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28th October 2020

Dear Councillor,

I hereby summon you to attend a meeting of the Town Development Committee to be held at the Town Hall, Petersfield, on **Friday 6th November at 3.00 p.m.** and via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: [https://zoom.us/](https://zoom.us/j/88681093000) with meeting ID: 886 8109 3000 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance for the password).

Yours sincerely,

A handwritten signature in dark ink, appearing to read "pp Steve Field".

Neil Hitch
Town Clerk

A G E N D A

1. Chairman's Comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.
5. To approve as a correct record and authorise the signing of the minutes of the meeting of the Petersfield Town Development held on 2nd October 2020 (*previously distributed*).



6. Public Representation - Councillors to receive representation (including items that appear on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is three minutes, although this may be reduced if a large number of people express their wish to address councillors.
7. To receive and consider the updated data regarding footfall and car park usage in the Town (*attached*).
8. To consider and update the Terms of reference for the Cycling and Walking Working Party (*attached*).
9. To receive an update from the Petersfield Strategy Group Meeting on 23rd October and from the Petersfield Operational Group meeting on 3rd November (*attached and to follow*).
10. To review and consider the report from Cllr J Matthews, prepared for the October Finance and General Purposes meeting, regarding the Tourism Information Service (*attached*).
11. To receive and consider an update regarding the top 6 Town Development Committee projects:
 1. Crossings- subject to funding, to produce a prioritised, costed set of designs for key junctions in the town.
Lead: County Cllr R Oppenheimer and Mr R Mocatta
 2. Parking- to prepare an agreed strategy to input to East Hampshire District Council and Hampshire County Council for parking (both on and off street).
Lead: County Cllr R Oppenheimer and Mr R Mocatta
 3. The Town Centre Spine- within the next 12 months (i) produce an outline costed plan for the Town Centre Spine and (ii) hold a public consultation event on the town centre.
Lead: Mr R Mocatta
 4. Cycling and walking in the Town- to produce a Local Cycling and Walking Infrastructure Plan (LCWIP), or a similar type plan, for the Town.
Lead: Mr G Morgan-Owen
 5. Tourism – to agree a tourism strategy and future plans for the Town Visitor Centre.
Lead: Ms L Bevan
 6. Signage – new and updated heritage signage in the town.
Lead: Cllr S Dewey
12. To receive an update from the Petersfield Neighbourhood Plan Review Working Party (*verbal*).
13. To review the planning applications received by the Planning Committee on 6th and 27th October 2020 (*attached*).



14. To continue to review the updated Infrastructure Delivery Plan and allocate scores using the agreed criteria (*attached*).

