

## PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield  
on 19 February 2015 at 6.30 pm.

**PRESENT:** Cllr Mrs L Farrow (Deputy Town Mayor and Acting  
Chairman), Cllr V Clarke, Cllr J Deane, Cllr P Marshall, Cllr A  
Tarver, Cllr W Organ and Cllr G Watkinson.

**Also in attendance:** Mr N Hitch (Town Clerk) and Mrs A Church (Committee  
Administrator), District Cllr Mrs J Butler, Mr D Oakley of the  
South Downs National Park Authority and one member of the  
public. There were no press present.

### **C 0614**      TOWN MAYOR'S REMARKS

The Deputy Town Mayor advised that:

- 24<sup>th</sup> January 2015: The Town Mayor had attended the performance of the Winton Players' pantomime "Sleeping Beauty" which she had greatly enjoyed.
- 31<sup>st</sup> January 2015: The Town Mayor had been pleased to attend the Kings' Arms Open Day at which she had presented awards.
- Hampshire County Council had now brought forward the application for Village Green Status for Borough Road Recreation Ground in view of the potential for development in the area.

### **C 0615**      APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr G Budden, Cllr Mrs J Dickinson, Cllr Mrs S Harwood (Town Mayor), Cllr C Mills, Cllr Ms M Vincent and County Councillor K Moon.

### **C 0616**      GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensation.

### **C 0617**      DECLARATIONS OF INTEREST

There were no declarations of disclosable pecuniary interest made.

C 0618      APPROVAL OF MINUTES

RESOLVED that the Minutes of the Meeting of Petersfield Town Council, held on 22 January 2015, be approved and signed.

C 0619      PLANNING COMMITTEE

RESOLVED that the Minutes of the Planning Committee meeting, held on 3 February 2015, be received.

C 0620      PUBLIC PARTICIPATION

A request to speak had been received from Mr Dan Oakley of South Downs National Park Authority (SDNPA).

Mr Oakley explained the launch of a project to apply for International Dark Sky Reserve Status for parts of the South Downs National Park (SDNP). The support of every parish was being sought to obtain this prestigious status and declaration that the people of the SDNP wished to protect their dark skies.

The Council asked Mr Oakley if he would forward to them copies of existing planning policies which could be used to create a draft policy for the Town Council to consider. Mr Oakley explained that these planning policies looked to reduce light pollution and its overall impact on the landscape in three ways:

- Eliminating any upward lighting that causes harmful glow
- Reducing light trespass to an acceptable level
- Reducing the impact of glare and direct visibility

The Council felt that the control of sports club lighting could be one area where they could have influence in helping to achieve Dark Sky Reserve Status for the SDNP.

C 0621      COUNTY COUNCILLORS' REPORTS

Cllr V Clarke: Cllr Clarke gave his report for February 2015 which covered the latest unemployment figures for the area, details of work completed in December 2014 by the Highways Team, the likely changes to some boundaries for the Divisions concerning County Council election seats, and facts concerning the amount of household food waste thrown away each year in Hampshire. *(A copy of the report is attached to these minutes as Appendix A).*

DISTRICT COUNCILLORS' REPORTS

(a) Cllr Mrs J Butler: Cllr Mrs Butler reported that:

- the budget process had been presented to all four Community Forums and to Cabinet and would be going to Council on Thursday 26 February 2015. Council Tax would be frozen again for another year.
- the drive to encourage new prospective Councillors to put themselves forward for election had resulted in considerable interest being shown by younger members of the public which it was hoped would result in a lower overall average age of elected Councillors.
- Both the Petersfield Rugby Football Club and the Petersfield Hockey Club had received awards at the East Hampshire District Council's Sports Awards evening held at The Old Thorns Hotel, Liphook, on 12 February 2015. The Mad Hatters's Tea Party held in the Rose Room in aid of the Town Mayor's charity Artscape had been very successful. Cllr Mrs Butler had attended both events.
- the following week would see the launch at The Old Thorns Hotel, Liphook, of the Strategy for Business 2015 - 2021 which would become the driver for the council's economic development ambitions over the next five years.

