



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 27th April, 2023 at 7.00 pm

### Place

Council Chamber - Farnham Town Hall.

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To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 27th April, 2023, at 7.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

**Iain 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 [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.**

### **Recording of Council Meetings**

This meeting is digitally recorded and retained until the minutes are signed.

### **Questions by the Public**

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.

**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.



# FARNHAM TOWN COUNCIL

## 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: 27 April 2023

Name of Councillor .....

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

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Council

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### **Time and date**

Thursday 27th April, 2023 at 7.00 pm

### **Place**

Council Chamber - Farnham Town Hall, South Street, Farnham

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### **Prayers**

Prior to the meeting prayers will be said in the Council Chamber. Councillors and members of the public are welcome to attend.

### **3 Minutes**

To sign as a correct record the minutes of the Farnham Town Council meeting held on 16<sup>th</sup> March 2023 at Appendix A.

### **7 Working Group Notes**

**(Pages 5 - 24)**

- i) To receive the notes and any recommendations of Strategy and Finance Working Group held on 18<sup>th</sup> April 2023 **Appendix B**
- ii) To receive any relevant updates from the Cemeteries & Appeals, Community Enhancement and Tourism & Events Working groups.

### **Council Membership:**

Alan Earwaker (Mayor), Michaela Wicks (Deputy Mayor), David Attfield, David Beaman, Carole Cockburn, Sally Dickson, Paula Dunsmore, Pat Evans, Tony Fairclough, John "Scotty" Fraser, George Hesse, Andy MacLeod, Michaela Martin, George Murray, Mark Merryweather, Kika Mirylees, John Neale and John Ward

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## FARNHAM TOWN COUNCIL

### Notes

#### Strategy & Finance Working Group

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#### **Time and date**

9.30 am on Tuesday 18th April, 2023

#### **Place**

Council Chamber - Farnham Town Hall

#### **Attendees:**

Members: Councillors Pat Evans (Lead Member), David Beaman, Alan Earwaker (ex-Officio), George Hesse, Kika Mirylees and Mark Merryweather

Officers: Iain Lynch (Town Clerk) Iain McCready, Business & Facilities Manager (part) and Jenny de Quervain, Planning and Civic Officer (part)

#### **1. Apologies**

Apologies were received from Cllrs Attfield and Cockburn.

#### **2. Declarations of interest**

Cllr Merryweather declared an interest as the Portfolio holder for Finance at Waverley Borough Council. Cllr Mirylees declared an interest as the Portfolio holder at Waverley Borough Council responsible for the Museum of Farnham.

#### **3. Minutes of the last meeting**

The Minutes of the Meeting held on 7<sup>th</sup> March were agreed.

#### **4. Finance report**

The Town Clerk introduced the finance report at Appendix B and the the Working Group reviewed the 2022/23 End of Year Finance papers at Appendices B to J on the agenda.

- 1) The Town Clerk reported that 2022/23 had an exceptional year with four capital projects in progress and events associated with the platinum jubilee and the death of Her Late majesty Queen Elizabeth II. The impact of Brexit and the war in Ukraine had led to significant cost uncertainty with high inflation and supply chain issues but Council had approved a prudent budget for 2023/24 with funding below the sector average for the 11<sup>th</sup> year in a row.

Working alongside community partners and volunteers the Farnham Support Fund had distributed almost £70,000 to those in need in Farnham after careful consideration by the volunteer panel and management by Farnham Town Council staff using a separate earmarked account.

