



FARNHAM TOWN COUNCIL

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Notes

Strategy & Finance Working Group

Time and date

9.30 am on Tuesday 20th July, 2021

Place

Council Chamber - Town Council Offices

Attendees:

Members: Councillors John Neale (Lead Member), Roger Blishen, Carole Cockburn and Pat Evans

Officers: Iain McCready (Business and Facilities Manager) and Iain Lynch (Town Clerk)

In attendance: Cllr Alan Earwaker (ex officio)

1. Apologies

Apologies were received from Cllr Hesse.

2. Declarations of interest

POINTS	ACTION
There were no declarations of interest.	

3. Minutes of the last meeting

POINTS	ACTION
The Minutes of the meeting held on June 15 th were approved.	

4. Finance report

POINTS	ACTION
<p>The Town Clerk introduced the quarterly finance reports attached at Appendices B, Ci, Cii and Ciii setting out the Bank reconciliation, and summary and detailed budget comparisons by committee and account code.</p> <p>Members noted the reduction of income as a result of the cancellation of the Gina and Fizz festival that had been agreed after the budget had been set and the additional income from the Government's/ERDF Welcome Back</p>	

<p>Funding that was now due.</p> <p>Members went through the income and expenditure noting various matters that were in progress. The balance in grants was noted and the release of the earmarked reserve for the Sea Cadets building renovation.</p> <p>The Town Clerk advised that in line with previous decisions an initial budget (Account code 321) for the Book and Literary Festival had been created and it was now proposed by the Tourism and Events Working Group that this should be set at £10,000. This was agreed for recommendation to Council and for the Town Clerk to make the necessary virements.</p>	<p>Recommendation to Council: The net budget for the Book and Literary Festival be agreed at £10,000.</p>
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5. Farnham Infrastructure Programme

POINTS	ACTION
<p>The Leader gave an update on the latest progress of the Farnham Infrastructure Programme. He reported back on the 15th June Board meeting and a meeting of Farnham Councillors on the Infrastructure Programme Board that had taken place on 15th July covering communications, the emerging 'quick wins' or initial projects for the programme, and the likely timetable for the high-level presentation to the Department for Transport on proposals for the A31 Farnham Corridor covering the Shepherd and Flock and Coxbridge and including Hickleys Corner.</p> <p>The Working Group noted the progress on the HGV restrictions due to come into force at the end of August, the work on a 20MPH zone and road reclassification. The first of a series of monthly updates was noted which should help understand progress across the programme.</p> <p>The Working Group was updated on the new Wayfinding proposals emerging from Brightwells Section 106 funding and Infrastructure Programme funding in a detailed report attached at Appendix F circulated to all councillors for comment. Town Council Officers had been working with the consultants to ensure the right signs would be in the right places (without too much additional street furniture) and there were some signs still to be finalised (Page 57 of report for any additional comments). It was agreed that the report would go for approval to Council and that any final comments as set out in the report at Annex 1.</p> <p>The Working Group reviewed the early draft of the early interventions/'quick wins' projects programme, noting the basis for the scoring that has been used and that it was still work in progress. Councillors felt the draft list had not given sufficient weight to some important local elements and noted that community benefit was currently being reviewed. A version for wider discussion with councillors setting out priorities of the hundred plus projects on the list was due for publication before the September Board meeting and an Informal meeting of Council would be held. The Working Group noted that many of the benefits of the Infrastructure Programme would have to be supported by a 'modal shift' as part of the response to carbon reduction and climate change.</p> <p>Cllr Cockburn advised that she had had a meeting with Jeremy Hunt with</p>	<p>Recommendation to Council: Subject to any comments by Council, sign off on placement be delegated to the Town Clerk in consultation with the Leader and Lead Member of Tourism & Events.</p> <p>Town Clerk to arrange Informal Council meeting</p>

<p>some Residents' Association representatives and they had expressed their concern about not having had further input. John Neale said dates for new Local Liaison Forums were being programmed.</p> <p>The Working Group noted that an informal team building event was being hosted by Farnham Town Council on 5th September for those working in the Programme Team with the Programme Board members.</p>	
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6. Review of Council Policies

POINTS	ACTION
<p>Farnham Town Council has demonstrated its determination to conserve and enhance biodiversity, in addition to discharging its other environmental responsibilities in meeting its carbon reduction commitments. In order to achieve this right across the Town Council area, the Biodiversity Action Group has suggested it would be helpful to have an agreed approach to policy-making that recognises the spread of issues raised and the interests of all the stakeholders which range from Farnham Town Council and its staff to other organisations and the large number of private landowners. The draft Biodiversity Policy attached at Annex 2 to the Minutes was agreed for adoption by Council.</p>	<p>Recommendation to Council: The Biodiversity Policy, attached at Annex 2 to the Strategy & Finance Working Group notes, be adopted.</p>

