



# FARNHAM TOWN COUNCIL



## Minutes Council

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### Time and date

7.00pm on Thursday 18<sup>th</sup> April 2019

### Place

The Council Chamber, South Street, Farnham

### Councillors

- \* David Attfield (Mayor of Farnham)
- \* Paula Dunsmore (Deputy Mayor)
- \* David Beaman
- \* Carole Cockburn
- \* John Scotty Fraser
- \* Simon Foale
- \* Pat Frost
- A George Hesse
- \* Jill Hargreaves
- \* Stephen Hill
- A Mike Hodge
- \* Mike Hyman
- \* Andy Macleod
- \* Kika Mirylees (from agenda Item 8)
- A Julia Potts
- \* Susan Redfern
- Jeremy Ricketts
- \* John Ward
  
- \* Present
- A Apologies for absence

### Officers Present:

Iain Lynch (Town Clerk)  
Iain McCready (Business and Facilities Manager)  
Andrea Mann (Assistant Town Clerk)

There were no members of the public and one member of the press in attendance.

### Prayers.

Prior to the meeting prayers were said by Pastor Michael Hall, of the Farnham Pentecostal Church.

- C169/18 **Apologies for Absence**  
Apologies were received from Cllrs George Hesse, Mike Hodge and Julia Potts.
- C170/18 **Declarations of interests**  
In addition to 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 further declarations.
- C171/18 **Minutes**  
The Minutes of the Farnham Town Council Meeting held on 7<sup>th</sup> March 2019 were agreed, to be signed by the Mayor as a correct record. (Appendix A on the agenda).
- C172/18 **Questions and Statements by the Public**  
There were no questions or statements from members of the public.
- C173/18 **Town Mayor's Announcements**  
The Mayor informed Members that it had been another busy month, attending some 12 events. Highlights included:  
- Attending a production of Grease at Heath End School.  
- Hosting a visit from students from Andernach in Germany, Farnham's twin town.  
- Attending the Farnham Walking Festival launch. The Mayor encouraged other Members to take part in the fortnight Festival.  
- Attending 'Farnham's Got Talent' at Weydon School, commenting on the wealth of talent in the community.  
- Opening the Farnham Beerex.  
- Attending the Classic & Vintage Car Show in aid of Phyllis Tuckwell Hospice which was very well attended.
- The Mayor looked forward to further events scheduled before the end of his Mayoral term.
- C174/18 **Questions by Members**  
There were no questions by members in accordance with Standing Order 9.

## **Part I – Items for Decision**

- C175/18 **Tourism and Events Working Group Notes**  
Cllr Jill Hargreaves introduced the notes of the Tourism and Events Working Group notes held on 12<sup>th</sup> March 2019 (Appendix B). The meeting was a short meeting as the majority of work for the forthcoming events had been agreed and actioned. Cllr Hargreaves highlighted
- i) the Bush Hotel's new owners interest in continuing to be involved in the Christmas Market and the Food Festival;
  - ii) overall sponsorship was not as high as forecast, believed to be due to uncertain times for businesses, but there were no current concerns.
- Cllr Hargreaves thanked the Tourism and Events team including every councillor for their hard work over the past four years which had received many positive comments from the community. A special thank you was given to Cllr Carole Cockburn who had attended most events and the Town Clerk and his staff who worked well together in all weathers.

C176/18

### **Community and Enhancement Working Group Notes**

Cllr Stephen Hill introduced the notes of the Community and Enhancement meeting held on 13<sup>th</sup> March 2019 (Appendix C). There were no items for recommendation. Cllr Hill thanked the organisers and Officers of the Gardeners' Question Time which had been an excellent event.

Cllr Hill was pleased to report progress on the matter of the bins by Boots Opticians (Community & Enhancement Working Group Notes item 7). The Bush Hotel had agreed to accommodate the bins with a target installation date of July once some preparatory work around the area was complete.

Cllr Cockburn updated Council on a recent site inspection with Surrey County Council Highways to look at the state of the railings and street furniture in the town. The visit had been positive, in that Surrey County Council had identified a number of railings which could be removed. Should railings remain, high quality railings were preferred. Cllr Cockburn encouraged other Members to support the general tidying up of areas by painting railings in their own areas.

