

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield on 20 June 2013 at 6.30 pm.

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

Also in attendance: Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator), Petersfield Herald and 3 members of the public.

C 0147 TOWN MAYOR'S REMARKS

A volunteer was needed to read out the safety notices and be present at the next Moviola film night on Tuesday 23 July 2013 and Cllr Ms Vincent agreed to undertake this.

The Town Mayor reported that he had recently attended

- Friends of Petersfield Hospital AGM
- The Petersfield Society AGM

He had also presented three workshops for the Neighbourhood Plan to

- The Woodbury Avenue Residents' Association (WARA)
- The Cycling Club
- Churcher's College Sixth Form students

The workshops had generated enthusiasm and positive feedback for the Plan.

A more general workshop would be held in the Festival Hall on Monday 8 July 2013 and it was hoped that it would be advertised by clubs and societies to generate a good attendance.

C 0148 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr G Budden, Cllr Mrs J Dickinson and Cllr J West.

C 0149 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensation.

C 0150 **DECLARATIONS OF INTEREST**

There were no declarations of disclosable pecuniary interest made.

C 0151 **APPROVAL OF MINUTES**

RESOLVED that the Minutes of the Petersfield Town Council meeting held on 23 May 2013 be approved and signed.

C0152 **PLANNING COMMITTEE REPORT**

RESOLVED that the Minutes of the Planning Committee meetings held on 28 May and 18 June 2013 be received.

C 0153 **PUBLIC PARTICIPATION**

A request to speak had been received from Mr R Mocatta, Secretary of Petersfield Rugby Club.

Mr Mocatta explained the current serious financial position of the Petersfield Rugby Club following a number of years of declining income and rising costs. The Club was heavily in debt despite Club members themselves having raised £160,000 for improvements over the last twelve years.

The Petersfield Rugby Club numbers were currently approximately 370 U18 and 90 adults.

Mr Mocatta said that a meeting had been arranged with the Rugby Football Union for Monday 24 June to ascertain whether they could help the Club to find a solution. Mr Mocatta also explained that application for funding improvements could be made to the EHDC Developers Fund but only if Petersfield Town Council fully supported the Rugby Club and worked with them.

The Committee commented that they had not been made aware of the financial state of the Rugby Club and would need to meet with the Club to have a better understanding of the issues it was facing.

It was agreed that the Petersfield Town Council will arrange a meeting with the Petersfield Rugby Club to be held after the Club has met with the RFU on 24 June 2013.

C 0154 **COUNTY COUNCILLORS' REPORT**

The Petersfield Town Council Cllr Clarke reported on the recent information that had been released from the 2011 Census for East Hampshire concerning population numbers and age, language, housing and car ownership.

Cllr Clarke also advised that Hampshire now has a site dealing with crime figures which is updated daily. The system lists the crimes and types of crime in a given area and is open to any member of the public on www.crimereports.co.uk It is funded by eighteen local partner, including Hampshire County Council.

C 0155 **DISTRICT COUNCILLORS' REPORT**

There was no report to be received.

C 0156 **COMMITTEE REPORTS**

RESOLVED:

(a) Public Halls Committee

RESOLVED that the Minutes of the Public Halls Committee meeting held on 10 June 2013 be received, together with one appendix.

(b) Grounds Committee

RESOLVED that the Minutes of the Grounds Committee meeting held on 13 June 2013 be received.

G 0116 **Outdoor Fitness Classes on The Heath**

The Town Clerk advised that he had spoken to the National Park Authority for their advice. They were happy with the proposal for outdoor fitness classes on The Heath, subject to the areas around the barrows and those set to heather and fauna being excluded for use by the outdoor fitness club

RESOLVED to give approval to Mr and Mrs B Alexander to use the area on The Heath towards the nursery building and Heath Road East as their meet point for Saturday fitness classes for a trial period over the summer, with a review at the Grounds Committee Meeting on 12th September 2013; approval to be given in writing to Mr and Mrs Alexander, advising them of the areas not to be used.

RESOLVED that, in view of the start-up costs involved and time required to attract members, no fee for the use of The Heath for fitness classes would apply during the summer trial period. This would be reviewed in September 2013.