(b) Cllr P Marshall:

Cllr Marshall reported on:

- The approval of funding for major improvements over the next year to East Hampshire District Council's IT infrastructure. The new facilities would include the ability to report problems to the council and check their progress, book attendance at events, pay bills or buy discretionary services.
- The appointment of Steve Perkins as Executive Head of Environmental Services at East Hampshire District Council from 2 February 2015.
- The main priorities of the Strategy for Business 2015 - 2021 which were:
  - East Hants Working enterprise apprenticeships
  - Whitehill & Bordon regeneration
  - Inward investment incentive
  - Destination East Hampshire
  - Broadband delivery

Cllr Mrs Butler elaborated further on these five priorities.

COMMITTEE REPORTS

## RESOLVED:

(a) Public Halls Committee

RESOLVED that the Minutes of the Public Halls Committee held on 9 February 2015 be received, together with two appendices.

(b) Grounds Committee

RESOLVED that the Minutes of the Grounds Committee held on 15 February 2015 be received, together with one appendix.

G 0600 PROPOSED REFURBISHMENT OF THE TOILETS ON THE HEATH

The Council considered Minute G 0600 concerning the toilets on The Heath and noted the Recommendation. However, after discussion, it was

RESOLVED that the Grounds Committee investigate further the options for a new toilet building on The Heath and include advice obtained from other organisations.

(c) Finance & General Purposes Committee

RESOLVED that the Minutes of the Finance & General Purposes Committee meeting held on 16 February 2015 be received, together with three appendices.

TOWN CLERK'S REPORT

Members received and noted the Town Clerk's report dated 12 February 2015. *(A copy is attached to these Minutes as Appendix B)*

With reference to "Other Information - Item No.4" concerning the new Grounds Maintenance Contract, it was requested that papers for consideration should be given in advance of the Extraordinary Meeting of the Council to be held on Monday 23 March 2015.

The Town Clerk advised that fourteen tender packs had been issued. A copy of the tender document would be available in the Council Offices for Councillors to see. The tender submissions were due back by 11 March 2015 and would be opened the following day by the Chairman of the Grounds Committee in the presence of the Town Clerk and the Consultant, Mrs Shippen of the Local Government Resource Centre. The Council approved that Cllr Marshall also be present at the opening of the tender submissions.

C 0625      REPRESENTATIONS ON OUTSIDE BODIES

There were no representations on outside bodies.

C 0626      FINANCE

Schedule of Payments

Members received and considered the Scheule of Payments for January 2015.

**RESOLVED**    that the Schedule of Payments for January 2015 be received, noted and approved; a copy is attached to these Minutes as Appendix C.

C 0627      ANNUAL GRANTS/FUNDING 2014 - 2015

The Town Council considered the 2<sup>nd</sup> Tranche requests for grants and funding for the municipal year 2014-2015 recommended by the Grants Panel in the total sum of £3,600.00. The grants would be presented at the Annual Town Meeting on Wednesday 22 April 2015 at 7 pm in the Rose Room.

**RESOLVED**    that the 2<sup>nd</sup> Tranche grants and funding, as recommended by the Grants Panel in the sum of £3,600.00 for the municipal year 2014-2015, be approved, namely:

	£
Petersfield Museum	500
Petersfield Twining Association	150
Petersfield Musical Festival	700
Rotherlands Conservation Group	700
Petersfield Youth Theatre	550
Home-Start Butser	800
Victim Support	200

C 0628      NEIGHBOURHOOD PLAN

There was little more to report at this stage. As advised at last month's Council meeting, the Plan was currently going through the public consultation period with the South Downs National Park which would be completed on 16 March 2015. The preferred Inspection Examiner had been chosen but confirmation of the appointment had not yet been received.

C 0629      EAST HAMPSHIRE COMMUNITY RAIL PARTNERSHIP

The Council received and noted the Stakeholder Group Minutes of the East Hampshire Community Rail Partnership meeting held on 12 November 2015.

