

Agenda Full Council

Time and date

7.00pm on Thursday 10th May 2018

Place

The Council Chamber, South Street, Farnham, GU9 7RN

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend the Annual Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 10th MAY 2018**, at **7.00PM**, in the **COUNCIL CHAMBER**, **SOUTH STREET**, **FARNHAM**, **SURREY GU9 7RN**. The Agenda for the meeting is attached

Yours sincerely

10°hr

lain Lynch Town Clerk

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to Ginny Gordon, by 5 pm on the day before the meeting.

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only. Members of the public may be recorded or photographed during the meeting and should advise the Clerk *prior to the meeting* if there are any concerns about this.

Members of the Public are welcome and have a right to attend this Meeting. Please note that there is a maximum capacity of 30 in the public gallery



Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

Please use the form below to state in which Agenda Items you have an interest.

If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)

As required by the Localism Act 2011, I hereby declare, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: Date 10th May 2018

Name of Councillor

| | Nature of interest (please tick/state as appropriate) | | |
|-------------------|---|--------------|--|
| Agenda Item No | l am a Waverley Borough Councillor / Surrey County Councillor* | Other reason | Type of interest (disclosable pecuniary or Other) and reason |
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* Delete as appropriate

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Agenda Annual Meeting of Full Council

Time and date 7.00pm on Thursday 10th May 2018.

Place

The Council Chamber, South Street, Farnham

Prior to the meeting prayers will be said by the Revd Hannah Moore of the Parish of Badshot Lea and Hale

- I Election of the Town Mayor To elect the Town Mayor for the municipal year 2018/19.
- 2 The Town Mayor to make the Declaration of Acceptance of Office To receive the Mayor's Declaration of Acceptance of Office.

3 Apologies

To receive apologies for absence.

4 Minutes

To agree the Minutes of the meeting held on April 19th 2018.

5 Disclosure of Interests

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any disclosable pecuniary or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

NOTES:

- (i) The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs Cockburn, Fraser, Frost, Hargreaves, Hill, Hodge, Macleod, Mirylees, Potts, and Ward.
- (ii) The following councillor has made a general non-pecuniary interest declaration in relation to him being a councillor of Surrey County Council: Cllr Macleod.
- (iii) Members are requested to make declarations of interest, on the form attached, to be returned to ginny.gordon@farnham.gov.uk by 5pm on the day before the meeting.

Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.

6 Election of Deputy Town Mayor

To elect the Deputy Town Mayor for the municipal year 2018/19.

7 The Deputy Town Mayor to make the Declaration of Acceptance of Office To receive the Deputy Town Mayor's Declaration of Acceptance of Office.

8 Vote of Thanks to Retiring Town Mayor

To receive the Vote of Thanks for the retiring Town Mayor Cllr Mike Hodge.

9 Presentation of Past Town Mayor's and Past Town Consort's' Badge Past Town Mayor's Badge to be presented to Cllr Mike Hodge and Past Town Consort's badge to Cllr Julia Potts

10 Appointment of a Leader/Spokesperson for the Council

In accordance with Standing Order 4.1, a Leader or Spokesperson for the Council can be appointed at the Annual Council Meeting but if no appointment is made, the role of Spokesperson for the Council will be undertaken by the Lead Member of the Strategy and Finance Working Group.

II Date of next Meeting

To note that the date of the next meeting will be on Thursday 14th June at 7.00pm.

The Town Mayor will close the meeting and invite Members and invited guests to stay for light refreshments.

Council Membership:

Councillors: Mike Hodge (Mayor), David Attfield (Deputy Mayor), David Beaman, Carole Cockburn, Paula Dunsmore, John Scott Fraser, Mrs Pat Frost, Jill Hargreaves, Stephen Hill, Sam Hollins-Owen, Mike Hyman, Andy Macleod, Kika Mirylees, Julia Potts, Susan Redfern, Jeremy Ricketts and John Ward,

Note: The person to contact about this agenda and documents is lain Lynch, Town Clerk, Farnham Town Council, South Street, Farnham, Surrey, GU9 7RN. Tel: 01252 712667.

