



FARNHAM TOWN COUNCIL

Agenda Extraordinary Meeting of Full Council

Time and date

7.00pm on Thursday 16th August 2018

Place

The Council Chamber, South Street, Farnham

Prior to the start of the meeting prayers will be said.

1 Apologies

To receive apologies for absence.

2 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 Beaman, 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 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.

3 Minutes

To agree the Minutes of the meeting held on July 26th 2018

Appendix A

4 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

5 Town Mayor’s Announcements
To receive the Town Mayor’s announcements.

6 Questions by Members
To receive any questions by Members in accordance with Standing Order 9.

Part 1 – Items for Decision

7 Farnham Neighbourhood Plan Partial Review. Appendix B
Regulation 14 Consultation

- i) To note the work undertaken as part of the Neighbourhood Plan Partial Review and updated evidence base progressed for the next stage.
- ii) To agree proposed sites for the additional 450 homes required up to 2032 following the completion of the Waverley Local Plan Part 1.
- iii) To approve the Regulation 14 Draft of the Farnham Neighbourhood Plan for consultation following its partial review.
- iv) To agree the proposed arrangements and programme for the Regulation 14 Consultation.

8 Planning & Licensing Applications Appendix C, D
i) To receive the minutes of the Planning & Licensing Consultative Group held on 30th July 2018 and 13th August 2018.
ii) To consider any significant Planning Applications.

Part 2 – Items to Note

9 Actions taken under Scheme of Delegation

10 Reports from other Councils
To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council.

11 Reports from Outside Bodies
To receive from Members any verbal reports on Outside Bodies.

12 Date of next Meetings
To note the date of the next meeting as Thursday 20th September 2018

Part 3 – Confidential Items

13 Exclusion of the Press and Public (if required)
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda in view of any confidential items under discussion.

Council Membership:

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

Note: The person to contact about this agenda and documents is Iain 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)



FARNHAM TOWN COUNCIL

A

Minutes
Council

Time and date

7.00pm on Thursday 26th July 2018

Place

The Council Chamber, South Street, Farnham

Councillors

- * David Attfield (Mayor of Farnham items)
- * Paula Dunsmore (Deputy from item 3 onwards)
- * David Beaman
- * Carole Cockburn
- * John Scotty Fraser
- * Pat Frost
- A George Hesse
- * Jill Hargreaves
- * Stephen Hill
- * Mike Hodge
- A Sam Hollins-Owen
- * Mike Hyman
- * Andy Macleod
- A Kika Mirylees
- A Julia Potts
- * Susan Redfern
- A Jeremy Ricketts
- * John Ward

- * Present
- A Apologies for absence

Officers Present:

Iain Lynch (Town Clerk)
Karen Johansen-Berg (Corporate Governance Officer)

There were three members of the public in attendance.

C032/18

Apologies for Absence

Apologies were received from Cllrs Hesse, Hollins-Owen, Mirylees, Potts and Ricketts

- C033/18 **Election of Deputy Town Mayor**
 Cllr Cockburn proposed, and Cllr Beaman seconded, that Cllr Paula Dunsmore be elected Deputy Mayor for the remainder of the Municipal Year 2018/19. There were no other nominations.
It was RESOLVED *nem con* that: Cllr Paula Dunsmore be elected Deputy Mayor for the Municipal Year 2018/19.
- C034/18 Cllr Attfield, the Mayor of Farnham, invested Cllr Dunsmore with the Badge of Office of Deputy Mayor of Farnham.
- C035/18 **The Deputy Mayor's Declaration of Acceptance of Office.**
 Having received the Badge of Office, Cllr Dunsmore made her Declaration of Acceptance of Office and thanked her proposer and seconder for their kind comments. The Deputy Mayor also thanked the Council for the honour and privilege of being appointed to the role and looked forward to serving the town and the Council in the coming months.
- C036/18 **Minutes**
 The Minutes of the Farnham Town Council Meeting held on Thursday 14th June 2018 were agreed to be signed by the Mayor as a correct record.
- C037/18 **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 disclosures of interest.
- C038/18 **Questions and Statements by the Public**
 Mr Peter Jackson of Tilford Road, attending as a Trustee of Citizen's Advice commended the achievements of CAB in 2017-18 with 6,705 issues raised by 1625 Farnham clients and provided some key statistics for consideration by Council.
- C039/18 **Town Mayor's Announcements**
 The Mayor reported on a number of engagements attended including:
 - The planting of a special Flower bed in Wrecclesham to commemorate the centenary of the girl guides;
 - The visit of the Andernach Friendship Association which was hosted in Victoria Garden;
 - The events of Carnival and Picnic in the Park;
 - The charity bike ride and the Town Centre races which had been successful and entertaining;
 - The Otter Auction at Farnham Castle which has been a memorable event with a huge amount raised for the past mayor's charity appeal;
 - A range of Farnham in Bloom judging events attended including those with judges from South and South East in Bloom, and the Schools Hanging Basket competition.