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 0630**      **CONFIDENTIAL      STAFF,      FINANCIAL      OR      OTHER  
RECOMMENDATIONS FROM COMMITTEES**

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

**C 0631**      **STAFF PANEL MEETINGS**

The Council received and considered the Minutes of the Staff Panel meetings held on 22 January 2015 and 5 February 2015.

**RESOLVED**

- that the Minutes of the Staff Panel meetings, held on 22 January 2015 and 5 February 2015, be received.
- that the revised Job Description and Person specification for the proposed Senior Groundsman be submitted to Ellis Whittam for review and for the role to be assessed for an appropriate level of pay prior to being formally advertised.
- that delegated authority be provided to the Staff Panel to advertise the role and undertake all activities required to complete the appointment of the role.

**C 0632**      **DANIEL DAY-LEWIS AWARD 2015**

The Council received and considered the nominations received for the Daniel Day-Lewis Award 2015 and a decision on the recipient of the award was reached.

**RESOLVED** that the recipient of the Daniel Day-Lewis Award 2015 be announced at the Annual Town Meeting on 22 April 2015 when the award would be presented.

*There being no further business, the meeting closed at 8.00 pm*

## County Councillor's report for February 2015

The latest unemployment rate for the area (for Dec) is:-

Froxfield & Steep	/
Liss	0.6%
Petersfield Bell Hill	0.7%
Petersfield Causeway	0.8%
Petersfield Heath	0.6%
Petersfield Rother	0.5%
Petersfield St Marys	0.4%
Petersfield St Peters	1.3%
The Hangers & Forest	0.4%

The Highways Team have recently published the details for work completed in East Hampshire in December.

7,188 miles of road were gritted

1,256 gullies were cleaned

5,250 sq m of carriageway were resurfaced

76 potholes repaired

29 drainage related jobs, inc rodding, ditching, jetting and new builds were completed

786 sq m of footway were patched

164 jobs completed (excluding emergency, tree and vegetation maintenance or planned works)

Overall, in Hampshire, 50,000 potholes were repaired last year.

The Boundary Commission are about to start an investigation into County Council seats, and are likely to move boundaries, so that all Divisions will be within the limit of + or - 10% of the average figure. Divisions would not cross District boundaries. There are likely to be some changes to boundaries.

Waste – some facts. Hampshire residents generated about 1 tonne of waste per household per year. 62,000 tonnes of food waste are thrown away each year in Hampshire, two thirds of which is 'avoidable', ie at some point it was edible but was thrown away for reasons such as not being used in time, or too much being cooked or served. Families with children spend about £60 a month on food that gets thrown away.



## 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 850 and 851
- \* Charity Commission News – Winter 2015
- \* Action News Update from Community Action Hampshire
- \* Community First Havant And East Hampshire Enews edition number 69
- \* The Hampshire branch of the Campaign to Protect Rural England's Enewsletter
- \* The Petersfield Society newsletter – winter 2014/15

### Other Information

- 1 The next Community Forum will be held in the Council Chamber at Penns Place on Tuesday 2nd June 2015 at 6.30 p.m.
- 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 form for completion.
- 3 The revised Police structure within the Neighbourhood & Prevention Team has altered. It is now:
  - Chief Inspector Beth Pirie
  - Inspector Karen McManus
  - Sgt Phil Shore
  - 3 Police Constables
  - 7 Police Community Support Officers
 The area covered by the Team is Petersfield, East Meon, Buriton, Langrish, Clanfield, Rowlands Castle and Horndean.
- 4 In working through the timetable for the establishment of the new Grounds Maintenance Contract it is apparent that an Extraordinary Council Meeting will need to be called in order



to choose the successful contractor. This meeting will be held on Monday 23<sup>rd</sup> March at 6.30p.m.

