



# FARNHAM TOWN COUNCIL

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## Minutes Council

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### **Time and date**

6.00 pm on Thursday 25th April, 2024

### **Place**

Council Chamber - Farnham Town Hall

### **Councillors**

Councillor Alan Earwaker (Mayor)  
Councillor David Beaman  
Councillor Sally Dickson  
Councillor Tony Fairclough  
Councillor George Hesse  
Councillor Chris Jackman  
Councillor Andrew Laughton  
Councillor Brodie Mauluka  
Councillor Mark Merryweather  
Councillor George Murray  
Councillor Graham White  
Councillor Tim Woodhouse

### **Apologies for absence**

Mat Brown, Michaela Martin, Kika Mirylees and John Ward

### **Officers Present:**

Iain Lynch (Town Clerk)

There were no members of the public and 2 members of the press in attendance.

### **C118/23 Apologies**

Apologies were received from Cllrs Brown, Martin, Mirylees and Ward. Cllr Dickson apologised for her anticipated late arrival.

### **C119/23 Disclosures of Interest**

Declarations were received from Councillor Fairclough as Deputy Leader at WBC, and Cllr Merryweather as Finance and Property portfolio holder, and chair of the CIL Board at WBC.

C120/23 **Minutes**

The Minutes of the meeting held on 24<sup>th</sup> March were agreed as a correct record.

C121/23 **Questions and Statements by the Public**

There were no Questions or Statements by the Public.

C122/23 **Town Mayor's Announcements**

The Mayor welcomed everyone to the last Council meeting of the year and began his announcements by congratulating Farnham Town Football Club for not only winning the Combined Counties League Premier Division South but still being the only undefeated side in any of the English football leagues in the 2023-24. He wished the club every success as they progressed to the Isthmian South Central Division.

The Mayor reported that he had represented the town in welcoming Rev Dr Stephen Green at his installation as vicar of St James' Rowledge and he hoped he and his wife Helen would have many happy years in Farnham.

He had also hosted an important day in the life of the Rural Life Living Museum as it celebrated the 40<sup>th</sup> anniversary of the establishment of the museum with the addition of their founders, Henry Jackson MBE and Madge Jackson MBE, on the notable names of Farnham wall.

The Mayor advised that this was the last meeting being attended by Dan Gee after seventeen years with the Farnham Herald saying he had been an exemplary and professional local journalist in his dealing with the wide range of Farnham stories. He wished him well and a small gift as thanks for his time working alongside Farnham Town Council.

C123/23 **Questions by Members**

There were no Questions by Members in accordance with Standing Order 9.

C124/23 **Working Group Notes**

**1 Community Working Group**

The Mayor presented the report of the Community Working Group held on 27<sup>th</sup> March at Appendix B to the agenda. The Group had reviewed recent events including the successful Literary Festival, and plans for future events and projects including the 80<sup>th</sup> commemoration of D-Day and a Lantern Festival with ideas for a new film festival and gaming festival in conjunction with the UCA being developed. The Mayor advised that he would be co-ordinating the list of councillors attending the Council's Information tent at future events.

The Mayor reported that the first Craft Town Residency, funded by the South Street Trust had been a great success, with glass artist Fiona Byrne sharing her skills with local makers and a commissioned piece of her work being gifted to the town.

**2 Strategy & Resources**

Cllr White introduced the Notes of the Strategy & Resources meeting held on 16<sup>th</sup> April, at Appendix C to the agenda.