~ End ~



	Q1 2024				Q2 2024				Q3 2024				Q4 2024				YTD 2024													
	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec		Total	Avg	Trend			
	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Daily Sales	Units Sold	Total Sales	Total Units	Avg Daily Sales	Avg Daily Units	YoY Growth %	MoM Change %
Week 1	18.3.19 /	24.3.19	12707	21,423	1740	£4,290	14447	£25,713	18.3.20 /	24.3.20	8860	£14,405	2156	£4,546	11016	£18,951	74%	76%												
Week 2	25.3.19 /	31.3.19	13643	22,918	1991	£4,791	15634	£27,709	25.3.20 /	31.3.20	2286	£3,616	605	£1,307	2891	£4,923	18%	18%												
Week 3	1.4.19 /	5.4.19	13267	22,045	1977	£4,642	15244	£26,687	1.4.20 /	5.4.20	1622	£2,412	430	£839	2052	£3,251	12%	13%												
Week 4	6.4.19 /	12.4.19	13026	21,782	1801	£4,119	14827	£25,900	6.4.20 /	12.4.20	1277	£1,886	309	£627	1586	£2,513	10%	11%												
Week 5	13.4.19 /	19.4.19	12007	19,602	1571	£3,401	13578	£23,003	13.4.20 /	19.4.20	1135	£1,670	307	£598	1442	£2,268	10%	11%												
Week 6	20.4.19 /	26.4.19	11123	18,292	1455	£3,397	12578	£21,689	20.4.20 /	26.4.20	1314	£1,912	314	£567	1628	£2,479	11%	13%												
Week 7	27.4.19 /	3.5.19	13074	21,666	2022	£4,791	15096	£26,458	27.4.20 /	3.5.20	1341	£1,939	320	£583	1661	£2,522	10%	11%												
Week 8	4.5.19 /	10.5.19	11548	19,178	1745	£4,309	13293	£23,487	4.5.20 /	10.5.20	1184	£1,732	261	£477	1445	£3,177	14%	11%												
Week 9	11.5.19 /	17.5.19	12654	20,906	1960	£4,815	14614	£25,721	11.5.20 /	17.5.20	1525	£2,271	380	£713	1905	£2,984	12%	13%												
Week 10	18.5.19 /	24.5.19	12941	21,867	1918	£4,627	14859	£26,494	18.5.20 /	24.5.20	1660	£2,475	423	£798	2083	£3,272	12%	14%												
Week 11	25.5.19 /	31.5.19	11988	19,581	1024	£3,922	13012	£23,503	25.5.20 /	31.5.20	1643	£2,455	447	£824	2090	£3,280	14%	16%												
Week 12	1.6.19 /	7.6.19	13024	21,573	1936	£4,577	14960	£26,150	1.6.20 /	7.6.20	2132	£3,245	579	£1,103	2711	£4,349	17%	18%												
Week 13	8.6.19 /	14.6.19	13141	21,916	2048	£4,799	15189	£26,714	8.6.20 /	14.6.20	2509	£3,785	748	£1,477	3257	£5,262	20%	21%												
Week 14	15.6.19 /	21.6.19	12817	20,943	1926	£4,334	14743	£25,278	15.6.20 /	21.6.20	4201	£645	1099	£2,104	5300	£2,748	11%	36%												
Week 15	22.6.19 /	28.6.19	13030	21,742	2055	£4,801	15085	£26,543	22.6.20 /	28.6.20	4217	£6,555	1124	£2,288	5341	£8,843	33%	35%												
Week 16	29.6.20 /	5.7.20	13331	22,242	2091	£4,838	15422	£27,080	29.6.20 /	5.7.20	6463	£10,123	1563	£3,086	8026	£13,209	49%	52%												
Week 17	6.7.19	12.7.19	13086	21,558	2022	£4,603	15108	£26,161	6.7.20 /	12.7.20	7352	£11,791	2048	£4,045	9400	£15,836	61%	62%												
Week 18	13.7.19 /	19.7.19	13068	21,320	2015	£4,585	15083	£25,905	13.7.20 /	19.7.20	7413	£11,959	2143	£4,252	9556	£16,210	63%	63%												
Week 19	20.7.19 /	26.7.19	13446	22,284	2100	£4,770	15546	£27,054	20.7.20 /	26.7.20	7562	£12,005	2080	£4,138	9642	£16,142	60%	62%												
Week 20	27.7.19 /	2.8.19	13653	22,405	2060	£4,535	15713	£26,940	27.7.20 /	2.8.20	7916	£12,657	2195	£4,335	10111	£16,992	63%	64%												
Week 21	3.8.19 /	9.8.19	13657	22,246	2017	£4,457	15674	£26,704	3.8.20 /	9.8.20	7719	£12,385	2240	£4,344	9959	£16,729	63%	64%												
Week 22	10.8.19 /	16.8.19	13008	20,974	2015	£4,402	15023	£25,376	10.8.20 /	16.8.20	7992	£12,618	2368	£4,651	10360	£17,269	68%	69%												
Week 23	17.8.19 /	23.8.19	12911	21,190	2051	£4,484	14962	£25,674	17.8.20 /	23.8.20	8493	£13,512	2333	£4,950	11026	£18,462	72%	74%												
Week 24	24.8.19 /	30.8.19	12335	20,231	1972	£4,230	14307	£24,460	24.8.20 /	30.8.20	8942	£14,177	2654	£5,250	11596	£19,427	79%	81%												
Week 25	31.8.19 /	6.9.19	13648	22,625	2342	£5,074	15990	£27,699	31.8.20 /	6.9.20	8372	£13,265	2585	£5,113	10957	£18,378	66%	69%												
Week 26	7.9.19 /	13.9.19	12813	21,347	2320	£5,520	15133	£26,867	7.9.20 /	13.9.20	8970	£14,388	2840	£5,702	11810	£20,090	75%	78%												
Week 27	14.8.19 /	20.9.19	12104	20,287	2275	£5,286	14379	£25,573	14.9.20 /	20.9.20	9098	£14,518	2782	£5,565	11880	£20,083	79%	83%												
Week 28	27.9.19 /	27.9.19	10135	17,067	2259	£5,257	12394	£22,323	21.9.20 /	27.9.20	9333	£14,906	2873	£5,717	12206	£20,623	92%	98%												
Week 29	28.9.19 /	04.10.19	12700	21,193	2367	£5,538	15067	£26,731	28.8.20 /	04.10.20	8968	£14,351	2993	£6,040	11961	£20,391	76%	79%												
Week 30	5.10.19 /	11.10.19	12424	20,970	2290	£5,366	14714	£26,336	05.10.20 /	11.10.20	8960	£14,402	3011	£6,137	11971	£20,539	78%	81%												
Week 31	12.10.19 /	18.10.19	12412	21,083	2425	£5,873	14837	£26,956	12.10.20 /	18.10.20	8730	£14,102	3031	£6,141	11761	£20,243	75%	79%												
Week 32	19.10.19 /	25.10.19	13055	21,760	2354	£5,214	15409	£26,973	19.10.20 /	25.10.20	9101	£14,589	3038	£6,134	12139	£20,723	77%	79%												

