

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield on 18 July 2013 at 6.30 pm.

PRESENT: Cllr P Marshall (Chairman), Cllr G Budden, Cllr V Clarke, Cllr J Deane, Cllr Mrs J Dickinson, Cllr Mrs L Farrow, Cllr Mrs S Harwood, Cllr C Mills, Cllr W Organ, Cllr A Tarver and Cllr Ms M Vincent.

Also in attendance: Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator), Cllr J West (HCC and EHDC), Mr K Reed (South Downs National Park Authority), Petersfield Herald, Petersfield Post and 1 member of the public.

C 0209 TOWN MAYOR'S REMARKS

Cllr James Deane was welcomed to the Petersfield Town Council by the Town Mayor.

The Town Mayor reported that he had carried out the following civic duties:

- Opening of the new section of the Millenium Path
- Attended the Annual General Meeting of Butser Home Start
- Attended the Petersfield Community Choir Concert at St Peter's
- Opening of Steep House Fête
- Opening of new shop, White & Rees, in Lavant Street

C 0210 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr G Watkinson.

C 0211 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensation.

C 0212 DECLARATIONS OF INTEREST

There were no declarations of disclosable pecuniary interest made.

C 0213 APPROVAL OF MINUTES

RESOLVED that the Minutes of the Petersfield Town Council meeting held on 20 June 2013 be approved and signed.

C 0214 PLANNING COMMITTEE REPORT

RESOLVED that the Minutes of the Planning Committee meeting held on 9 July 2013 be received.

C 0215 PUBLIC PARTICIPATION

No requests to speak had been received.

C 0216 COUNTY COUNCILLORS' REPORT

(a) Cllr West reported that he had met with Mr C Jenner, Hampshire Fire & Rescue Authority, about the concerns of the present telephone system in the event of a major emergency. It was necessary to have one line for major emergencies and one for giving details of lesser incidents. Rather than looking at adjacent counties for extra telephone assistance in emergencies, it was considered better to go to six fire authorities in the West Country and all would be installing the same telephone system.

(b) Cllr Clarke reported that, to date, 25,000 households had joined the new energy purchasing scheme "Save Energy" that is run on behalf of the County Council.

As a result of extra usage, the bus service No. 67 from Petersfield would be increased by two extra return journeys each Saturday. These extra two journeys would be commercial ones but the County Council would continue to subsidise the other Saturday and most of the weekday journeys.

The unemployment figures for each District Ward had recently been published and included separate details for those aged under 24.

(c) The Committee raised the following concerns to the County Councillor:

- The accident risk at the pinch point on the Causeway: Cllr West said that the accident incidents had greatly reduced as more people became aware of the pinch point and informal crossings had been put in place.
- Cobblestones had been displaced outside the Red Lion and the infill repair had been done with black tarmac by Hampshire County Council.

C 0217 DISTRICT COUNCILLORS' REPORT

Cllr West advised that it was important that a replacement for the local plan was in place to put before the Inspector in October 2013.

An Extraordinary Meeting of the Community Forum would be held on 31 July 2013 at Penns Place, followed by an East Hampshire County Council Meeting on 1 August to discuss the Joint Core Strategy housing numbers.

C 0218

COMMITTEE REPORTS

RESOLVED:

(a) Public Halls Committee

RESOLVED that the Minutes of the Public Halls Committee meeting held on 8 July 2013 be received, together with one appendix.

(b) Grounds Committee

RESOLVED that the Minutes of the Grounds Committee meeting held on 11 July 2013 be received.

(c) Finance and General Purposes Committee

RESOLVED that the Minutes of the Finance and General Purposes Committee meeting of 15 July 2013 be received, together with two appendices.

G 0187 Barbecues on The Heath

RESOLVED that barbecues on The Heath not be allowed unless specifically approved by the Council and that signage to advise the public be erected on The Heath toilets, outside the Wendy House and on the two notice boards near to Sussex Road and the car park.

RESOLVED that the cost of the signage would be borne by the Town Council.

G 0188 Proposed Covered Seating Area at The Plump Duck

It was confirmed that, if the Recommendation were accepted by the Town Council, this would not preclude any objection being raised, if necessary, on the planning application itself.

RESOLVED that the Finance & General Purposes Committee and the Town Council consider and approve the proposal to install a three-sided, covered seating area at The

Plump Duck on The Heath at the total expense of the proprietor.