7. Reports from Task Groups

POINTS	ACTION
<p>Members received updates from the Task Groups that report to Strategy & Finance</p> <p>a. Infrastructure Planning Group. A date for IPG to meet to review the Local Transport Plan and other matters will be arranged.</p> <p>b. Community Infrastructure Projects Task Group The Working Group noted that the next Waverley Strategic CIL funding round had opened until the 15th October 2021. A meeting of the Task Group would be arranged to consider priorities for funding with a view to reporting to the next Strategy & Finance Working Group in September</p> <p>c. Younger People Task Group. The Working Group noted progress that had been made with two events organised for the summer (BMX event in Gostrey Meadow and a Skate Jam event in the Skate Park). In addition, the location for a Youth shelter had been agreed on Borelli Walk and a funding application submitted to the Community Safety Fund. The next meeting of the YPTG on 21st July would include representatives of Surrey County Council to discuss their strategic approach to supporting young people.</p> <p>d. HR Panel. The Working group noted the results of the Job evaluation assessments from South East Employers were awaited and the next HR Panel would be arranged once received..</p> <p>e. Cultural Project Task Group. The Consultants (Bonner Keenlyside) met with the Task Group on 1st July and had commenced work. It was agreed that the brief for their work</p>	<p>Town Clerk to arrange</p> <p>Town Clerk to arrange</p> <p>Town Clerk to arrange</p> <p>Town Clerk to circulate Bonner Keenlyside brief.</p>

<p>would be circulated.</p> <p>f. Riverside Sculpture Task Group The Task Group partner members had been identified and an initial meeting held to discuss preparing a brief for the public art.</p> <p>g. Trees and Hedgerow Task Group The Trees and Hedgerows Task Group was progressing its draft policy which would be submitted to a future meeting.</p>	
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8. Consultations

POINTS	ACTION
<p>1) Surrey Local Transport Plan 4 The Working Group noted that the draft Surrey Local Transport Plan 4 (attached at Appendix H to the agenda and circulated to all councillors) was open for consultation until October 24th. This was a key document that would have wide ranging implications as it was a major part of the carbon-reduction strategy for Surrey County Council as transport accounts for 46% of all carbon emissions in Surrey. The Local Transport Plan needed to be updated to reflect changes to national and local policy, such as the Government's legally-binding commitment to achieve net zero carbon emissions by 2050. The plan sets out the measures to tackle key transport issues, improving public transport, road safety and pollution for all modes of transport. Achieving net zero will mean a step change in how transport is planned delivered and maintained.</p> <p>Comments can be made at https://surreyltp4.commonplace.is/. The consultation link includes further links to the draft Surrey Transport Plan main report (191 pages) and a shorter Executive Summary (25 pages), also attached at Annex 1, explaining the proposed measures and emerging delivery plan.</p> <p>The Council's draft comments would be considered by Strategy & Finance after the Infrastructure Planning Group had met.</p> <p>2) Boundary Commission Review of Waverley wards. The Working Group noted that details had been circulated to all councillors in May on the consultation for a new pattern of electoral wards for Waverley following acceptance by the Boundary Commission of a proposal to reduce the number of Waverley councillors from 57 to 50. The consequence was that the number of wards in Farnham would reduce from 9 to 8, still within the Town Council boundary. The deadline for comments was 19th July (https://consultation.lgbce.org.uk/have-your-say/27237). It was noted the Commission had no power to create new parishes or alter the external boundaries of existing parishes and would not normally change the total number of parish or town councillors. The next steps would be the Boundary Commission drawing up new ward boundaries based on a set of clear criteria and then consulting on the proposals between 5 October 2021 and 13 December 2021.</p> <p>3) Parish Remuneration Review. The Working Group noted that on 13th July, FTC was advised that</p>	<p>Farnham Infrastructure Programme Task Group to review LTP4.</p>

