

## PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Petersfield Town Council held at the Town Hall, Petersfield on 7 April 2008.

**PRESENT:** Mr P Molloy (Town Mayor), Mr P Aiston, Mr R Ayer, Mrs H Ayer, Mr V Clarke, Mr K Hick, Ms M Vincent, Mr C Shore, Mr G Watkinson

**Also in attendance:** Mr N Hitch (Town Clerk), Mrs S McMorran (Deputy Town Clerk), Mr M Cartwright (HCC Councillor) Petersfield Post, Petersfield Herald and 6 members of the public.

### **C 0722      TOWN MAYOR'S REMARKS**

The Town Mayor welcomed Bill Pierce and 4 young people from the Kings Arms to the meeting.

He went on to wish Susan Watts, RFO, a long and happy retirement and thanked her for all her work during her time with the Town Council.

The Town Mayor also advised that John West was still in hospital after 10 weeks. Everyone wished John well and hoped he would be home soon.

Finally the Town Mayor reminded those present that he was undertaking an abseil on behalf of one of his charities (The Rowans Hospice) on 19 April and he would be grateful for sponsorship for this event.

### **C 0723      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Messrs Jenner, Wisdom and West.

### **C 0724      DECLARATIONS OF INTEREST**

No interests were declared.

### **C 0725      APPROVAL OF MINUTES**

**RESOLVED:** that the minutes of the meeting of the Petersfield Town Council held on 3 March 2008 be approved.

### **C 0726      PLANNING COMMITTEE REPORT**

**RESOLVED:** that the minutes of the Planning Committee meetings held on 11 and 25 March 2008 be received.

It was then

**RESOLVED** that the meeting be adjourned for 15 minutes in order for Councillors to discuss topics (which do not appear on the agenda) with members of the public.

Mr John Crowhurst stated that he had asked questions regarding the Heath 3 months ago but had not received a response from the Town Council. He repeated two parts of the question – Does renting the Pond for kayaking to South Downs College comply with the objective of the Heath Charity and should the Heath Charity be run separately from other Town Council business with the Charity Commission being asked for advice on the matter.

The Town Clerk advised that he was still awaiting a response from the Charity Commission regarding Mr Crowhurst's latter point and that Mr Crowhurst had been advised of this fact. Mr Crowhurst was advised that the accounts for the Heath Charity were separate from the Town Council's accounts. Mr Crowhurst thought more detail was required in view of the income now generated. The Chairman advised Mr Crowhurst that the issue of kayaking on the Pond would be brought back to committee for decision.

**C 0727**            **COUNTY COUNCILLOR'S REPORT**

Mr Cartwright advised that he had nothing further to report after the Town Meeting but he had some points from Cllr Payne for information. The number 67 bus was now operating under its original timetable with four journeys a day restored. Following last weeks full council meeting HCC had requested a stay of execution on Hampshire's Post Offices until discussions can take place with the MD of Post Offices Ltd. The hopeful outcome of this meeting will be to assess the feasibility of the County Council's input and support for the 'at risk' post offices. Mr Cartwright advised that the relevant post offices would be advised of the situation by the County Council.

**C 0728**            **DISTRICT COUNCILLORS REPORT**

Mr Ayer gave a report, a copy of which is attached to these minutes for information at Appendix A.

**C 0729**            **COMMITTEE REPORTS**

**RESOLVED:**

**(a)**            **Grounds Committee**

**that the minutes of the meeting held 13 March 2008 be received.**

Discussion took place regarding the required repairs to the Love Lane Pavilion which were budget items for the current financial year.

(b) Public Halls Committee

that the minutes of the meeting held 17 March 2008 be received.

(c) Finance and General Purposes Committee

that the minutes of the Finance and General Purposes Committee held on 20 March 2008 be received.

Discussion took place on the formulae for rent and other price reviews for the Town Council.

G 0687 A. Easter Fair Agreement with Burnett's Fun Fairs

**RESOLVED**

that the daily operational rate for the Easter Fair be increased by 10% in 2009 with further increases each year at RPI based on the February RPI rate with set up and de-rig days remaining at the same rate with all other conditions in the agreement remaining the same.

B. Petersfield and District Angling Club

**RESOLVED**

that the Heath Pond Working Group be reminded that it is not a decision making body rather it is required by standing orders to bring recommendations to Grounds committee for consideration and then on to the trustees of the Heath (Full Council) for subsequent decision.