Distribution: Full agenda and supporting papers to all Councillors (by post)





Minutes Council

Time and date

Thursday 19th April 2018 at 7.00pm

Place

The Council Chamber, South Street, Farnham

Councillors

- * Mike Hodge (Mayor of Farnham)
- A David Attfield (Deputy Mayor)
- * David Beaman
- * Carole Cockburn
- * Paula Dunsmore
- * John Scotty Fraser
- A Pat Frost
- * Jill Hargreaves
- * Stephen Hill
- A Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- A Julia Potts
- * Susan Redfern
- * Jeremy Ricketts
- * John Ward
- * Present
- A Apologies for absence

Officers Present:

lain Lynch (Town Clerk) lain McCready (Business and Facilities Manager) Karen Johansen-Berg (Corporate Governance Officer)

There were 4 members of the public in attendance.

CI77/I7 Apologies for Absence

Apologies were received from Cllr Attfield, Cllr Frost, Cllr Mirylees, Cllr Potts and after the meeting from Cllr Hollins-Owen

CI78/I7 Minutes

Cllr Fraser suggested there was an omission in relation to Minute C169/17, as a comment he had made about the A287 not having an alternate and being above the recommended limits for air pollution was not recorded. The Town Clerk advised minutes were intended to create a summary rather than a verbatim account of the meeting.

Following a brief discussion, the Minutes of the Farnham Town Council Meeting held on 8th March 2018 were agreed as a correct record and signed by the Mayor

CI79/I7 Declarations of interests

Apart from the standard declarations of personal interest by councillors and by those who were dual or triple hatted by virtue of being elected to Waverley Borough Council or Surrey County Council, there were no other disclosures of interest made.

C180/17 Questions and Statements by the Public

- i) Mr Stephen Cochrane, Farnham Castle, raised concern about the proposed Esso pipeline, the risks and its potential impact on residents of central Farnham. He said the idea of laying an aviation pipeline through the historic heartland must be resisted with vigour. He claimed the prolonged closure of roads during construction would cause major disruption and unnecessary economic damage causing blight. Mr Cochrane said that Farnham Town Council should fight the proposal with the full support of the community as there was no conceivable advantage for the town.
- ii) Cllr Hill presented a question from one of his constituents Mr John Hemsley, who was unable to attend, also on the Esso proposed pipeline consultation. Mr Hemsley wondered what steps the council has or would take to inform Farnham residents and organisations of the consequences of Option M (or Option Q) becoming the chosen pipe line route since the general disturbance and road closures would affect them all? He also advised Council of some specific concerns that he had of construction at the same time as East Street (Woolmead and Brightwells) developments and of actions being taken by the High Park Residents Association to raise awareness of the matter and encourage residents to respond.

The Mayor advised that the pipeline would be discussed by Councillors later in the meeting at Agenda item 8. The Town Clerk advised that these issues would also be picked up at a meeting scheduled to take place with Esso on 23rd April.

CI8I/I7 Town Mayor's Announcements

The Town Mayor advised that his team had completed the Rotary Cyclathon challenge, achieving 6th position overall. He had attended a wide range of community events including the Farnham Festival concert with HRH the Duchess of Wessex, the Farnham Classical & Vintage Car Show, and the Farnham Beerex Festival as well as the launch of Farnham's Walking Festival in May. The 2018 Annual Town Council meeting of Electors had gone well with a wide range of issues raised.

Questions by Members

C182/17 There were no Questions from Members.

Part I – Items for Decision

C183/17 **Tourism & Events Working Group**

Cllr Hargreaves referred members to the notes from the informal Working Group meeting held on 13th March, at Appendix B of the agenda. Only one item needed discussion: the 2018 Flash Festival arranged by 'Performers Together'. As the meeting had been inquorate, the Working Group had been unable to make a proposal for a contribution. Cllr Hargreaves proposed that funding of £2,500 be awarded to 'Performers Together' and this was seconded by Cllr Beaman.

It was **RESOLVED** *nem* con that Farnham Town Council make a contribution of £2,500 for the 2018/19 Flash Festival.

