Minutes of the Haslemere Town Council Meeting held at 7pm on

Thursday 22nd March2018

Council Chamber, Town Hall, High Street, Haslemere

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| **Mayor** | \* Cllr M Carter |
| **Deputy Mayor** | \*Cllr D Round |
| **Councillors** | Abeysundara \*Arrick, \*Barton, \*Blades, \*Bradley, \*Dear, Dover \*Edwards, Ford, \*Hall, \*Hewett, \*King, \*Odell \*Peel, \*Piper, \*Rodgers |

\* present

The meeting was clerked by the Town Clerk, Lisa O’Sullivan. Also present were Cllr. David Harmer, Jo Cork (minutes), Press and three members of the public.

Before the meeting prayers were said by Cllr Malcolm Carter in place of Rev Barbara Steele-Perkins who sent apologies as she was unwell.

1. **APOLOGIES FOR ABSENCE**

**RESOLVED**: that the following apologies are accepted by Council, Cllrs Abeysundara (abroad), Dover (illness), Ford (work commitment).

1. **DISCLOSURE OF INTERESTS**

Cllrs Edwards, Piper, Round Non-Pecuniary Interests on agenda items 12, 13 and 14.

1. **DISPENSATIONS**

All Cllrs have dispensations on budget discussions.

1. **QUESTIONS BY THE PUBLIC**

None.

1. **REPRESENTATIONS BY EXTERNAL BODIES**

Cllr Harmer stated that there are currently over 900 children in care in Surrey, due to the shortage of foster carers 400 of these children have had to be placed in care outside of the county; this brings disruption to the children as they have to leave familiar schools, communities etc. Surrey County Council are to launch a campaign to attract foster carers to help alleviate this problem. Cllr Harmer asked for any suggestions for how to publicise the campaign.

Cllr Piper suggested that this could be bought up at next week’s Annual Town Meeting.

Cllr Odell suggested that a stall could be placed at the Haslemere Charter Fair (which attracts thousands of residents).

Cllr Arrick suggested that current foster carers might speak to interested parties to explain exactly what was required.

1. **MINUTES OF THE LAST MEETING**

**RESOLVED**: – That the minutes of the meeting held 18th January 2018 and any recommendations therein be adopted.

1. **COMMUNICATION FROM TOWN MAYOR**

Cllr Carter directed Members to his previously circulated report.

Meeting with Link - Cllr Carter has met with Link regarding the shortage of ATM’s within the town (there will be only one ATM in the town centre after the closure of Natwest). Link will investigate viable options for the Town.

Permitted Developments (Beacon Hill/Weyhill) – Cllr Carter met with Elizabeth Simms; there is a possibility that Article 4 directions can be made on certain commercial areas/premises, so that a change of use to residential will require planning permission. Cllr Carter is meeting with Jeremy Hunt on the 23rd March to discuss this further.

Youth Campus – it has been confirmed by Waverley Borough Council that the Guides and St John’s Ambulance will moved to the newly refurbished High Lane Community Centre. The Air Cadets will move to Woolmer Hill School. Currently the Scouts will remain at the Youth Campus although Cllr Hall clarified that talks were ongoing.

1. **TOWN CLERK’S REPORT**

The Town Clerk directed members to ‘A Brief Guide to Etiquette’ document and highlighted that apologies for meetings must be received in good time.

The Town Clerk will schedule in sessions on Declaration of Interests and how these apply to Members.

The Shottermill Great War Memorial Trust have awarded us the full £1700 to repair the War Memorial at Shottermill.

The Grants Committee have awarded ‘A Place to be’ youth group £1000, Michael Lockwood would like to pass on his thanks to the Council.

1. **FINANCIAL MATTERS**

**RESOLVED:** That the schedule of payments as detailed in the Cashbook printouts for months 10 & 11 and any variances in the Council’s accounts are approved.

1. **END OF YEAR FINANCIAL ACTIONS**

The Clerk to adopt the auditor’s recommendations by the end of the financial year. To be put on the agenda for the next F&A Meeting.

**RESOLVED**: The Town Clerk is authorised to take the following actions at the financial year end:

1. Move any underspend in computer costs code to EMR for hardware replacement in next financial year. Projected to be around £700.
2. Move any underspend in asset maintenance code to EMR for replacement flagpole / work to public toilets. Projected to be around £1000.
3. Move any underspend in Town Hall contents and furnishing code to EMR for Town Hall projects in next financial year. Projected to be around £700.
4. Move any underspend in Community Fund code to EMR for community projects in next financial year. Projected to be around £5000.

Council noted that there was significant underspend in Christmas events, £2615 remains.

1. **MINUTES OF COMMITTEE MEETINGS**

**RESOLVED:** That the minutes of the below meetings and any recommendations therein, not already made under delegated authority, be adopted.

* Planning & Highways Committee 1st Feb, 1st March 2018
* Amenities Committee 8th Feb 2018
* Staffing 5th March 2018
* Grants Committee 8th March 2018

1. **OFF STREET PARKING REVIEW**

Cllr Carter directed members to the previously circulated report on parking. It is recommended that a Working Party (consisting of Cllr Carter, Dear, Round, Piper, Odell and Town Clerk) is formed to negotiate parking charges with Waverley Borough Council on the principles set out in that document.

Cllr Barton asked on what factual basis that policy had beend derived and stated that further investigation was needed, and that a more holistic approach is required. She asked to be included in the Working Party.

Cllr Carter stated that the evidence was anecdotal and Cllr Piper noted that if a Working Party was set up more research would need to be done.