G 0689

GROUNDS MAINTENANCE CONTRACT

**RESOLVED** that the proposal provided by the Institute of Groundsmanship be accepted and that the existing grounds maintenance contract be extended to 31 December 2009 with the new contract commencing on 1 January 2010.

PH 0698      CAPITAL BEST VALUE IMPROVEMENT  
PLAN

**RESOLVED** that the replacement of the Town/Festival Hall roof be added to the Capital Best Value Improvement Plan with the category set at essential and the resource set at £100,000.

(d)      Annual Town Meeting

that the minutes of the Annual Town Meeting held 31 March 2008 be received.

Mr Ayer informed those present that Cllr. Payne had not attended the EHDC Cabinet meeting when Car Parking had been discussed (this had been confirmed by Cllr. Payne). He also advised that the 'other' councillors mentioned by Mr Crowhurst had not been aware of the meeting.

C 0730      TOWN CLERK'S REPORT

Members received the Town Clerk's report a copy of which is attached at Appendix B to these minutes. The Town Clerk was asked to include details of Community Forum meetings in his future reports.

C 0731      REPRESENTATION ON OUTSIDE BODIES

Mr Ayer      -      Rotherlands Conservation Group

Mr Ayer hoped all present had received a copy of the latest newsletter. He also advised that the group had received a grant in the sum of £200 to cover the cost of printing the intended nature reserve booklet. A further section of path alongside Tilmore Brook had been resurfaced with 8 tonnes of gravel. Stabilisation of the bank of the Brook had also been carried out. Finally Mr Ayer advised that he was supporting the Group in their efforts to obtain long-term assistance for the volunteers.

Ms Vincent      -      Petersfield in Bloom

Ms Vincent reminded those present that the AGM was to take place on 22 April at the Physic Garden.

Mr Molloy      -      Petersfield Town Football Club

Mr Molloy reminded those present of the Chelsea Old Boys game on 20 April 2008.

C 0732 SCHEDULE OF PAYMENTS MADE IN MARCH 2008

Following questions to officers on some payments it was

**RESOLVED:** that the Schedule of Payments made in March 2008 be received and approved, copy attached to these minutes at Appendix C for information.

C 0733 'MAKING BETTER USE OF THE MARKET SQUARE, PETERSFIELD' REPORT FROM EHDC COMMUNITY FORUM

Members received a report which had been considered by EHDC Community Forum at their April Meeting.

Mrs Ayer reported that she had been disappointed at the outcome of the debate at the meeting. The recommendations were not clear in the report. It was the intention that EHDC officers seek permission to look at options and report back but this was not made clear. Concern was raised that the Town Council was not included in the possible organisations who may be interested in The Square. The existing markets were not part of the report and it was unlikely that the District Council would relinquish control of the market days. The Town Clerk confirmed that Town Council officers would welcome the challenge of running the Market and the Square but advised that additional resources may be needed. It was felt that a business plan should be prepared by the Town Council and submitted to EHDC regarding the Market Square.

Following further consideration and discussion it was

**RESOLVED** that a sub-committee of Cllrs Hick, Shore, Molloy and the Town Clerk be formed to discuss a business plan for the Market Square to be considered at the May meeting of Council.

Mr Clarke joined the meeting at 8 pm

C 0734 SCHEDULE AND VALUATION OF BUILDINGS AND CONTENTS FOR INSURANCE PURPOSES.

Members received and noted the schedule and valuation of buildings and contents from Jacobs and Hunt. The Town Clerk advised that the Town Council's insurers had been advised of the new valuations.

C 0735 CHRISTMAS LIGHTS

Members received, noted and approved the proposals for the 2008 Christmas Lights display in Petersfield from Petersfield Marketing Limited.

**C 0736**      **DOG FOULING**

Members received and noted information from the Environmental Protection Officer at EHDC that, although some PCSOs have been authorised to issue fixed penalty tickets under the Dogs (Fouling of Land) Act 1996 the EHDC officers were responsible for enforcing the act.

**C 0737**      **ANTI-SOCIAL BEHAVIOUR WORKING PARTY**

The notes of the meeting held on 10 March 2008 were received and noted.

In view of the confidential nature of the next item it was

**RESOLVED** to evoke standing order 36 m and exclude the public and press

**C 0738**      **Caretakers, Sheet Village Hall and Avenue Pavilion**

**RESOLVED** that both Mr Greinke (Sheet Village Hall Caretaker) and Mr Hatt (Avenue Pavilion Caretaker) be paid the additional hours worked when covering for annual leave.

