

## PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield on 18 December 2014 at 6.30 pm.

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

**Also in attendance:** Mr N Hitch (Town Clerk), and 6 members of the public. There were no press present.

### **C 0471      TOWN MAYOR'S REMARKS**

- The Town Mayor was delighted to report that the railings in the Town Square have been repaired. A Community Payback team will undertake the repainting project early next year and Hampshire County Council has agreed to cover the costs of this.
- A meeting had been attended at East Hampshire District Council (EHDC) concerning the future ownership of the Town Square. EHDC say they have no original documentation detailing the discussions and agreements made in 1974 with regard to the allocation of assets and the future of the Square if or when it ceased to be a car park. The responsibility now lies with the Town Council to come up with any definitive documentation and the Town Mayor will undertake a search of the County Records Office in due course as part of this exercise.
- At the above meeting, assurances had been given that the Council would be informed as soon as possible on the details of the forthcoming changes to the management and operation of the Charter Markets in the town. She welcomed the bold and exciting initiative by the Bryant family and wished them every success in the venture.
- Thanks were expressed to all who had attended the various festival events around the town with her - it was much appreciated. She also thanked David Wilson Homes for their recent donation towards her Charity for the year, Artscape, after having switched on their Christmas trees lights outside the show home in Foxfield Grove. She was taken on a tour of the new homes and was impressed with the high standards.
- Jacobs and Hunt have also made a generous donation towards her Charity following a most enjoyable time judging a pop-up house Christmas colouring competition at the Infant School which they had devised and sponsored.

### **C 0472      APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr G Budden and County Councillor K Moon.

C 0473 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensation.

C 0474 DECLARATIONS OF INTEREST

There were no declarations of disclosable pecuniary interest made.

C 0475 APPROVAL OF MINUTES

RESOLVED that the Minutes of the Meeting of Petersfield Town Council, held on 20 November 2014, be approved and signed.

C 0476 PLANNING COMMITTEE

RESOLVED that the Minutes of the Planning Committee meeting, held on 9 December 2014, be received.

C 0477 PUBLIC PARTICIPATION

No requests from members of the public to speak had been received.

C 0478 COUNTY COUNCILLORS' REPORTS

Cllr V Clarke: Cllr Clarke gave his report for December 2014 which covered issues surrounding developers not installing broadband in new housing developments, staffing cuts at the County Council, the expansion of the education management programme as well as Children's Services and the Troubled Families Programme. *(A copy of the report is attached to these minutes as Appendix A).*

C 0479 DISTRICT COUNCILLORS' REPORTS

(a) Cllr P Marshall:

- The Draft East Hampshire District Council Local Plan will be published tomorrow for a six week consultation. It covers all areas of the District unless they are covered by a Neighbourhood Plan or are within the National Park boundary.
- Approval has been given for the recruitment of three Police Community Support Officers for a period of three years.

- The District Council has made its third property acquisition – a Starbucks with Hotel on the A3 at Liphook.
- A new position as Head of Commercial Development is to be recruited with the aim of assessing ideas for business ventures and generating further income to protect the Council against future funding restrictions.

(b) Cllr P Aiston

- Cllr Aiston had attended the recent Public Enquiry on the Causeway Farm planning application. The final site survey took place last week and the main area of challenge by the Developer was in respect of the National Park's and District Council's five year land supply which had been robustly defended by the National Park. The final decision from the Appeal is expected by the end of January 2015.

C 0480

COMMITTEE REPORTS

**RESOLVED:**

(a) Public Halls Committee

No meeting of the the Public Halls Committee was held in December 2014.

(b) Grounds Committee

No meeting of the Grounds Committee was held in December 2014.

(c) Finance & General Purposes Committee

**RESOLVED** that the Minutes of the Finance & General Purposes Committee meeting held on 15 December 2014 be received, together with four appendices.

F 0465 INTERNAL AUDIT REPORT

**RESOLVED** that the following actions be undertaken:

- The Council continues to have the main copy of all its minutes bound annually for historical consistency. Care to be taken to ensure that working copies of Minutes files contain all relevant documentation.
- The Town Clerk completes the training to enable the Council to use the General Power of Competence.
- Original Bank Statements to be initialled by a Councillor on a monthly basis, confirming they agree with the copy used for the bank reconciliation.
- Staff mileage rates to remain at the rate provided from time to time by the National Association of Local Councils.
- Petty Cash to be checked by members on a quarterly basis.
- Members Register of Interest Forms to be checked for accuracy annually.