G 0189 Heath Pond Association – Extended Term
(Minute C0206 August 2011 refers)

RESOLVED that the Town Council consider and approve that the amended Heath Pond Management Paper be accepted for five years, subject to a review after three years.

RESOLVED that the Town Council consider and approve an annual ticket pricing review each March (1st July being the start of the fishing season).

G 0193 Provision of a ‘Kick Wall’ at The Avenue Playing Field

RESOLVED that the young people using The Avenue Playing Fields for football should be canvassed for their views on the provision of a kick wall.

C 0219 TOWN CLERK’S REPORT

Members received the Town Clerk’s report, a copy of which is attached as Appendix A to these Minutes.

With reference to Item 3, the Town Clerk advised that the level crossings at Kingfernsden Lane and at School Lane, Sheet, were due for review because of the age of the crossing equipment. If the crossing at Sheet were to be closed, consideration would be given to installing a footbridge over the crossing, with a turning area on the road for cars. It would be helpful to obtain the views of local residents in these Wards.

It was agreed that the Town Councillors for the relevant Wards for the Kingfernsden Lane and School Lane, Sheet, level crossings would obtain the views of the local residents on the review of the crossings and report back to the Town Council.

C 0220 MEMBERSHIP OF PETERSFIELD TOWN COUNCIL COMMITTEES

- (a) Public Halls: There were no changes to the Public Halls Committee
- (b) Grounds: Cllr Ms M Vincent would step down from the Grounds Committee and Cllr J Deane would take her place.

C 0221

REPRESENTATION ON OUTSIDE BODIES

(Minute C 0016 May 2013 refers)

Petersfield Neighbourhood Plan:

Cllr J Deane would join the Neighbourhood Plan Steering Group.

Petersfield Community Association:

This Association was not on the list of "Representation on Outside Bodies" but it was felt that it would be helpful to have a Town Councillor on its Committee and the Town Clerk would contact the Association with reference to Cllr Organ.

Petersfield in Bloom:

Petersfield Town Council now had responsibility for Petersfield in Bloom and Cllr Ms Vincent reported that the recent competition had been very well organised.

The Chairman said that it was important that the Council representatives on outside bodies report back periodically to the Town Council

C 0222

FINANCE

Schedule of Payments

RESOLVED that the Schedule of Payments for June 2013 be received and approved; a copy is attached as Appendix B to these minutes

C 0223

ANNUAL GRANTS AND FUNDING

The Town Council considered and approved the 1st Tranche requests for grants and funding in the total sum of £2,000 out of the annual budget of £11,000.

RESOLVED that the sum of £1,000 be granted for the Petersfield Youth Theatre and that the sum of £1,000 be granted for the Friends of Petersfield Heath.

C 0224

COMMEMORATION OF THE 70TH ANNIVERSARY OF 'D' DAY

The Vicar of Petersfield had been contacted and he has advised that he would like to have a week of commemoration, including a civic service.

A draft service sheet would be prepared by three of the Town Councillors.

C 0225 **PROMOTION OF THE PETERSFIELD HEATH**

The Town Council considered the provision of notice boards and/or other facilities on the Petersfield Heath to promote the heritage of the site. Not all the public were aware of the importance of the barrows on The Heath and this could be explained on notice boards.

There would be a cost involved in erecting such notice boards and funding could be explored through the National Park Authority and English Heritage as they would need to be advised of the proposal. The Friends of Petersfield Heath society would also be contacted for their views.

RESOLVED that an amount of seed money, up to £5,000, would be made available by the Town Council for the provision of notice boards and/or other facilities on the Petersfield Heath to promote the heritage of the site.

C 0226 **THE NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Town Council considered the draft paper from the National Association of Local Councils on the development of their future strategy.

It was agreed that Councillors should forward any comments they may have to the Town Clerk who would respond to the National Association of Local Councils.

C 0227 **SOUTH DOWNS NATIONAL PARK AUTHORITY'S PARTNERSHIP MANAGEMENT PLAN**

The Town Council considered the paper on the public consultation on the South Downs National Park Authority's Partnership Management Plan. It was noted that the full plan can be accessed via www.southdowns.gov.uk/about-us/management-plan (with link to the full plan).