**RESOLVED** that there be an uplift in hours paid to Mr Greinke by 3.5 hours bringing his weekly hours to 18.5 .

**Questions from Staff regarding Policies and Procedures**

**RESOLVED** that the points raised in the paper dated 14 January 2008 from the staff be resolved by mutual agreement as far as is possible by September 2008 at the latest.

**HR Consultants**

**RESOLVED** that a contract be placed with Abacus HR Consultants subject to the approval of the Staff Panel

**Green Book**

**RESOLVED** that Petersfield Town Council take the yearly subscription for the National Agreement on Pay and Conditions for Local Government Services.

**Job Evaluation**

**RECOMMENDED** that a job evaluation review be carried out by South East Employers subject to budgetary implications.

**Job Vacancy**

**RECOMMENDED** that

- The Town Clerk and Chairman draw up a job description for the Finance Officer post
- The Person Specification be drawn up as discussed
- The job description and person specification be sent to South East Employers to establish precise salary scale but if necessary the salary scale to be advertised as subject to evaluation
- Advertising to take place in the Petersfield Post, The News, Petersfield Herald and HALC web site for 2 weeks, budget permitting.

There being no further business the meeting closed at 8.27 pm

## Notes for Town Council 7 Apr 2007

### District TDS

The Development Policy Panel (at its meeting on 27<sup>th</sup> March) received a presentation from the Alton Town Design Statement team and agreed the Design Guidelines in the TDS, which will now undergo public consultation for a period of 6-weeks. The intention is to adopt the Design Guidelines as non-statutory planning guidance. It is not possible to adopt the Design Guidelines as a Supplementary Planning Document under the new planning system at this time.

The Planning Policy Team met with the Petersfield TDS Team on 1<sup>st</sup> April. The meeting was well received and other meetings will follow.

### Planning

From today the new national planning application form, the list of information needed to make a planning application valid, along with an increase in national planning fees all take effect. This is a significant change in process and is likely to cause significant confusion and may make nearly all planning applications that are received from today invalid.

This is going to be a testing time for both the Planning Authority and applicants and will put massive pressure the administration systems of every other planning authority in the country. It will certainly result in unavoidable delays in the initial registration of planning applications whilst we all learn and become familiar with the new system.

The law now gives Planning Authorities no discretion over either planning application fees or the forms that must be completed to submit a planning application. It is also accompanied by a legal requirement to submit much more information with planning applications. It will also be much harder to submit a planning application in paper form as the Government wants more applications to be submitted electronically.

Some of our decisions on the validity of a planning application may be seen as harsh by applicants but there is no discretion about what now comprises a valid planning application. If you are therefore, approached by applicants who are confused or distressed about the new requirements please refer them directly back to EHDC. The involvement of third parties, no matter how well intended, will not help but may create further problems and delays.

## CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

### General Reading and Information

The following publications have been received and are available for members to read:

- ✦ Hampshire Stakeholder Update, February 2008
- ✦ Action News Update, March 2008 from Community Action Hampshire
- ✦ Clerks and Councils Direct, March 2008
- ✦ Trustee Voices from the Governance Hub
- ✦ Town & Parish Standard newsletter from the Standards Board for England
- ✦ Fieldwork Magazine for March 2008 from Campaign to Protect Rural England
- ✦ Sheet & Tilmore Allotment Association Newsletter No 177 Spring 2008
- ✦ Highways Agency leaflet – Helping you with your journeys March to May 2008
- ✦ Fields in Trust Newsletter Spring Issue 2008
- ✦ Campaign to Protect Rural England Newsletter Spring/Summer 2008
- ✦ Action News Update – newsletter from Community Action Hampshire
- ✦ Hampshire Now magazine – spring edition from Hampshire County Council
- ✦ Antrobus Chartered Accountants and Business Centre Newsletter March 2008