<p>Waverley has appointed an Independent Remuneration Panel (Mark Palmer (Chair), Dennis Frost, Gordon Manickam) to carry out the required periodic review of Waverley Members' Allowances. As part of its role, the Panel also sits as a Parish Remuneration Panel to review the allowances paid to members of parish and town councils within the Borough of Waverley.</p> <p>The Working Group noted that the function of a Parish Remuneration Panel was to produce a report making recommendations as to:</p> <ul style="list-style-type: none"> (a) the amount of parish basic allowance payable to elected members of such authorities; (b) the amount of travelling and subsistence allowance payable to members of such authorities, elected or otherwise; (c) whether parish basic allowance should be payable only to the chairman of any such authority or to all of its members; (d) whether, if parish basic allowance should be payable to both the chairman and the other members of any such authority, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount so payable; and (e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance. <p>The Working Group further noted that FTC had not yet paid a parish basic allowance and only paid out of pocket expenses to the Mayor in view of the large number of mayoral duties. It also noted that dependent carers' allowances were not available to parish councillors. In discussion there were a range of views. On the one hand, the amount of commitment by councillors from a large Parish/Town Council such as Farnham was significant, but on the other hand Farnham received significant community support from volunteers because it was known that its councillors were also volunteers.</p> <p>It was agreed that it would be useful to await the outcomes of the Panel's work in the autumn before discussing further and seek information on how other Councils the size of Farnham operated. If appropriate, after further discussion by Council, a review of Farnham might be considered in 2022.</p>	
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9. Contracts and assets update

POINTS	ACTION
<p>1) The Working Group received an update on a range of contract matters. It was noted that there had been a series of technical faults with the Town Hall lift which may require a substantial repair in the not-too-distant future. The Town Clerk provided an update on the insurance claim following the fire at the greenhouse and the Working Group noted that options for replacement of the damaged greenhouse were being investigated. Sketch drawings were still awaited for the proposed Gostrey Meadow café whilst the Town Centre CCTV glitches for pedestrian counting were thought to</p>	<p>Recommendation to Council: The continuation of the Employment</p>

<p>have been resolved. If not, it was noted that an additional camera may need to be installed.</p> <p>2) The Working Group were advised that the contract for Employment and Health and Safety advice was due for renewal and it was agreed to recommend to Council the continuation of the Employment Law, HR and Health & Safety Support Contract with Ellis Whittam for a five year period at a reduced cost of £1,895 per annum.</p>	<p>Law, HR and Health & Safety Support Contract with Ellis Whittam be approved for a five year period at a reduced cost of £1,895 per annum</p>
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10. Town Clerk update

POINTS	ACTION
<p>The Town Clerk provided an update on a range of matters:</p> <p>1) Covid 19 arrangements. Masks would continue to be worn in the Town Hall building for the time being when people were walking around the offices but could be removed when seated. The Council meeting was potentially being held in a larger premises to allow for greater distancing, but Councillor views would be sought prior to a decision being made.</p> <p>2) Volunteer Reception The reception for volunteers who had supported the response to Coronavirus and the rollout of vaccines would be taking place at Waverley Abbey House on Wednesday 18th August 2021. A badge for the volunteers had been commissioned.</p> <p>3) Council of the year The details of the public voting process for the Council of the Year award was not received by the time of the meeting. (subsequently it was announced that then public could vote via https://www.surveymonkey.co.uk/r/CVQVYSZ.)</p> <p>4) Farnham in Bloom judging The South and South East in Bloom judging of Farnham in Bloom had gone well. The Britain in Bloom papers were being submitted and results were awaited in the autumn.</p> <p>5) Urban Tree Fund The Working group noted an application had been made via Surrey CC for funding for three years for tree and hedgerow planting from the Urban Tree Fund.</p> <p>6) Farnham PCN Health Inequalities Development Group The Town Clerk advised he had attended a recent meeting of this Group which was mapping a response to health inequalities for Farnham.</p> <p>7) Surrey ALC update The Town Clerk provided an update of the progress of Surrey ALC. He had recently completed a satisfaction survey but it was too early to give a clear view. He had raised the issue of member training being badged as being provided by a private company rather than the Association.</p> <p>8) Local Government re-organisation – meeting with Surrey The Working Group noted that the proposed meeting between the Leader, Town Clerk and Surrey CC had been postponed. An update would be provided in due course.</p>	

<p>9) Surrey Clerks' Motion The Town Clerk advised that the Surrey Clerks had proposed a Motion proposing that legislation for any new unitaries include new areas to be completely parished for equity in democratic decision making. It was agreed to recommend that this concept be approved by Council to be taken up with NALC and others.</p> <p>10) Staffing update. The Town Clerk provided a staffing update.</p> <p>11) Tice's Meadow update. The Working Group noted that a local authority consortium led by Surrey County Council was in discussion with Hanson about the possibility of Tice's Meadow being brought into public ownership.</p> <p>12) Wrecclesham Community Centre update. The Town Clerk advised that new Community Centre Trustees had taken up post and that officers were due to meet with them.</p>	<p>Recommendation to Council: Farnham Town Council support the Surrey SLCC proposal that any new unitary areas be completely parished in order that there be democratic equity and that this proposal be raised with NALC and others.</p>
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II. Date of next meeting

POINTS	ACTION
The date of the next meeting was agreed as Tuesday 7 th September at 9.30am.	