- i) The Working Group reviewed the outturn accounts at Appendices Bi to Biii noting the overall income position (with donations for the Support fund, a government grant, an insurance payment, and other earmarked contributions (such as for CIL), was £1,914,697 (against a prudent budget of £1,474,800) whilst expenditure was £1,816,684 (against a budget of £1,474,800). This meant £98,013 of income over expenditure. However, after £290,322 was transferred to earmarked reserves, some £191,850 of designated reserves was used for the capital projects underway.
- ii) The Working Group reviewed the Balance Sheet and Cash & Investment reconciliations 2022/23 at Appendix Ci to Ciii, and agreed the Asset Register at Appendix E totalling £2,811,680, an increase of £177,191 after disposals and new acquisitions had been taken into account. Members discussed the range of investments and were content with the approach being followed.
- iii) The Working Group noted the position on Debtors set out at Appendix D noting that there none were cause for concern.
- iv) The Town Clerk introduced the explanation for significant variances to assist Members in understanding the 2022/23 Outturn and advised that the explanation of variances is sent with the Annual Governance and Accountability Return.
- v) The Working Group reviewed the earmarked reserves in detail which had a number of more significant changes this year in view of projects underway and a review of some which required an increase (such as Wrecclesham Community Centre) and some which were no longer needed (such as the Covid reserve. It was noted that there needed to be a new Neighbourhood Plan reserve added and a separate reserve added for the pledge of £10,000 to the Museum Visitor Experience improvement required after the restoration of Willmer House had been completed, and it was agreed to recommend this be a CIL allocation. This would be updated in draft form for Council, subject to approval. It was noted that the commitment to support the MEND application (recently confirmed as being successful) would be met from the Environmental/Community Initiatives fund.
- vi) The Working Group noted the Draft Report and Financial Statements for 2022/23 which was an addition prepared by Farnham Town Council but was not required for the External Audit but contained a list of grants issued during the year which was required for transparency purposes.
- vii) The Working Group noted that the General Reserve at March 2023 was £493,473 representing some 30% of operating expenditure or some 37% of the precept for 2023/24 which was an appropriate level for Farnham Town Council.
- viii) The Working Group welcomed the Internal Auditor's letter following the end of year audit visit and noted actions that had been progressed during the year. The suggestions were agreed and the report was recommended for adoption by Council.
- ix) The Governance Statement was agreed and the Draft Annual Return for 2022-23 was agreed for recommendation to Council.
- x) The Period for the Exercise of Public Rights was agreed as being 12<sup>th</sup> June to 21<sup>st</sup> July 2023

- 2) The list of Standing Orders and Direct Debits for 2023/24 attached at Appendix K to the agenda was noted.
- 3) The request for the release of some of the monies donated to support Ukrainians in Farnham to support equipment and materials for the new Farnham Ukrainian Weekend club was endorsed.
- 4) The request for general support for the Air Ambulance was considered. The Working Group agreed to recommend to Council that the existing arrangement for supporting charities outside Farnham that covered a larger area should be reaffirmed, with support for a fundraising event/profile raising at an FTC event would be encouraged rather than making a specific grant.

### **Recommendations to Council**

**It is recommended that the:**

- 1) **report at Appendix B be adopted;**
- 2) **2022-23 Outturn at the end of an exceptional year be welcomed;**
- 3) **the Annual Governance Statement (Section I of the Annual Governance and Accountability Return, page 4) be approved;**
- 4) **Internal Auditor's report be welcomed and the recommendations agreed;**
- 5) **updated Asset Register be approved;**
- 6) **Report and Financial Statements for 2022-23 be adopted for signature;**
- 7) **variances list for the Annual Return be agreed;**
- 8) **General and Earmarked Reserves be agreed with the addition of the Pledge for £10,000 for Farnham Museum to improve the visitor experience to be met from the CIL Earmarked Reserve;**
- 9) **Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**
- 10) **Period for the Exercise of Public Rights be from 12<sup>th</sup> June to 21<sup>st</sup> July.**

**It is further recommended that:**

- 1) **The Standing Orders and Direct Debits for 2023/24 be noted;**
- 2) **The Farnham Ukrainian Weekend Club be supported with funds for equipment and materials from donations received;**
- 3) **The Council's policy of supporting locally-based charities be re-affirmed but that an opportunity for a fundraising/profile raising event for the Air Ambulance Charity be encouraged.**

### **5. Landlord's Permission to insert a new door in Wrecclisham Community Centre**

The request by the Wrecclisham Community Centre Trustees for Landlord's consent to install a new door to the kitchen to avoid conflicts with users of the hall and improve safeguarding was agreed for recommendation to Council with costs for the alterations being met by the Trustees.

**It is recommended that Landlord's Consent to the request for a new internal door to the kitchen at Wrecclisham Community Centre be approved.**

### **6. Contracts and assets update**

The Business and Contracts Manager provided an update to the report at Appendix M advising members of progress on decisions previously made by Council and work expected to commence imminently. He updated the Working Group on issues with Central Car park toilets; investigations into the potential purchase of a tractor; the repair of the lift in the Town Hall and a delay in the arrival of the new photocopiers. In terms of items for recommendation to Council, the Working

Group discussed the following:

**i) Hale Chapels.**

It was noted that the new Chapels' Garden was almost completed, on schedule. The Cemeteries & Appeals Working Group had visited and agreed that the scheme should be completed with additional shrubs and trees as a variation to the approved planting scheme which would complete the project and be more impactful. It was agreed to endorse a delegated decision for this to be implemented at a cost of £5,000. It was noted that the formal opening of the scheme was planned for June when the planting will have bedded in.

**Recommendation to Council**

**It is recommended that:**

- 1) The progress on the Hale Chapels' Garden be welcomed;**
- 2) the decision to vary the planting scheme with additional shrubs and trees at an additional cost of up to £5,000 be endorsed.**

**ii) Council Nursery**

Officers had been reviewing options for adapting the Nursery to support the volume of plants being nurtured and were now recommending purchasing an additional polytunnel to be placed on the allotment adjacent to the nursery (land which is retained for future cemetery use). The cost for the new polytunnel (estimated to be £10,000 including internal benches and equipment) would be met from the insurance monies received following the fire in the Nursery. A future report on reconfiguring the nursery would be submitted in due course.