### Other Information

- 1 Letters of thanks have been received from Petersfield Music Festival, Rotherlands Conservation Group, Petersfield Twinning Association and Artscape for the grants awarded to them in the recent round of grant applications.
- 2 Confirmation of the restoration of the timetable for bus service 67 to and from Winchester has been received from Hampshire County Council. The timetable will be effective from 31<sup>st</sup> March 2008.
- 3 Notification has been received from the Hampshire Association of Local Councils that guidance on the revised Quality Council Scheme will be issued shortly. Once this information is published, bearing in mind that we will need to seek reaccreditation this year, our due date and an information pack plus application form along with any other information will be issued.
- 4 The Arthur Rank Centre is a partner with the Government Disposal Services Agency in making high quality, fully-refurbished, ex-government computer equipment available at very competitive prices to anybody working in, with or for rural communities. The price includes VAT, warranty and software - and delivery is free! The ARC asks for a donation of £30 per sale to support this not-for-profit scheme. For information about the types of computer available, their features and cost, as well as details of how you can pay, is available at [www.arthurrankcentre.org.uk/projects/computers\\_for\\_rural\\_people/index.html](http://www.arthurrankcentre.org.uk/projects/computers_for_rural_people/index.html)

- 5 Hampshire Association of Local Councils have a few places left for the Planning seminar in Basingstoke on 9<sup>th</sup> April and are arranging a Councillors Conference at the Chilworth Manor Hotel on 19<sup>th</sup> June. Anyone wishing to attend either event, please let me know at the earliest opportunity.
- 6 Planning Permission has now been submitted to East Hants District Council for the proposed new skatepark in Love Lane
- 7 I have received a reply from Rt. Hon. Michael Mates, MP to my letter concerning the closure of Clare Gardens Post Office. He outlines what he has done to try to save the Office from closure, but sadly without success. Postwatch, who undertake the appeals process did initiate a review of the closure decision but this did not proceed beyond Stage 1.
- 8 Animal Aid have sent a letter and information document on the creation of a Compassionate Charter. Their aim is to improve the way animals are treated and to discourage the use of materials derived from cruel practices, such as veal, foie gras, fur and certain cleaning materials. A questionnaire is enclosed that I will complete by the end of April. Any member wishing to see the material is welcome to inspect it.
- 9 Judy Hickman, the Hampshire Association of Local Councils communications officer, will be retiring on 13th June. If anyone wishes to add a personal contribution to the retirement collection pot, please send your donations, payable to Steven Lugg by Monday 2nd June.