The meeting ended at 12.50 pm

Notes written by Town.Clerk@farnham.gov.uk

FARNHAM TOWN COUNCIL



Strategy and Finance Working Group

Draft Wayfinding Strategy Prepared by WS Atkins

- 1 SI06 monies from the Brightwells Park & Stride Project will fund Wayfinding signage for Farnham, along with some monies from the FIP.
- 2 Atkins has been tasked with scoping out Farnham's needs and providing a strategy report on Wayfinding placement, please click on the following link to download the document. Please note this a draft document.
<https://FiletransferGB.atkinsglobal.com/message/OxGHaD7RN2m5522myF3bvY>
- 3 Implementation timescales need to be clarified - Brightwells Yard has been pushed back to late 2021/early 2022. Key drivers for the project is signage for 'Park and Stride' from Riverside car parks.
- 4 Proposed locations for Wayfinding signage and fingerposts.

The map is a little vague and not detailed enough to show the specific location/side of the street. See page 57 for 'Sign Placement'.

It is generally agreed that 'arrival' points such as car parks and the train station are good locations for map-based products. Additional locations include South Street and East Street, arrival bus stops, Borelli Walk for pedestrian access to Brightwells Yard and Riverside Walk and the Memorial Hall on West Street (signing walking routes through Bishops Meadow).

- 5 Initial observations:

Upper Hart CP and The Hart CP area – a map-based product is not necessary on the northwest corner. Signage may be better nearer Waitrose (FTC has a noticeboard on the wall). Add a map-based product near Evelyn Borelli Gardens for the UCA student population.

Junction of The Hart and West Street. The fingerpost here is such a feature it would be a shame to remove it.

The Borough, fingerpost to remain at the top of Goats Head Passage – 2 x map-based products in Central CP.

Royal Deer Junction, more detail required on proposed location. East Street has the potential for additional bus services, map-based product would be of benefit.

Farnham Hospital CP must not be promoted for use other than for accessing services.

- 6 Product Concept Design. See page 46 for 'Base Accent' and pages 47-51 for additional side panel design.

Farnham Green is a must on the base panel. Optional extras - subject to additional cost - cracked ceramic design for side panels only if needed.

Recommendation

Subject to any comments by Council sign off on placement be delegated to the Town Clerk in consultation with the Leader and Lead Member of Tourism & Events.

Farnham Town Council Biodiversity Policy Statement 2021

This Statement sets out Farnham Town Council's approach to the protection and enhancement of biodiversity in the town through policies for the conduct of nature conservation in Farnham with emphasis on coordination with partners.

Context

One of the factors making Farnham a popular place in which to live and work is its unique natural setting including an extensive green environment comprising 80 publicly owned sites, much farmland and private gardens which occupy a third of the town's area. Together these support a rich variety of plants and animals as indicated in records held and the number of sites either designated for their protection or managed for nature conservation.

Current Situation

These open spaces are managed in a number of ways according to their designation, individual characteristics and ownership. Although there is some management commonality, there is no overarching guidance. Farnham Town Council is actively working as a full member of the Farnham Biodiversity Partnership to prepare an Action Plan designed to conserve and enhance future biodiversity right across the town as part of its response to the Climate Emergency that has been declared.

General Considerations

In taking this step the Council recognises that it has a duty under legislation to consider biodiversity conservation within all its functions. This includes, within its limited scope or responsibilities as a Town Council:

- developing policies and strategies and putting them into practice
- managing its role within the planning system and fulfilling the biodiversity aspects of the Farnham Neighbourhood Plan
- managing :
 - land and buildings
 - woodlands and nature reserves
 - gardens, parks and public open space
 - community amenities eg sports grounds and cemeteries
 - waste and pollution
 - energy and water
 - wood and plant products
- influencing the development of infrastructure, such as roads, buildings or flood defences
- making decisions about procurement
- implementing relevant economic, environmental and social programmes

Open Spaces large and small contribute to the overall ambience of the town by providing seasonal interest through fruit, colour, fragrance and sight of animals. They also provide excellent spaces for recreational activities such as walking, running and cycling. The combination of these activities and the enjoyment of natural open spaces has positive health and well-being benefits which reduce the burden on physical and mental health services.

