

Farnham Board Minutes

Date & Time:	18 Sep 2020, 10:00-11:30
Venue:	Video Conferencing - Zoom
Chair:	Cllr Tim Oliver
In attendance:	Cllr Wyatt Ramsdale, Cllr Stephen Spence, Cllr Andy MacLeod, Cllr John Ward, Cllr Paul Follows, Cllr John Neale, Rt Hon Jeremy Hunt MP, Cllr Matt Furniss, Tom Horwood, Zac Ellwood, Chris Tunstall, Paula Gough, Iain Lynch, Ben Funning, Jonathan Foster-Clark, Tamara Stone (Sec)
Observers	Hannah Wyatt, Fiona Cameron, Peter Burch, Richard Nelson
Apologies	Cllr Colin Kemp

Item	
1	<p>Instructions for Non-Board Members attending</p> <p>As this was the first Farnham Board meeting to be held in Public, the Chair confirmed that:</p> <ul style="list-style-type: none"> The dates of the meeting were advertised on the Surrey County Council Public Site: Farnham Board Public site The meeting would be webcast live and could be viewed on Waverley Borough Council's YouTube page. Anyone wishing to ask a question must have submitted their question in writing (to Farnham.boardmeetings@surreycc.gov.uk) by 5pm on the Friday prior to the scheduled meeting (4 clear working days in advance of the meeting). For the Board meeting, only questions relating to the agenda would be accepted. A response would be provided to the Board and the questioner by the Board meeting date and all questions, with responses, would get published with the meeting minutes. For more open questions and public discussion, the Local Liaison Forum would be held more regularly. Members of the Public should go to the Farnham Town Council Pages for more details.
2	<p>Welcome and Introductions</p> <p>The Board noted Cllr Kemps apologies for this meeting.</p> <p>Jonathan Foster-Clark was welcomed by the Board. Jonathan worked for Atkins and had been contracted by SCC as the lead consultant for the Farnham Programme. In addition, it was confirmed that Ben Funning had been recruited as the Major Projects Comms lead and would be the SCC Comms lead for this project.</p>

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	<p>It was also noted that Tamara Stone would be standing down as Sec for this Board end of October. Post meeting note: It had been agreed that Flora Holmes, Policy advisor at SCC would take on the Secretariat role; an email confirming her contact details would be sent.</p> <p>The Chair reflected that the Farnham Board and Programme team had made genuine progress and the Programme team and Board members were working well to resolve issues. This was displayed recently when a solution was agreed to address unsightly barriers in the town, where a compromise had been found to replace the cones and improve visuals whilst still maintaining health and safety responsibilities.</p> <p>The Chair reiterated that we had good public support but, to ensure this remained, more public engagement opportunities must be planned.</p> <p>Finally, the Chair thanked the Farnham Herald for continuing to provide good coverage regarding the Programmes' work and helping provide not only important updates to residents but also assisting with providing resident feedback which was most helpful to the Board.</p>
3	<p>Minutes of the Meeting from the Last Board (17 Jul 20) and Matters Arising</p> <p>No issues had been raised regarding the minutes from the last meeting, as such they were ratified as a true and accurate record.</p> <p>All matters from the last meeting had been actioned.</p>
4	<p>Questions and Queries</p> <p>No questions had been submitted by the Public.</p> <p>ACTION. It was requested that SCC Comms lead works with his colleagues in WBC and FTC to review how this meeting was signposted to the Public and review if we could be more effective.</p>
5	<p>Vision</p> <p>Chris Tunstall requested members to note that revisions had been made to the version of the Vision document presented to the last Board Meeting but that this was about the readability of the document and that it did not change the Vision, Projects and Themes that had previously been agreed.</p> <p>Going forward the more important piece would be the Vision Brochure, which was an extrapolation of the vision document, as approved, and now had been made into a Public facing brochure. It was now intended to send this out to the Public with a questionnaire. The questionnaire would help the Board understand the Public views on the Farnham Projects. The brochure and questionnaire were still being finalised with Partners to ensure all parties were content prior to consultation. Consultation would commence within the next week for a 6-week period to ensure opinions were captured and momentum continued. The results would be reported to the next Board meeting in November.</p> <p>Jeremy Hunt MP requested an important additional word be added to the Vision to reflect residents desire to ensure that solutions for Farnham were effective but also attractive. As a result, it was requested to add the word 'attractive' to the Vision statement as follows:</p> <p>Deliver an <i>attractive</i> well-integrated future-focused and high-quality infrastructure solution for Farnham that enable a connected and vibrant town, where people choose to love, work, study and spend their leisure time in sustainable ways. AGREED by Board.</p>

