



FARNHAM TOWN COUNCIL

A

Minutes
Council

Time and date

7.00pm on Thursday 3 September 2009

Place

The Council Chamber, South Street, Farnham

- * Cllr L Fleming (Town Mayor)
- * Cllr J Ward (Deputy Town Mayor)
- * Cllr G Beel
- * Cllr D Attfield
- * Cllr C Cockburn
- * Cllr V Duckett
- * Cllr (Mrs) P Frost
- * Cllr R Frost
- * Cllr C Genziani
- o Cllr G Hargreaves
- * Cllr S Hill
- o Cllr D Le Gal
- * Cllr A Lovell
- * Cllr J Maines
- * Cllr S O'Grady
- * Cllr R Steel
- o Cllr C Storey
- o Cllr A Thorp

- * Present
- o Apologies for absence

Officers Present:

Roland Potter (Town Clerk)

Wendy Coulter (Members and Committees Services Co-ordinator)

Ginny Gordon (Receptionist/Farmers' Market Co-ordinator)

PRESENTATION ON THE POTENTIAL IMPACT ON FARNHAM OF THE CLOSURE OF THE CURRENT A3

Prior to the start of the meeting Mr Jeremy Whittaker, a resident of Headley, Hampshire, gave a presentation to the Members of Farnham Town Council on the potential impact on Farnham of the closure of the current A3 road through the Devil's Punchbowl at Hindhead.

C 056/09 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors G Hargreaves, D Le Gal, C Storey and A Thorp.

C057/09 DISCLOSURE OF INTERESTS

There were no disclosures of interests.

C058/09 MINUTES

The Minutes of the Farnham Town Council meeting held on 16 July 2009 were signed by the Town Mayor as a correct record.

C 059/09 STATEMENTS BY THE PUBLIC

Mr Skingle, a resident of Farnham, asked whether the crest on the bandstand would be painted.

The Town Clerk explained that there were no plans at this time to paint the crest in colours.

C 060/09 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor congratulated everyone involved in Farnham in Bloom on achieving the award of Silver Gilt.

Cllr Cockburn thanked Kevin Taitt and his team for the 8 window boxes at the derelict garage on the main road in The Bourne. She said they had given pleasure to many people.

The Town Clerk reported that Badshot Lea School and Middle Bourne Gardens, which is managed in partnership with the Bourne Conservation Group, had both received Silver Gilt Awards.

Mr Hone of Hones Yard in Downing Street had been awarded the South and South East In Bloom Chairman's Regional Award.

The Town Clerk reported that Crawley had won the gold award for 2009.

Cllr Beel praised the Mayor for her efforts sitting in her bath in The Lion and Lamb Yard to raise funds for a new bath at The Gostrey Centre, which was one of the Mayor's charities.

The Mayor confirmed that £1,000 had been raised for her charity.

Part 1 – Items for Decision

C 061/09 TELECOMMUNICATIONS – AN UPDATE

Members noted a report on the actions taken under delegated authority by Councillors and the Town Clerk to purchase a Telecommunications and Recording System for the Council Offices.

At the Council meeting held on 16 July 2009 Full Council delegation was given to Councillors Attfield, Beel, Genziani, O'Grady and Ward, with the Town Clerk to evaluate the three options for the purchase of a replacement telephone and recording system for the Town Council. Full Council agreed to release from Earmarked Reserves, the sum of £20,000 for this project.

Each of the suppliers were interviewed regarding their proposals for a replacement telephone system, infrastructure rewiring and a telephone recording system. The Council's IT suppliers who were also present at the meeting were able to give guidance and advice as to the compatibility of the phone and IT system.

It had been agreed to purchase the Mitel telephone system from British Telecom.

The Project included the following works:

- The rewiring of the Council's current offices for IT and Telecommunications
- New VOIP telephones
- Additional telephones to allow for teleworking
- Recording of external calls both incoming and outgoing
- The provision of Broadband

The total capital cost of the system was £17,749 and the Officers negotiated a three year interest free financing agreement payable in equal quarterly instalments. The Town Clerk explained the Council would save £447 per quarter on telecommunication costs.