- Fixed Asset Register to be reviewed to include the date of purchase, where known, and an approximate age in other cases.
- Fixed Asset Register to contain a minimum value of £500 below which items are not included unless the item has a potential lifespan that needs it to be incorporated into the Register. A list of all potential items that would be removed from the Asset Register to be discussed with the Internal Auditor prior to being presented to this Committee for approval.
- Risk Management Policy to be updated to include quantitative information such as renewal and inspection dates.
- A quarterly update to be provided to members in respect of the work undertaken on the Fixed Asset Register and Risk Management Policy.
- Periodic inspections of play areas to be reported by operatives to the Town Clerk to demonstrate levels of due diligence being undertaken on the state of play equipment in the event of a claim.

C 0481

### NEIGHBOURHOOD PLAN

Members received the Draft Neighbourhood Plan that was now ready to be submitted to the South Downs National Park Authority. It was observed that the document was a 'good read' and created an appealing vision for how Petersfield may look in 2028, with logical arguments and evidence supporting every policy. Overall it was a fantastic achievement and members considered that a great debt of gratitude was owed to the Steering and Project groups that had worked so hard on the Plan over the last 2-3 years and produced such high quality work. It was also recognised that the support and co-operation of the National Park had been an essential component in the success of the Plan throughout the entire process.

The main areas where the Plan had been amended as a result of the Pre-submission Consultation held during the summer were as follows:

- An increased allocation of business land had been made.
- An increased number of houses had been allocated as a buffer in case a site failed to come forward during the lifetime of the Plan or became undeliverable.
- Changes had been made to the Affordable Housing policies as a result of the recent central government policy decision.
- Bulmer House had been added as a housing site providing 45 additional homes.
- Housing densities had been reviewed.
- Recognition that it was essential for the infrastructure in the town to keep pace with development.

**RESOLVED** to suspend Standing Orders to allow members of the Neighbourhood Plan group to speak.

Richard Besant, Chairman of the Steering Group said that it was planned to formally submit the Draft Plan to the South Downs National Park Authority on 20<sup>th</sup> January 2015.

Mr Doug Jones, a member of the Steering Group and the South Downs National Park Authority, said that this Neighbourhood Plan was one of the largest, if not the largest Neighbourhood Plan done to date with regard to the size of the community and the complexity of the Plan. It was a locally produced Plan in a nationally designated landscape.

*The meeting went back into session*

The Chairman commented that she hoped residents saw the Plan as the optimum outcome for the town and would support it accordingly at the referendum next year.

**RESOLVED** that the Draft Neighbourhood Plan be approved for submission to the South Downs National Park Authority.

**C 0482**            **TOWN CLERK'S REPORT**

Members received and noted the Town Clerk's report dated 14 November 2014. *(A copy is attached to these Minutes as Appendix B)*

**C 0483**            **REPRESENTATIONS ON OUTSIDE BODIES**

East Hampshire Citizens' Advice Bureau: Cllr Marshall reported on the Trustee Board Meeting that he had recently attended and for which the Minutes had been circulated earlier in the day. The Bureau is under some financial pressure, partly as a result of the District Council's reduction in funding, and is moving as far as it can to run on volunteer work. Fundraising continues to be sought. There are also some problems with their computer system which it is hoped will be resolved in the near future.

**C 0484**            **FINANCE**

Schedule of Payments

Members received and considered the Schedule of Payments for November 2014.

**RESOLVED** that the Schedule of Payments for November 2014 be received, noted and approved; a copy is attached to these Minutes as Appendix C.

**C 0485**            **EAST HAMPSHIRE ASSOCIATION OF PARISH & TOWN COUNCILS**

Council received the Notes of the Meeting of East Hampshire Association of Parish & Town Councils held on 10 September 2014.

**C 0486**            **EAST HAMPSHIRE TRANSPORT FORUM**

Council received the Report on the East Hampshire Transport Forum held on 18 November 2014.

C 0487

**BUS SERVICE FROM PENNS PLACE TO BURITON**

Members considered the proposal from Hampshire County Council to discontinue the Saturday bus service and to alter the weekly service from Penns Place to Buriton.

Cllr Clarke advised that low public use of that bus service was the reason behind the proposal. Members, however, felt that the bus was providing a community service. Cllr Clarke said he would ask Hampshire County Council to provide the actual bus usage figures to enable the matter to be further discussed by the Town Council.