C184/17 Community Enhancement Working Group

Cllr Hill reported on the notes from the Working Group meeting held on 14th March 2018, at Appendix C to the agenda including an update on refuse bins adjacent to Boots Opticians. A meeting had been held with Councillors and some of the businesses involved and though progress had been made, the issue had not yet been resolved.

C185/17 Following a request from residents, the Working Group asked that Council consider replacement of the gate at Battings Garden and the erection of a new sign to encourage people to enjoy the garden. Council noted that the Gardens were a bequest to the Town but were in the ownership of Waverley Borough Council.

As limited maintenance was undertaken, Cllr Ward proposed, seconded by Cllr Fraser Farnham Town Council offer to take ownership and maintenance of the charming gardens.

It was **RESOLVED** nem con that:

- i) Farnham Town Council replace the gate at Battings Garden and install a new sign.
- ii) Farnham Town Council make an application to Waverley Borough Council to take ownership of the plot of land known as Battings Gardens.
- C186/17 Cllr Hill advised that the Great British Spring Clean event organised by Farnham Town Council on 14th April had been a great success, resulting in over 30 bags of rubbish being collected by the team of volunteers. Cllr Hill thanked all members who had attended. Cllr Hill advised Council that the BBC were undertaking a Britain in Bloom series, and that a meeting with them had been to discuss the potential of Farnham being in a future programme.

Cllr Hill took the opportunity to recommend to members the forthcoming Farnham in Bloom launch on 26th April.

CI87/I7 Strategy & Finance Working Group

Cllr Cockburn reported on the notes from the Working Group meeting held on 10th April 2018, at Appendix D to the agenda.

The Annual Town Council Meeting of Electors had gone well with good attendance and a number of questions had been raised by residents.

Cllr Cockburn advised that the initial draft Outturn 2017/18 was in place and that the Council's accounts had been closed. The Report and accounts would be considered by Council at the meeting in June. The Working Group had noted the significant receipts in advance, particularly for events and sponsorship and the Maltings Railings project, and had considered the allocation of reserves for the anticipated surplus.

- C188/17 It was reported that with regard to the Neighbourhood Plan Review, the Inspector's decision on the land west of Folly Hill was further delayed until the end of May so the number of sites to be put forward were still an unknown. A meeting to update community members and Residents' Associations was scheduled for 3rd May. It was noted that Council would be under the rules of 'Purdah' until 25th May which would delay any further consultation on the Neighbourhood Plan.
- C189/17 It was noted that progress had been made in preparation for the General Data Protection Regulation using model documents and templates issued by the NALC and Society of Local Council Clerks to assist with a review of policies. A further report would be made to the next meeting.

Town Clerk advised that an entry had been submitted to the Toast of Surrey Business Awards in the not-for-profit category and that the submission had also been entered into the Sustainability Award category

C190/17 Cllr Cockburn reported that the Strategy & Finance Working Group had agreed with the Wellbeing Task Group to recommend to Council raising greater awareness of what residents could do themselves to help reduce factors that contribute to air pollution.

> It was **RESOLVED** *nem con* that Farnham Town Council works with partners to champion better air quality in the town supporting an air pollution awareness campaign to encourage residents to lower their emissions and risk.

C191/17 Planning & Licensing Consultative Group

Cllr Hyman reported on the notes from the Working Group meetings held on 19th March and 9th April 2018, at Appendix E and F to the agenda.

In total, 68 Applications had been considered of which 9 were tree-related. The Application WA/2018/0348 for change of use and extensions to 'The Workshop' in Weydon Mill Lane was initially considered acceptable, but subsequently very strong objections were raised which appeared to throw doubt on some of the statements in the Application. As a result the P&LCG had been asked to reconsider the Application.

It was **RESOLVED** *nem con* that the Application WA/2018/0348 be referred back to the Planning & Licensing Consultative Group to reconsider.

It was reported that four out of five Appeals had been dismissed by Planning Inspectors. The Appeal which had been successful was for 6 flats at Corner Cottage, Menin Way.

It was also reported that two Appeals had been lodged: 11 Little Green Road and 6 Nelson Road to which Farnham Town Council had objected as it lay within the SPA Exclusion zone.