C 062/09 FARNHAM TOWN COUNCIL RECEPTION AREA

Members received a report on the progress on the Project for a new Town council reception area.

Members noted that a short term lease had been negotiated to provide a new accessible reception area to the Town Council's Offices, located in the Locality Offices in South Street.

The new reception area has been decorated, providing seating and an information area for the public and access for people with disabilities.

It was noted that the new reception area had been furnished with loaned and second hand furniture.

Members were requested to consider purchasing a bespoke reception counter for the area.

The following issues were considered:

1. The furniture although bespoke was moveable and adaptable to the changing requirements of the Council
2. After taking advice on the Disability Discrimination Act (DDA), the public area allowed the Council to fulfil its duties under the Act by adapting for the provision of services to people with disabilities, in particular wheelchair users.
3. The layout of the new reception area complied with the advice given by the DDA:
 - It provided a clear manoeuvring space in front of the reception desk with a minimum of 1400 mm and a 2200 mm width.
 - The reception desk was not sited too close to the principal entrance and provided a clear view for people entering the building.
 - The route to the reception was direct and free from obstructions.

Members considered a quotation for the supply and fitting of a reception counter at a cost of £4,985.40. Members were reminded that £40,000 had already been set aside, from earmarked funds for new equipment.

RESOLVED:

- **That the condition of the temporary furniture in the new reception area be noted.**
- **That the purchase of new reception furniture at a cost of at £4,985.40 be approved**
- **That £4,985.40 be released from Earmarked Reserves.**

C 063/09 ESSENTIAL BUILDING WORKS TO WEST STREET CHAPEL

Members received a report: to consider:

1. A programme of building works for the maintenance of the West Street Chapel, West Street. To releasing £35,000 from Earmarked Reserves for essential building works.
2. To delegate to the Cemeteries Working and Appeals Group (CWAG) the awarding of contracts for the essential works
3. To temporarily co-opt Councillors Genziani and Attfield to the CWAG for the duration of the building works.

Members were reminded the Chapel in the West Street Cemetery was a Grade II Listed Building. In 2004 the Town Council took over the ownership and operation of four cemeteries in Farnham from Waverley Borough Council, including four cemetery buildings in different states of repair. Waverley Borough Council failed to maintain the buildings in a suitable standard of repair for a Listed Building. At the time of the transfer no assessment was made regarding the condition of the Cemetery Buildings or subsequent responsibilities and liabilities that were transferred to the Town Council.

The Chapel in West Street needed essential repair works to retain it in a suitable condition for a Grade II Listed Building. The building had been inspected by Councillors Genziani and Attfield together with the Waverley Borough Council Listed Buildings Officer on behalf of the Town Council and three principle areas of concern were identified requiring immediate attention:

1. The roof of the chapel:

The roof on the Chapel had been poorly repaired and had been the subject of vandalism over a number of years. Water had entered through the roof into the building and it was recommended the whole roof be renovated at an estimated cost of £15,000.

2. The external walls of the chapel:

The walls were made of local stone which had weathered over time. The wrong mortar had been used in the past, which had contributed to further deterioration and to the collapse of certain areas of the rear wall. It was recommended that the external walls be re pointed and repaired in similar material at an estimated cost of £15,000.

3. Asbestos on the internal walls:

A material which appears to be asbestos panelling has been found on the lower internal walls of the chapel building. It was been recommended that a firm be appointed to investigate the material and if found to be asbestos, be removed and destroyed safely. The cost has been estimated at £5,000.

Although the Town Council has no legal duty to maintain the building, if a complaint was lodged with the planning authority an Urgent Works Order could be issued for emergency repairs and the cost recovered from the Town Council.

The Members noted that the Town Council had earmarked funds for the renovation of the cemetery buildings of £139,000.