C0488

**MERRITTS MEADOW - FUTURE OF THE NORTHERN MEADOW**

Council received and considered a verbal report given by Cllr Harwood on the Northern Meadow. The main points noted were:

- Since Petersfield Town Council had made an offer to take on ownership of the Northern Meadow in September 2013, there had been little further communication from East Hampshire District Council (EHDC)
- The residents at Merritts Meadow are the leaseholders and they will make a decision on the transfer of ownership. They are not obliged to do so, and their decision has to be unanimous, but ownership by the Town Council would have the benefit of removing their current maintenance liability with Beechcroft.
- A meeting, chaired by Mr Chris Murray (Head of Planning at EHDC) had taken place the previous week at Penns Place and had been attended by Cllr Harwood, the Town Clerk, Mr Nick Heasman (South Downs National Park Authority) and the majority of the Merritts Meadow residents.
  - The meeting had been very useful, informative and productive.
  - The most important points were raised by Nick Heasman about the value of the Northern Meadow, its character and the potential for enhancement. He described the varied wildlife that had been identified there including green woodpeckers, foxes, pipistrelle bats and wild orchids. He talked about what could be done by limited coppicing of the trees, removal of brambles and thinning out the undergrowth. He has approached the Rotherlands Conservation Group.
  - Such land management will be costly and would not be cost-free either for the Town Council. EHDC to date have not made any positive offers of funding.
  - The South Downs National Park Authority continue to be helpful, constructive and very co-operative. They have commissioned, at their expense, a short report from a firm of land consultants which reviews the site and suggests ideas for improvements.

- The matter is now in the hands of the residents at Merritts Meadow and they have formed a Residents' Association which is good news. They do have some concerns, as does the Town Council, and further consultation is needed. However, it has been a very productive process and there are clear signs for optimism.

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 0489**      CONFIDENTIAL STAFF, FINANCIAL OR OTHER  
RECOMMENDATIONS FROM COMMITTEES

There were no confidential staff, financial or other recommendations from Committees for consideration.

**C 0490**      RENEWAL LEASE FOR SUITE 2, FESTIVAL HALL CHAMBERS

Council approved the renewal Lease for five years from 22 December 2014 to PS Financial Advisers Limited for Suite 2 Festival Hall Chambers and gave authorisation to the Town Clerk to sign the Lease on behalf of the Council.

*There being no further business, the meeting closed at 7.45 pm*

## County Councillor's report for December 2014

There has been some concern recently in the County about the fact that developers are not installing broadband into new houses and developments as it is not in the planning regulations, and are expecting the County Council to pay for the installation. Apparently in other areas, installing broadband is put in the conditions for development, and so parish councils are asked to press for this in any new build situation.

There have been rumours of 12,000 redundancies at the County Council in the next year. This is simply NOT true. Because of central Government cuts there is likely to be a reduction of 1,000 staff over the next 2 years. Almost all of these will be found by not replacing staff when they leave, allowing early retirement and some voluntary redundancies.

About 2 years ago the County Council took over the running of the schools on the Isle of Wight, as the education department there was underperforming and rated inadequate. In the latest Ofsted inspection, all aspects of the Department are performing satisfactorily and better. Oxfordshire has now asked Hampshire to run its schools.

Children's Services has recently approved Phase 1 of the Children's Homes programme which will provide six new family-unit sized homes to replace larger homes. They have been designed to look like any other family home, and will accommodate 4 children and two residential adults. The new homes are in line with the latest Government guidance of providing homes within a community.

Hampshire's 3-year Troubled Families programme is likely to meet its target of turning around 1590 troubled families by next March. The programme has placed families in work and has dealt with a lot of antisocial behaviour problems, including excessive drinking drugs, and not attending school. Almost all the families that have been 'turned around' have remained so, which is a most hopeful sign of what can be done if resources are targeted on individuals and families.

May I wish you all a very happy and relaxing festive period





## **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:

- ✻ Direct Information Service Issue number 847 and 848
- ✻ Local Council Review magazine from the National Association of Local Councils
- ✻ Planning for Minerals and Waste in Hampshire newsletter number 13 from Hampshire County Council

### **Other Information**

- 1 The next Community Forum will be held on Tuesday 7th January 2014 at East Hampshire District Council's Chamber in Penns Place from 6.30 p.m. The final meeting in this civic year's calendar is on 1st April 2014.
- 2 All members need to be aware of their Register of Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.
- 3 Communication has been received from Jo Russell in the Highways Department advising me that Hampshire County Council intend installing black bollards at various locations down the High Street in an attempt to stop the damage being caused to the pavements by large vehicles parking on the footway. No indication has been given yet in respect of timescales for the work to be done.

