

## FARNHAM TOWN COUNCIL

### MINUTES OF THE PUBLIC SERVICES COMMITTEE HELD ON THURSDAY 25<sup>th</sup> MAY, 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)
- o Cllr C A Cockburn
- \* Cllr S Farrow (Chairman, Environmental Services Committee, *ex officio*)
- \* Cllr (Mrs) P M Frost
- \* Cllr R D Frost
- \* Cllr C G Genziani (Deputy Town Mayor)
- \* Cllr J M Harris
- \* Cllr S A G Lang
- \* Cllr J E Maines
- o Cllr (Mrs) P M Marriott
- \* Cllr M W Norris (arrived at 7.10pm)
- \* Cllr (Mrs) S Scrivens
  
- \* Present
- o Apologies for Absence

#### PS APOLOGIES FOR ABSENCE

028/06

Apologies for absence were received from Councillors C A Cockburn and (Mrs) P M Marriott.

#### PS MINUTES

029/06

The minutes of the meeting held on 16<sup>th</sup> March, 2006, were approved and signed by the Chairman as a correct record.

#### PS DISCLOSURE OF INTERESTS

030/06

<u>Name of Councillor</u>	<u>Agenda No</u>	<u>Subject</u>	<u>Type of Interest</u>	<u>Reason</u>
(Mrs) P M Frost	Item 8	Library Gardens	Personal	Member of Surrey County Council
J E Maines	Item 13	Capital Programme 2005/2006	Personal	Chairman of Trustees of 40Degrees.

#### PS STATEMENTS BY THE PUBLIC

031/06

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



### Colour Scheme

Members discussed the Colour scheme for 2006 and agreed that the colour scheme for 2005 red and white was very festive and should be repeated for 2006.

### Empowerment

Power to contribute to tourism – Local Government Act 1972 S144.

### **RESOLVED: That**

- a) **The lights in the Library tree are replaced and additional Christmas lights be installed in trees in the Woolmead at a cost of £3,191.35.**
- b) **Additional decorations are installed in Downing Street at a total cost of £1,965.61.**
- c) **Replacement lights are provided for those vandalised during Christmas 2005 at a total cost of £520.00.**
- d) **That the total cost of £5,676.96 is met from savings identified in the revenue budget or from within the earmarked reserves – New Equipment Fund.**
- e) **Officers investigate the possibility of more trees in Union Road being lit to be reported back to the next Public Services meeting.**

PS  
033/06

### BANDSTAND CONCERT

Members considered a report on the options available for the Bandstand Concert including:

- a) Should a bandstand concert be provided for summer 2006?
- b) The options available for the provision of a bandstand concert
- c) The future provision of a permanent bandstand.

Members discussed the options of providing a bandstand concert in 2006.

Members discussed the high cost of tickets per head in 2005 exacerbated by adverse weather conditions causing lack of attendance. Members also discussed the location of the bandstand concert and agreed that Gostrey Meadow was a more central and accessible position for the concert to be held.

It was proposed by Councillor R D Frost and seconded by Councillor (Mrs) S Scrivens that no formal concert is provided in 2006 and an investigation be carried out into arranging a band to play informally in Gostrey Meadow.

Members discussed the purchase of a permanent bandstand to be considered in the capital programme. It was proposed that the Councils officers undertake an investigation to include the purchase and installation of a permanent bandstand in a future capital programme.

**RESOLVED:**

- a) That no formal bandstand concert be held but officers investigate the possibility of arranging for a band to play in Gostrey Meadow, without the provision of a bandstand, seating, teas etc and for there to be no charge. The Committee agreed to delegate authority to the officers, in consultation with the Chairman and Vice Chairman of the Committee, to decide if such an event should be arranged.
- b) That an investigation is carried out by officers into including the provision of a permanent bandstand in a future capital programme.

PS  
034/06

**RESTORATION OF TOMBSTONES, ST ANDREW' S CHURCH**

Members noted that the Committee's 2006/2007 Capital Programme included the restoration of tombstones in St Andrew's Churchyard.

Members noted that St Andrew's Churchyard lies at the heart of the Farnham Conservation Area and that a number of the historic tombs were in a poor state and needed restoration. Their decrepit appearance had a detrimental effect on the appearance of the churchyard.

Members noted that work on the Farnham Conservation Area Appraisal identified the need to carry out enhancement schemes in the town centre and repairs were carried out to four tombs in the Spring 2004, using £8,000 contributed by Waverley Borough Council. The restoration was carried out to tombs near the footpath, close to the church door. This was very successful and made a marked improvement to the appearance of the Churchyard. However, the members noted that a number of remaining tombs needed repairs.