Part I – Items for Decision

- C040/18 **Community Enhancement Working Group**
 Cllr Hill reported on the notes from the Working Group meeting held on 13th June 2018, at Appendix B to the agenda
 Council noted that:
 - A new allotment tenancy agreement had been drafted and that it would be discussed with the Allotment Liaison Group before implementation.
 - Some progress had been made with reducing the impact of the unsightly bins near Boots the Opticians; and
 - Further discussion had taken place with Surrey County Council over the Library Gardens;

Cllr Hill referred in particular to one recommendation to Council which was that Farnham support the National Refill Campaign encouraging local business to provide water refill points to cut down on plastic waste.

It was RESOLVED *nem con* that:

Farnham Town Council support the Refill campaign and encourage local businesses to adopt the scheme.

C041/18 Cemeteries and Appeals Working Group

Cllr Cockburn reported on the notes from the Working Group meeting on held on 21st June 2018, at Appendix C to the agenda. It was noted the Mayor had also been in attendance.

Council noted progress of the implementation of the new cemeteries regulations in relation to overplanting and non-approved fencing around the graves and that the Working Group had considered principles around wind chimes, balloons and ornaments beyond the boundaries of graves. Council noted there were safety issues with broken glass or plastic occurring but members considered a recent representation from a bereaved family particularly about remembering children and agreed that a tree should be designated for wind chimes, usually near the children's section.

It was RESOLVED *nem con* that:

- i) One tree in each Cemetery be designated a memorial tree suitable to allow wind chimes to be placed within it;**
- ii) Desk Style Ledgers be allowed within the Lawn Cemeteries; and**
- iii) Child headstone measurements be the same as cremation plot headstones.**

C042/18 Council noted that a range of maintenance issues within the cemeteries were being progressed. Cllr Cockburn also reported that a cedar tree had shed a large limb and would have be removed, following detailed inspection, as it was in a dangerous condition.

C043/18 Tourism and Events Working Group

Cllr Hargreaves introduced the notes of the Tourism and Events Working Group held on 27th June, at Appendix D to the agenda. She reported that a presentation had been made by Sebastian Bone about creating a new film to promote Farnham. The Farnham Visitors' Forum supported the concept, but it was agreed that clarity over the objectives and audience for the film, along with more detailed costings, would be needed before a decision could be made.

Cllr Hargreaves reported on recent and forthcoming events and the proposal that the stage and infrastructure for the Christmas Lights Switch-on be shared with FCCT (the Farnham Christian Community Trust) to extend the evening. Council noted that there may also be a big screen which would add value to the switch-on event. Officers would discuss the options in more detail.

It was RESOLVED *nem con* that:

The Christmas Lights Switch-on event share infrastructure with Churches Together for an extended Christmas celebration.

C044/18 Cllr Hargreaves reported on the Waverley Business Awards which the Town Council had agreed in principle to sponsor. It was now proposed that the Town Council sponsor the Farnham President's Award. The Mayor encouraged all councillors to advise businesses in their wards to enter the different categories.

It was RESOLVED *nem con* that:

Farnham Town Council sponsor the President's Award in the Waverley Business Awards at a cost of £1,000

Cllr Hargreaves reported that Helena Jarman was leaving her post as Events Officer, thanking her on behalf of Council for what she had achieved and wishing her well for the future.

Strategy and Finance Working Group

C045/18 Cllr Cockburn introduced the notes of the Strategy and Finance Working Group meeting held on 17th July 2018, at Appendix E to the Agenda.

Cllr Cockburn reported on the quarterly finance report and Council noted that things were as expected after the first quarter. The Bank reconciliations, statement of investments and debtors were all noted. Council noted that the improved arrangements for managing those who were not tending their allotments had led to terminations, so there could be an income shortfall at the end of the year.

C046/18 A request for a grant for team members from the Farnham Floorball team who had been selected for international representation was supported. It was also proposed that a bench be installed near the Rowledge Doctors' Surgery. Cllr Cockburn advised that a letter had been received for a contribution for a the Rowledge Tommy Appeal, remembering those who had fallen in World War I). It was different to the silent soldiers project also being supported by the Town Council and it was proposed that Farnham Town Council make a grant towards the costs.

It was RESOLVED *nem con* that

- i) A grant of £500 be paid to the Farnham Floorball team;**
- ii) Subject to landowner's approval, a new bench be installed near the doctors' surgery in Rowledge; and**
- iii) A contribution of up to £250 be made to the Rowledge Tommy appeal.**

C047/18 Council noted that the Maltings Railing project had not yet progressed as the application process for the Arts Council funding for the balance of the costs had changed. It was proposed that the work be carried out in two phases with phase one funded from the Section 106 allocation and Phase 2 from the Arts Council. As a fall back, it was proposed that the costs of Phase 2 (in the order of £15,000) be underwritten by the Town Council in case the Arts Council did not fund any or all of the costs.