**Recommendation to Council**

**It is recommended that a new polytunnel and equipment be purchased with the estimated cost of £10,000 to be met from the insurance earmarked reserve.**

**iii) Insurance**

The Council's insurance policy has been tendered as it was at the end of the long-term agreement with Zurich. The final price was awaited and it was agreed that another long-term agreement be entered into (initial three years with possibility of extension to five) be awarded to the most economically advantageous tenderer up to a cost of £12,500 per annum. It was expected the final details would be announced for decision at Council.

**Recommendation to Council**

**It is recommended that a new three year agreement (with the potential to extend this to five years) for the Council's Insurances be entered into up to a cost of £12,500.**

**7. Review of Council Policies**

The Terms of Reference for the Working Groups & Panels (attached at Annex I to these Minutes) were reviewed and agreed for recommendation to Council.

**Recommendation to Council**

**It is recommended that the Working Group Terms of Reference attached at Annex I to these minutes be approved.**

**8. Reports from Task Groups**

Cllr Merryweather and Cllr Mirylees left at this point.



i) **Infrastructure Planning Group**

Jenny de Quervain gave an update on the Neighbourhood Plan and Design Statement referring to Appendix O which was a statement from Waverley Borough Council. Members expressed great disappointment that it had taken some 15 months for this response to be given by Waverley Borough Council despite the Town Council complying with the changes requested by the Borough Council, and further changes were proposed to be sent to FTC.

Members felt that as a minimum, the updated Design Statement should be adopted straightaway by the Borough Council as a Material Consideration, since the 2010 version was still being quoted and used successfully at Planning Appeals. The Design Statement is key to defending the character of the distinctive areas of Farnham.

It was noted that the Borough Local Plan was being updated meaning that the Neighbourhood Plan would also need to be updated, so all documents should be based on the work already undertaken in preparing the Farnham Design Statement.

**Recommendation to Council:**

**It is recommended that Waverley Borough Council be further requested to adopt the Farnham Design Statement and as a minimum as a Material Planning Consideration pending work on the Local Plan and Neighbourhood Plan.**

ii) **Conservation Areas Task Group**

Jenny de Quervain gave a verbal update on the Conservation Areas Task Group held on 30<sup>th</sup> March. Of note was the agreement to progress the Yards of Farnham project using some of the UCA Section 106 funding. The Group also discussed matters previously raised on sign boards, litter and the repair of the Farnham Flame which was with Ian Bishop and had an update on other conservation areas.

iii) **Riverside Sculpture**

The Working Group received details of a complaint received by the Mayor from residents of Hawthorn Lodge about the newly installed 'A Hand's turn' sculpture adjacent to Longbridge. They had also made a formal complaint to the Waverley Planning Enforcement team and were particularly concerned about the location and aesthetics. The Working Group noted that the Task Group believed that, as in the Sculpture Garden that had been erected on Waverley land adjacent to the UCA, the siting of the sculpture was allowed under permitted development particularly as the installation was removable. It was agreed that nothing further could be done until the results of the Waverley enforcement investigation was completed.

**4 HR Update**

The Working Group received an update on staffing matters noting that Millie Sobey had been shortlisted as Apprentice of the Year in the Great British Business and Community Awards and that Corin Harrison was starting a three month period as Supervisor of the Outside Workforce Team.

**9. Farnham Infrastructure Programme**

Cllr Beaman's response to Surrey County Council reaffirming the Farnham Town Council position following the discussion at Full Council on 16<sup>th</sup> March on the Town Centre options was noted and is attached at Annex 2.

The Working Group also received an update on other matters including the draft proposals for East Street, and the proposed signage for the Brightwells Scheme car park, and the latest position on the Brightwell's Bridge and its impact on cyclists and walkers.

Cllr Hesse advised that a new application had been received to adjust the layout of the Kingsdown site, which would impact on possibility of the Link Road to the Hart. He offered to write to the Chair of the Infrastructure Programme Board advising of this. The Working Group agreed Cllr Hesse should write to Cllr Oliver.

## **10. Consultations**

The Working Group received an update on the latest position on

- i) the Surrey Hills Extension Consultation which was seeking comments by June
- ii) of the review of the Surrey County Council Divisions noting that the numbers of county councillors would be remaining the same; and
- iii) of a consultation being carried out by the National Association of Local Councils, and also locally by the Surrey Association of Local Councils, on the Community Infrastructure Levy. Members were asked to look at the questionnaire attached to the Strategy and Finance Agenda at Appendix Q and provide comments to Jenny de Quervain by 27<sup>th</sup> April in order that a response could be prepared.