Week 5	£20,735
Week 6	£19,210
Week 7	£23,935
Week 8	£20,310
Week 9	£22,737
Week 10	£23,221
Week 11	£20,224
Week 12	£21,802
Week 13	£21,453
Week 14	£22,529
Week 15	£17,700
Week 16	£13,871
Week 17	£10,325
Week 18	£9,695
Week 19	£10,911
Week 20	£9,948
Week 21	£9,975
Week 22	£8,107
Week 23	£7,212
Week 24	£5,033
Week 25	£9,321
Week 26	£6,777
Week 27	£5,490
Week 28	£1,700
Week 29	£6,340
Week 30	£5,797
Week 31	£6,712
Week 32	£6,250

Updated Terms of Reference

Introduction

The following terms of reference for the Cycling & Walking Working Group were recorded in the minutes of the TDC meeting held on 7th February 2020:

RESOLVED

that the updated objectives for the Cycling and Walking Group are approved:

1. To continue to work with EHDC (if possible) and other stakeholders to improve the East Hampshire Local Cycling and Walking Infrastructure Plan with respect to Petersfield.
2. To investigate funding opportunities and prepare grant applications for improving cycling and walking in Petersfield.
3. To gather evidence about cycling and walking in Petersfield.
4. All of the above to take account of the Neighbourhood Development Plan.

Revised Terms of Reference

It is proposed that the terms of reference shown above are updated to take account of the current circumstances. The following new terms of reference are proposed for the Cycling & Walking Working Group:

1. To monitor the progress of the LCWIP (Local Cycling and Walking Infrastructure Plan) which is being prepared by EHDC. To review new versions of this LCWIP, to prepare and to submit comments.
2. To monitor the application which PTC submitted to SDNPA for CIL funding for improvements to the walking and cycling route through the tunnel which connects The Mead to Bedford Road.
3. To identify the most suitable cycling route from Petersfield Station to the Taro/Rival Moor Rd area.
4. To identify and address gaps in the assessments of problems in Petersfield from the cycling and walking perspective. These assessments can be found in the following relevant documents.
 - HCC's Junction Feasibility Report.
 - The Petersfield Society's Pedestrian Safety report.
 - EHDC's LCWIP (to be confirmed).

This activity is to focus on the sites with the most pressing problems which are mainly, but not exclusively, in the centre of Petersfield.

5. To report to the Town Development Committee with recommendations. Represent the findings of the Cycling and Walking Working Party on the Petersfield Strategy and Operational Groups as and when required.

Membership of the Group: Cllr P Bisset, County Cllr R Mocatta, Mr S Field, Mr K Hopper, Mr R Clark, Mr M Lynch, Mr G Morgan-Owen.