- C192/17 Cllr Hyman reported that concern had been expressed with regard to WA/2018/0003, Site B, East Street Regeneration, East Street. There had been significant discussion around Screening opinion request WA/2018/0003 regarding the proposed dual-lane temporary construction access from the East St site to the A31 bypass. Concern was raised about the potential loss of several lime trees at the South Street entrance to Borelli Walk as the previous EIA did not include the Borelli Walk. Cllr Hyman suggested a Positive Screening Direction would therefore be required.
- C193/17 With regard to Licencing, Cllr Hyman reported that the Borough Council's Statement of Licensing Policy 2018 had been welcomed with no further comments.

Two Licensing applications had been considered, one from Tesco, Ridgeway Road, and one from the BP petrol station on the A31. There were no objections subject to ensuring prevention of crime and public disorder; public safety; the prevention of public nuisance and the protection of children from harm.

C194/17 Cllr Hyman reported on consideration of the Esso Pipeline Corridor Consultation. It was noted the Town Council supported the preferred route Corridor 'J' in line with the representations made by members of the public as the alternatives, Corridors M & Q, would cause significant damage to the historic infrastructure of the area. Cllr Cockburn advised that the heritage in the tight knit pattern of Castle Street that could be destroyed by option M was 'mind blowing'. Cllr Ward expressed concern that ecology seemed to be featuring more in Esso's minds than people and urged for strong representation to be made. Council considered that route J was preferable as it followed the existing pipeline route and Esso already had agreements in place with most of the landowners. In addition, Farnham should be considered a special case due to the significant disruption anticipated from the Brightwells and Woolmead projects. However, it was noted that robust response from Farnham was required and it was agreed that the Town Council should raise awareness of the consultation with the community.

Councillors were reminded that the next P&LCG meeting on Monday 23rd April at 9.30am included a presentation by the Esso Pipeline team.

C195/17 National Joint Council for Local Government Services

The Town Mayor introduced the 2018 and 2019 Payscales and Allowances paper, at Appendix G to the agenda. Agreement had been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1st April 2018 and 1 April 2019. Councillors were asked to agree the new pay rates as set out at Annex I to Appendix G.

It was **RESOLVED** *nem con* that the 2018 and 2019 National Joint Council for Local Government Services Payscales and Allowances be adopted.

C196/17 Financial Regulations Review 2018 Council reviewed the Report on the revised Financial Regulations attached at Appendix H of the agenda. The Financial Regulations had been compared with the latest Model Financial Regulations published by NALC and a number of changes were proposed to strengthen procedures including new regulations affecting data security.

It was **RESOLVED** *nem con* that the revised Financial Regulations at Annex I to Appendix H be adopted.

CI97/I7 Appointment of Working Groups

A report on the election of Working Groups for 2018/19 at Appendix I to the agenda was introduced by the Town Clerk. Council noted that Councillors had identified preferences for the Working Groups for 2017/18 in accordance with Standing Order 15. Council then proceeded with appointments to each Working Group in accordance with Standing Order 15. Council noted that there remained a vacancy on Cemeteries & Appeals which could be filled by the Councillor elected in the forthcoming by-election.

C198/17 The Mayor proposed, and it was agreed *nem con*, that Council be adjourned in order that each Working Group could appoint its Lead Member to confirm the composition of the Strategy & Finance Working Group.

Lead Members were agreed as: Cemeteries & Appeals Working Group: Cllr Carole Cockburn Community Enhancement Working Group: Cllr Stephen Hill Tourism & Events Working Group: Cllr Jill Hargreaves

The full list of appointments to Working Groups is set out at Annex I to these minutes.

Appointment of Task Groups and Panels

C199/17 Council agreed that the Task Groups be re-established for 2018/19 in view of the work still being undertaken and the membership for each group was agreed as set out in Annex 1. It was noted, in accordance with convention, the Mayor-elect would not be appointed to Task Groups as the Mayor and Deputy were members of all Working Groups and Panels *ex officio*. It was agreed that the Community Enhancement and Planning and Licensing Working Groups would appoint representatives to the Trees and Hedgerows Task Group.