Financial Implications – A sum of £3,500 is held in the Committee's 2006/2007 capital budget.

Empowerment – Joint operations of cemeteries – Local Government Act 1972 S 214(6).

**RESOLVED: That the sum of £3,500 be released to facilitate the continued programme of tombstone renovation at St Andrew's Churchyard.**

PS  
035/06

**LIBRARY GARDENS – RE-SURFACING OF TENNIS COURT**

Members noted that the resurfacing of the tennis court in the Library Gardens was included in the list of projects to be started in 2006/2007.

Three quotations were requested and two were received. It was proposed that the lowest quotation from Surface Renovations, who had carried out a detailed survey of the site, in the sum of £1,440, be accepted.

Members noted that work could commence within two weeks from the placing of the order and the project would take three days to complete. The tennis courts would be available to use four days later (weather permitting).

A notice of the arrangements would be posted at the tennis courts in advance of the works.

Financial provision was made within the 2006/2007 Capital Programme.  
Empowerment: Power to provide recreational facilities – Local Government Act (Misc Prov) Act 1976.

**RESOLVED: That the quotation in the sum of £1,440 from Surface Renovations for the renovation of the surface of the tennis court at the Library Gardens, be accepted.**

PS  
036/06

CHRISTMAS 2006

Members noted a report on activities proposed for the Christmas 2006 event programme.

Christmas Lights Switch-on

The report identified that the proposed date for the Switch-on was Saturday 18<sup>th</sup> November, 2006, which would be in line with the local retailers' request to mark the start of the Christmas shopping season in Farnham.

The event would be held in East Street which would require a full road closure and diversion of traffic. Officers would continue to promote the involvement of the local community with school choirs and local entertainment.

The ceremony would be hosted by 96.4 the Eagle and it was proposed that the lights would be turned on by the Mayor of Farnham and the winner of the Young Person of 2006 competition if approved.

Members were requested to consider approving the running of a Young Person of 2006 competition which proved to be very successful in 2005. The Young Person of 2006 competition would be run from August until mid October 2006 with the winner being announced at the beginning of November 2006.

Anticipated cost £3,500.

### Christmas Farmers' Market

Members noted that after consultation with the market stallholders the 10<sup>th</sup> December, 2006 had been decided for the Christmas Farmers' Market. The market would be held in Central Car Park between 10am and 1.30pm and would have a Christmas atmosphere and music, Father Christmas, Christmas quiz trail and a competition for the stallholders for the most festive looking stall.

Members noted that the Farnham Maltings also have a French Market arranged for this date. Officers have consulted with the Farmers' Market stall holders and the Maltings on the clash of dates for the events.

Members noted that the Officers had reached an agreement in principle with the Maltings and the stallholders that instead of the two markets working in competition it would be possible to co-ordinate the two markets by linking up the two sites with banners and music showing that they are working together.

Additional cost £400.

### Shop Window Competition

The members noted that the Shop Window competition was a very successful in 2005.

The public were given a list of all the entered shops and it was up to the public to judge which window they thought was the best decorated. The shop that received the most votes would be the winner. The competition would be operated through the month of December.

Anticipated cost £150.

### Decorated House Competition (External).

Members noted that the decorated house competition (external) encouraged community involvement in the Council's Christmas activities and allowed the Council to extend its activities away from the Town Centre.

Residents in Farnham will again be invited to enter their house into the best decorated competition.

Members noted that the officers recommendation was that the Town Mayor should judge the competition together with Gail Whattingham who had won the competition, or been given a special award, every year since the competition was introduced.

Members agreed that Gail Whattingham should be invited to judge the Decorated House Competition (outside) with the Town Mayor.

Anticipated cost £100.

### Street Entertainment

Members noted that the Council had previously provided street entertainment on the weeks prior to the Christmas holidays. Members agreed that street entertainment should be included as part of the Christmas programme.

Street entertainment will be provided on the Saturdays leading up to Christmas to add character and atmosphere to the town. Wherever possible, Officers will seek local groups to provide the entertainment.

Anticipated cost £1,000.

### Publicity

It was suggested to members that the Christmas in Farnham leaflet be further developed to an 8 page print from a 4 page print to include all the competition details and all the events that are happening in Farnham over the Christmas period. Members noted that there would be an increased cost for this of an additional £1,000 which could be funded from the approved budgets.

Members decided that an 8 page print leaflet be developed.

Anticipated cost £1,900.

### Legal and Policy Implications

Members noted that a premises licence would need to be obtained for the Christmas Lights Switch-on ceremony.

