT OF INTERNAL AUDITORS

Members noted the appointment of Haines Watts Chartered Accountants as the Councils Internal Auditors.

PR  
081/06

RISK ASSESSMENT

Members noted the progress of the initial Organisational Risk Assessment for 2005/2006.

PR  
082/06 GRANT THANK YOU LETTERS

Members noted letters of thanks from the following organisations:

Farnham Brass Band  
Farnham Citizens Advice Bureau  
Farnham Lions and Hedgehogs – Farnham Carnival  
Secret Gardens of Farnham  
Vivaldi Singers

PR  
083/06 ITEMS TABLED

None

PR  
084/06 PUBLICITY

The members agreed not to issue any press releases with regard to any items on the agenda.

### **Part 3 – CONFIDENTIAL ITEMS**

There were no confidential items.

The Chairman closed the meeting at 8.25pm.

Date

Chairman