It was **RESOLVED** nem con that councillors be appointed as listed.

C200/17 Representatives on External Bodies 2018/19

Council noted that Councillors had given preferences, in accordance with Standing order 15, for being the Council's representative on External Bodies for 2018/19. Remaining appointments were agreed and the full list is attached at Annex 2 to these minutes.

It was **RESOLVED** nem con that councillors be appointed as listed.

With regard to Surrey CC Farnham Traffic Task Group (Local Group), Cllr Macleod suggested the Group may no longer exist as a formal entity although the Town Clerk advised that he had not been informed of this. It was agreed that if the Group still existed Cllr Cockburn (as Leader) and the Town Mayor be appointed to represent Farnham Town Council in discussions with Surrey County Council.

Part 2 – Items Noted

C201/17 Actions under the Scheme of Delegation

The Town Clerk advised there were no actions which had not already been reported.

C202/17 **Reports from other Councils**

Cllr Macleod advised of recent complaints and letters received by Surrey County Council with regard to the number of potholes in Farnham, some of which were quite dangerous. It was noted that an additional ± 1.8 m had been awarded to Surrey for potholes and flood prevention work. Council considered that the quality of work undertaken had been mixed with good and poor examples of repairs noted. It was suggested a strongly worded representation be sent from the Town Council to Surrey County Council on this issue.

Cllr Macleod also advised Council of a consultation being undertaken by Surrey on the effectiveness of the Local Committee and encouraged responses.

C203/17 **Reports from Outside Bodies**

Cllr Ricketts reported that with regard to Bishops Meadow, the cows would now return to graze there.

C204/17 Date of next meeting

Members noted that the Annual Council Meeting and Mayor Making would take place on Thursday 10th May 2018.

The Town Mayor closed the meeting at 8.40pm

Date

Chairman



WORKING GROUPS 2018/19

| I Working Groups | Membership 2018/19 |
|--|---|
| Strategy & Finance Working Group | Cllr David Beaman |
| (6 members plus Lead Members (LM) | Cllr Carole Cockburn * |
| from working groups not already | Cllr Pat Frost |
| appointed to this Working Group) | Cllr Jill Hargreaves |
| Meeting dates in 2018/19 | Cllr Jeremy Ricketts |
| Tuesday mornings at 9.30am. | Cllr John Ward |
| 9-10 meetings a year. | Cllr Stephen Hill |
| Community Enhancement Working | Cllr Stephen Hill * |
| Group | Cllr Mike Hyman |
| (6 members) | Cllr Sue Redfern |
| Meeting dates in 2018/19 | Cllr Jeremy Ricketts |
| Wednesday mornings 9.30am. | Cllr David Beaman |
| 4-5 meetings a year | Cllr Carole Cockburn |
| Tourism & Events Working Group (6 members) Meeting dates in 2018/19 Tuesday mornings at 10am. | CIIr Jill Hargreaves * CIIr David Beaman CIIr Carole Cockburn CIIr Stephen Hill CIIr Andy Macleod |
| 4-5 meetings a year. | Cllr Mike Hodge |
| Cemeteries & Appeals Working Group | Cllr Carole Cockburn * |
| (6 members) | Cllr Jill Hargreaves |
| Meeting dates in 2018/19 | Cllr Mike Hodge |
| Thursday morning at 9.30 | Cllr Sue Redfern |
| 4-5 meetings a year. | Cllr John Ward |

* = Lead Member

| 2 Consultative Group | Membership 2018/19 |
|---|--|
| Planning & Licensing Consultative Group (9 members – including one from each ward) Meetings in 2018/19 Monday mornings at 9.30am Approximately 20 meetings a year. | Cllr David Beaman (Castle) Cllr Carole Cockburn (Bourne) Cllr Paula Dunsmore (Wrecclesham & Rowledge) Cllr J Scotty Fraser (Upper Hale) Cllr Mike Hyman (Hale & Heath End) Cllr Andy Macleod (Moor Park) Cllr Jeremy Ricketts (Weybourne & Badshot Lea) Cllr John Ward (Shortheath & Boundstone) |