### **RESOLVED: That**

- 1. A Young Person of 2006 competition to find a young person to assist the Town Mayor in switching on the Christmas lights.**
- 2. The principle of the Farmers' Market and French Market working together is approved.**
- 3. The Shop Window competition is included as part of the Christmas 2006 programme.**
- 4. Gail Whattingham is asked to join the Town mayor in judging the best decorated house.**
- 5. Street entertainment is included as part of the Christmas 2006 programme.**
- 6. An 8 page leaflet advertising all the events happening in Farnham over Christmas is printed.**

PS  
037/06

### BUS SHELTER INSTALLATION PROGRAMME

Members were reminded that locations had been agreed for the first three bus shelter installations. Complications arose with regard to the site near the Jolly Farmer at Runfold which was firstly not a well-used stop and secondly there could be resistance from adjacent residents.

As far as the site near Dollis drive was concerned, there were continuing difficulties regarding establishing land ownership. It appeared that the site remained in the ownership of the original developer. In order to avoid lengthy delays in commencing the installation programme, members were asked to consider alternative sites or replacement shelters at well-used stops where the existing shelters had become dilapidated.

Members considered that until the difficulties were unravelled and in order to prevent a further delay until the next meeting, authority be delegated to the officers, in consultation with the Chairman and Vice-Chairman of the Committee, to decide on alternative locations if it proves necessary.

**RESOLVED: That**

- a) The proposed installation of bus shelters at the Jolly Farmer at Runfold and Dollis Drive be abandoned.**
- b) Officers investigate the installation of bus shelters at Sandy Hill and a site near Heath End School.**
- c) Surrey County Council is asked to move the bus stop at School Hill/Echo Barn Lane to coincide with the shelter already installed.**
- d) Authority is delegated to the officers, in consultation with the Chairman and Vice Chairman of the Committee, to decide the location of the bus shelters.**

PS  
038/06

**FARNHAM IN BLOOM**

Members noted that work was well underway for preparations for the summer display. The 208 baskets and 158 assorted tubs and planters would be installed during the week commencing 28<sup>th</sup> May, 2006. Each basket and tub would contain slow release fertiliser and water retaining gel and most of the baskets are designed with a water reservoir.

Members noted that this year's display would be sponsored by Burns and Webber (local estate agents). The company had taken a very proactive role in assisting with the Schools Hanging Basket Competition and had taken part in every session when the schools had made up their baskets. A total of 11 schools had taken part making a total of 45 baskets. The schools baskets were being nurtured in the poly tunnel and would be delivered to the schools for the children to look after during the week commencing 5<sup>th</sup> June, 2006. Every child who had taken part would receive a certificate confirming their involvement.

Members were aware that there were concerns regarding water supplies. South East Water had indicated that they had made no application for a Drought Order. However, careful use of water was an issue that concerned members and the possibility of using 'grey' water for the tubs and baskets was being researched with a local waste contractor. However, as there was a degree of uncertainty about the availability of water supply for plants and flowers it was

**RESOLVED: That the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee, be authorised to take whatever action becomes necessary or expedient with regard to the watering of the Farnham in Bloom display and for any such action to be reported to the next meeting of the Committee.**

PS  
039/06

HIDDEN BRITAIN

Members noted a report that the Councils officers and partners had been successful in obtaining DEFRA funding for the Hidden Britain Project, however the project was subject to critical deadline dates.

Members noted that the DEFRA funding would enable the Town Council to achieve elements from its Visitor Strategy work plan.

The projects that the funding had been granted for were as follows:

- Hidden Britain membership
- General publicity of Farnham
- A brand to be established for Farnham
- Tourism Survey
- Photography
- Forum
- 10 minutes and 10 miles leaflet
- Tourism/Visitors forum

Member's attention was drawn to the critical claim dates for this project and noted that failure to comply with these dates might result in the loss of funding.

<b>Claim Number</b>	<b>Date</b>	<b>Total eligible expenditure included in the claim</b>	<b>Grant claimed</b>
1	30/09/2006	£5,708.75	£4,053.22
2			
3	31/21/2006	£6,781.25	£4,814.69
4	15/03/2007	£3,131.25	£2,223.19
5	30/06/2007	£2,062.50	£1,464.38
6	Mid Oct 2007	£2,056.25	£1,459.94

**RESOLVED: That**

- The Committee note the report and critical dates for this project
- The Committee note the Town Council acceptance of the proposal from DEFRA.

## **Part 2 – ITEMS FOR INFORMATION**

PS  
040/06

### **CAPITAL PROGRAMME 2005/2006 – PROGRESS REPORT**

Members noted a report on the progress of the 2005/2006 capital programme.