Cllr Hill thanked Farnham Town Council Officers and community helpers who helped to make the town more attractive.

C177/18

### **Strategy and Finance Working Group Notes**

Cllr Cockburn introduced the notes from the Strategy and Finance Working Group meeting held on 9<sup>th</sup> April 2019 (Appendix D) – the financial elements of which would be covered later in the agenda.

C178/18

### **Neighbourhood Plan Review**

- i) Cllr Cockburn updated Members on the Neighbourhood Plan Review explaining that a lot of time and passion had been put into the work. Waverley Borough Council was in full support of Farnham Town Council's view that the changes were non-material. The Review was with an independent examiner but no update was available at the time of the meeting.
- ii) Cllr Cockburn advised Members that the Hanson Farnham quarry site has to be put up for sale and proposed that the Town Clerk be delegated the task of pursuing conversations with the land owner with a view of transferring the land to Farnham Town Council. Cllr Pat Frost seconded the proposal and ALL Members AGREED.
- iii) Since the review was submitted, land east of Farnham Park had been put forward as a potential SANG and the southern part of the site was subject to a pending change of use application. A meeting had taken place between Farnham Town Council, the land owners and their planning advisor where Farnham Town Council had indicated support for the site as a SANG.
- iv) The land owner's planning advisor suggested that the whole site was appropriate as a SANG, a view supported by Cllr Cockburn who suggested that this would result in a good solution for everyone by creating a green lung across the town.

Cllr Cockburn proposed that the Town Clerk progress a statement of common ground with the planning agent for land east of Farnham Park supporting the entire site as a SANG. The proposal was seconded by Cllr John "Scotty" Fraser and ALL Members AGREED.

- v) Cllr Frost notified Members of the Waverley Arms change of use to a nursery which had been granted at appeal by an unelected inspector even though it was unsuitable. Cllr Frost asked for continued lobbying from Farnham Town Council to achieve Localism. Cllr Cockburn supported the comment and asked for lobbying of Localism to continue. Meetings had already taken place with the Leader of Waverley and the Head of Planning at MHCLG on the national organisation of Localism and Neighbourhood plans so that decisions could not be easily overturned during an appeal process.

Cllr Andy Macleod supported the comments and informed Members that Sofia Lovelle, Resident Associations Group and raised the same matters with Steve Quartermain, Chief Planner.

Cllr Simon Foale supported the comments, asked for better support from Surrey County Council Highways and asked whether this was another area the Council should be lobbying?

**C179/18 Review of Council Policies**

Cllr Cockburn introduced a series of Policies that were recommended for adoption attached at Appendix D to the agenda.

**It was RESOLVED *nem con* that the following revised policies be adopted:**

- i) Members' Code of Conduct (Annex Di)**
- ii) Complaints Procedure (Annex Dii)**
- iii) Freedom of Information & Publications Policy (Annex Diii)**
- iv) Documents Retentions and Disposal Policy (Annex Div)**
- v) Code of Corporate Governance 2019 (Annex Dv)**
- vi) Town Clerk Scheme of Delegation (Annex Dvi)**
- vii) Member Officer Protocol (Annex Dvii)**
- viii) Co-option Policy (Annex Dviii)**

Cllr Cockburn concluded by thanking all Members and Staff for their work over the past four years.

Cllr Kika Mirylees joined the meeting.

**C180/18 Year End Accounts**

Cllr Cockburn introduced the year end accounts which had been carefully considered by the Strategy & Finance Working Group and were welcomed as much simplified and easier to follow. She thanked the Town Clerk and team for their preparation.

**It was RESOLVED unanimously that:**

- i) The Financial Statements for 2018/19 and earmarked reserves at 31<sup>st</sup> March 2019 be approved (Appendix E)**
- ii) The Summary 2018/19 Income and Expenditure Outturn be approved (Appendix F).**
- iii) The final Internal Auditor's Report for the Year Ended 31 March 2019 be welcomed (Appendix G), noting that the final confirmed balances on investment had been received and included in the accounts.**
- iv) The Annual Governance Statement (Section I of Annual Governance and Accountability Return) be approved (Appendix H).**
- v) The variances list between the 2017/18 and 2018/19 Annual Returns as required be approved (Appendix I).**

- vi) **The Annual Governance and Accountability Return for the Year Ended 31 March 2019 be approved for signature and submission to the External Auditor (Appendix J).**

**C181/18 Terms of Reference**

Cllr Cockburn introduced the terms of reference for working groups, task groups and panels which go alongside the Standing Orders, advising Council that the periodic review was good practice ahead of the new Council term.