## **11. Town Clerk update**

The Town Clerk advised that the new Town Crier was Michael Stephens following a tough competition with three excellent candidates.

## **12. Date of next meeting**

It was noted this was the last meeting of the Strategy & Finance Working Group and that the first meeting of the Strategy & Resources Working Group was scheduled for Tuesday 13<sup>th</sup> June.

The meeting ended at 1.40 pm

Notes written by [Town.Clerk@farnham.gov.uk](mailto:Town.Clerk@farnham.gov.uk)



## **Working Group & Panels**

### **Terms of Reference**

Farnham Town Council operates with Working Groups, Task Groups and Standing Panels. All report to Full Council for decision making unless specific delegation is made to them and the Working Group meets in Public for any decision making.

These terms of Reference are to be read in conjunction with the Town Council Standing Orders. Where there is a difference, the Standing Orders always take precedence.

The Planning & Licensing Consultative Group operates under the scheme of delegation and reports its initial conclusions to Full Council. These comments may be sent to Waverley Borough Council ahead of the Full Council consideration.

These Standing Orders were Reviewed and Updated in April 2023

# STRATEGY AND RESOURCES WORKING GROUP TERMS OF REFERENCE

## TERMS OF REFERENCE

The Strategy & Resources Working Group will comprise five councillors plus the Lead members of the Community Working Group and the Environment Working Group (where they have not been elected to this Working Group).

The quorum of the Group shall be three members with one officer in attendance. The Group shall appoint a Lead Member annually to chair the Working Group. If a Leader is appointed by Council at the Annual Meeting of Council, the Leader will be the Lead Member of Strategy & Resources.

Apart from in an election year, the appointments to Working Groups will take place at the April meeting of Full Council when Lead Member will be elected. In an election year, the appointments to Working Groups will take place at the first meeting of Council after the Annual Meeting of Council.

The Working Group shall function and operate in accordance with the Council's approved Standing Orders.

The Working Group shall usually meet monthly in the week prior to Full Council. Ad hoc meetings may be arranged as required.

### **Purpose**

To develop, monitor and review Council policies and functions and oversee the council's finances and other resources.

### **Key tasks**

To develop monitor and or review the following and make recommendations to Full Council:

#### **A POLICY AND PROCEDURES**

1. Council policy and policy objectives including matters such as Climate Change and Conservation areas.
2. Council Standing Orders and Financial Regulations
3. Performance on aims, objectives, powers and duties of the Council, and Standing Committees/Working Groups as required
4. Council Risk Management Strategy
5. Business continuity
6. Council strategic objectives and performance overall, including those which may be delivered by other Working Groups.
7. Council's Business Plan
8. The Council's approach to Quality Council Status, the power of well-being and opportunities arising from the Localism Act and other legislation
9. Develop an overall Vision for Farnham.
10. Local and Central Government Liaison
11. Infrastructure matters including Farnham Neighbourhood Plan, Highways matters

#### **B FINANCE**

1. Council's Financial Plan and Strategy
2. Council annual estimates, budgets and precept
3. Use of financial reserves

4. Treasury management
5. Leasing, loans and finance
6. Grant awards including Community Infrastructure Levy and the Farnham Support Fund.
7. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor
8. Reporting to the Council's External Auditor
9. Budget monitoring.

## **C ASSET MANAGEMENT**

1. Preparing/updating an Asset and Management Strategy
2. To manage and review Farnham Town Council's assets
3. To negotiate the transfer or management of assets to Farnham Town Council from other bodies as enabled by legislation.
4. To ensure that the Council is fully covered by insurance to carry out all its functions as a local authority.
5. Oversight and management of ICT and systems.

## **D HUMAN RESOURCES (some of these functions may be undertaken directly by the HR Panel)**

1. To resource appropriate staffing levels to deliver services.
2. The grading of staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) model arrangements.
3. Arrangements for the annual appraisal of the Town Clerk.
4. Recruitment procedures, equal opportunity statements and guidelines on employment practice.
5. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees and any arrangements required for exceptions.

## **E COMMUNICATIONS and CIVIC EVENTS**

1. To review policy and procedures for internal and external Communications:
2. Relationships with the media.
3. Website, facebook and twitter and other social media, newsletter, Annual reports and Residents' Guides.
4. Public consultations.
5. To develop policy and arrangements for partnerships with all external bodies and in particular with Waverley Borough Council and Surrey County Council and relationships with partner organisations such as UCA and business organisations, and partner communities including Andernach.
6. Oversee preparations for and external relationships for Emergency Planning and community safety including CCTV provision.
7. To oversee corporate governance and democratic services.
8. Members' training and Members' services
9. To develop and promote the Council's approach to and relationships with the business community alongside the Community Working Group.
10. Work with residents' associations and others on a range of matters including neighbourhood planning.