- 2.1 The main item from the meeting, the end of year accounts was a separate item on the Council agenda but there were some separate finance matters to report. First, list of standing orders and direct debits for the year ahead were agreed, and continued support for the Children's Business Fair through the provision on gazebos and tables was agreed. A grant request for Sight for Surrey was not supported on this occasion but a future application would be welcomed.
- 2.2 The Working Group received the Timetable for meetings for 2024-25 which had been circulated to all councillors. Invitations to meetings would be sent via Customer Services going forward and councillors were reminded to book meetings or rooms via Customer Services.
- 2.3 The Working Group had discussed the *A Hands Turn* installation and agreed the Planning application should take its due course. Cllr White said that once the application had been determined Council would discuss the future of what was always intended to be a temporary installation.
- 2.4 Cllr White advised the Working Group had received an update on contracts and assets matters including agreeing that the new initial sketch for the toilets, storage and playground in Gostrey Meadow should be worked up for detailed consideration; and that the internal works for the gate widening in Gostrey Meadow were underway. In terms of the Library Gardens, FTC was awaiting some draft Heads of Terms from Surrey for the management and maintenance of the gardens. Council noted progress on the lease of the Wrecclesham Community Centre, and that FTC had made a bid to manage the open space in Brightwell's Yard. Council noted the Section 278 works in East Street were due to commence in May.
- 2.5 Council received updates from the Infrastructure Planning Group and the Younger People Task Group, noting that the allocations for the support of outreach and activities for younger people had been agreed and Service Level Agreements were being drawn up with 40 Degreez, Hale Community Centre and the Jubilee Hub. Liaison councillors for each project had been agreed based on the County Council Farnham divisions (Cllr White (North Farnham) Cllr Earwaker (Central Farnham) and Cllr Murray (South Farnham)). Applications were being sought for the holiday activities.
- 2.6 In terms of the Farnham Infrastructure Programme, Councillors had reviewed the proposed materials and given feedback to Surrey.
- 2.6 Cllr White reported that the Joint Leaders Mayor and Town Clerk had met with David Carden for the Council's Draft Business Plan and a report would go to the next Strategy & Resources meeting.
- 2.7 Arrangements for the Annual Town Meeting of Electors had been agreed with representatives from Waverley and Surrey on hand to answer questions from electors on matters relating to their areas, including the Local Plan and FIP works.
- 2.8 Council noted that the Burgermeister of Andernach was coming on an official visit along with the Farnham Andernach Friendship Association in July.

#### **C125/23 Approval of End of Year Accounts 2023-24**

Cllr White introduced the report on the 2023-24 accounts at Appendix D highlighting the End of Year Finance papers for audit.

1. Council received the positive outturn in the accounts with the overall income position at £1,809,072 (against a budget of £1,623,750) with expenditure at £1,667,867 (against a budget of £1,643,750) resulting in a small positive surplus of £34,254 of income over expenditure after specific funding (eg CIL) had been allocated to the earmarked reserves.
2. Council received the Internal Auditor's letter and report at Appendix F following the end of year audit and received the draft Report and Financial Statements which included the detail of earmarked reserves and grants distributed during the year noting that the General Reserve stood at £505,765 representing about 36% of the precept level, within acceptable levels for a Council of the size of Farnham.
3. The Governance Statement at Appendix H was endorsed;
4. The Assets Register at 31-3-24 was received;
5. The detail on the variances between the 2022/23 Annual Return and the 2023/24 Annual Return were noted alongside the more detailed explanations in the report at Appendix D.
6. In response to a question by Cllr Jackman, the Town Clerk advised that the costs of an election were funded over the life of a council and retained in an earmarked reserve.
7. Council noted the level of CIL received that was included in earmarked reserves and that consideration of a CIL application round would need to be considered when some of the larger sites began to contribute. Council noted the shortfall in allotment income and noted the gap that sometimes occurred between vacancies occurring and selection of plots by people on the waiting list.

**It was Resolved *unanimously* that**

- 1) The report on the 2023-24 finances be adopted;**
- 2) the 2023-24 Outturn be welcomed;**
- 3) the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return, page 4) be approved;**
- 4) The Internal Auditor's report be welcomed and the recommendations agreed;**
- 5) The updated Asset Register be approved;**
- 6) The Report and Financial Statements including the general and earmarked reserves for 2023-24 be adopted for signature;**
- 7) The variances list for the Annual Return be agreed;**
- 8) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.**

Cllr Dickson arrived at this point.

## **C126/23 Planning and Licensing Applications**

Cllr Laughton reported that three meetings had been held on 18 March and 8<sup>th</sup> and 22<sup>nd</sup> April, attached at Appendices J, K and L.

