

FARNHAM TOWN COUNCIL

MINUTES OF THE PUBLIC SERVICES COMMITTEE HELD ON THURSDAY 23rd NOVEMBER, 2006, AT 7.00PM IN THE COUNCIL CHAMBER, SOUTH STREET, FARNHAM

- * Cllr (Mrs) A E Mansell MBE (Chairman)
- Cllr M A Clark (Vice Chairman)
- * Cllr D J Attfield (Town Mayor)
- * Cllr C A Cockburn
- * Cllr S Farrow (Chairman, Environmental Services Committee, *ex officio*)
- * Cllr (Mrs) P M Frost
- * Cllr R D Frost
- o Cllr C G Genziani (Deputy Town Mayor)
- * Cllr J M Harris
- o Cllr S A G Lang
- * Cllr J E Maines
- * Cllr (Mrs) P M Marriott
- * Cllr M W Norris (arrived at 7.12pm)
- * Cllr (Mrs) S Scrivens (left at 7.40pm)

- * Present
- o Apologies for Absence

Officers Present:

Sheila Rayner (Assistant Town Clerk)

Wendy Coulter (Member Services and Grants Officer)

PS APOLOGIES FOR ABSENCE

183/06

Apologies for absence were received from Councillors Genziani and Lang.

PS MINUTES

184/06

The minutes of the meeting held on 14th September, 2006, were approved and signed by the Chairman as a correct record.

PS DISCLOSURE OF INTERESTS

185/06

<u>Name of Councillor</u>	<u>Agenda No</u>	<u>Subject</u>	<u>Type of Interest</u>	<u>Reason</u>
Cllr C A Cockburn	5	Public Conveniences	Personal	Member of Waverley Borough Council.
Cllr P M Frost	5	Public Conveniences	Personal	Member of Waverley Borough Council.
Cllr R D Frost	5	Public Conveniences	Personal	Member of Waverley Borough Council.

Cllr A E Mansell	5	Public Conveniences	Personal	Member of Waverley Borough Council.
Cllr P M Marriott	5	Public Conveniences	Personal	Member of Waverley Borough Council.

PS STATEMENTS BY THE PUBLIC

186/06

No members of the public wished to make a statement.

Part 1 – ITEMS FOR DECISION

PS PUBLIC CONVENIENCES – TRANSFER TO FARNHAM TOWN COUNCIL

187/06

Members were asked to consider a report on Public Conveniences in order to decide which features it would like to add to the refurbishment scheme proposed by Waverley Borough Council before the transfer of public conveniences to Farnham Town Council.

Farnham Town Council had agreed to take over ownership and management of the public conveniences at The Hart, Central Car Park and Gostrey Meadow. Farnham Town Council wished to provide a better service in terms of improving the physical environment within the toilet blocks and to provide higher levels of cleaning and maintenance standards but with streamlined revenue costs.

The decision to take over the public conveniences was conditional upon Waverley borough Council refurbishing the conveniences and to include additional enhancement that Farnham Town Council would like to fund. A sum of £45,000 was included in Farnham Town Council 2006/2007 capital programme with a view to funding those possible enhancements.

Waverley Borough Council has prepared a scheme of refurbishment for the three toilet blocks.

The members considered the proposals for Farnham Town Council's enhancements to the public conveniences which included:

New Wallgate Units at a cost of £12,000 to supply 2 in Gostrey Meadow, 3 in Central Car Park and 3 in The Hart.

Replacement of right hand ramp to The Hart at a cost of £3,000 for the ramp and £600 for kick boards.

Signage at a cost of £5,000.

New Cladding at a cost of £15,000 for The Hart and £30,000 for central Car Park, the existing titling at Gostrey Meadow is in good condition.
Self Locking Doors at a cost of £9,500.
Wind turbines at a cost of £46,500 - £64,500
Sun Pipes at a cost of £8,746

Members requested additional information from Waverley Borough Council on what refurbishment works were being carried out and the individual costing for the refurbishments were. This would ensure that works were not paid for twice with the Farnham Town Council additional works.

Concern was raised about the self locking doors and whether, if the doors automatically shut, someone could get locked inside. Officers were asked to investigate the self locking doors further and ensure that safety was of the greatest importance.

It was agreed that the ramps at The Hart should match and that Farnham Town Council would pay for a new ramp to be installed.

The Committee decided that they would provisionally agree the works to be carried out.

It was agreed that the officers would investigate further the details of the works to be carried out by Waverley Borough Council and that the Chairman, Vice Chairman, Leader of the Council and the Mayor would have delegated powers to decide, once the details of works had been received from Waverly Borough Council, what further improvements Farnham Town Council would like carried out on the Public conveniences in Farnham.

RESOLVED:

a) That Farnham Town Council fund the following enhancements to the Public Conveniences in Farnham, subject to confirmation:

- the installation of new wallgates	£12,000
- new ramps at The Hart	£to be confirmed
- new signage	£5,000
- new cladding at The Hart	£15,000
- self locking doors	£9,500
- sunpipes	£2,900
Total	£45,000

b) That officers investigate further the detailed costings of improvement works that Waverley Borough Council are undertaking on the Public Conveniences in Farnham.