GO118 Roof Repairs - The Little School Day Nursery

RESOLVED that the Finance and General Purposes Committee consider this matter at their meeting on 15th July 2013.

(c) Finance and General Purposes Committee

RESOLVED that the Minutes of the Finance and General Purposes Committee meeting of 17 June 2013 be received, together with three appendices.

F 0133 Health & Safety Consultancy Services

The Town Council discussed further the three quotations received for providing these services.

RESOLVED that the quotation from Company B (revealed as Ellis Whittam) be adopted.

C 0157 TOWN CLERK'S REPORT

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

C 0158 REPRESENTATION ON OUTSIDE BODIES

- Petersfield Open Air Swimming Pool - Cllr Clarke presented his report which detailed the use of the pool and the income & expenditure over the last five years. It was noted that volunteers raise money for improvements and a solar PW system, identical to that supplied to the Town Council, would be installed shortly on the Festival Hall roof which should reduce the electrical energy requirement.
- Petersfield Twinning Association (PATWA) - Cllr Mrs Harwood presented her report on the recent successful and enjoyable 20th anniversary celebrations of the twinning with Barentin which were held in April 2013. Both French and German twinning members visited Petersfield and all stayed locally with host families. The visit had reinforced the relationship between the three towns. The Association had been extremely grateful to the past Mayor for her donation from her civic allowance towards the cost of the civic reception at the start of the April visit.

It was noted that, through the Twinning Association, a number of school pupils from Petersfield are able go to Germany for work

experience and this can carry on throughout their time at University.

C 0159 **FINANCE**

Schedule of Payments

RESOLVED that the Schedule of Payments for May 2013 be received and approved. A copy of which is attached as Appendix B to these minutes

C 0160 **FINANCIAL STRATEGY**

Reference: F 0066

RESOLVED that the revised Financial Strategy of the Petersfield Town Council be received and approved.

C 0161 **PROPOSED IMPROVEMENTS TO LAVANT STREET**

The Town Council considered the notes from the meeting held with Hampshire County Council on 22 May 2013 and also attended by Petersfield Town Mayor and Councillors, EHDC and a representative from Petersfield Tomorrow. Hampshire County Council were very pro-active in wanting to take this forward and the concepts and aims of the proposed improvements had been discussed.

The Town Mayor explained that there were two immediate key points to be addressed:

1. To produce a master plan for Lavant Street.
2. To have discussions with shopkeepers in Lavant Street to obtain their views.

The Town Mayor would report back to the Town Council once the proposed meeting with the Lavant Street shopkeepers, who had not yet been approached, had taken place.

The Town Clerk reminded the Town Council that, in 2011-2012, SEEDA had given a grant that had been used on signage and shops in Lavant Street which had been considered as the first phase of improvements to the street.

C 0162 **EAST HAMPSHIRE PASSENGER TRANSPORT FORUM**

The Council were updated on the meeting that had been held at EHDC on 12 June 2013.

The "Wheels to Work" scheme, a moped loan scheme, was originally designed for young people but was now being extended to all age groups. It

is designed for those looking for work or in vocational training or going to job interviews. There are twelve mopeds available and there is an 85%-90% usage. The scheme has proved invaluable to young people who often work in hospitality and do not have suitable public transport links.

The "Wheels to Work" scheme, although known, has not been widely promoted and it was agreed that information about the scheme would be put into the next available space in the PTC News.

C 0163

SHIPWRIGHTS WAY - SCULPTURE IN THE SPAIN

Councillors received the proposal for the small sculpture which was to be sited in The Spain. Considerable discussion took place about the chosen sculpture and particularly about the suitability of the proposed site.

RESOLVED that the design of the proposed small sculpture to be sited in The Spain be approved.

RESOLVED that the location of the small sculpture in The Spain be changed from the proposed site to the Green near the Jubilee oak in The Spain.

C 0164

COMMUNITY NOTICE BOARD OUTSIDE THE POST OFFICE

The Council received and considered a report concerning the community notice board in The Square which had reached the end of its useful life.

The Town Clerk advised that, in 1992, the Town Council had paid for the current board, which is presently affixed to the wall of The George public house in The Square, and it had been intended to be a community notice board. It may be possible to apply for funding from the District Council for a new notice board.