It was RESOLVED *nem con* that

Farnham Town Council underwrite the balance of funding for the Maltings Railing Project should the Arts Council application not be successful.

C048/18 Cllr Cockburn provided an update on the work being undertaken for the Regulation 14 Neighbourhood Plan. Council noted that it was hoped to have the consultation in place by mid-August and a special Council meeting was earmarked for the 16th. Council also noted that advice was being sought following the Sweetman Judgement about the level of assessment required for the Neighbourhood Plan allocations.

C049/18 Council received an update on the work of the Assets Task Group and the Well-being Task Group and on several consultations where the views of the Town Council were sought. Consultations included the Waverley Economic Strategy (extended deadline for comments), Defra's Clean Air Strategy, Surrey County Council's Draft Low Emissions Transport Strategy, and Surrey County Council's Electric Vehicle Strategy. Council noted there was a Workshop briefing on Surrey County Council's draft vision to 2030, being held on 31st July. It was agreed that any additional comments from councillors be submitted to the Corporate Governance Officer by 30th July.

It was RESOLVED *nem con* that

- i) The Town Clerk to prepare response to the draft Waverley Economic Strategy in consultation with the Leader;**
- ii) The consultations on improving air quality be welcomed and comments be submitted to each consultation.**

Planning & Licensing Consultative Group

C050/18 Cllr Hyman introduced the minutes of the Planning & Licensing Consultative Group held on 18th June, 2nd July and 16th July 2018, at appendices IF,G and H.

Cllr Hyman provided Councillors with a breakdown of the number of applications considered and the ones where objections had been raised because the applications were not in keeping

with the Farnham Neighbourhood Plan; represented overdevelopment; or were not in keeping with the area.

Cllr Hyman pointed out that the Town Council was still drawing attention to applications where the recent Sweetman judgement was applicable and drew attention to the fact that Waverley Borough Council, having taken advice, was now permitting development in the Farnham area.

Following a Point of Order raised by Cllr Cockburn Mr Hyman withdrew a comment he had made that was not considered appropriate.

C051/18 Cllr Fraser raised a question relating to Section 106 funding and how this was apportioned to Farnham for developments that impacted on the Town. He was aware that Cllr Hesse had raised a question with Waverley Borough Council and it appeared that there was some confusion over whether the funding was being correctly allocated and spent.

Cllr Cockburn advised that the Section 106 funding was allocated according to a formula, with monies allocated for highways improvements, education and leisure purposes as well as environmental improvements. Cllr Cockburn reminded Council that all councillors had been asked to propose improvements in their wards which could be funded by negotiated Section 106 agreements, and in the future, by the Community Infrastructure Levy. Cllr Ward drew attention to the fact that if Section 106 funding was not spent it would be returned to developers and that nationally almost £10m had been returned in the last five years.

Cllr Beaman proposed and Cllr Ward seconded that a Section 106 Task Group be established to review Section 106 funding in Farnham.

It was resolved *nem con* that:

- i) **A Section 106 Task Group be established with Terms of Reference “To review the Section 106 allocations relating to Farnham developments and how to optimise the benefits of Section 106 funding for the Farnham community”**
- ii) **Cllrs Fraser, Hesse, Hyman and Ward serve on the Task Group.**

Cllr Frost left the meeting at this point

Part 2 – Items Noted

C052/18 **Actions under the Scheme of Delegation**
The Town Clerk advised there were no actions to report.

C053/18 **Reports from other Councils**
i) Cllr Macleod reported on the Waverley Community Well-being Group and recent data from the Clinical Commissioning Group that showed the impact of deprivation in some parts of the area where life expectancy was significantly impacted compared to other parts of the Borough. Cllr Macleod agreed to circulate the report to councillors on the Farnham Well-being Task Group.
ii) Cllr Macleod reported that Surrey County Council was working with Farnham Town Council on proposing potential sites for the Neighbourhood Plan and that he had recently invited the Cabinet Member for Highways and the new Surrey Chief Executive to visit Farnham.

C054/18 **Reports from Outside Bodies**
There were no reports from representatives on Outside Bodies.

C055/18 **Date of next meeting**
Members noted that the next scheduled Council Meeting would take place on Thursday 26th September 2018 but that an Extraordinary meeting was expected to be required to sign off the Regulation 14 Neighbourhood Plan on 16th August.

The Town Mayor adjourned the meeting at 8.01pm in order that the meeting of the Council acting as Trustee of the South Street Trust could be held prior to excluding members of the press and public to enable the Council to discuss a confidential matter.

The meeting reconvened at 8.10pm

C056/18 The Mayor proposed, and **it was resolved nem con** that the press and public be excluded in accordance with Schedule 12A of the Local Government Act 1972 and the public bodies (admissions to Meetings Act (1960) in view of the long standing matter being dealt with by the Council's insurers.

C057/18 The Town Clerk provided an update on a longstanding Cemetery complaint that related to 2006 and the settlement agreed by the complainant and the Council's insurers and solicitors.

Date

Chairman