- c) That a group, comprising of the Chairman of Public Services (Cllr (Mrs) A E Mansell), the Vice Chairman of Public Services (Cllr M A Clark), the Town Mayor (Cllr D J Attfield) and the Leader of the Council (Cllr M W Norris) be delegated the power to finalise which enhancements will be carried out on behalf of Farnham Town Council to the Public Conveniences in Farnham before the transfer to Farnham Town Council in April 2007.

PS
188/06

CHRISTMAS DECORATIONS

Members were asked to recommend the acceptance of a negotiated extension of the Christmas Decorations Contract.

The 3 year contract with Springfield Decorations, for supply, installation and takedown of Christmas decorations expires after Christmas 2006. A significant amount of work was carried out during 2004 which led to the Council entering into a 3 year contract. The contract figure for each year was £20,310.

For Christmas 2005, members decided that they would like more trees lit and 6 more trees were added to the contract cost at an additional £7,965. For Christmas 2006, members decided to light a further 5 trees, replace some of the old pea lighting and add additional decorations to Downing Street all at an additional cost of £9,697.

Many of the decorations still have a useful working life and some will be used for the first time this Christmas 2006. Members were asked to consider extending the existing arrangements for another two years beyond 2006 so that at the end of that time no lights will be less than 3 years old. It would then be timely to seek tenders for the five year contract period 2009 – 2013.

The contractor submitted a proposal for the Committee's consideration. The total to be invoiced in December 2007 would be £20,000.90 and the total to be invoiced in December 2008 would be £20,000.89. The storage and insurance would remain at £2,787.20 pa charged quarterly.

RECOMMENDED TO FULL COUNCIL:

That Farnham Town Council extends the existing tendered contract with Springfield Decorations for 2 years to cover Christmas 2007 and 2008 at a total cost, including storage, of £22,788.10 per annum.

PS
189/06

REVIEW OF TOWN COUNCIL PUBLICATIONS

The Committee was asked to establish a Publications Task Group of elected members to work with officers to review the current Farnham Town Council tourism publications that require reprinting in liaison with the Town Council's officers.

Farnham Town Council currently has the following tourism publications:

- ♦ Town Guide
- ♦ Visitors Guide
- ♦ Heritage Trail
- ♦ Accommodation Directory

The Town Guide is in the second and last stage of its contract with Impress Publishing. It is printed at no cost to Farnham Town Council unless further copies are required. The Town Guide is due to be published for 2007.

The Visitors Guide is currently out of print. Funding is available for a small print run via the Hidden Britain Project and a leaflet design is currently being discussed with the Hidden Britain Partnership Group.

The Heritage Trail is printed and published by the Town Council. This needs reprinting as stock is low.

The Accommodation Directory is printed in black and white, in house, advertising the accommodation establishments that are quality assessed.

It was suggested that the Farnham Town Council publications should be given a "house style" and become part of a set.

It was decided that the same members that make up the Website Task Group should be invited to become the Publications Task Group as the Website and Publications could take on the same "house style".

RESOLVED:

That a Publications Task Group be established comprising of Councillors R D Frost, J E Maines, (Mrs) A E Mansell and M W Norris and Mr J Toms (President of the Chamber of Commerce and Farnham Castle's Marketing Director) to discuss in depth the content and style of the publications that need reprinting.

PS
190/06

EVENTS PROGRAMME 2007

Members were asked to agree the events programme for 2007.

The aim of the 2007 events programme was to enable the voluntary sector groups to work in partnership with Farnham Town Council to own, manage and control community events with the support of the Town Council resources.

The following events were considered.

Easter Extravaganza

Over the last few years this has been held in partnership with the Rotary Club of Farnham Weyside's Annual Duck Race on Easter Saturday. The Rotary club have organised the Duck Race and the Town Council have organised the Farnham Charity Stalls. The event will take place on Easter Saturday 7th April, 2007, in Borelli Walk, in partnership with the Rotary Club of Farnham Weyside and to the Rotary Club more control over the running of the day.

Festival of Transport

The Festival of Transport will take place on Sunday 10th June, 2007, in partnership with Laryngectomy Club at Frimley Park Hospital. The event has been extremely successful attracting over 100 vintage and veteran vehicles. The Laryngectomy Club with the support of Farnham Town Council will organise the Festival of Transport.

Band Concert

The Band Concert held in September was a great success with over 250 people in attendance. This will be repeated and 4 concerts will be held during 2007 in Gostrey Meadow on a suitable date in the following months – June, July, August & September.

Other Events

The Farnham Youth Events and monthly Farmers' Market will continue throughout 2007. Christmas arrangements for 2007 will be discussed at a future committee meeting once the outcomes and evaluations of the 2006 programme are known.

RESOLVED:

The 2007 events programme will comprise of:

- ♦ **Easter Extravaganza**
- ♦ **Festival of Transport**
- ♦ **Band Concert**
- ♦ **Farnham Youth Events**
- ♦ **Farmers' Market**

Part 2 – ITEMS FOR INFORMATION

PS ITEMS TABLED

191/06

None

PS PUBLICITY

192/06

The Committee agreed to issue a press release on the Christmas Lights Switch On 2006.

Part 3 – CONFIDENTIAL ITEMS

There were no confidential items.

The Chairman closed the meeting at 8.25pm.

Date

Chairman