Neil Hitch  
Town Clerk  
11th December 2014

# Petersfield Town Council

## Schedule of Payments for November 2014

APPENDIX 'C'

Cheque Number		Net	VAT	Gross
15234	HM Revenue & Customs	3079.56	0.00	3079.56
15235	G Burley & Sons	473.04	94.61	567.65
15236	SD Playground Services	560.78	112.16	672.94
15237	Petersfield Lions Club	850.00	170.00	1020.00
15238	Lianne Richards	250.00	0.00	250.00
15239	Royal British Legion	150.00	0.00	150.00
15240	Sheet & Tilmore Allotment Association	25.00	0.00	25.00
15241	Nick Roberts	50.00	0.00	50.00
15242	Agincourt Contractors Ltd	150.00	0.00	150.00
15243	Blackburne & Haynes	1694.50	338.90	2033.40
15244	Beaver Tool Hire	60.00	12.00	72.00
15245	Clive Essex	23.96	4.79	28.75
15246	CPC	2674.00	0.00	2574.00
		62.81	12.56	75.37
		53.02	10.60	63.62
15247	TDG Marketing Ltd	280.69	56.14	336.83
15248	MacDonald Oates Solicitors	300.00	60.00	360.00
15249	Moviola Ltd	3000.00	600.00	3600.00
15250	Oxenford Farm	257.96	50.87	308.83
15251	Picketts & Pursers	365.00	73.00	438.00
15252	Petaprint	200.00	0.00	200.00
15253	Petersfield Post	1595.00	0.00	1595.00
15254	Rob Burleigh	65.97	13.19	79.16
		850.00	0.00	850.00
		1500.00	0.00	1500.00
15255	SD Playground Services	220.50	44.10	264.60

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15256	Southern Fire Protection	6 monthly test and inspection of emergency lighting system AP	40.00	8.00	48.00
15257	Stage Electrics	GA3 rack mount kit for G3 radio receivers. 2 antenna front cable mount for GA3 rack. G3 GB radio microphone handheld system. Dynamic vocal microphone	617.02	123.40	740.42
15258	Toolstation	TV/satellite cable, Coupler	21.23	4.25	25.48
15259	Travis Perkins	Cement, 40kg	25.00	5.00	30.00
15260	Valuation Office Agency	Valuation of Office suite 2, FH	801.69	160.34	962.03
15261	Mrs V Rutter	Costs towards opticians	40.00	0.00	40.00
15262	Mr Moody	Return of allotment deposit	60.00	0.00	60.00
15263	Petersfield Round Table	Return of deposit	650.00	0.00	650.00
15264	Cara Childs	Return of deposit	150.00	0.00	150.00
15265	Mr Roberts	Return of allotment deposit	60.00	0.00	60.00
15266	Clare Watts	Reimbursement for cinema supplies	211.27	0.00	211.27
15267	Hampshire Pension Fund	Pension contributions from employees	3335.52	0.00	3335.52
15268	Do The Numbers Ltd	Interim internal audit for year ending 31 March 2015	400.00	0.00	400.00
15269	Farrow Creative	Hosting and URL for 'Neighbourhood Plan'	133.50	26.70	160.20
15270	Flimbank Distributors Ltd	Rental of film - 'Two Faces of January', November 2014	83.00	16.60	99.60
15271	Festive Lighting Co.	Percentage of tickets sales and freight charge - 'Mafeficent', October 2014	105.00	21.00	126.00
15272	Moviola Ltd	Supply and installation of Christmas lights	8164.25	1632.85	9797.10
15273	Petersfield Post	Percentage of ticket sales plus postage costs 'Belle' November 2014	202.28	38.62	240.90
15274	Regal Environmental Systems	Advert for cinema, 'Belle' & 'Two Faces of January' November 2014	65.97	13.19	79.16
15275	Siemens Financial Services	Annual servicing and maintenance of heat pump units	250.00	50.00	300.00
15276	Travis Perkins Trading Co.	Quarterly lease rental for photocopier, November 2014 to February 2015	513.00	102.60	615.60
15277	EHDC	Cement, 20kg	10.68	2.14	12.82
15278	Angie Thompson	Sealing plate and frame	16.68	3.34	20.02
15279	John Sollis	Annual premises licence fee for Festival Hall	180.00	0.00	180.00
15280	P/F Conservative Branch	Return of deposit allotments	30.00	0.00	30.00
15281	Lion & Unicorn Players	Return of deposit	150.00	0.00	150.00
15282	Mary Vincent	Return of deposit	250.00	0.00	250.00
15283	QA Hospital Rheumatology Dept	Return of deposit	250.00	0.00	250.00
15284	Aramark	Reimbursement for bulbs for schools Petersfield In Bloom	36.42	0.00	36.42
15285	Clive Essex	Return of deposit	250.00	0.00	250.00
15286	Commercial Gas Consultants	Part 2 of payment for Remembrance Sunday buffet	1041.67	208.33	1250.00
15287	CANCELLED CHEQUE	Strimming of 3 plots Tilmore allotments	95.00	0.00	95.00
15288	Easy Clean Services	Annual service to all gas appliances, supply of 2 new valves and heads. Installation of valve body to radiator in Town Hall office CANCELLED CHEQUE	1321.61	264.32	1585.93
		Fault at pump station, Love Lane. Wash down pump, check pump float sequence, refit on site	0.00	0.00	0.00
			215.00	43.00	258.00

