

Town Development Committee

Initial Pre-meeting held 11th February 2016

Present: Cllr J Palmer (Chairman), Cllr J Deane, Cllr Mrs L Farrow, Cllr P Humphries and Cllr J Matthews.

Also present: Mr N Hitch (Town Clerk)

Terms of Reference:

Draft Terms of Reference were discussed that had been based on the paper presented and approved by Council in December 2015 (minute number C 0536). Minor amendments were suggested and the revised document is to be presented to Council for approval.

RECOMMENDED: that the revised form of Terms of Reference for the Town Development Committee be approved.

External Membership

Under the proposed Terms of Reference four co-opted members of the community are to be members of the committee. Additionally, one representative from East Hampshire District Council, South Downs National Park Authority and Hampshire County Council are to hold membership of the committee. It was also recognised that it may be beneficial for certain organisations or bodies to provide a regular non-voting representative. It was:

RECOMMENDED: that non-councillor membership of the Town Development Committee be as follows:

- 1 South Downs NPA - request through Tim Slaney that Chris Paterson be a full member of the committee;
- 2 East Hants DC - request be passed through Cllr Julie Butler to nominate a suitable full member of the committee;
- 3 Hampshire CC - request that Cllr V Clarke be a full member of the committee;
- 4 Nominate Mr Tony Struthers as a full member of the committee;
- 5 Nominate Mr Richard Besant as a full member of the committee;
- 6 Suggest that the remaining two nominations be advertised in the community seeking representatives with a suitable mix of the following interests: local business connections, users of local facilities, interests in social issues and/or younger people with an interest in the community. Applicants to be considered by the Town Development Committee and recommendations for membership to be made to Council.
- 7 The Petersfield Society be requested to provide a regular non-voting representative.

Meeting Schedule

The regular meeting schedule for the committee is included on the Council's Schedule of Meetings to be considered at the February Council meeting. Prior to this it is planned to hold meetings on Friday 4th March, Friday 8th April and Friday 6th May with all meetings to be held at 3.00p.m. in the Town Council Chamber.

Programme of Business

The Chairman suggested the following as a desired programme of business for the next six months:

- Town Square – engage in dialogue on the future of the trees on the Square
- Infrastructure Delivery Plan
- Future development of Penns Field 'A' and 'B'
- Self Build sites in the Neighbourhood Plan
- Highways improvements

The Chairman recognised that there were many competing issues for the committee to deal with but considered that these were the highest priority matters at the moment.

Items of Business for first meeting

A broad outline of the agenda for the first meeting of the committee on 4th March was suggested as follows:

- Introduction/Chairmans comments
- Roles and responsibilities – Chairman, Vice Chairman, communications & liaison
- Criteria for appointing the final two non-councillor representatives to the committee
- Programme of business for the first six months
- Allocate projects to committee members
- Review of planning applications submitted since the last meeting (standing agenda item)
- Consider any other resources that may be required

The agenda would also contain the regular standing items normally seen on Council and committee agendas.