Applications of particular note related to the Brightwell's Yard Development, a MacDonalds drive through adjacent to Tice's Meadow and the Old Park Lane development for 83 dwellings. There had also been an update on the Coxbridge Farm development of 320 homes following public consultation.

The outline Centrum Business Park site, included within the Neighbourhood Plan, had been received for 170 dwellings and this would be welcomed provided it comes forward within Neighbourhood Plan guidelines and integrates with cycling and walking proposals.

C127/23 **Appointment of Working Groups 2024/25**

A report on the election of Working Groups, Task Groups and Panels for 2023/24 at Appendix M was introduced by the Town Clerk. Councillors had identified preferences for the Working Groups for 2024/25 in accordance with Standing Order 15. The appointments were made as set out below.

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

Meetings of each Working Group were held in turn.

i) **Community Working Group**

It was agreed that Cllr Mirylees be appointed as Lead Member.

ii) **Environment Working Group**

It was agreed that Cllr Brown be appointed as Lead Member.

The Leader of Council and Lead Member of Strategy & Resources would be appointed at the Annual Meeting of Council.

It was noted the Planning & Licensing Consultative Group and Panels and Task Groups would appoint their Lead Members at the first meeting.

The appointments to each Group, with adjustments to the normal numbers to some groups given council priorities, were agreed. This included separating the Neighbourhood Plan Group and increasing its membership. Membership was agreed as follows:

<b>Working Groups</b>	<b>Membership 2024-25</b>
<p><b>Strategy &amp; Resources Working Group</b></p> <p><b>(5 members plus Lead Members from working groups not already appointed to this Working Group)</b></p> <p><i>6 members agreed for 2024-25</i></p>	<p>Cllr David Beaman Cllr Tony Fairclough Cllr Andrew Laughton Cllr Michaela Martin Cllr George Murray Cllr Graham White</p> <p>*Cllr Mat Brown *Cllr Kika Mirylees (Lead Member - ex officio)</p>
<p><b>Community and Culture Working Group*</b></p> <p><b>(5 members)</b></p>	<p><b>Cllr Kika Mirylees (Lead Member)</b> Cllr Sally Dickson Cllr Alan Earwaker Cllr Andrew Laughton Cllr Graham White</p>
<p><b>Environment Working Group</b></p> <p><b>(5 members)</b></p>	<p><b>Cllr Mat Brown (Lead Member)</b> Cllr George Hesse Cllr Chris Jackman Cllr Mark Merryweather Cllr Tim Woodhouse</p>

<p><b>Planning &amp; Licensing Consultative Group</b> <b>(8 members – to include one from each ward)</b></p> <p>All councillors are requested to review applications in their own wards and advise of any issues/concerns.</p>	<p>Cllr David Beaman (<i>North West</i>) Cllr Tony Fairclough (<i>Hale &amp; Heath End</i>) Cllr George Hesse (<i>Castle</i>) Cllr Andrew Laughton (<i>Weybourne</i>) Cllr Brodie Mauluka (<i>Shortheath &amp; Firgrove</i>) Cllr Mark Merryweather (<i>Badshot Lea &amp; Moor Park</i>) Cllr George Murray (<i>Bourne</i>) Cllr Graham White (<i>North West</i>) Cllr Tim Woodhouse (<i>Wrecclisham &amp; Rowledge</i>)</p>
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<b>Standing Panels</b>	<b>Membership 2024-25</b>
<p><b>HR Panel</b> (Task Group of Strategy and Resources with some matters direct to Council) <b>(6 Members)</b> The preference is that the Panel remain as consistent as possible for the four-year term of the Council</p>	<p>Cllr Mat Brown Cllr Chris Jackman Cllr Andrew Laughton Cllr John Ward Cllr Graham White Cllr Tim Woodhouse</p>
<p><b>Services to Farnham Awards Panel</b> (Task Group of Council) <b>(Normally 5 members)</b> <i>Meets twice a year or as required</i></p>	<p>Mayor Deputy Mayor Cllr Chris Jackman Cllr Tim Woodhouse *Tindle Newspaper representative (tbc) *Community Representative (tbc)</p>
<p><b>Younger People Panel</b> (Task Group of Strategy and Resources) <b>(5 members - six agreed for 2024-25)</b> With additional wider meetings comprising partner organisations.</p>	<p>Cllr Mat Brown Cllr Alan Earwaker Cllr Chris Jackman Cllr Andrew Laughton Cllr Graham White Cllr Tim Woodhouse</p>

