



# FARNHAM TOWN COUNCIL

## B Notes

### Strategy & Finance Working Group

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#### Time and date

9.30 am on Tuesday 16th July, 2019

#### Place

Town Clerk's Office - Town Council Offices

#### Attendees:

Members: Councillors John Neale (Lead Member), David Attfield, David Beaman, Brian Edmonds and Alan Earwaker

Officers: Iain Lynch (Town Clerk) and Andrea Mann (Assistant Town Clerk)

#### 1. Apologies

POINTS	ACTION
Apologies were received from Cllr Blishen, Cllr Cockburn, Cllr Dickson and Cllr Merryweather.	

#### 2. Declarations of Interest

POINTS	ACTION
None received.	

#### 3. Minutes of the Meeting held on 18th June 2019

POINTS	ACTION
The minutes of the meeting held on 18 <sup>th</sup> June were agreed.	

#### 4. Quarterly Finance Report

POINTS	ACTION
<p>The Town Clerk introduced the financial reports and briefed Members on the normal month end reporting and review process. The financial, quarterly reports were presented with the agenda and reviewed with attention drawn to a range of points:</p> <p>i) Income and expenditure report at 30<sup>th</sup> June 2019: The Strategy &amp; Finance Working Group has responsibility for:</p>	

<ul style="list-style-type: none"> <li>• Code 150/1905 - The Town Clerk drew attention to the decreasing Local Parish Council Tax Grant income which would cease in the future. FTC had previously agreed to earmark grant income for New Initiatives.</li> <li>• Code 450/4997 - The Local Authority Property Fund is shown as an expense when an investment is made during the relevant financial year and is treated as a long term investment.</li> <li>• Code 150/6666 - It was rare for FTC to write off a bad debt, however, it was occasionally necessary when it was uneconomical for Council Officers to pursue.</li> <li>• Wrecclesham Community Centre was a former youth centre and gifted to FTC. The building is managed by a trust and FTC has a small budget for ad-hoc works.</li> <li>• Code 170/4806 – Sandy Hill Bungalow. Town Clerk to adjust name as now known as Sandy Hill Community Centre.</li> <li>• Code 171/4190 – The Town Clerk reported that the CCTV project to replace cameras was underway and discussions had taken place in relation to the Brightwells Section 106 funding.</li> <li>• Code 250 – The Town Clerk reported that discussions were ongoing with Waverley Borough Council regarding the Gostrey Meadow site and this funding was linked to the transfer.</li> <li>• Code 903 – The Town Clerk reported that further information on the Hale Chapels would be presented in the Autumn.</li> <li>• Code 905 – This code included Conservation Area Capital Projects. Members noted that an official opening would be arranged for the Maltings Railings project (mostly funded from Section 106 Developers Contributions) once completed.</li> </ul> <p>ii) Bank reconciliation at 30<sup>th</sup> June 2019 – the bank reconciliation was reviewed.</p> <p>iii) Statement of investments at 30<sup>th</sup> June 2019 – The Town Clerk introduced the list of FTC Investments at 30<sup>th</sup> June 2019. The Town Clerk had responded to questions on the CCLA investments prior to the meeting and circulated the FTC Investment Strategy to Members. The Town Clerk explained that the short term accounts (ie up to one year) were mostly HSBC accounts in addition to the Cambridge &amp; Counties account and the Public Sector Deposit Fund. All accounts allowed instant access and were linked to the Council's main HSBC current account only.</p> <p>The Town Clerk explained that investments were generally made from the precept and general reserves and longer term investments included earmarked reserves such as income from the Green Lane Chappels.</p> <p>iv) Debtors at 30<sup>th</sup> June 2019 – The Town Clerk introduced the list of debtors at 30<sup>th</sup> June 2019 which was deemed to be manageable compared to the Council's turnover. Only one area of concern was raised, however, which was expected to be resolved shortly.</p>	
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## 5. Notes of the Wellbeing Task Group held on 3rd July 2019

POINTS	ACTION
<p>The Assistant Town Clerk introduced the notes of the Health &amp; Wellbeing Task Group held on 3<sup>rd</sup> July. The first meeting had included an introduction to the group and an open discussion to generate project ideas for 2019/20.</p> <p>It was agreed to recommend to full Council that the following objectives become the Wellbeing Task Group priorities for 2019/20:</p> <ul style="list-style-type: none"> <li>- Continue to support the Clean Air Farnham work.</li> <li>- Continue to develop the social prescribing work.</li> <li>- Continue to support the Dementia Action Alliance Group.</li> </ul> <p>It was agreed that the Tree Planting project be revisited to support improving the environment and noted that it would fit best under the Community Enhancement Working Group. Members were asked to note any missing or damaged trees in their wards and notify the Community Enhancement Officer.</p> <p>Members noted that FTC would be taking part in the Health &amp; Wellbeing event on 21<sup>st</sup> September at Farnham Centre for Health. The Wellbeing Task Group would be promoting the social prescribing webpage and running an information stand promoting FTC projects and services which support wellbeing.</p>	<p><b>Recommendation to Council:</b>  <b>To prioritise and continue the focus of the following Wellbeing objectives during 2019/20:</b></p> <ol style="list-style-type: none"> <li><b>1. Support the Clean Air Farnham work.</b></li> <li><b>2. Develop the social prescribing webpage.</b></li> <li><b>3. Support the Dementia Action Alliance Group.</b></li> </ol>