- 5 I am advised that the Trustees of Petersfield Museum have now exchanged contracts for the purchase of Petersfield Police Station. The terms of the contract allow for a delayed completion date up to September 2016 to enable the Police to finalise their move to alternative premises
- 6 The Hampshire Association of Local Councils will be holding their Annual Conference at Chilworth on 4<sup>th</sup> March 2015 with registration from 9.00a.m. and finishing at 4.00p.m.
- 7 Hampshire County Council advise that the proposed improvements to Lavant Street and the Railway Station forecourt will be going out to tender in March with an intended project start date of June 2015. Completion of the works should be achieved by September 2015. Some changes to the proposed works have been made as a result of the recent consultation undertaken with traders and residents.
- 8 The successor to the Quality Council Scheme – now named the Local Awards Scheme – has been launched. This Council was one of the many that had their Quality Re-accreditation delayed during the long consultation and discussion period prior to this launch and as a result the Council was offered an immediate registration at the Foundation Level of the Scheme at no cost. This allows the Council until January 2016 to prepare an application for one of the higher Quality Awards should it wish to do so. More information will be shared at a future Committee Meeting on the details of the Scheme and the options available to the Council.

Neil Hitch  
Town Clerk  
12th February 2015

**Petersfield Town Council**  
Schedule of Payments for January 2015

Cheque Number				VAT	Gross
15344	Cash	Petty Cash	67.28	0.00	67.28
15345	HM Revenue & Customs	PAYE & NI contributions for employees	3253.81	0.00	3253.81
15346	Commercial Gas Consultants Ltd	Supplies for radiators plus carriage	47.84	9.57	57.41
15347	CPC	Cable protector, HDMI socket, induction loop receiver, headphones, fuses, wall brackets	102.42	20.48	122.90
15348	Hampshire County Council	Janitorial supplies	159.45	31.89	191.34
15349	H Montfared (Builders) Ltd	Replacement of hand dryer in w/c cubicle, Heath toilets	220.00	44.00	264.00
15350	Regal Environmental Systems	Callout plus repair to air conditioning unit	95.00	19.00	114.00
15351	SD Playground Services	Playground inspections for December 2014	220.50	44.10	264.60
15352	UK Office Systems	Black and colour toners for photocopier	320.00	64.00	384.00
15353	The Kings Arms	Balance of money for Town Mayor's Charity 2013 - 2014	128.41	0.00	128.41
15354	Marion Shervill	Return of deposit	150.00	0.00	150.00
15355	Mr L Chenian	Return of deposit	150.00	0.00	150.00
15356	Jo Cleffe	Return of deposit	150.00	0.00	150.00
15357	Southern Domestic Abuse Services	Overpayment on hall hire	17.93	0.00	17.93
15358	Filmbank Distributors Ltd	Rental of film 'Pride' and percentage of tickets sales	183.00	36.60	219.60
15359	G Burley & Sons	Grounds maintenance, Love Lane, flail the unmaintained area in SW corner of playing fields including strimming alongside the football pitch. Clearance of all wood and other debris from site. Rotary cut entire area until end of season	1067.00	0.00	1067.00
15360	H Montfared (Builders) Ltd	Sectional fell one self-set ash tree, removal of all arisings from site	185.00	37.00	222.00
15361	Petersfield Post	Town Mosaic, to undertake repairs to the mosaic and replace lamp and starter/capacitor to floor light	185.00	37.00	222.00
15362	Urgan Edge Environmental Consulting	Display advert for cinema in Petersfield Post 'Pride'	65.97	13.19	79.16
15363	Primate! Products	Analysis of consultation and submission of SA report for Neighbourhood Plan	1225.00	245.00	1470.00
15364	Caroline Strong	Supplies for Town Hall card machine	17.30	3.46	20.76
15365	Debbie Garrick	Return of deposit	150.00	0.00	150.00
15366	Winton Players	Return of deposit	150.00	0.00	150.00
15367	Hampshire Pension Fund	Return of deposit	150.00	0.00	150.00
15368	Auditel	Pension contributions for employees	3321.57	0.00	3321.57
15369	Cluson Engineering	Reduction on bills for PABX telephone maintenance, Town Hall gas and electricity bills, mobile phone bills, ISDN line rental can call charges, BT phones	246.44	49.29	295.73
15370	G Burley & Sons	Various tools	17.00	3.40	20.40
		Grounds maintenance, man and van hours December and 1st week in January 2015	538.74	107.75	646.49
		Grounds maintenance, Pitch overmark, Liss Athletic	146.50	29.30	175.80