Members noted that since the last meeting work had progressed on the various projects in the 2005/2006 programme as follows:

#### **Bus shelters**

Land ownership of two sites identified for bus shelter installation, at All Hallows School, and near the Jolly Farmer at Runfold has been established. However it had proved difficult to establish ownership at Kimbers Lane/Dollis Drive. Surrey County Council traffic engineers had confirmed that the locations were satisfactory.. Once all the preliminary enquiries have been completed and the orders are placed it can still take up to 6-12 weeks for the shelters to be installed as they are manufactured to order.

#### **Youth Shelter**

Although there have been protracted consultations, a site for the proposed Youth Shelter has yet to be identified. It is hoped that agreement can be reached in the very near future so that the shelter can be ordered and installed as soon as possible. Members noted that in the event of being unable to identify a site near the sports centre, the capital funding may be used to purchase and install seating for the young people around the Sports Centre and that the provision of a Youth Shelter be considered for a later capital programme.

#### **Purchase of poly tunnel for Farnham in Bloom**

Quotations are in hand from the three companies who have been invited to supply the Council with a poly tunnel. This matter will be progressed once other priorities have been dealt with.

#### **Purchase of an automatic greenhouse waterer for Farnham in Bloom**

Quotations are in hand from the three companies who have been invited to supply the Council with an automatic greenhouse waterer. This matter will be progressed once other priorities have been dealt with.

#### **Development of the Tourism Website**

The specification for the Farnham website, including the tourism element, was approved by a member Task Group in February 2006 and the invitation to tender was sent to nine companies to develop the site. Tenders documents were returned on 10 May 2006 and the Policy and Resources Committee has delegated authority to the Task Group to award the contract by 7 June 2006 with a trial run during September and the launch on 2 October 2006.

### **Purchase of leaflet and publication stands**

Members noted that the Information stands have been delivered at a total cost of £2,602. These have been located at

- The Town Council offices
- The Maltings
- The Library
- The Exchange Hotel(near the railway station)
- The Bush hotel

### **Purchase of gazebos**

Members noted that two new gazebos have been purchased and delivered. The total cost is £1198. These will now be available for use at FTC and Mayoral events

### **Public seat installation programme**

Three sites have been identified for the installation of public seats. The locations are in Borelli Gardens overlooking the river Wey, opposite the Majestic Wine Store in East Street near the footpath leading to Stokes Hill and at the play area at The Green Badshot Lea. The seats are all on order and it is hoped that the installation will be complete in the next few weeks.

PS  
041/06

### HERITAGE OPEN DAYS

Members noted that Farnham Town Council, in partnership with the Farnham Society, had registered the following properties to take part in Heritage Open Days on 9 – 10 September, 2006:

- SIAD
- Council Chamber
- Farnham Castle and the Norman Keep
- St Andrew's Church and Cobbett's Tomb
- Museum of Farnham
- 24 West Street
- Farnham Maltings (with Sir Ray Tindle's Classic Cars on display in the car park on Sunday 10<sup>th</sup> September)
- Town Walk

PS  
042/06

### HEALTHCHECK UPDATE

Members noted a report on the implementation of the Healthcheck Action Plan, which included the following:

#### **Older People Working Party (Sheila Rayner)**

The Older People Working Party last met on 16 May 2006 when it reviewed its progress over the last year and agreed its forthcoming work plan.

**Public Conveniences (Sheila Rayner)**

FTC/WBC is currently in discussion on the proposed arrangements to renovate the public conveniences. When this work has been completed the 3 blocks will be transferred to FTC who will manage the service.

**Youth Facilities (Cath Sydenham/Sheila Rayner)**

A Group to coordinate facilities for young people will be managed by Connexions who are taking over the liaison role.

The siting of the proposed Youth Shelter is proving difficult but negotiations with various parties are in progress with a view to securing a site that is acceptable to everyone concerned.

**Tourist Information (Cath Sydenham)**

WBC has closed the Tourist Information Centre in Farnham and FTC has commenced the development of a local tourism service. Information points have been established in key locations and tenders for the development of a new FTC website, including a tourism element, have been received. The installation of electronic touch screens is expected to follow towards the end of the year on a roll out programme.

**You Are Here maps (Cath Sydenham)**

It is expected that You are Here maps will be installed at the end of the year in line with the work programme in the tourism strategy.

**Recycling (Nick Goddard)**

Good progress is being made on the preparatory work for a business recycling scheme.