RESOLVED:

- **That a programme of building works for the maintenance of the West Street Chapel, West Street Cemetery, Farnham be agreed.**
- **That the release of Earmarked Reserves for essential building works be agreed.**
- **That the awarding of the contracts for the essential works be delegated to the Cemeteries Working and Appeals Group (CWAG).**
- **That Councillors Genziani and Attfield be temporarily co-opted to the CWAG for the duration of the building works.**

C 064/09 WORKING GROUP UPDATES

Corporate Development and Audit Working Group

Members received the notes of the Corporate Development and Audit Working Group Meeting held on 4 August 2009 – attached to record minutes

Councillor Ward explained that the Territorial Army had traditionally given out roses on Minden Day, which would now be awarded by the Town Mayor and become an annual event. Discussions about town twinning were still taking place.

Cemeteries Working and Appeals Group

Members received the notes of the Cemeteries Working and Appeals Group meeting held on 30 July 2009 – attached to record minutes

Councillor Cockburn reported that a full response and explanatory letter had been sent following the meeting held with Cemeteries Group.

Councillor Cockburn reported that the Garden of Reflection was moving ahead.

The Town Clerk confirmed that the foundation had been laid for the memorial book.

Major Events and Tourism Working Group

Members received the notes of the Major Events and Tourism Working Group meeting held on 20 July 2009 – **attached to record minutes**.

Councillor O'Grady reminded Members that the Feast of Food event would take place on the 3 October 2009 in Castle Street.

He reported that the Chamber of Commerce were keen to help with events in the town and a meeting had been planned.

Farnham in Bloom Working Group

Members received the notes of the Farnham in Bloom Working Group Meeting held on 4 August 2009 – **attached to record minutes**.

Councillor Duckett explained that the Group were disappointed that the Town Council had not been awarded Gold this year but the weather had not helped.

Farnham Design Statement Task Group

Members received the notes of the Farnham Design Statement Task Group Meeting held on 20 August 2009 – **attached to record minutes**.

Councillor Steel explained that the Group had been re-named and the word 'town' left out as this did not cover the whole of the area to include the satellite villages.

He reported that the Design Statement needed to demonstrate public consultation with information on the Farnham Town Council website so that individuals could take part.

Councillor Steel reported that the Design statement needed to be completed as soon as possible, but by May 2010.

C 065/09 PLANNING APPLICATIONS

Members received the minutes of the meetings of the Planning Consultative Group held on, 30 July 2009 and 13 August 2009.

RESOLVED: That the observations made by the Planning Consultative Group held on 30 July 2009 and 13 August 2009 and dealt with in accordance with delegated authority, be noted.

C 066/09 BRONZE RECOGNITION AWARD FOR STAFF TRAINING

Members noted that Farnham Town Council had achieved a Bronze Recognition Award for the Learning 4 Counties Training Programme.

C 067/09 OUTSIDE BODIES

Members received the Minutes of the Local Committee (Waverley) held on 10 July 2009.

Councillor Ward commented he hoped the review of parking approved with amendments would help to resolve the problems in the Waverley Lane area.

Councillor Ward reported the County Council's opposition to the Farnborough Airport Consultation.

Councillor Lovell asked if Farnham Town Council could become more involved and have a more powerful voice in monitoring the programme.

The Town clerk said that an article could be placed on the Town council's website.

Councillor Attfield was disappointed there were not more complaints received from Farnham residents about Farnborough, the complaints had come mostly from other areas such as Church Crookham or Dogmersfield. Councillor Attfield suggested that a letter written from the Council be sent requesting a representative from the Council be kept on the Farnborough Aerodrome Committee.

Members agreed that the people of Farnham needed to know how and where to complain.

C 068 /09 DATE OF NEXT COUNCIL MEETING

Members noted the date of the next Council meeting – 19 November 2009.

The Town Mayor closed the meeting at 7.47pm.

Date

Chairman