RESOLVED that the Petersfield Town Council replace the existing notice board with a new one, to a specification from Cllrs Clarke and Harwood and, if possible, obtaining funding from the District Council.

C 0165

WORLD WAR 1 COMMEMORATION

Reference: C 0082

The Council were updated on the progress on ideas to commemorate the centenary in 2014 of the outbreak of WW1 on 3 August 1914.

Contact had been made with the Royal Naval Association and with the Royal British Legion and there were various activities being planned for Petersfield. Once plans were finalised, it would be necessary to produce a programme of

events. Cllr Clarke would liaise with the Town Clerk on this matter.

It was suggested that both local papers be approached to see if they would consider running a column over four years with the WW1 news from corresponding dates from that time and the present time.

Although the Town Council would not be holding an event of its own, it would be liaising with and supporting all local organisers and events.

C 0166 **COMMEMORATION OF THE 70TH ANNIVERSARY OF 'D' DAY**

Reference: C 0082

It was noted that a report would be made to the Council at their July 2013 meeting and would be put as an item on that Agenda.

C 0167 **DANIEL DAY-LEWIS THEATRICAL AWARD**

Reference: C 0616

Mr Day-Lewis had written to the Town Council agreeing that they could give a theatrical award in his name. The Town Council would now decide what the prize should be and how it should be awarded.

The Town Council would discuss this matter further once firm proposals from the Councillors, appointed to oversee the details of the award, had been received.

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

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

CONFIDENTIAL

C 0168 **LICENCE TO ASSIGN A SUB-UNDERLEASE AND A DEED OF ASSIGNMENT RELATING TO THE SPORTS CENTRE**

RESOLVED that legal advice be sought on the content and wording of both the Licence to Assign a Sub-Underlease document and the Deed of Assignment document relating to the Sports Centre in Petersfield.

There being no further business, the meeting closed at 8.10 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:

- ✱ Charity Commission News Spring 2013
- ✱ Minutes of the Friends of Petersfield Heath AGM of 7th May 2013
- ✱ Community First Havant & East Hampshire Newsletter number 22 and 23
- ✱ Direct Information Service Issue number 809 and 810
- ✱ The Petersfield Society spring 2013 newsletter
- ✱ Action News Update from Community Action Hampshire
- ✱ Minutes of the East of Petersfield Community Group committee meeting of 23rd May 2013
- ✱ Minutes of East Hampshire District Council's Annual Meeting of 9th May 2013
- ✱ Minutes of East Hampshire District Council and Winchester City Council's Joint Environmental Services Committee of 22nd May 2013
- ✱ Special Edition Councillor newsletter from East Hampshire District Council

Other Information

1. The next Community Forum will be held at 6.30 p.m. in the Council Chamber at Penns Place on Tuesday 2nd July 2013. Subsequent meetings will take place on 1st October 2013, 7th January 2014 and 1st April 2014.
2. The Working Party considering the future of grounds maintenance has met to discuss future options. Prior to meeting again additional information is awaited from the Association of Public Sector Excellence on the potential for some of the work to be brought in-house and some to be contracted out. A quotation has also been requested to contract out the cleaning of the Heath Toilets plus their opening and closing to see if this is a cost-effective option.
3. Community First will shortly be advertising for volunteers to move the Speed Limit Reminder signs around the town. High-viz vests have been ordered for the volunteers to use and once numbers of volunteers have been finalised, a familiarisation and safety meeting will be arranged with everyone prior to the signs being installed.