**It was RESOLVED *nem con* to approve the revised Working Group Terms of Reference (Appendix K).**

**C182/18 Planning and Licensing Applications**

Cllr Mike Hyman introduced the notes of the Planning and Licensing Consultative Group Meetings held on 18<sup>th</sup> March (Appendix L), 1<sup>st</sup> April (Appendix M) and 15<sup>th</sup> April 2019 (Appendix N).

- i) The meeting held on 18<sup>th</sup> March had considered 30 applications with 4 objections, the most significant being;
- a proposal for 2 dwellings with vehicular access at the rear of Brambleton Avenue which was not in accordance with the Farnham Neighbourhood Plan or Farnham Design Statement.
  - a proposal for erection of extensions and alternations on a property in Wellington Lane which was not in line with the Farnham Neighbourhood Plan.
- ii) The meeting had also looked at the consultation on the East Hampshire Draft Local Plan. The meeting held on 1<sup>st</sup> April had considered 23 applications and raised 9 objections. The meeting had also supported a proposal to house a defibrillator in a redundant BT phone kiosk. The meeting held on 15<sup>th</sup> April had considered 36 applications and raised 9 objections, the most significant being overdevelopment of a sensitive site in West Street and an application to display 16 non illuminated signs at the Grovebell Industrial Estate including PVC banners. The latter were unacceptable.
- iii) Cllr Hyman informed Members that Farnham Town Council's road name suggestion "Old Knowle Square" had not been accepted by the developer and St Swithun's and Swithunside were offered as alternatives.

Cll Hyman, who was stepping down from the Council, was thanked for his work as head Member of the Planning and Licensing Working Group.

**C183/18 Calendar of Meetings**

The draft calendar of meetings was presented and noted. The Town Clerk informed Members that the Planning and Licensing meeting scheduled on 13<sup>th</sup> May would be covered by the Town Clerk's scheme of delegation. Any returned Councillors would be consulted and the decisions would be presented to all Councillors at the next meeting.

## Part 2 – Items to Note

- C184/18 **Actions taken under the scheme of delegation**  
The Town Clerk reported that work to install air conditioning in the Council Chamber was complete. An HR Panel had been held and a recruitment process was underway for a new Events Manager – an announcement would be made at the following meeting.
- C185/18 **Reports from other Councils**  
i) Cllr Cockburn raised an issue with the state of Dene Lane, an unadopted road in The Bourne. The lane was considered to be different from other unadopted roads as it was used by members of the public as an access road to a Waverley playground and other community facilities. Discussions had already taken place with Waverley Borough Council and Surrey County Council and Cllr Cockburn asked Farnham Town Council to continue discussions.  
The Town Clerk advised that it was unlikely to be eligible for CIL expenditure but the issue could be raised by the Council.  
  
Cllr Beaman commented on the number of rough sleepers in the town and referred to a Waverley Borough Council response suggesting that some street begging was not from genuine homelessness. Cllr Beaman urged people to resist giving money.
- C186/18 **Reports from outside bodies**  
No reports were made.
- C187/18 **Date of next meeting**  
Members noted that the next meeting was the Annual Council meeting on Thursday 16<sup>th</sup> May.

## Part 3 – Confidential Items

- C188/18 There were no confidential items.
- C189/18 The Mayor thanked everyone for their hard work over the year and over the 4 year term, giving a special thank you to Cllr Cockburn for her dedication and hard work as Leader and, specifically, leading on the Neighbourhood Plan work.  
The Mayor wished all retiring Councillors the best for the future, encouraging them to call into community events and looked forward to “getting on” with Council work with any re-elected Councillors.

The Mayor closed the meeting at 8.12pm.