# Petersfield Town Council

## Schedule of Payments for November 2014

15289	G Burley & Sons	Grounds maintenance, High Meadow, October 2014	276.91	55.38	332.29
		Grounds maintenance, cleaner handyman service (man & van)	3990.75	798.15	4788.90
		Grounds maintenance, various sites, October 2014	5323.46	1064.69	6388.15
		Grounds maintenance, The Heath, October 2014	1495.77	299.15	1794.92
		Grounds maintenance, Pennis Field, Rotary cutting of field	530.00	106.00	636.00
		Grounds maintenance, pitch overmark Liss Athletic	146.50	29.30	175.80
15290	LaddersFree	Window cleaning for AP & Town/FH	275.84	55.17	331.01
15291	Ocean Securities	Lockups for FH, October 2014	308.00	61.60	369.60
15292	Performing Rights Society	Return for performance of live music for period ending 5 October 2014 (charge is passed to hirers)			
15293	Waterlooville Carpets	Welding of drain cover, Meeting room, FH	461.38	92.28	553.66
15294	Alissa Twisk	Return of deposit	79.17	15.83	95.00
15295	Rock Choir	Return of deposit	150.00	0.00	150.00
Direct Debit	Veolia ES	Container exchange AP & Town Hall	150.00	0.00	150.00
Direct Debit	Veolia ES	Annual duty of care The Avenue & Town Hall	333.84	66.77	400.61
Direct Debit	Focus Group	Line rental and call charges	79.90	15.98	95.88
Direct Debit	CNG	Gas bill for Avenue Pavilion October 2014	89.68	17.94	107.62
Direct Debit	Technology Rentals	Annual rental for LED TV and stand plus custome flight case	73.52	3.68	77.20
			1084.40	216.88	1301.28
Direct Debit	Orange	Mobile phone bill & rental for FH Manager, Groundsman & Heath Pond Assoc.	89.54	17.91	107.45
Direct Debit	Haven Power	Electricity bill for Town/FH October 2014	931.84	186.37	1118.21
Direct Debit	British Gas	Gas bill for Town/FH September to October 2014	408.42	81.68	490.10
Direct Debit	Focus Group	Supply and installation of new telephone system	1115.00	223.00	1338.00
Direct Debit	First Data	Monthly charge for card machine	21.33	4.27	25.60
Direct Debit	Cardnet	Monthly Service charge for card transactions	25.50	0.00	25.50
Direct Debit	Aviva	Buildings and contents insurance monthly payment	1406.38	0.00	1406.38
Direct Debit	EHDC	Rates payment for AP	155.00	0.00	155.00
Direct Debit	EHDC	Rates payment for FH	2097.00	0.00	2097.00
Direct Debit	Eon	Electricity bill for Heath Toilets	34.17	6.83	41.00
Direct Debit	Grenke Leasing	Monthly charge for defibrillators	156.00	0.00	156.00
Direct Debit	Wages & Salaries	Wages for month of November 2014	10029.52	0.00	10029.52
Direct Debit	Computershare Voucher Services	Childcare vouchers for employees	22.04	0.00	22.04
		TOTAL PAYMENTS NOVEMBER 2014	69808.44	7795.46	77603.90

  
 2/12/14