It was agreed that Councillors should forward any comments they may have to the Town Clerk by the end of August 2013. All comments would be shared among the Councillors and finalised to enable a response to be made by the Town Clerk to the South Downs National Park Authority by 16 September 2013.

C 0228 **MEETING WITH PETERSFIELD RUGBY CLUB**

The Town Council received the report on the positive meeting that had been held between Town Councillors and the Petersfield Rugby Club in Council Chambers on 1 July 2013. The Petersfield Rugby Club's annual accounts had been received within the last two days and a response to the points raised at their meeting would not be made until the accounts had been examined in detail. The Town Council would receive a full report.

C 0229

PETERSFIELD NEIGHBOURHOOD PLAN

The Chairman reported that the Neighbourhood Plan General Workshop, held at the Festival Hall on 8 July 2013, had been well attended.

Workshops were planned for 7 August and 2 September for The Causeway and Tilmore/Station Road respectively, to be held in the Rose Room.

A further workshop would be held with the retailers in Lavant Street once a report had been received from Hampshire County Council who would be giving their views on the planned improvements in Lavant Street. Additionally, it would be important to hold a workshop for possible developers in order to obtain an overall balanced view.

The Chairman confirmed that the process of holding workshops would be ongoing until the end of the year in preparation for the Referendum to be held in May 2014. It was noted that the European elections would be held on 25 May 2014.

The Town Clerk advised that a leaflet about the Neighbourhood Plan would be inserted in the July 2013 edition of the PTC News to be distributed to Petersfield residents.

C 0230

CHARGES FOR TARO FAIR (Minute G 0409 November 2012 refers)

Cllr Farrow advised the Town Council that a meeting had been held on 11 July 2013 with Mrs Wall and a member of the Showmen's Guild. Mrs Wall said the Taro Fair were paying higher charges for The Heath than those paid by the Easter Fair. After discussion, it was proposed that, if the Taro Fair kept to the same size as the Easter Fair, then the charges would be the same for both Fairs. The Taro Fair would need to restrict the stalls and rides within the space between the opening on the corner of Heath Road and the gate along Heath Road. The residential caravans could remain outside that space.

RESOLVED that, on condition that the Taro Fair complied to the restriction in size, the same current charges of £260 + VAT per operational day would apply to the A R Burnett Funfairs and to the Taro Fair. The daily charge of £50 + VAT would apply for the setting up and taking down of the Taro Fair.

Councillors debated whether it was appropriate to hold discussion of the next item within "confidential business". Following this debate, it was decided not to go into "Confidential" session.

C 0231

**STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA)
WITH REFERENCE TO PENNS FARM SPORTS FIELD**

Mr Keith Reed of the National Park Authority explained the Joint Core Strategy with regard to the provision of additional housing in Petersfield. The purpose of the National Park Authority was to preserve the landscape and natural beauty of areas within the National Park. As a consequence, the number of additional houses that Petersfield would have to provide was less than if the town were not part of the National Park. The current number of additional houses for Petersfield was proposed at between 400-700. Of the possible sites available in the town, the area around and comprising Penns Farm sports field (owned mainly by Petersfield Town Council) was the least sensitive from a landscaping point of view.

Considerable discussion followed, during which it was confirmed by Mr Reed that the National Park Authority could not insist on the site of Penns Farm being included as a potential site for housing development as it was owned by Petersfield Town Council. The National Park Authority were only requesting that the Town Council consider releasing the site for housing and including it in the SHLAA as it was the best and least sensitive site with regard to landscaping. If it were used for housing, the playing fields at Penns Farm would be re-located to another site within the town as part of the housing plan.

The Chairman confirmed that no decision would be made by the Town Council until the views of residents had been ascertained through the Neighbourhood Plan which was in full progress. The matter would be put on the Agenda of the next Steering Committee of the Neighbourhood Plan for discussion on obtaining feedback from the community.

RESOLVED that the decision on whether to assess Penns Farm playing fields for inclusion within the Strategic Housing Land Availability Assessment (SHLAA) be deferred to the Neighbourhood Plan process.

In view of the confidential nature of the business about to be discussed it was

RESOLVED that the press and public be asked to leave the meeting.

CONFIDENTIAL

C 0232 There were no confidential financial or other recommendations from other Committees to be considered.