Task Groups which may report to the Strategy & Resources Working Group include: Assets Task Group; Conservation Areas Task Group; Community Infrastructure Levy Task Group; Strategic Planning Task Group (including neighbourhood Planning, and implications from the National Planning Policy Framework and Infrastructure issues affecting Farnham).

# COMMUNITY WORKING GROUP TERMS OF REFERENCE

The Community Working Group shall comprise five members.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall elect an elected Member annually as Lead Member who will chair the Working Group. Apart from in an election year, the appointments to Working Groups will take place at the April meeting of Full Council when Lead Member will be elected. In an election year, the appointments to Working groups will take place at the first meeting of Council after the Annual Meeting of Council.

The Working Group shall function and operate in accordance with the Council's approved Standing Orders.

The Working Group shall normally meet four times a year, (quarterly). Task Groups appointed by the Working group shall meet as required and report to the Working Group at each meeting if there are relevant matters to report.

Ad hoc meetings shall be arranged as required.

## **Key tasks**

To develop monitor and or review the following and make recommendations to Full Council:

### **A TOURISM, EVENTS AND FESTIVALS**

1. To develop and review the Town Council's Visitor Strategy and monitor and review the provision and publication of visitor information including the Town Guide and other visitor information.
2. Promote Farnham as a quality destination for visitors and residents by:
  - i) enhancing the visitor experience
  - ii) improving services and facilities
  - iii) actively participating in the Farnham Visitors' Forum
3. Develop and review and adapt an events programme for Farnham throughout the year including:
  - Literary Festival, Food and Drink Festival, Walking Festival, Craft Month, Christmas events; A programme of events of Music in Gostrey Meadow and the Vineyard. Farmers' and other markets;
  - Liaison, partnership and joint promotion with local youth, voluntary groups and businesses in organising events;
  - Promotion of events in Farnham organised by other voluntary and community groups;
  - Supporting events organised by others (such as the Farnham Carnival, Heritage Open Days, Fringe Festival etc).
4. Developing Farnham as a World Craft Town in conjunction with partner organisations, the Crafts Council and other World Craft City Regions.
5. Overseeing the renewal of the Christmas Lights and other visitor-focussed assets in conjunction with the Assets Task Group.

## **B COMMUNITY WELLBEING**

1. To lead on health, fitness and active travel issues.
2. To oversee the development of services and activities for young people in conjunction with partner agencies and community organisations
3. To support community well-being in conjunction with other community centres and bases in Farnham Wards such as Hale Community Centre, Wrecclesham Community Centre, the Kiln, Brambleton hall and Rowledge Village Hall.

## **C BUSINESS SUPPORT**

1. To lead on business support matters in conjunction with external partners including the Chambers of Commerce, Business Improvement District, retailers and the Borough and County Economic Development Teams.
2. To support the development of appropriate spaces for makers and small businesses including those emerging from the University for the Creative Arts.

Task Groups which may report to the Community Working Group include:  
Craft Town Task Group, Literary Festival Task Group, Business Liaison Task Group, Young Persons' Task Group, Well-being Task Group.

# ENVIRONMENT WORKING GROUP

## TERMS OF REFERENCE

The Environment Working Group shall comprise five members.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall elect an elected Member annually as Lead Member who will chair the Working Group. Apart from in an election year, the appointments to Working Groups will take place at the April meeting of Full Council when Lead Member will be elected. In an election year, the appointments to Working Groups will take place at the first meeting of Council after the Annual Meeting of Council.

The Working Group shall function and operate in accordance with the Council's approved Standing Orders.

The Working Group shall normally meet four times a year, (quarterly). Task Groups appointed by the Working group shall meet as required and report to the Working Group at each meeting if there are relevant matters to report.

Ad hoc meetings shall be arranged as required.

### Key tasks

To develop monitor and or review the following and make recommendations to Full Council:

#### **A CEMETERIES & BURIAL MATTERS**

1. To monitor and provide guidance to the Council's officers in the administration and operation of the Council's cemeteries at Hale, Badshot Lea, Green Lane and West Street.
2. Under delegated authority from the Town Council to determine Appeals as set out in the Council's Cemetery Regulations.
3. Review the Cemetery Regulations in line with national good practice and to submit them to Full Council for approval.
4. Monitor and review Health and Safety Inspections and consider any issues raised.
5. Oversee the management of cemetery buildings and grounds including the day to day operation and maintenance of the chapel buildings and their future use and memorials.
6. Promote awareness training on cemetery matters for elected members.
7. Develop and review policies for the future operation and use of cemeteries.
8. Develop relationships with relevant service providers including undertakers.
9. Be the final decision-making body in the appeal process as identified in the Cemetery Regulations. To report quarterly to Full Council any appeal decisions.
10. Develop and support the Friends of Farnham Cemeteries.
11. Advise on any matters relating to War Memorials.