Meeting Notes

Petersfield Strategy Group (PSG)

As part of the Place-Making Governance for Petersfield

Date	Friday 23 rd October 2020
Time	14.00pm – 15.30pm
Venue	Conference Call via Microsoft Teams
Attendees	EHDC – Cllr Robert Mocatta (<i>Chair</i>) EHDC – Cllr Ben Bentley EHDC – Cllr Julie Butler EHDC – Cllr David McKinney (<i>arrived 14:25pm</i>) EHDC - Danielle Friedman-Brown EHDC – Lewis Ford (<i>Meeting Notes</i>) EHDC – Emma Baxter HCC – Cllr Russell Oppenheimer HCC – Simon Cramp HCC – Olu Ashiru PTC – Cllr Peter Bisset PTC – Neil Hitch SDNPA – Cllr Doug Jones SDNPA – Chris Paterson (<i>until 14:55pm</i>) Keith Hopper Gethin Morgan-Owen
Apologies	EHDC – Cllr Matthew Gass EHDC – Cllr Jamie Matthews EHDC – Sarah Hobbs

Ref.	Item
1.	<p>Introductions and apologies</p> <p>Cllr Mocatta welcomed the group and introductions were made.</p>
2.	<p>Notes from last meeting, actions and feedback</p> <p>The meeting notes from the last meeting were discussed and no comments were received.</p> <p>The actions from the last meeting were discussed and updates provided. A revised action log has been provided as part of these meeting notes (see below). The actions discussed in greater detail at the meeting are summarised below:</p> <p>PTC Full Council to note the Petersfield Place-Making Governance Structure.</p> <ul style="list-style-type: none"> • <u>Update</u>: Neil confirmed that the governance structure and ToRs have all been noted. • <u>Outcome</u>: Action complete, remove from log. <p>SDNPA to incorporate Petersfield Place-Making Governance Structure into SDNPA Partnership Management Plan (PMP).</p> <ul style="list-style-type: none"> • <u>Update</u>: In progress and to be completed next month. • <u>Outcome</u>: Remain on action log until completed. <p>EHDC and HCC to discuss using the “Market Town Fund” for further feasibility work regarding the identified junctions.</p> <ul style="list-style-type: none"> • <u>Update</u>: Follow up discussions to be held. • <u>Outcome</u>: Remain as ongoing action. <p>SDNPA to populate and confirm “Junction Matrix Spreadsheet” with available s106 monies for each junction.</p> <ul style="list-style-type: none"> • <u>Update</u>: Chris has prepared a new spreadsheet with available s106 information aligned with the identified junctions and projects to date. The information will be refined and checked with the POG before being presented to the PSG. • <u>Outcome</u>: Remain as ongoing action. <p>Cllrs Mocatta, Butler and Oppenheimer to arrange a site visit with Cllr Rob Humby on a weekday morning at 08:30am.</p> <ul style="list-style-type: none"> • <u>Update</u>: Site visit arranged for Monday 9th November 2020 at 08:00am. • <u>Outcome</u>: Action complete, remove from log. <p>EHDC officer to liaise with EHDC Traffic Team about speed watch along Pullens Road.</p> <ul style="list-style-type: none"> • <u>Update</u>: Speed watch will be moved to Pullens Lane; date to be confirmed • <u>Outcome</u>: Remain on action log until completed.
3.	<p>Update on POG meeting</p> <ul style="list-style-type: none"> • Danielle explained that POG are looking to host follow up workshops so that the group can start to piece together a priority matrix, considering the Petersfield Junction Study, LCWIP, Keith’s report etc. • Danielle confirmed that the outcomes will be presented to PSG for steer in the coming months. • Neil explained that the Town Development Committee (TDC) are also working on a project priority list.