There being no further business, the meeting closed at 8.35 pm



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:

- * Enews from Community First Havant & East Hampshire issue number 24
- * Direct Information Service issue number 811 and 812
- * Minutes of East Hampshire District Council's Planning Committee of 6th June 2013.
- * Clerks and Councils Direct
- * Action News Update from Community Action Hampshire
- * Minutes of East Hampshire District Council's Cabinet meeting of 4th July 2013

Other Information

- 1 The next Community Forum will be held at 6.30 p.m. in the Council Chamber at Penns Place on Tuesday 1st October 2013. Subsequent meetings will take place on 7th January and 1st April 2014.
- 2 Winton House Centre has written thanking the Council for their annual grant. A copy of the next Annual Report and Accounts will be sent to us when it is available.
- 3 I have spoken to Network Rail concerning the future of the level crossings situated in the town and in Sheet. It seems that any debate on the subject at the moment is a little premature in that a consultation will shortly be issued with particular emphasis on the crossings at Kingfernsden Lane and School Lane, Sheet. This is because the current barrier crossing equipment is nearing the end of its useful life and before committing to expensive new upgraded crossing equipment a review of the crossings use and local need will be undertaken.
- 4 Herne Junior School has written advising that the grant provided to them in February this year has been used to finance travel costs for a number of pupils who would otherwise not have been able to experience a residential trip arranged for their year 6.

Neil Hitch
Town Clerk
11th July 2012

APPENDIX 'B'

Petersfield Town Council

Schedule of Payments for June 2013

Cheque Number			Net	VAT	Gross
14362	HM Revenue & Customs	PAYE & NI contributions for employees	3228.28	0.00	3228.28
14363	Farnham Castle Newspapers Ltd	Display advert in Herald for Council meetings	11.40	2.28	13.68
14364	LaddersFree	Cleaning of windows for FH & AP	267.80	53.56	321.36
14365	NB Paints	Decoration of Town Hall offices, tiling work and correction of damp problem East Wing, Town Hall Chambers	2220.00	0.00	2220.00
14366	SD Playground Services	Playground inspections, May 2013	210.00	42.00	252.00
14367	Trade UK (Screwfix)	Cable ties, various equipment for toilets in FH	106.85	21.37	128.22
14368	Jamie Matthews	Reimbursement for Neighbourhood Plan banners and signs	438.60	87.72	526.32
14369	Dawn Clare	Return of deposit	150.00	0.00	150.00
14370	Stephanie Grenfell	Return of deposit	250.00	0.00	250.00
14371	Neil Hitch	Reimbursement for payment of summer symposium hotel accommodation	89.00	0.00	89.00
14372	Friends of P/F Grange	Donation from Mayor's charity for 2012-2013	1000.00	0.00	1000.00
14373	East Hampshire Citizens Advice Bureau	Grant payment	6000.00	0.00	6000.00
14374	Winton House Centre	Grant payment	1000.00	0.00	1000.00
14375	Apollo Pest Control	Callout to deal with rodents on The Heath	45.00	0.00	45.00
14376	Meon Cleaning Services	Investigation of hole outside Little Pieces Nursery, Love Lane. Dig out soil, removal of broken plywood and broken paving slabs. Laying of new double paving slab and filled with soil	60.00	12.00	72.00
14377	Moviola Ltd	Percentage of ticket sales for Quartet film, May 2013	734.38	146.88	881.26
14378	Stage Services	Supply of cinema equipment for FH	9330.00	1866.00	11196.00
14379	Stronghold	Removal of damaged bollard and repairs. Supply and installation of new bollard. The Heath	400.00	80.00	480.00
14380	UK Office Systems	Final service charge for old copier in Town Hall offices	467.74	93.55	561.29
14381	A. Trzesicka	Return of deposit	150.00	0.00	150.00
14382	P/F Area Churches Together	Return of deposit	250.00	0.00	250.00
14383	T Greenaway	Return of deposit	150.00	0.00	150.00
14384	Jamie Matthews	Reimbursement for expenses for Neighbourhood Plan banners and signs plus delivery charges	724.19	144.84	869.03
14385	BGW Technical Services	Percentage for reduction of Town Hall electricity, PABX telephone maintenance system, BT bill for payphones, Town Hall gas, mobile phones, ISDN line rental and call charges, BT broadband, AP electricity, Heath electricity and AP gas	501.40	100.28	601.68
14386	Blackburne & Haynes	Ice cream supplies for cinema	60.50	12.10	72.60
14387	Farnham Castle Newspapers Ltd	Display advert in Herald for Council meetings	11.40	2.28	13.68
14388	Hampshire County Council	Janitorial supplies	144.26	28.85	173.11
14389	C Kates and Son	Repairs and supply of parts for disabled w/c at AP	248.60	49.72	298.32
14390	Siemens Financial Services	Lease rental for photocopier, annual rental	658.00	131.60	789.60
14391	SLCC Enterprises	CPD Training for Councils course for Town Clerk	95.00	19.00	114.00