#### **B FARNHAM IN BLOOM, PARKS AND OPEN SPACES**

1. Oversee and manage the Council's investment in Farnham in Bloom and its associated projects including:



- South and South East in Bloom and Britain in Bloom Competitions involving the community such as secret gardens competition.
  - Green Flag Awards
2. Identify and obtain funding for the delivery of Farnham in Bloom.
  3. Facilitate and develop community involvement in the delivery of Farnham in Bloom.
  4. Support the work of the Farnham in Bloom Community Group by receiving ideas from the group and delegating activity where mutually agreeable.
  5. Oversee the allotments provisions and service.
  6. Oversee the parks and open spaces service including land taken on from other authorities
  7. Provide Secretariat support to the Farnham Rivers Management Committee and the Farnham Biodiversity Group if required.

## **C COMMUNITY FACILITIES AND SERVICES**

1. Oversee the public convenience service and facilities.
2. Oversee any play areas that fall under the Town Council's responsibilities.
3. Encourage the provision and maintenance of street furniture including bus shelters, street lighting, notice boards, seats, cycle racks and bins.
4. Co-ordination of the prevention and removal of graffiti.
5. Oversee the operation of other community buildings or facilities that may be the responsibility of Farnham Town Council.

Task Groups or Advisory Groups which may report to the Environment Working Group include: the Community in Bloom Community Group, Friends of Farnham Cemeteries, the Biodiversity Action partnership; the Farnham Rivers Group and Farnham Rivers management Committee.

An Appeals Panel that will meet in confidential session comprising three members plus the Town Clerk or appointed officer, may be appointed to consider and Cemeteries Appeals in accordance with the Cemetery Regulations.

# PLANNING AND LICENSING CONSULTATIVE GROUP TERMS OF REFERENCE

The Planning & Licensing Consultative Group shall comprise eight members (ideally one per Ward).

The quorum of the Group shall be three members with one officer in attendance.

The Group shall elect an elected Member annually as Lead Member who will chair the Consultative Group. Apart from in an election year, the appointments to Working Groups and the Consultative Group will take place at the April meeting of Full Council when Lead Member will be elected. In an election year, the appointments to Working Groups will take place at the first meeting of Council after the Annual Meeting of Council.

The Consultative Group shall function and operate in accordance with the Council's approved Standing Orders.

The Consultative Group shall normally meet fortnightly to meet the deadlines set by the Local Planning Authority.

Ad hoc meetings shall be arranged as required.

## **Purpose of the Consultative Group:**

To make observations on all planning applications and planning issues (advising the Town Clerk who responds to the Local Planning Authority under the Scheme of Delegation), including development briefs, local plans, structure plans and development control and to make site visits where necessary. To make observations on any licensing application the Consultative Group thinks appropriate.

## **Key Tasks**

To advise the Town Clerk under delegated authority to carry out the following: Represent the community of Farnham on major planning issues and to encourage participation in decision making.

1. Exercise the Town Council's statutory right to be notified of and comment on planning applications.
2. Comment on and approve the preliminary observations of the Town Council's officers on all planning issues.
3. Develop the Council's and the Planning and Licensing Consultative Group's observations to the relevant planning authorities under delegated authority to
  - a. Consider the environmental impact of planning proposals in Farnham and adjacent areas.
  - b. Respond to any consultations or matters on traffic and transport affecting the Town Council area.
  - c. Respond to any consultations or matters relating to minerals affecting the Town Council area.
  - d. Make observations on any telecommunication proposals received by Farnham Town Council.
  - e. Make observations on any relevant licensing application.
4. Agree nominations to represent the views of the Council at planning appeals or licensing hearings if required.
5. Respond to preliminary proposals for development within Farnham.
6. Represent the council at development forums and planning authority site visits and planning committee meetings.

7. Be responsible for the monitoring, development, co-ordination and review of the Farnham Design Statement and Neighbourhood Plan and other relevant policies unless dealt with by another Working or Task Group.
8. Work with principal authorities to develop the Local Plan or Development Framework and related strategies, unless dealt with by another Task Group.
9. Refer any of the above matters to Full Council for debate and decision.

The Planning and Licensing Consultative Group may only express the approved views and observations of the Planning and Licensing Consultative Group or Council. Representation at outside bodies may be undertaken by delegated elected members or officers of Farnham Town Council.