Cllr Hall confirmed that Waverley Borough Council will not be increasing car park charges this financial year and that any suggestions from HTC would need to be assessed properly.

Cllr Odell suggested that the document was a good sarting point, this was echoed by Cllr Edwards. Whilst Cllr Edwards agreed with Cllr Barton that more work was required he felt that this was an appropriate document at this moment in time.

**RESOLVED**: That a working party consisting of Cllrs Barton, Carter, Dear, Round, Odell and Piper with Town Clerk is formed to negotiate with Waverley Borough Council (WBC) regarding parking charges in the Town. The guiding principle for each car park to be as set out in the document at Appendix 4 to the Agenda.

1. **GROUNDS MAINTENANCE – WBC OWNED LAND**

In 2019 WBC will be renewing its contracts for all areas of its grounds maintenance responsibility. HTC will need to agree what, if anything, it will take from WBC from 2019 financial year. WBC has indicated that it may not provide ongoing funding for work taken over by Town and Parish Councils.

**RESOLVED:** That the Amenities committee is instructed to engage with WBC in relation to maintenance of WBC land within Haslemere and bring a comprehensive recommendation to July council.

1. **WEY HILL CAR PARK REDEVELOPMENT – LAND SWAP**

The issues of development and charging is addressed in the previously circulated letter from Richard Homewood from WBC. WBC proposes the following as an initially step towards future development:

* De-register the Weyhill Fairground car park as Common Land
* Carry out basic improvement work to the car park
* Regulate the parking by introducing charging

Cllr Carter confirmed the following agreed statement from WBC: “WBC has no plans for further development on the site at present; if there were to be such a prospect, it would not be likely for at least 6 years and further site investigation would be important. This is not required for the use as a car park, noting that the new surface would probably have a 3-year lifespan, and so the cost of such investigations is not justified at this time. Any future development could be discussed in the context of the wider ‘place’ discussions in Haslemere. There was some discussion about the status of the Sun Brow and Town Meadow sites and WBC will communicate to HTC its understanding of the latter. WBC will also provide further information on the next stages and consultation entailed in the common land application.”. He confirmed that the town Council had requested that shop workers shoud be able to continue to park for free all day and shoppers for a set amount of time.

There was some discussion over whether a proportion of the surplus made from charging woud be kept aside to research the viability of future development of the site. Cllr Hall confirmed that WBC have no future plans for the land at present and also no plans for research at this stage.

Cllr Barton urged the Council not to de-register the land, as there may be future implications that will affect the future of the town. She asked whether the land had to be de-registered in order for proposal to go ahead? If not then she suggested that the Councl should object to it. She was concerned that the car park would become a ‘cash cow’ that WBC would not relinquish once it was de-registered.

Cllr Barton proposed that a formal decision was postponed until futher investigation has been done on the issue of de-registration and gfuture community use of the site.

Cllr Odell made a second proposal to support the improvements to the Wey Hill car park and charging for parking and de-regulation (if it has to happen) so long as this does not jepordise the future development of the site. She noted that the Town Council would need to hold WBC to account.

Cllr Barton’s proposal was voted on and not carried.

**RESOLVED**: that Council supports the improvements to the Wey Hill car park and charging for parking and de-regulation (if it has to happen) so long as this does not jepordise the future development of the site.

There was some discussion over issue of the proposed land swap but no decision was made.

1. **CLAMMER HILL NOTICEBOARD**

**RESOLVED**: Council agreed the quote from JE Homewood at £615 plus VAT to be paid from the 2017-18 Clammer Hill allotment budget.

1. **GDPR**

The Town Clerk reported that the new website and e-mail system will be implemented in April. A policy on data usage and data protection will be sent out to ensure we are compliant with the new data protection policies.

The Town Clerk recommended that Council appoints a Data Protection Officer for one year. The appointment of a DPO is mandatory for:

* Public authorities;
* Organisations involved in high-risk processing; and
* Organisations processing special categories of data.

A DPO must:

* Inform and advise the organisation of its obligations.
* Monitor compliance, including awareness raising, staff training and audits.
* Cooperate with data protection authorities and act as a contact point.

**RESOLVED**: The Town Clerk is instructed to engage Satswana to provide Silver level DPO assistance at £500 + VAT for one year from the Community fund. This is to be reviewed in March 2019.

1. **WORKING PARTY UPDATES**

Public Toilets – The lease on the toilets is nearly finalised and will be signed imminently. The current working party have been considering the creation of a new company to run the toilets but are not yet in a position to make a recommendation to Council.

**RESOLVED**: That a working party consisting of Cllrs Abeysundara Carter, Odell, Piper and Round and Town Clerk is established to consider the issue further and make recommendations to Council. The working party may co-opt or use the services of such professionals as it sees fit in order to come up with the best solution. They may use the £500 Legal and Professional fees budget towards this as necessary.

1. **REPORTS FROM TWIN HATTED MEMBERS**

Cllr Edwards stated that WBC has a new Agenda now that the new CEO and Leader are on board, there will be place shaping events with local businesses and and award ceremony later in the year.

The Council congratulated Cllr Hall on his new role as Deputy Leader at Waverley Borough Council.

Cllr Barton was congratulated on a very good, interesting and positive report on the ‘Community Rail Partnership’ project.

Cllr Hewett stated that Twinning has had a very good year and extend their thanked the Council for the grant of £500.

Meeting finished 8.45pm

Signed……………………………………..

Chairman of Meeting

Date………………………………………..