Ref.	Item
4.	<p data-bbox="220 217 544 248">Petersfield Key Projects</p> <p data-bbox="220 291 1070 322">a) EHDC – Local Cycling & Walking Infrastructure Plan (LCWIP)</p> <ul style="list-style-type: none"> <li data-bbox="268 365 1430 396">• The LCWIP was approved by EHDC Cabinet yesterday evening (Thursday 22nd October). <li data-bbox="268 405 1078 436">• The LCWIP comprises the following and can be found below: <ul style="list-style-type: none"> <li data-bbox="360 445 635 477">○ LCWIP Summary; <li data-bbox="360 486 783 517">○ LCWIP Technical Report; and <li data-bbox="360 526 1222 557">○ Webpage: https://www.easthants.gov.uk/walking-cycling-strategy <li data-bbox="268 566 1023 598">• Emma explained that the next stages for the LCWIP are: <ul style="list-style-type: none"> <li data-bbox="360 602 1374 633">○ The prioritisation of the recommendations into short-, medium- and long-term. <li data-bbox="360 642 1426 705">○ The prioritisation will be a separate, live document which can be updated as costs and funding are identified; the aim is to link with other highways schemes. <li data-bbox="360 714 1426 777">○ The completion of the scope and partnership agreement with HCC as to how both authorities will deliver the recommendations of the Plan. <li data-bbox="268 786 544 817">• Emma added that: <ul style="list-style-type: none"> <li data-bbox="360 822 1070 853">○ There is no dedicated funding to support the LCWIP¹. <li data-bbox="360 862 1414 893">○ DfT guidance states that engagement with partners is key to the LCWIP process. <li data-bbox="360 902 1246 934">○ The Government is setting up a new body: Active Travel England. <li data-bbox="360 943 1426 1041">○ The emerging National Cycling and Walking Plan will come with a £2bn funding pot for medium towns, large towns and cities; Petersfield is likely to meet the medium towns criteria. <li data-bbox="268 1050 1461 1149">• Simon and Olu expressed their delight in the approval of the East Hampshire LCWIP and confirmed that it the second LCWIP to be approved in Hampshire², which will put Petersfield and the rest of East Hampshire in a good position to move forward. <li data-bbox="268 1158 1382 1189">• Olu asked if GIS layers had been prepared to identify the LCWIP's recommendations. <p data-bbox="220 1232 1054 1263"><u>ACTION:</u> Emma to liaise with colleagues about LCWIP GIS layers.</p>

¹ We will need to consider, s106, CIL and other funding.

² The first LCWIP in Hampshire was for Gosport Borough Council.

Ref.	Item
	<p>b) HCC – Covid Active Travel Emergency Fund (Tranche 2)</p> <p><u>Active Travel Summit</u></p> <ul style="list-style-type: none"> HCC hosted an active travel summit on Monday 19th October 2020. The summit was well attended (130 people) and well received. The summit confirmed HCC's commitment to increase active travel in local transport plans. <p><u>Covid Active Travel Fund (ATF) – Tranche 2</u></p> <ul style="list-style-type: none"> Olu thanked Keith for his “excellent paper” and confirmed that it has been shared with Nicola Waight and Karen Wright (HCC) who are leading on Tranche 2. HCC is still waiting on DfT's formal announcement re Tranche 2 <ul style="list-style-type: none"> Announcement expected November 2020. Announcement delay will have implications for getting schemes in place for March. Olu stated that close engagement with shop-owners, residents and businesses will be essential to the implementation of the Tranche 2 funded semi-permanent schemes. Cllr Mocatta raised that the “Petersfield Pulse” Facebook group had over 4,500 followers. Olu confirmed that “quick wins” identified from Keith's paper could be implemented early next year, such as: <ul style="list-style-type: none"> Improved / update to signage (especially along Dragon Street); Reinstated disabled parking bays outside the library and post office; and Replacement of red and white barriers with planters. Cllr McKinney agreed that signage needs to be improved and that communication is key. Danielle added that EHDC and HCC would look to coordinate the reopening of the high street (RHSS) with the ATF. Danielle explained that EHDC and PTC were about to commence town centre footfall surveys and that this will aid the emerging evidence base. Cllrs Bentley and Butler commented that town centre traffic is increasing, and that drivers are still ignoring the signage / driving through the bus gate. Olu is aware and HCC is looking into the installation of a temporary camera as part of Tranche 2 funding to ensure the enforcement of the bus gate. Cllr Mocatta asked if Speed Watch could occur in the town centre, but Cllr Butler confirmed that Speed Watch is informed / approved by the Police and would not be appropriate. Cllr Mocatta asked about “dummy cameras”, however after discussion the group agreed not to pursue this idea. <p><u>Discussions regarding Petersfield Junctions and Transport</u></p> <ul style="list-style-type: none"> The group discussed the balance required between prioritising the town centre and prioritising “outer town” junction and transport improvements, a summary is as follows: <ul style="list-style-type: none"> Improvement of “outer town” junctions is required to reduce traffic on the town spine. Improvements which can be justified through a business case must be prioritised. Pedestrian, cyclists and motor <u>safety</u> is the biggest priority, especially around schools. This will also help the public to support the programme. Debate regarding: <ul style="list-style-type: none"> Starting with the areas with the most walking traffic (i.e. the spine); Vs Starting with the outer areas before then closing in on the spine. Keith and Simon summarised that the prioritisation of transport schemes will be an iterative process and that the most important improvements/locations (i.e. safety, congestion etc.) will need to be prioritised first – this may mean a blended approach to Spine vs Outer Town. Cllr Mocatta outlined that the following need to be prioritised / focused around safety: <ul style="list-style-type: none"> Crossings along The Causeway; Crossings along Pullens Lane; and Station Road Junction. All agreed for a focus on reducing vehicles speeds throughout the town in the right places.