| 3 Standing Panels | Membership 2018/19 |
|---|---|
| HR Panel (Task Group of Strategy and Finance) | Cllr David Beaman Cllr Pat Frost Cllr Jill Hargreaves |
| (6 Members) | Cllr Mike Hyman Cllr Andy MacLeod |
| Meets twice a year or as required for specific purposes | Cllr David Attfield (ex-officio as Mayor) |

| Services to Farnham Awards Panel | Mayor |
|-----------------------------------|----------------------|
| (Task Group of Council) | Deputy Mayor |
| | Cllr Jill Hargreaves |
| Meets twice a year or as required | Cllr John Ward |
| meets timee a year of as required | Mrs Wendy Craig |

| 4 Task Groups (Reappointed on an annual basis as required) | Membership 2018/19 |
|--|--|
| Infrastructure Planning Group (Task Group of Strategy and Finance) (5 Members) | Cllr Carole Cockburn Cllr David Beaman Cllr Andy MacLeod Cllr John Ward |
| Normally meets on a Friday morning at 10am (up to 5 Members) | |

| (Task Group of Strategy and Finance) (minimum 3 members) Cllr Cllr | David Attfield Paula Dunsmore Pat Frost Jill Hargreaves Sam Hollins-Owen |
|---|--|
|---|--|

| Cllr David Beaman Cllr Paula Dunsmore Cllr Scotty Fraser Cllr Sam Hollins-Owen Cllr Andy MacLeod Cllr Jeremy Ricketts |
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| |



Representatives on Outside Bodies 2018/19

| Organisation | Councillors representing the Council in 2018/19 |
|---|---|
| 40 Degreez | Cllr Carole Cockburn |
| Allotments Liaison Group | Cllr Stephen Hill |
| Badshot Lea Recreation Ground | Cllr David Attfield |
| Bishop's Meadow Trust | Cllr John Ward |
| Blackwater Valley Recreation & Countryside Management Committee | Cllr John Ward |
| | Cllr David Beaman |
| Bourne Recreation Ground | Cllr Sam Hollins-Owen (tbc) |
| Brightwells Gostrey Centre | Cllr John Ward |
| Dementia Alliance Group | Cllr Andy MacLeod |
| Farnborough Aerodrome Consultative Committee | Cllr David Attfield |
| Farnham/Andernach Friendship Association | Cllr Pat Frost |
| Farnham Conservation Area Management Plan | Cllr Carole Cockburn |
| | Cllr Scotty Fraser |
| Farnham Crime Prevention Panel | Cllr Jeremy Ricketts |
| Farnham Maltings Association Council of Management | Cllr Pat Frost |
| Farnham Public Art Trust | Cllr John Ward |
| Farnham Rivers Management Committee | Cllr Mike Hodge |
| Farnham River Watch | Cllr Mike Hodge |
| Farnham Quarry Liaison Group | Cllr Carole Cockburn |
| Farnham Sports Council | Cllr Carole Cockburn |
| Farnham Visitors Forum | Cllr Jill Hargreaves |
| Hale Recreation Ground | Cllr Scotty Fraser |
| | Cllr David Beaman |
| New Ashgate Gallery | Cllr Jill Hargreaves |
| North East Hants & Farnham Clinical Commissioning Group | Cllr Jeremy Ricketts |
| Runfold Quarry Community Liaison Group (Suez/Sita) | Cllr Andy MacLeod |
| Surrey Association of Local Councils (2 representatives) | Mayor and Leader |
| Surrey CC Farnham Local Group (2 places) | Cllr Carole Cockburn Mayor |
| Waverley Towns and Parishes Meetings | Mayor (or Deputy) plus Leader |
| Wrecclesham Community Centre | Cllr Pat Frost |
| Wrecclesham Recreation Ground Committee | Cllr Paula Dunsmore |

In addition, the Mayor, Leader and Clerk plus relevant Lead Members to attend Liaison meetings with the University for the Creative Arts.

Representatives of Farnham Town Council are expected to attend meetings and report back on relevant matters to Council.