<b>Task Groups</b>	<b>Membership 2024-25</b>
<p><b>Assets Task Group</b> (Task Group of Strategy and Resources) <b>Meets as required</b> <b>(5 members)</b></p>	<p>Cllr Mat Brown Cllr Sally Dickson Cllr Tony Fairclough Cllr Graham White Cllr Tim Woodhouse</p>
<p><b>Climate Action Task Group</b>  (4 members agreed for 2024-25)</p>	<p>Cllr Mat Brown Cllr George Hesse Cllr Graham White Cllr Tim Woodhouse</p>

<b>Literary Festival Advisory Group</b> (Task /Advisory Group of Community & Culture) <b>(3 members with partner organisation representatives)</b>	Cllr Andrew Laughton Cllr Mark Merryweather Cllr Kika Mirylees
<b>Neighbourhood Plan</b> (Task Group of Strategy and Resources) <b>(5 members:)</b>  <i>7 Members agreed for 2024-25</i>	Cllr David Beaman Cllr Alan Earwaker Cllr Tony Fairclough Cllr George Hesse Cllr Michaela Martin Cllr Mark Merryweather Cllr George Murray
<b>Infrastructure &amp; CIL (Community Infrastructure Levy) Task Group</b> (Task Group of Strategy and Resources) <b>(5 members)</b>	Cllr Alan Earwaker Cllr Tony Fairclough Cllr George Hesse Cllr Graham White
<b>Conservation Areas Advisory Group</b> (Task Group of Strategy and Resources)  Meets as required with representatives of other organisations <b>3 members with partner organisation representatives)</b>	Cllr George Hesse Cllr Michaela Martin Cllr Tim Woodhouse

#### C128/23 **Appointment of Representatives to External Bodies 2024/25**

A report on the Appointment of Representatives to Outside Bodies at Appendix N was introduced by the Town Clerk. Councillors had identified preferences for being the Council's representative to External Bodies 2024/25 and the following appointments were agreed:

<b>Organisation</b>	<b>FTC representative 2024-25</b>
40 Degreez	Cllr Alan Earwaker Reserve – Cllr Andrew Laughton
Farnham Allotment Liaison Group (2)	Cllr Chris Jackman Cllr Mat Brown
Badshot Lea Recreation Ground	Cllr Chris Jackman
Blackwater Valley Recreation and Countryside Management Committee/Blackwater Valley Countryside Partnership	Cllr Sally Dickson Reserve – Cllr Chris Jackman
Bourne Recreation Ground	Cllr George Murray Reserve – Cllr Tim Woodhouse
Brightwells Gostrey Centre	Cllr Alan Earwaker
Brightwells Yard CLG	Cllr Graham White Reserve – Cllr George Hesse
Creative Response	Cllr Alan Earwaker
Farnborough Aerodrome Consultative Committee	Cllr George Hesse Reserve - Cllr Andrew Laughton
Farnham/Andernach Friendship Association	Cllr Sally Dickson Cllr Chris Jackman Cllr Brodie Mauluka