# HUMAN RESOURCES PANEL

## TERMS OF REFERENCE

The HR Panel is a Task Group of the Strategy and Resources Working Group but also reports direct to the Council on reserved matters. It will normally meet twice a year but will meet as often as required and may call in expert advice as needed to support its work and fulfil its responsibilities. Work may be referred to the HR Panel by Council or by the Strategy and Resources Working Group and it will report back as required.

The HR Panel shall consist of six Members, and for effectiveness and training purposes it is anticipated, where possible, that there will be consistency on the Panel each Administration.

The Chair of the Panel shall be elected at its first meeting of the year. The Panel shall report back to Strategy and Resources or Council after each HR Panel meeting.

The quorum shall be three Members with the Town Clerk or appropriate external advisor in attendance.

The scope of the Panel is to act as overview body and advise the Town Clerk as Head of Paid Service as needed:

1. Review the staffing policies and structure as required.
2. Maintain an overview of staff appointments and see that staff are appointed in accordance with the Council's policies and employment legislation.
3. Review the pay and conditions of employment of the staff and update these as necessary to comply with the law and with good practice.
4. Review appropriate performance management systems and ensure an effective appraisal system is in place receiving a report of any key issues emerging.
5. Recommend the appointment or dismissal of the Town Clerk.
6. Consider appeals against dismissal, grading and grievances by employees of the Council.

Two Appeal Panels comprising three members will be appointed from the HR Panel annually to hear any staff appeals or grievances.

Farnham Infrastructure Programme

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Thank you for your e mail requesting a formal written response outlining the collective views and opinions of FTC to the five alternative hybrid options for Farnham Town Centre that have been identified and were presented and discussed at the meeting of the FIP Board that was held on Friday 24<sup>th</sup> March. We are very grateful for this opportunity to place our collective views and opinions in writing and hope that the following comments that are based on local experience and knowledge will be given the weight and significance that we believe be deserved in the evaluation of these alternative options.

Members of FTC have already had the opportunity to discuss all the alternative options at the meeting of FTC's Full Council that was held on Thursday 16<sup>th</sup> March although these discussions had to be held in exempt closed session since the information at that stage had been provided to FTC on a confidential basis. Although no recommendations were made of any formal response at this meeting the views and opinions expressed did form the basis of the verbal response that Cllr David Beaman was able to give as FTC representative to the FIP Board at its meeting on Friday 24<sup>th</sup> March.

The discussion of the five alternative options has now been given further consideration by FTC's Strategy and Finance Working Group (S&FWG) at its meeting held on Tuesday 18<sup>th</sup> April. The following represents FTC policy agreed at the meeting of FTC's Full Council that was held on Thursday 27<sup>th</sup> April based on recommendations made by FTC's S&FWG and as amended following discussion and agreed at Full Council.

Before providing FTC's collective views and opinions regarding the five alternative options FTC would first like to take the opportunity to make the following points regarding actions that have already been agreed to be progressed for implementation under Option A which represent common elements to all five alternative hybrid options now being considered under Option B : -

- FTC welcomes the decision to investigate the feasibility of two way traffic on Downing Street between Lower Church Lane and Longwall. It is, however, important that a goods delivery bay is provided along this short stretch of road to meet the needs of local businesses and particularly The Lost Boy pub / restaurant
- FTC has already pointed out that there is no need or requirement for the junction of South Street and Union Road to be controlled by traffic lights. The current central refuge should, however, be retained for the safety of pedestrians crossing at this location
- FTC would like to again emphasise that the pedestrian crossing at the junction of South Street with Victoria Road should be remain at its existing location and not moved to be closer to Sainsbury's as originally proposed
- The proposed closure of Park Row to general traffic except for access by local residents is fully supported by FTC provided that the ability to use Park Row is retained when Castle Street is closed for occasional FTC events
- Any measures implemented on Castle Street should also allow the continued ability of FTC to use the bottom half of Castle Street for occasional events that are so important in attracting visitors and the revenue they spend in the town

It is accepted that the five identified hybrid options have all been designed with an objective of minimising the number of traffic light phases required at The Royal Deer Junction which is critical in ensuring that traffic still having to travel through the town centre is kept flowing with as few hold ups as possible since stationary traffic affects air quality.

With regard to the five alternative hybrid options that were presented and discussed at the FIP Board it is appreciated that agreement has already been reached to investigate further and model two alternative options (Option V Minimal Change and Option Y East Street restricted to bus only operation one way). FTC is broadly supportive of developing and modelling these two alternative options further although of the two options it is FTC's collective view and opinion that only Option Y that would bring the greatest benefits in meeting the FIP's overall objectives.