Neil Hitch, Town Clerk, 13th June 2013

Appendix B

Petersfield Town Council

Schedule of Payments for May 2013

Cheque Number		Net	VAT	Gross
14321	Bill Price	108.40	0.00	108.40
14322	Clive Essex	3432.00	0.00	3432.00
14323	Farnham Castle Newspapers Ltd	15.00	3.00	18.00
14324	H Montford Builders	1300.00	260.00	1560.00
14325	MacDonald Oates Solicitors	1250.00	250.00	1500.00
14326	MessageMaker Displays	2245.00	449.00	2694.00
14327	Rachael Greenwood	343.20	0.00	343.20
14328	SD Playground Services	210.00	42.00	252.00
14329	Stage Electrics	1571.39	0.00	1571.39
14330	Hawkesworth Appliance Testing	60.00	12.00	72.00
14331	H Montford Builders	195.64	39.13	234.77
14332	Johnston Publishing Ltd	280.00	56.00	336.00
14333	UK Office Systems	65.97	13.19	79.16
14334	Peter Marshall	105.00	21.00	126.00
14335	Emma Temple	261.66	0.00	261.66
14336	HMI Revenue & Customs	150.00	0.00	150.00
14337	Clare Watts	3463.10	0.00	3463.10
14338	Hampshire Pension Fund	165.85	33.17	199.02
14339	BGW Technical Services (Auditel)	3062.21	0.00	3062.21
14340	Cluson Engineering Ltd	598.51	119.70	718.21
14341	GPC	3.05	0.61	3.66
		107.97	21.59	129.56
		64.84	12.97	77.81
14342	Ellis Whittam	91.76	18.35	110.11
14343	Hampshire County Council	688.00	137.60	825.60
14344	Moviola Ltd	293.90	58.78	352.68
14345	Novatech	259.38	51.88	311.26
14346	Petaprint Ltd	374.40	74.88	449.28
14347	MessageMaker Displays	1595.00	0.00	1595.00
14348	Performing Rights Society	2245.00	449.00	2694.00
14349	The Spruce Girls	1603.66	320.73	1924.39
14350	Shop Equip Ltd	280.00	56.00	336.00
		416.91	83.38	500.29

Petersfield Town Council

Schedule of Payments for May 2013

14351	VoxIT Ltd	50% deposit for design of website, creation and integration	1037.50	207.50	1245.00
14352	Acorn Office Supplies	Stationery order for Town Hall offices	122.71	24.55	147.26
14353	G Burfley & Sons	Grounds maintenance - High Meadow Trust	267.55	53.51	321.06
		Grounds maintenance - Man & Van - April 2013	4196.30	839.26	5035.56
		Grounds maintenance - Man & Van hours	553.73	110.75	664.48
		Grounds maintenance, all areas - April 2013	5631.85	1126.37	6758.22
		Grounds maintenance - The Heath - April 2013	1445.19	289.04	1734.23
		Grounds maintenance - additional work, Liss Athletic pitch overmark	82.29	16.46	98.75
14354	Bibby Factors Leicester Ltd	Security lookups at FH - April 2013	81.00	16.20	97.20
14355	MacDonald Oates Solicitors	Disbursement fees for 3 leases	64.00	0.00	64.00
14356	Travis Perkins	Pack of cable ties	7.99	1.60	9.59
14357	Lion & Unicorn Players	Return of deposit	250.00	0.00	250.00
14358	Mr P Jones	Expenses claim	18.85	0.00	18.85
14359	Petersfield Town Juniors	Return of deposit	250.00	0.00	250.00
14360	Barclays Bank	Return of deposit	250.00	0.00	250.00
14361	Cash	Petty Cash	79.91	0.00	79.91
Direct Debit	Veolia ES	Container exchange for AP & Town Hall	252.60	50.52	303.12
Direct Debit	Focus	Call charges and line rental charges	85.38	17.08	102.46
Direct Debit	Eden	Water supplies and sanitisation for water coolers, Town Hall offices	44.80	8.96	53.76
Direct Debit	CNG	Gas bill for The Avenue Pavilion	106.93	5.35	112.28
Direct Debit	Orange	Mobile phone bill for FH Manager, MCO & halls caretaker	83.65	16.73	100.38
Direct Debit	Computershare Voucher Services	Childcare vouchers for employees	21.70	0.34	22.04
Direct Debit	Databarracks	Online backup service for mid Feb 2013 to mid Mar 2013	301.00	60.20	361.20
Direct Debit	First Data	Monthly charge for card machine	21.33	4.27	25.60
Direct Debit	Aviva	Buildings and contents insurance monthly payment	1580.30	0.00	1580.30
Direct Debit	Aviva	Buildings and contents insurance monthly payment	1475.13	0.00	1475.13
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
Direct Debit	Eon	Electricity bill for Heath Toilets	25.83	5.17	31.00
Direct Debit	Wages & Salaries	Wages for month of May 2013	11089.74	0.00	11089.74
		TOTAL PAYMENTS MAY 2013	58578.39	5446.49	64024.88


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