Ref.	Item
	<p>c) PTC – Neighbourhood Plan & Festival Hall</p> <p><u>Neighbourhood Plan (NP)</u></p> <ul style="list-style-type: none"> The working group will meet monthly until April 2021; starting on Friday 30th October 2020. The working group is looking to <u>review</u> the NP, rather than re-do it. The working group comprises town councillors, town council officers, SDNPA representative and the Petersfield Society. Cllr Mocatta asked: <ul style="list-style-type: none"> Will EHDC be involved given the need for more housing in the district? Will the review take place given the Planning White Paper 2020? Neil explained that the review is still necessary / appropriate despite the Planning White Paper, and additional housing can be considered at a later date when more is known about the future planning reforms. <p>ACTION: Neil to check who has been invited to represent the SDNPA.</p> <p><u>Festival Hall</u></p> <ul style="list-style-type: none"> PTC is committed to enhancing the Festival Hall. PTC has agreed to undertake RIBA Stage 3 works to explore the full refurbishment of the Festival Hall, which will include the conversion of the commercial officers to community use. The refurbishment cost is anticipated to be in the region of £8.7m. Once the RIBA work is completed, public consultation will take place and funding sought. As part of the work, PTC will be looking at how the building could be carbon neutral and how services could be delivered from the building in a post-Covid world. <p>d) SDNPA – Planning Update and s106 availability for identified junctions</p> <ul style="list-style-type: none"> Chris has drafted a projects list and identified which s106 funds held by the SDNPA could be used to fund delivery³. The POG will consider, refine and further populate the list at their next meeting on 3rd November 2020. Cllr Bentley asked if any of the collected s106 contributions were due to expire. Chris explained that the oldest contributions were collected in 2013; the SDNPA want to see older contributions prioritised for spending as there is a risk the developers could “clawback” any unspent contributions. SDNPA is required to publish all s106 funding held. <p>ACTION: Lewis to circulate the draft projects list to the PSG for information and further discussion.</p>
5.	<p>Next steps, way forward and date of next meeting The next meeting will be held on Friday 20th November 2020 at 2pm via Microsoft Teams.</p>
6.	<p>Any Other Business (AOB) No other business was raised.</p>

³ At the moment, only s106 contributions held have been included. The anticipated receipts from upcoming triggers have not yet been included.

Action Log:

Action	Who	Red, Amber or Green	Progress
ADMIN			
Full Council to note the Petersfield Place-Making Governance Structure.	PTC Officer	G	
Incorporate Petersfield Place-Making Governance Structure into SDNPA Partnership Management Plan (PMP).	SDNPA Officer	A	In progress and to be completed next month. CP to send link to LF to circulate to PSG.
PETERSFIELD JUNCTION STUDY & LCWIP			
Discuss using market town fund for further feasibility work regarding the identified junctions.	HCC Officer	A (Ongoing)	Follow up discussions to be held.
Populate and confirm "Junction Matrix Spreadsheet" with available s106 monies for each junction.	SDNPA Officer	A (Ongoing)	Chris has prepared a new spreadsheet with the available s106 information aligned with the identified junctions and projects to date. The information will be refined and checked with the POG before being presented to the PSG.
Liaise with colleagues about LCWIP GIS layers.	EHDC Officer	A	
Circulate the draft projects list to the PSG for information and further discussion.	EHDC Officer	A	
DURFORD ROAD CROSSROADS			
Arrange a site visit with Cllr Rob Humby on a weekday morning at 08:30am.	Cllrs Butler, Mocatta & Oppenheimer	G	Site visit arranged for Monday 9 th November 2020 at 08:00am.

Action	Who	Red, Amber or Green	Progress
Liaise with EHDC Traffic Team about speed watch along Pullens Road.	EHDC Officer	A	Speed watch will be moved to Pullens Lane; date to be confirmed.
PETERSFIELD NEIGHBOURHOOD PLAN			
Check who has been invited to represent the SDNPA on the Neighbourhood Plan working group.	PTC Officer	A	
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)			
All to inform Chris (at least) one week in advance about any planning applications they require an update for / would like to discuss at the PSG.	All	A (Ongoing)	

Report to F&GP.