## 6. Notes of the Infrastructure Planning Group held on 5th July 2019

POINTS	ACTION
<p>The Town Clerk introduced the notes of the Infrastructure Planning Group held on 5<sup>th</sup> July 2019. The meeting had discussed four items:</p> <p>i) Neighbourhood Plan Review – the Town Clerk updated Members on the status of the neighbourhood plan review following the Council's decision on 27<sup>th</sup> June to proceed with the Examination of the draft Local Plan under Schedule 4B to the Town and Country Planning Act 1990. The Infrastructure Planning Group had discussed next steps at their meeting on 5<sup>th</sup> July which had identified a few issues:</p> <ul style="list-style-type: none"> <li>- FTC's appointed Planning Advisor was not available until December.</li> </ul> <p>Following discussion, the IPG were in favour of the Examination taking place at the end of September/ beginning of October.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>- Secure a new Planning Advisor</li> <li>- To ascertain an available date with the Barrister.</li> <li>- To agree the date with the Independent Examiner.</li> </ul> <p>Members noted that Waverley Borough Council had indicated it would not appoint a Barrister. The Town Clerk reported that this would be discussed further with Waverley Borough Council.</p> <p>ii) SANG East of Farnham Park – the Town Clerk advised Members that</p>	

<p>Waverley Borough Council had been asked to update on the latest position.</p> <p>iii) Design Statement Update – the Town Clerk reported that the next meeting of the IPG would look at the scope of the work required. Residents Associations would be updated on the Neighbourhood Plan and the Design Statement and timings.</p> <p>iv) Consultations – Affordable Supplementary Planning Document Consideration – It was agreed to recommend to full Council that the following comments be submitted to Waverley Borough Council in response to the consultation:</p> <p>The Comments of the Task Group are set out in Annex I.</p>	<p><b>Recommendation to full Council:</b> That the comments listed be submitted to Waverley Borough Council.</p>
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## 7. Notes of the Community Infrastructure Levy/Section 106 Task Group held on 12th July 2019

POINTS	ACTION
<p>The Assistant Town Clerk introduced the notes of the Community Infrastructure Levy/Section 106 Task Group. The meeting had included an introduction to the Task Group, a discussion on the Group's priorities for the forthcoming year and a review of the Waverley Borough Council Infrastructure Delivery Plan.</p> <p>The main task for the group was to produce a Farnham Town Council Infrastructure Delivery Plan/Capital Projects plan.</p> <p>Following discussion, Members agreed to recommend to full Council that:</p> <p>i) The CIL/S106 Terms of Reference be revised to include the revenue from SCC charges for on-street parking in Farnham and other income generated from other relevant revenue streams.</p>	<p><b>Recommendation to full Council:</b> That the CIL/S106 Terms of Reference be revised to include the revenue from SCC charges for on-street parking in Farnham and other income generated from relevant revenue streams.</p>

## 8. Farnham Craft Town

POINTS	ACTION
<p>i) The Task Group noted that the bid for £50,000 from the Arts Council for the 2019 Craft Month submitted by Recebba Skeels on behalf of the Council had been successful. The Council was working with the Farnham Maltings and Project Group on the implementation of Craft Month.</p> <p>ii) The Town Clerk introduced the report on the invitation to bid to become a Craft City. The status would support businesses and the craft makers economy and put Farnham on the map. As recommended, Members considered a recommendation to full Council that Farnham Town Council:</p> <p>a) Applies to the World Craft Council to be designated a Craft</p>	<p><b>Recommendation to full Council that:</b></p> <p>1. Acts as the responsible body for the Arts Council funding as a partner in the Arts Council project (subject to Arts Council approval).</p> <p>2. Farnham Town</p>

<p>City.</p> <p>b) Supports the costs of the application and designation evaluation from the New Initiatives Fund.</p> <p>Members supported the concept and agreed to recommend to full Council that:</p> <ol style="list-style-type: none"> <li>1. Farnham Town Council supports the principle of becoming a Craft City.</li> <li>2. Farnham Town Council earmark up to £5,000 from the New Initiatives Fund towards establishing the concept and developing a bid.</li> <li>3. The Town Clerk, in consultation with the Tourism &amp; Events Lead Member work on the bid submission.</li> </ol>	<p><b>Council supports the principle of becoming a Craft City.</b></p> <p><b>3. Farnham Town Council earmark up to £5,000 from the New Initiatives Fund towards developing a bid and establishing the concept.</b></p> <p><b>4. The Town Clerk, in consultation with the Tourism &amp; Events Lead Member work on the bid submission.</b></p>
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## 9. Contracts and Assets Update

POINTS	ACTION
i) Air conditioning in the Council Chamber – an identified design fault was being investigated by a specialist contractor.	
ii) CNG supply unit at the Council Offices – installation was scheduled week commencing 22 <sup>nd</sup> July.	