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	<p>Although there was a concern that the issues in Farnham had been consulted many times, it was felt that a new consultation was still needed to ensure Residents were afforded the opportunity to have their say and play their part in the process.</p> <p>Cllr Neale commented that as part of the engagement work the Local Liaison Forum (LLF) team would like to send out a leaflet in order to remind residents about the LLF and update the plan going forward. This was awaiting project team approval. ACTION: Chris was requested to review request.</p> <p>The Farnham programme schematic of the Farnham castle and church was discussed. Approval of this would ensure a consistent brand/look and feel towards the programme's outputs. Board Members to feed any comments back to the Programme Office.</p> <p>The 5 recommendations submitted to Board were approved as follows:</p> <ul style="list-style-type: none"> • Note the revised Vision document • Agree the Brochure as the Consultation Document • Agree Outline Questionnaire • Note timescale for consultation • Agree the style and layout of the Front Sheet
6	<p>Stakeholder Strategy and Communications Plan</p> <p>Paula discussed the two documents that came to the last meeting, which had been agreed and would be used internally. As requested, a one-page Communications plan had been produced as a public facing document</p> <p>A question was raised regarding the Communications strategy and what may or may not change, due to COVID-19, on how we interact with the Public. Several Face to Face formal consultations were programmed (annex to strategy), however, Paula commented that although they hope to do some of these in person, for now the government guidance is to focus on less person to person means. The programme team would plan activities with inclusivity in mind and would endeavour to keep formats, venues, activities varied to ensure a broad audience.</p> <p>There was some challenge regarding the Comms on a page as there was a view that they may need to be more tangible and specific. That said, the Chair confirmed this one-page plan was designed to be a framework and the team (Ben Funning lead) would release more tangible and specific details via the LLF and as part of the public engagement activities.</p> <p>Board agreed the one-page Comms sheet to be used going forward with the Public.</p>
7	<p>Progress Update</p> <p>Consultations with adjacent projects (Brightwell's) continue – a detailed proposal had been submitted to Brightwell's regarding issues. The principles with Brightwell's needed to be right, mainly the setting at Brightwell's and connectivity. So far there had been a positive response and relationships were working positively. The Programme team hoped to update the board further at the next Board.</p> <p>Local Cycling Walking Improvement Plan commission (LCWIP). There had been a few LCWIPs being done around Surrey, and one for Farnham would be prudent. This would be another piece of work with Atkins.</p> <p>Air Quality Funding Note. There was an Air Quality Funding note that could release funding (£5K-£10K) for the scheme which was being considered by the team together with</p>

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	<p>WBC. Chris cautioned the Board that although lines of additional funding should be considered, the level of effort required would need to be weighed up by potential benefits gained.</p> <p>Work commissioned to Atkins. Two Commissions had been made with Atkins; Project 1 (Quick wins) and Project 2 (Optimised Infrastructure Plan (OIP) Commission). Scope for both had been agreed and works had begun, with the latter looking to report at the beginning of 2021.</p> <p>Quick Wins – HGV Study (Project 1-Atkins). The team was working hard to achieve some ‘quick wins’. The issue with the HGV was fully appreciated and acknowledged by the Programme team. Atkins had begun work on evidencing the issues and possible solutions and as part of that were completing the following work strands:</p> <ul style="list-style-type: none"> ○ i-Transport data (2017), ○ Farnham ANPR surveys (ongoing) ○ Analysis of HGV trips: flows, origins/destinations, routing through town ○ Understand problems and root causes of the problems ○ Recommendations: options to tackle the problems ○ Work commencing mid-September ○ Reporting end-October <p>The analysis that continued would also involve considering Sat Navs and considering potential ‘new problem areas’ when traffic was inevitably diverted from the town. By the November Board it was expected to have some recommendations to be considered.</p> <p>Programme/Timeline. A programme showing the timeline of high-level activities had been produced and provided to the Board as an annex to the programme update.</p> <p>Electric Buses. A question was raised regarding the electric bus scheme and Chris would provide feedback when an answer was known.</p> <p>Update – We are still waiting for an announcement. There had been no further updates from government since the bid was submitted.</p> <p>Optimised Infrastructure Plan (OIP). Jeremy Hunt MP applauded the work on this as it was the first time something of this kind had been provided for Farnham, giving residents a long-term plan. That said, he was keen to understand when it would be planned to share the findings with the public and whether the traffic modelling would be ready in time to inform it. Chris responded that Stakeholder views continued to be sought and it was planned to come back to the board (circa Jan 2021) prior to going out for more formal consultation with the Public. The current programme plan expected public discussion regarding the OPI to be planned circa Feb 2021. Regarding the modelling, it was confirmed that it had progressed, but COVID had likely skewed the figures. It was hoped that the analysis would also help to inform OIP proposals. ACTION. Jonathan Foster-Clark would provide an update at the next meeting.</p> <p>Active Travel Bid. A bid for tranche 2 had been submitted and the results had been expected but it had been delayed until the end of September.</p>
8	<p>Local Liaison Forum (LLF) Update. Cllr MacLeod gave an overview of the LLF launch event on the 4 Aug 20. Overall it was briefed as being a very positive launch, well organised, great atmosphere highlighting the good partnership between SCC, FBC, WTC and the programme team.</p> <p>Going forward the LLF needed to guard against losing momentum, and the forum would now set up further meetings.</p>

	Item
	The Chair congratulated the positive launch.
9	AOB No additional items had been raised. Next meeting date: Friday 20 th November 10:10am-11:30am

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