Day to day management of the scheme, to be known as the Weycycle Recycling Project will be undertaken by a volunteer of the Rural Life Centre. The volunteer has established or is establishing the necessary contacts, sites and resources for the project with the aim of commencing the scheme at the beginning of June 2006.

**Plants and trees (Kevin Taitt)**

There are proposals to plant spring bulbs in areas where public seats are being installed including Roman Way and Stokes Hill.

**Bag for Life (Nick Goddard)**

Officers of Farnham Town Council and Waverley Borough Council are working in partnership to encourage local supermarkets to promote "Bag for Life" usage in Farnham.

**Set up of a reporting system (Roland Potter)**

An on-line reporting system will be implemented as part of the new website which is expected to go live in October 2006.

**Street furniture and signs (Sheila Rayner)**

A programme of public seats and new/replacement litter bins is underway. This work is in partnership with WBC.

**Footpaths (Nick Goddard)**

The footpath across Gostrey Meadow is to be lit, and the FTC 2006/2007 capital programme makes provision to improve the standard of repairs to town centre footpaths.

**Riverside Walk (Cath Sydenham)**

The establishment of a riverside walk is a longer term project in line with the work plan in the tourism strategy.

**Leisure activities in the countryside (Cath Sydenham)**

The promotion of cycling and walking are embedded in the tourism strategy which will be reflected on the web site and at information points and will be developed in line with the tourism strategy.

**Accommodation (Cath Sydenham)**

Work is being undertaken to establish a bed and breakfast forum to help provide training and support to encourage other house owners to provide a bed and breakfast service. The current East Street proposals contain a budget hotel and extra rooms have been developed at The Exchange and The Princess Royal, although they are not yet accredited.

**Public Transport (Nick Goddard)**

Funding for the proposed HOPPA service to Frimley Park Hospital is in the Council's capital programme. Good progress is being made to secure funding from other sources with a view to commencing a pilot scheme from September 2006.

The Farnham Demand Responsive Transport Service has been introduced in place of a number of conventional but very lightly used subsidised bus services and is proving popular.

Surrey County Council and Stagecoach have secured Department of Transport "Kickstart" funding for a Quality Bus Partnership for the 4 and 5 services which run from Farnham through Sandy Hill, Heath End and Aldershot, to North Town. (Service 4 also covers Folly Hill and the Cranmore Lane area of Aldershot, whilst service 5 also covers Hale and the Alexandra Road area of Aldershot). The enhanced service will commence in June 2006 and be operated by a fleet of new low floor vehicles funded by Stagecoach; Surrey County Council will undertake a complementary programme of bus stop improvements along the routes.

**School run (Nick Goddard)**

Provision is made in FTC's capital programme to fund high-vis wear for children including a walking bus scheme. FTC is working with SCC to develop more of these and cycle routes across Farnham.

**Cycle racks (Sheila Rayner)**

FTC/SCC is working together on a cycle rack installation programme across the town.

**Campsites (Cath Sydenham)**

As part of the tourism strategy FTC will be working with WBC to identify sites for camping and caravanning sites which are under provided in the area.

**Bus information (Nick Goddard)**

Linked to the bus shelter installation programme, SCC/FTC are working together to improve bus information. Surrey County Council have recently replaced bus stop furniture in Farnham town centre with new high quality Trueform-style stops in a black coating suitable for Farnham town centre.

**Character and setting (Nick Goddard)**

Proposals within the USM study include the establishment of a Historic Core Zone to help protect its special character.

**HGVs (Nick Goddard)**

Measures to reduce the number of HGVs passing through the town will be considered as part of the USM implementation.

**Loading and unloading (Nick Goddard)**

The enforcement of loading and unloading restrictions will be considered as part of the USM implementation.

**Town Centre traffic (Nick Goddard)**

The reduction in town centre traffic will be will be considered as part of the USM implementation.

**Parking and Speed (Nick Goddard)**

Both these issues will be considered as part of the USM implementation.

PS  
043/06

PUBLIC CONVENIENCES

Members noted that a meeting was held on 3<sup>rd</sup> April, 2006, between Waverley borough Council and Farnham Town Council officers, to agree the immediate course of action regarding the renovation and transfer of public conveniences.

Members noted that a meeting had been arranged for 8<sup>th</sup> June, 2006, to discuss further action.

PS  
044/06

ITEMS TABLED

None

PS  
045/06

PUBLICITY

The Committee decided that press releases should be issued on the following items:

Christmas 2006 arrangements.  
Christmas Decorations 2006  
Bandstand Concert  
Heritage Open Days

**Part 3 – CONFIDENTIAL ITEMS**

There were no confidential items.

The Chairman closed the meeting at 7.55pm.

Date

Chairman