In order to meet the Council's objectives, Council should consider taking a fresh approach to the provision of an information service to serve the community, visitors and local businesses. Council should consider funding and developing a service over, ideally, the next 5 years.

The cost of providing the service will be determined by the scope and format of the new service, however this report provides two options both with a range of estimated costs.

Based on the most sustainable approach to delivering a future service which is financially appropriate, it is Recommended that F&GP consider the provision of a budget in 2021/22 to deliver Option B.

Background

East Hampshire District Council announced in January 2018 it would no longer fund the one remaining Tourist Information Centre in East Hampshire. EHDC said it considered there are better ways of supporting the visitor economy and will ensure that strong collaboration between Tourism South East, EHDC and others by focusing on public relations, promotion and business support.

In March 2018, when Council provided £40,223 of emergency funding for the then TIC contract it was anticipated this would not be required for more than 12 months. This would allow Council time to understand and adapt its support for local information service. Since that time the Council has renewed the contract with TSE for 2019/20 and 2020/21. Notwithstanding there be a cost reduction for 2020/21 due to non-operation of the centre during the Covid-19 lockdown the contract will have committed the Council up to £135k during this 3-year period.

The restrictions, uncertainties and necessarily changed behaviours associated with Covid 19 throughout 2020 and continuing into 2021, and possibly beyond, provide an opportunity to make a fresh start and support the recovery of Petersfield's local economy, potentially as part of wider Hampshire Recovery (under the Hampshire and Isle of Wight Local Resilience Forum – LRF).

The impact of Covid 19 on local business and communities and on visitors and tourism have been profound and, in many cases, damaging, the LRF do not expect, currently, a full return to the 'new normal' until January 2022. In this respect it is almost inevitable that existing TVC will be operating in almost the same circumstances as in 2020 (limited opening hours, few community events to promote and a reduced numbers of visitors).

This is an opportunity for the Council to provide a service that actively support the recovery of businesses, events and activities, the scheduling of new events and leisure activities within our town, working in partnerships, for example, with HCC and EHDC which could open opportunities for Covid 19 recovery funding initiatives to support our local economy.

What should be the scope and format of the future service? (The "High Level Specification")

The **Petersfield Events & Information Service** would be primarily a digital information service continually refreshed with information of relevance and interest to both the community of Petersfield and immediate surrounding area and visitors to the area

Establish

The service will promote community events, activities and places to enjoy, businesses, leisure opportunities and "traditional" tourist destinations.

In addition to producing content for a vibrant and engaging website, the new service will curate relevant user generated content from the Internet (e.g. Trip Advisor, Google reviews) and Social Networking (e.g. Facebook and Twitter). These channels are major influencers that people gather information in advance of visiting a destination.

Integration is key rather than repetition to ensure efficiently curated and produced content. Using a central management system, or similar software, allows for consistent information and messaging to be provided across all digital channels and printed publications such the Town Guide, which can be produced more efficiently.

The service should seek to maintain physical information, where provided by event and visitor attractions, in a few key strategic locations, including noticeboards. To achieve this requires the development of relationships with local organisations (Station community hub, Museum, Library etc) and businesses and to ensure the provision complements, rather than competes, with each other. Establishing a relationship with the newly refurbished museum, a visitor destination and due to re-open in 2021, is considered particularly important.

The service would be established in the calendar year 2021.

Support & Engage

The service will engage, build relationships with and promote local businesses and community organisations/activities to ensure information is easily accessible. The service would include handling inquiries, mainly digitally, but also with some telephone support and the development of self-service and cost recovery/cost sharing arrangements. The service will work with businesses, event organisers and visitor destinations to develop and implement methods to track online visitor engagements and, where relevant, potential sales, to demonstrate the relevance of the service to those organisations.

Evolve

Having established the new service and as the Council becomes more involved, both directly and with other partners in developing the other parts of its Tourism Strategy, and wider town development, at a future stages (i.e. after 2 or 3 years and resources permitting) there will be opportunities to consider service enhancements to strengthen the offering. For example, by transitioning away from management of physical material to providing unmanned information touchpoints (digital display/interactive media), inside or outside different locations in the town (e.g. Station, Library, Museum, Ram's walk, Town Hall) and developing advertising options with local businesses to assist with cost recovery. These opportunities will be identified by taking an agile approach to the provision of the new service where continuous improvement of the service is a key principle.