# Petersfield Town Council

## Schedule of Payments for January 2015

15371	Moviola	Supply of film plus percentage of box office takings for film 'Boyhood'	162.90	30.75	193.65
15372	Regal Environmental Systems	Removal of old air conditioning system and replacement of new system, Town Hall office suite	4757.14	951.43	5708.57
15373	Rigging Team	Supply and installation of powered fly bar, pulleys, steel wire, rope and fixings, Festival Hall, first payment	6754.00	1350.80	8104.80
15374	Trade UK	LED bulkhead wall light, security light and fence spikes	87.72	17.53	105.25
15375	Toolstation	Underground pipe, coupler, pull handle and push handle	47.51	9.50	57.01
15376	Waverley Contract & Supply	Vertical blind top clips, Avenue Pavilion	44.00	8.80	52.80
15377	Neopost	Credit for franking machine	500.00	0.00	500.00
15378	Fields in Trust	Annual membership	50.00	0.00	50.00
15379	Swan Surgery	Return of deposit	250.00	0.00	250.00
15380	Mrs J Cosier	Return of deposit	150.00	0.00	150.00
15381	Acorn Office Supplies	Stationery order for Town Hall offices	51.37	10.28	61.65
15382	Euroforce Promotions	Cleaning and maintenance of 10 official information boards in various locations in Petersfield	80.00	0.00	80.00
15383	G Burley & Sons	Grounds maintenance, various sites, November 2014	5323.46	1064.69	6388.15
		Grounds maintenance, various sites, December 2014	5323.46	1064.69	6388.15
		Grounds maintenance, cleaner handyman service (man and van), Nov 2014	3990.75	798.15	4788.90
		Grounds maintenance, cleaner handyman service (man and van), Dec 2014	3990.75	798.15	4788.90
		Grounds maintenance, The Heath, November 2014	1495.77	299.15	1794.92
		Grounds maintenance, The Heath, December 2014	1495.77	299.15	1794.92
		Grounds maintenance, High Meadow Trust, Nov 2014	276.91	55.38	332.29
		Grounds maintenance, High Meadow Trust, Dec 2014	276.91	55.38	332.29
15384	Ocean Securities	Security lockups for December 2014	476.00	95.20	571.20
15385	Newbury Data	Printer for tickets	311.50	62.30	373.80
15386	Mr Wheeler	Refund on booking	48.80	0.00	48.80
15387	Kaleidoscope Music	Return of deposit	205.46	0.00	205.46
15388	A Buckham	Return of deposit	150.00	0.00	150.00
15389	Cash	Petty Cash	76.43	0.00	76.43
Direct Debit	South East Water	Water bill for Public convenience on The Heath	460.21	0.00	460.21
Direct Debit	Orange	Mobile phone bill for FH Manager, Groundsman, AP Caretaker & Heath Pond Assoc plus rental charges	95.80	19.16	114.96
Direct Debit	British Gas	Gas bill for Town/FH, 27 November to 22 December 2014	942.73	188.54	1131.27
Direct Debit	Veolia ES	Container exchange for AP & FH	156.58	31.32	187.90
Direct Debit	Focus Group	Calls and line rental	91.40	18.28	109.68
Direct Debit	Eden Springs	Water supplies & levy	48.54	9.71	58.25
Direct Debit	CNG	Gas bill for Avenue Pavilion, December 2014	85.14	4.26	89.40
Direct Debit	Haven Power	Electricity bill for Town/Festival Hall, December 2014	996.79	199.36	1196.15

**Petersfield Town Council**  
**Schedule of Payments for January 2015**

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	47.50	9.50	57.00
Direct Debit	Grenke Leasing	Monthly charge for defibrillators	156.00	0.00	156.00
Direct Debit	Wages & Salaries	Wages for month of January 2015	9834.45	0.00	9834.45
Direct Debit	Computershare Voucher Services	Childcare vouchers for employees	22.04	0.00	22.04
		<b>TOTAL PAYMENTS JANUARY 2015</b>	<b>65750.16</b>	<b>8250.76</b>	<b>74000.92</b>

*J 21.1.15*