Neil Hitch  
Town Clerk  
31st March 2008

**Petersfield Town Council**  
Schedule of Payments for March 2008

*Appendix C*

Purchase Number	Supplier	Description	Net	VAT	Gross
P 802018	Siemens	Equipment rental of Photocopier	564.00	98.70	662.70
P 802026	Farnham Castle Newspapers	Display Advert - Herald	10.35	1.81	12.16
P 802027	Ampella	Supply & install water heater & spout - Suite 1, FH	335.00	58.63	393.63
P 802038	C Kates & Son	Removed faulty taps gents wc & fitted new, fitted new fitting, gents urinal	159.80	27.97	187.77
P 802040	Andrews Newby Partnership	FH roof for maintenance purposes, design brief, drawings & specifications, schedule of works & liaison with building control, EHDC	563.70	98.65	662.35
P 802042	Signway Supplies	Signage - supply & installation	1434.50	251.04	1685.54
P 802052	Rotherlands Conservation Group	Grant Aid	800.00	0.00	800.00
P 802058	Community Action Hampshire	NH, Seminar, hampshire Trustees Forum	7.50	0.00	7.50
P 802059	Bo-Wood Preservation Ltd	Final payment for damp proofing works - AP	8588.34	1502.95	10091.29
P 802059	Bo-Wood Preservation Ltd	Balance for work at the Avenue Pavilion	985.00	172.00	1157.37
P 802060	Earth Anchors	Bronze plaque for Ken & Elsa Bulmer, bench at Heath	121.20	21.21	142.41
P 802063	Ashwood Decorating Services	Internal decoration - AP, also paint new door & frame	2459.00	0.00	2459.00
P 802064	Meon Cleaning Services	Unblock toilet drain at AP, removed lump of plaster	50.00	8.75	58.75
P 802065	Modus Flooring Services	Supply & fit flooring at FH	6175.00	1080.63	7255.63
P 802066	Hampshire County Council	Maintenance contract for street lighting, Dragon Street	78.12	13.67	91.79
P 802067	JMA Electrical	Install 4 emergency lights on stage, upgrading 10 uplighters in FH	2124.15	371.73	2495.88
P 802068	Mackinnon Electrical Services	Electrical work at FH back offices, air conditioning unit	2316.18	405.33	2721.51
P 802069	Auditoria Services Ltd	Service telescopic seating units, FH	620.00	108.50	728.50
P 802070	Waldrons Cleaning Services	Cleaning of windows, FH, AP, SVH	350.00	61.25	411.25
P 802071	Ampella	Disconnect & connect gas cooker - FH kitchen	55.32	9.68	65.00
P 802072	Bi-Fold Rolfe Ltd	Repair of roller shutter, Heath toilets (vandalism)	446.00	78.05	524.05
P 802075	SLCC	Annual Membership for Deputy Town Clerk	190.00	0.00	190.00
P 802076	Southern Water	Water bill for public convenience, The Heath	265.51	0.00	265.51
P 802077	Voice Grounds Care	Work to Avenue hedge by Petanque & shrub border	240.00	42.00	282.00
P 802078	Voice Grounds Care	Extra works to Heath pond clearance	400.00	70.00	470.00
P 802080	Southern Water	Water bill for Sheet Village Hall	51.11	0.00	51.11
P 802081	Early Education & Childcare unit	Return of deposit	250.00	0.00	250.00
P 802082	Bryan Frost (Rowans Hospice)	Return of deposit	250.00	0.00	250.00
P 802083	Gail Rowley	Return of deposit	150.00	0.00	150.00
P 802084	Miss H Bird	Refund on allotment plot - Tilmore allotments	13.23	0.00	13.23
P 803000	Paul Molloy	Balance of Mayor's Allowance	1265.61	0.00	1265.61
P 803001	PS Finance Advisers Ltd	Reimbursement for electrical work Suite 2	217.79	0.00	217.79
P 803002	Southern Electric	Supply of Electricity - Festival Hall	889.81	155.71	1045.52
P 803003	British Gas Business	Gas Bill for Festival hall	1276.23	223.34	1499.57
P 803004	Age Concern	Deposit return	250.00	0.00	250.00
P 803005	National Childbirth Trust	Deposit return	250.00	0.00	250.00
P 803006	Winton Players	Deposit return - £130.59 deducted for damages	119.41	0.00	119.41
P 803007	Southern Electric	Supply of Electricity - Sheet Village Hall	83.38	4.16	87.54
P 803008	Acorn Office Supplies	Stationery	99.70	17.44	117.14
P 803010	Meon Cleaning Services	Cleaning glass on 4 bus shelters	122.00	21.35	143.35
P 803011	Opal	Support agreement for telephone system	310.24	54.29	364.53
P 803012	Voice Grounds Care	Feb extras: Litter pick Avenue rec ground & Paddock Way	13.00	2.28	15.28
P 803013	R J Mulleady Plant Hire	Resurface & re-lay existing pathway - play area Paddock Way	2800.00	490.00	3290.00
P 803014	Voice Grounds Care	Feb extras: Litter pick & empty bins, Paddock Way, Mowing & strimming Paddock Way, Safety inspection Paddock Way & Sheet Common. Litter pick Sheet Rec, Path spraying Paddock Way.	102.37	17.91	120.28
P 803015	KSD Decorating Services Ltd	Internal decoration of SVH	7920.00	1386.00	9306.00
P 803016	Sevenside Recycling	Removal of paper Town Hall	10.00	1.75	11.75
P 803017	Voice Grounds Care	Feb maintenance - open spaces, litter, grounds	3555.30	622.18	4177.48
P 803018	Voice Grounds Care	Feb maintenance - Heath, litter & grounds	2297.56	402.07	2699.63
P 803019	Jacobs & Hunt	Inventory & Valuation of contents of FH,SVH,AP	1300.00	227.50	1527.50
P 803020	Eden Springs Ltd	Water for Town Hall offices	42.70	7.47	50.17
P 803021	Petaprint	Printing of PTC News	1595.00	0.00	1595.00
P 803022	M Way	Decorating RFO,MCO offices & piano store, stage side deck	2892.00	0.00	2892.00
P 803023	SAS Playgrounds Ltd	Sheet Rec, repair safety surface & install waste bin, move old bins. Paddock Way, install 2 bench seats in play area and waste bin. Love Lane Skatepark, repairs to ramp & replacement of missing parts. Bell Hill Rec, loose seat bolts on flat swings. Heath Play area, Penns Farm & Borough road rec, fix various equipment.	887.50	155.31	1042.81
P 803024	Ashwood Decorating Services	External decoration of AP	1454.00	0.00	1454.00