14392	Stage Electrics	Annual service contract for Festival Hall	4200.00	840.00	5040.00
14393	The Public Sector Deposit Fund	Deposit to open new bank account	50000.00	0.00	50000.00
14394	Hampshire Pension Fund	Pension contributions for employees	3145.37	0.00	3145.37
14395	Alan Harland	Preparation of accounts for Heath Charity for year end March 2013	260.00	52.00	312.00
		Internal audit service for year ending March 2013	1860.00	372.00	2232.00
14396	Clear Round Pest Services	Annual pest control contract	420.00	84.00	504.00
14397	G Burley & Sons	Grounds maintenance for May 2013	5631.85	1126.37	6758.22
		Cleaner handyman service (man and van) May 2013	4196.30	839.26	5035.56
		Grounds maintenance - High Meadow, May 2013	267.55	53.51	321.06
		Grounds maintenance - The Heath, May 2013	1445.19	289.04	1734.23
		Grounds maintenance, Man and van hours, May 2013	571.28	114.26	685.54
		Grounds maintenance, pitch overmark	56.62	11.32	67.94
14398	SLCC Enterprises	CPD course for Town Clerk	125.00	25.00	150.00
14399	Stage Services	Projector lamp	260.00	52.00	312.00
14400	H Hughes	Return of deposit	150.00	0.00	150.00
14401	Petersfield Orchestra	Return of deposit	250.00	0.00	250.00
14402	Petersfield Town Council	Transfer of funds for opening new bank account	1000.00	0.00	1000.00
14403	Cash	Petty Cash	130.59	0.00	130.59
Direct Debit	Veolia ES	Container exchange for AP & Town Hall	320.74	64.15	384.89
Direct Debit	Scottish Power	Electricity bill for Town Hall	801.55	160.31	961.86
Direct Debit	Focus Group	Call charges and line rental for Town Hall offices	90.30	18.06	108.36
Direct Debit	Eden Springs	Water supplies for Town Hall	20.00	4.00	24.00
Direct Debit	CNG	Gas bill for The Avenue	67.48	3.37	70.85
Direct Debit	BT	Festival Hall broadband	35.00	7.00	42.00
Direct Debit	BT	Festival Hall broadband phone line	45.13	9.02	54.15
Direct Debit	BT	Office broadband	90.00	18.00	108.00
Direct Debit	BT	Office broadband phone line	45.13	9.02	54.15
Direct Debit	BT	Payment for alarm system in FH	42.50	8.50	51.00
Direct Debit	Orange	Mobile phone bill for FH Manager & halls caretaker	88.65	17.73	106.38
Direct Debit	British Gas	Gas bill for Town Hall	573.49	114.69	688.18
Direct Debit	Computershare Voucher Services	Childcare vouchers for employees	21.70	0.34	22.04
Direct Debit	Databarracks	Online backup service for mid April to mid May	290.50	58.10	348.60
Direct Debit	First Data	Monthly charge for card machine	21.33	4.27	25.60
Direct Debit	Cardnet	Monthly charge for card transactions	25.50	0.00	25.50
Direct Debit	Aviva	Buildings and contents insurance monthly payment	885.08	0.00	885.08
Direct Debit	EHDC	Rates payment for AP	152.00	0.00	152.00
Direct Debit	EHDC	Rates payment for FH	2049.00	0.00	2049.00
Direct Debit	Eon	Electricity bill for Avenue Pavilion	43.33	8.67	52.00

Petersfield Town Council
Schedule of Payments for June 2013

Direct Debit	Eon	Electricity bill for Heath Toilets	25.83	5.17	31.00
Direct Debit	Wages & Salaries	Wages for month of June 2013	10423.92	0.00	10423.92
		TOTAL PAYMENTS JUNE 2013	119130.31	7263.19	126393.50

[Handwritten Signature]
 17/06/13