Green Infrastructure and wildlife corridors (Note 1) across the town provide important movement and feeding resources for plants and animals which help to increase resilience against Climate Change and strengthen resistance to invasive, non-native species.

Natural landscapes provide welcoming and relaxing backdrops within the urban environment, and provide an environmentally friendly filter whereby trees and woodlands absorb pollution and carbon dioxide from the air, particularly from road vehicles and aircraft.

Well-managed Nature Conservation Sites provide excellent habitats for a wide variety of plants and animals including protected species such as bats, sand lizards and great crested newts for which the town is a hot spot. They are also an excellent educational resource.

Habitats and species do not recognise man-made boundaries drawn on a map, and action taken on neighbouring land such as that incorporated in the surrounding Biodiversity Opportunity Areas can impact upon species and habitats within Farnham.

By understanding and appreciating the benefits that Nature Conservation provides, the Council can commit to strategies that safeguard and maximise opportunities for wildlife.

Statutory obligations

Farnham Town Council understands and is committed to meeting its statutory and other obligations, including:

- The Wildlife and Countryside Act 1981 (WCA) as amended
- The Natural and Communities Act 2006 (NERC) The Conservation of Habitats and Species Regulations 2010 as amended (Habitats Directive)
- National, Regional and Local policies including:
- Biodiversity 2020: A strategy for England's wildlife and ecosystem services
- The National Planning Policy Framework
- The Waverley Local Plan Parts 1 and 2
- The Farnham Neighbourhood Plan
- The Farnham Design Statement 2021

Policy Priorities

Farnham Town Council's approach in determining its Natural Conservation Policies are:

1 Working in Partnership

Farnham Town Council will work as a full member of the Farnham Biodiversity Partnership to ensure a current Farnham Biodiversity Action Plan (BAP) is in place to conserve and improve the biodiversity of the town. It will work with partners and landowners to ensure a strategic approach to the protection, enhancement, creation, promotion and management of all open spaces in the town including privately owned land.

In accordance with the NERC Act 2006, Farnham Town Council will consider biodiversity and conservation within the scope of its work.

2 Management of Council owned sites

Farnham Town Council will ensure that all sites in its ownership have appropriate management plans, and review action plans regularly. Each Management Plan will be compatible with Farnham's Biodiversity Action Plan, and appropriate National and Regional plans as far as possible.

Habitats will be managed using relevant and up-to-date management techniques. Where surveys identify a need for new habitats to be created, the Council will, in partnership with local groups and organisations, support the creation and management of those habitats, and, if necessary, seeking additional resources.

The Council will use its influence to protect and strengthen wildlife corridors throughout Farnham as appropriate. Where appropriate, Farnham Town Council will seek to achieve the status of Local Wildlife Sites within the Nature Conservation hierarchy on sites owned and managed by Farnham Town Council.

3 Protection of Species and habitats

When a species, their movement or habitat is thought to be under threat on Farnham Town Council owned and managed land the Council will intervene by implementing appropriate actions for their maintenance and protection.

Farnham Town Council will act to reduce and control non-native invasive or damaging species on all Council owned and managed land through approved control programmes as per current legislation and best practice.

Farnham Town Council will, where possible, provide advice to private landowners on how to comply with the Biodiversity Action Plan and also how to comply with statutory legislation. Where there are breaches, Farnham Town Council will report all known incidents to the relevant authority and work with the Police to secure prosecution where possible.

4 Planning Applications

When commenting on planning applications, Farnham Town Council will consider each application with the aim of minimising the impacts on biodiversity.

Where relevant planning applications outside Farnham affect nature conservation within the town, the Council will comment appropriately to safeguard wildlife and habitats.

Planning Applications that affect species and habitats will be reviewed to ensure they contain appropriate best practice surveys in a format as per CIEEM (The Chartered Institute of Ecology and Environmental Management) guidance (<https://www.cieem.net/guidelines-for-ecological-report-writing>) and where this is not the case will raise with the Local Planning Authority.

Review

This Policy Statement will be reviewed every 5 years or earlier if required.

Note 1: Definition of Green Infrastructure/Wildlife Corridors

Green infrastructure is a network of multifunctional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Green infrastructure is not simply an alternative description for conventional open space. As a network it includes parks, open spaces, playing fields, woodlands, but also street trees, allotments and private gardens. It can also include streams, canals and other water bodies and features such as green roofs and walls. Reference <https://www.gov.uk/guidance/natural-environment#para027>