## 10. Town Clerk Update

POINTS	ACTION
<p>The Town Clerk reported:</p> <ol style="list-style-type: none"> <li>i) Interviews had taken place to fill the Customer Services/Receptionist position. The position had been offered and was awaiting a decision.</li> <li>ii) Members were reminded of the Civic Services being held on Sunday 21<sup>st</sup> July at the Spire Church.</li> <li>iii) The Chief Executive of Waverley Borough Council had reported that the Boundary Commission was considering a Waverley Boundary Review in 2020.</li> <li>iv) Waverley Borough Council Leader, Farnham Town Council Leader and the Town Clerk would be visiting Frome Town Council as part of an exchange programme to discuss governance and community engagement best practice.</li> </ol>	

## II. Date of Next Meeting

POINTS	ACTION
10 <sup>th</sup> September 2019, 9am.	

The meeting ended at 10.50 am

Notes written by Andrea Mann.

### **WAVERLEY BOROUGH COUNCIL CONSULTATION ON AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**

- 39 “Require any purchaser (other than the occupier to preserve the accommodation as affordable housing or replace it within the Borough, like for like” and “require any purchaser to take on the obligations of the Nomination Agreement or to enter into a Nomination Agreement”

Question to WBC:

How is this enforced to ensure provision is not lost?

**Recommended response:**

To revise the words to “replace it within the parish area” rather than “Borough”.

40. Recycling of Receipts – Council would “expect replacement in the Borough”.

Question to WBC:

Does this mean it could be lost in the parish area?

**Recommended response:**

To revise the words to “replace it within the parish area” rather than “Borough”

47. Discussion on viability.

The Task Group considered that developers were often promising a lot then later claiming that the scheme was not viable after all and earlier promises were being removed. It was considered that Waverley needed to take a robust approach on this.

**Recommended response:**

All applicants should be encouraged to use the pre-application advice procedure with more robust discussions.

Early local input required – and this should involve the Ward Councillors.

WBC should seek clarity on viability discussions & S106 exemptions due to lack of viability at the outset. Viability issues should not be brought in at a later date to void earlier agreements as had happened in recent cases.

52. Working with preferred affordable housing providers – what happens once houses occupied?

**Recommended response:**

Add an additional point that, once occupied, the property should be retained as affordable housing.

55. “The Council’s latest assessment indicates that providers should pay developers in the range of approximately 30% to 70% market value for affordable homes” The “latest assessment” is the “Affordable Housing Viability Assessment 2012”.

**Recommended response:**

These 2012 figures seem dated and WBC should revise the text with more up-to-date data.

58. Affordable housing figures & split broadly in line with Adopted and Revised Farnham Neighbourhood Plan seeking at least 30% affordable housing.

**Recommended response:**

The figures set out should not be applied to every site on a formula basis and the overall target should reflect the location and appropriate design. Eg it may be appropriate on one site for all affordable housing to be 3 bed properties and on another for them to be all to be two bed properties. Some flexibility required on a site-by site basis. In addition, amenity space on a development should be shared and not split by tenure type. There should also be sufficient storage for affordable homes (eg for bikes, prams, pushchairs and bins).

68. Services and management charges – “must be kept to a minimum”.

Question to WBC:

How is this quantified considering larger developments, where affordable housing is more likely to be delivered on site, which is also more likely to have a management company for unadopted public areas?

**Recommended response:**

Service charges and other charges for services/maintenance for affordable housing should be managed so they do not increase by more than the rate of inflation.

69. “The Council will seek to work in partnership with affordable housing providers to **market** shared ownership to ...”.

“Market” infers that properties need to be promoted yet “Demand for shared ownership homes in Waverley exceeds supply.”

**Recommended response:**

Replace the word “market” with something that retains and maintains the balance of shared ownership homes.

73. Expectations on accommodation of each housing size.

Question to WBC Are these WBC’s expectations or national expectations?

The Task Group felt that room sizes should not be compromised.

**Recommended response:**

Space standards should be generous and spacious with adequate storage (inside & out) and sufficient amenity space. The AHSPD wording should allow for these standards to be applied.

79. Development Viability.

Question to WBC:

What are the terms of the “open book”. Are those reviewing the figures trained in how to spot higher costs to mask profitability?

83. “The Council reserves the right to have all viability assessments checked by ...”

The emphasis here should be changed to make sure this is a regular activity not an occasional one to validate reductions in local community benefit being proposed by developers.



**Recommended response:**

Revise words to “The Council will normally have all viability assessments checked by ...”

**Additional Comments**

- FTC welcomes the quality of design standards.
- FTC supports tenure-blind social housing and integration of all sections of the community in each development.
- Is WBC pursuing affordable-rented housing and demanding government action on delivering affordable housing locally?

The Task group felt that Permitted Development Rights should be removed from new affordable housing so that the potential loss of affordable housing (by increasing its size) would require planning permission

**Recommended response:**

Remove Permitted Development Rights from new affordable housing.

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