FTC's collective views and opinions on each of the five alternative options is as follows : -

**Option V – Minimal Change:** Although selected for further evaluation FTC believe that the implementation of this option would be a wasted opportunity since it is effectively a “Do Nothing” option and fail to achieve the real fundamental objectives of the FIP. Its further evaluation should, therefore, be restricted to the minimum required to establish a base line against which the benefits of other alternative options can be measured related to costs involved.

**Option W – South Street Cycle or Bus Improvements:** It is FTC's view that the current level of bus movements which are unlikely to significantly increase in the short term (indeed funding issues may make it difficult to retain even the existing level of bus service) there is no justification for the provision of a bus lane. The provision of a segregated two way cycleway is superficially attractive but for practical reasons this could only be located on the west side of South Street and there would be conflicts with other traffic at the Royal Deer junction and the junction with Union Road. As a consequence at this stage FTC supports the view that this Option should not be pursued further although it should be retained as a possible third option should the further evaluation of Option Y not be able to be progressed for practical reasons.

**Option X – Total Closure of East Street:** This would be an expensive option to implement in order to cope with displaced traffic with no significant benefits to justify the cost involved.

**Option Y – East Street Bus Only Eastbound or Westbound :** It is FTC's view that the implementation of this option although involving costs to allow Woolmead Road to be used two way to cope with displaced traffic is the option that as already agreed by the FIP Board deserves further evaluation. Apart from buses it is also envisaged that the further evaluation of this option should include allowing taxis and bicycles to use East Street. The costs involved in implementing this option could, however, vary significantly depending upon which direction bus movements are allowed. At present bus as well as all other traffic movements use East Street in a westbound only direction – if this direction of travel was to be retained for buses only it would mean that passengers returning to locations east of Farnham (e.g. Badshot Lea, Weybourne, Hale and Sandy Hill) would need to board buses either on The Borough outside the Queen's Head or at the present stop on the North side of Woolmead Road. Since it is proposed to make Woolmead Road two way this could deter people from using public transport and indeed some sort of controlled pedestrian crossing would be required for safety reasons. If, however the movement of bus movements were reversed and became eastbound

only passengers would then be alighting on the south side of Woolmead Road and a pedestrian crossing would not be required. It is, however, likely that additional costs would be incurred at the junction with Dogflud Way since measures would be required to allow buses to safely exit from East Street to cross westbound general traffic flows. This could require the installation of traffic lights although these could be programmed to only be activated to provide a green phase when buses needed to exit East Street through sensors fitted to all buses using existing technology.

### **Option Z – Reverse North East Gyratory :**

This option would be expensive to implement and create considerable confusion at least initially. It is understood that its only benefit would be to simplify traffic light phasing at The Royal Deer junction although even this is questionable. As a consequence it is FTC's view that this option is seen as not being worth any further consideration.

FTC is assured that none of the five identified options are affected by Crest Nicholson's current planning application for East Street associated with the Brightwells Development and that any changes proposed by Crest Nicholson for East Street will be co-ordinated with any final FIP option that is finally decided to be implemented.

FTC does, however, have four general outstanding concerns that need to be addressed before the implementation of any FIP measures, even those already agreed, in the town centre are actually implemented : -

- In a previous FIP consultation response FTC drew attention to the need to agree and implement any mitigation measures that will be required in the residential areas of North and South Farnham to counter the impact of traffic displaced from the town centre before any measures are implemented in Farnham Town Centre. As yet FTC is not aware of any mitigation measures that are proposed for implementation in North and South Farnham
- Although it was agreed at the FIP Board meeting held on 13<sup>th</sup> December that the Hart Link Road should remain open for further investigation the separate meeting to discuss this proposal has still to be held. Following the FIP Board meeting held on 24<sup>th</sup> March a copy of a position paper prepared by FTC agreed at the FTC Full Council meeting on 26<sup>th</sup> January has now been circulated to form the basis of such a meeting. Whilst it is accepted that the Hart Link Road should be dealt with as a separate issue and not hold up the implementation of any other FIP measures in Farnham town centre any decision to support the construction of a Hart Link Road could potentially affect the timing of specific phases of any FIP changes in the town centre
- To date FTC is not aware of any discussions or agreements reached regarding the surface materials to be used in the implementation of any FIP changes. It remains a concern to FTC that any materials used are of the highest possible quality that is consistent with Farnham's Georgian market town heritage
- Finally but by no means least at the FIP Board meeting held on 24<sup>th</sup> March Cllr Catherine Powell highlighted the need to be some forward planning for interim measures to be in place during the implementation of any town centre FIP measures. The current problems caused by the current closure of West Street for a relatively long period of time has drawn attention for sufficient time being needed to plan any interim measures that might be necessary.

Cllr David Beaman  
Joint Leader, Farnham Town Council

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