Farnham Biodiversity Partnership	Lead - Cllr Tim Woodhouse
Farnham Business Improvement District Board	Cllr George Murray Reserve - Cllr Andrew Laughton
Farnham Craft Town Advisory Group	Cllr George Hesse Cllr Kika Mirylees
Farnham In Bloom Community Group	Cllr George Hesse Cllr Brodie Mauluka
Farnham Forum	Cllr Graham White
Farnham River Liaison Eg Rivers Management, Water Rangers, South East Rivers Trust, Wey Landscape Partnership etc	Cllr Alan Earwaker Reserve – Cllr George Murray
Farnham Maltings Association	Cllr Graham White Reserve – Cllr Sally Dickson
Farnham Public Art Trust	Cllr Sally Dickson Reserve – Cllr John Ward
Farnham Sports Council	Cllr Tim Woodhouse Reserve – Cllr George Murray
Hale Community Centre	Cllr Tony Fairclough Reserve – Cllr Sally Dickson
Hale Recreation Ground	Cllr Tony Fairclough
New Ashgate Gallery	Cllr Sally Dickson
North East Hants & Farnham CCG/Health liaison	Cllr Mark Merryweather Reserve - Cllr John Ward
Plastic Free Farnham	Cllr George Murray
Runfold Quarry Community Liaison Group (Suez)	Cllr Andrew Laughton Reserve - Cllr Mark Merryweather
Surrey Association of Local Councils (2 representatives)	Mayor/Leader
Surrey CC Farnham Infrastructure Programme Board	Cllr Beaman Town Clerk
Waverley Borough Council Farnham Air Quality Working Group	Cllr Andrew Laughton
Waverley Towns and Parishes Meetings	Mayor/Leader
Wey Valley Community Rail Partnership	Cllr David Beaman
Wrecclesham Community Centre	Cllr Graham White Reserve – Cllr John Ward
Wrecclesham Recreation Ground Committee	Lead – Cllr Tim Woodhouse Reserve – Cllr John Ward

#### **C129/23 Actions taken under the Scheme of Delegation**

There were no matters to report under the scheme of delegation.

#### **C130/23 Reports from Other Councils**

- i) Cllr Merry weather reported that the new Waverley Economic Development Strategy had been approved and included a focus on the contribution of the University for the Creative Arts. Cllr Murray advised the Strategy emphasised Creative Waverley which was good for Farnham.
- ii) Cllr Earwaker was congratulated on winning the Castle Ward by-election and being elected to Waverley Borough Council.



- iii) Cllr Beaman reported that the Surrey County Council Select Committee on Bus Service Improvements had announced the restart of a 65 bus service on Sundays from Alton to Guildford going via Farnham. This was a good example of cross county collaboration.
- iv) Cllr Beaman said the DDRT Farnham service now had 950 registered users and was being extended by Surrey CC in September. He suggested Farnham should lobby again for a link to Frimley Park Hospital as happened in the East of Waverley to the Royal Surrey hospital.

**C131/23 Reports from Outside Bodies**

- i) Cllr Hesse reported on the Farnborough Aerodrome Consultative Committee meeting attended by 25 members. The long-awaited noise and environmental monitors were finally being put in. Cllr Hesse provided an update on flight numbers and advised that the Airport had been awarded No 1 Business airport for the 17<sup>th</sup> year. Papers for meetings can be found at [www.facc.org.uk/meeting-information](http://www.facc.org.uk/meeting-information).
- ii) Cllr Jackman passed on his thanks to the Farnham & District Scouts and the volunteers who had recently organised their annual camp which was valued by all who attended.

**C132/23 Date of Next Meeting**

The date of the next meeting was agreed as the Annual Meeting of Council on Thursday 9<sup>th</sup> May at 6pm.

**C133/23 Exclusion of the Press and Public**

The Mayor proposed, and **it was RESOLVED unanimously that the press & public be excluded** in view of the update on the Waverley Lane Statutory Challenge being considered and other exempt items.

**C134/23 Exempt matters from the Strategy & Resources Working Group**

- 1) The Town Clerk tabled Exempt Annex 1 and provided an update on the Waverley Lane Statutory Challenge. Council noted further advice was awaited.
- 2) The Town Clerk provided an update on correspondence about trees on land transferred from Waverley.
- 3) Cllr Beaman provided an update on information relating to the Neighbourhood Plan call for sites not yet in the public domain.

The Mayor closed the meeting at 8.01pm

Chairman

Date