A detailed service specification and job descriptions will need to be developed.

How best to deliver the future service?

The TDC's Tourism working group has examined what can be delivered by the existing arrangements with Tourism South East and has come to the conclusion that neither purposes or objectives can be achieved within the current arrangements. There appear to be two main options, either of which could be adapted as evidence and data is acquired and used to monitor how well the Council's objectives are being met, and the future service is being delivered. Both options assume that the Council:

- (i) terminates the contract with Tourism South East
- (ii) commissions a new website (proposals for which have already been evaluated and ranked and for which the budget of £10,000 was earmarked); and
- (iii) directly operates a new information service for the benefit of both residents and visitors/tourists (as specified above).

The options differ in respect of timeframe, staffing and location.

The two main options are as follows:

- A. **Transition option.** Transfer the TVC staff to the Council's payroll, maintain their hours worked and re-locate the service to the Town Hall, continue to provide a manned physical presence whilst progressively developing the new online/digital service. At a later stage (after 2 or 3 years and resources permitting) supplement and/or substitute the manned presence with unmanned digital display/interactive media inside or outside different locations in the town.
- B. **Fresh start option.** The new service would be developed and maintained by a qualified and experienced creative digital content manager (Person Specification and Job Description to be developed however it is anticipated they must have both digital and relevant Tourism/communications experience) employed or contracted for 3 days/week to work flexibly from home or an office.

Estimated Costs

By focusing on the planned outcomes and choosing an option most likely to achieve them, it is possible to take into account the total estimated costs over the next 5 years.

It is useful for the committee to consider this timeframe, particularly in the light that Covid 19 pandemic has had, and will continue to, have impact on the Council finances.

Option A - Estimated cost to Council between £244k and £259k for a 5 year period.

Option B - Estimated cost to Council between £147k and £166k for a 5 year period.

The breakdown of these estimated costs is in Appendix A. These estimates include employee on-costs (Pension, NIC contributions etc) based on local government salary scales, but do not include any other personnel overheads.

Additional Background Information

In March 2018 Council agreed to release funding of upto £45,000 from general reserves to maintain the East Hampshire Tourist Information Centre (now Petersfield Town Visitor Centre - TVC) until the end of March 2019. This would allow sufficient time to allow Council to transform and develop the service for the future.

A working group set up by Council in February 2018 with the aim of creating both short- and long-term feasibility plans, including costs, benefits, locations, staffing and other related matters, the group did produce an initial report which highlighted what some other town councils had achieved when taking on a tourist information service, the ongoing cost of running such operations, the opportunities for a more Petersfield centric offering and potential partnerships with other organisations. However, the group did not progress this work further and in February 2019 Council agreed to defer any decision on the location of the TVC until work until the Council had confirmed its wider strategy for tourism, which was being led by the Town Development Committee.

In June 2019 Council following adopted a Strategic Framework for Tourism in Petersfield agreeing to continue branding Petersfield “At the heart of the South Downs National Park” and support sustainable tourism.

At the September 2019 Full Council meeting, the following two primary purposes of the tourism strategy were agreed:

1. Build and maintain an improved, enhanced, modern and attractive online presence and much greater visibility of what Petersfield has to offer
2. Transform/revise Petersfield’s Visitor information Delivery Service to much greater reliance on self-service, internet and digital as determined by PTC resource allocation and develop/evolve a sustainable funding model.

Important Considerations

1. Should the existing TVC staff be transferred wholly to the Town Council?

Whilst this would seem a neat solution, it restricts the Council’s ability to shape the new service. TUPE laws are likely to come into force and the existing TVC budget is almost entirely salaries which means there is then little latitude for either engaging people with other skills or creating a new website without additional spending. Purpose 1 would thus not be easy to achieve with significant additional spending. Once the contract with TSE is terminated, there is an opportunity to form a new and different kind of service. The services/expertise of Tourism South East could be procured on a consultancy basis if required and the existing TVC budget reallocated to support both a new website and employment/contracting of personnel with the Town Council’s new information delivery service targeted at both residents and visitors/tourists

- 2. Where should the future service be located?** This has been discussed at length by the working group. However, in considering each option, it should be noted that the Council has endorsed the two purposes above which signal a clear shift towards online presence and self-service. Not only does this have the ability to reach a broader audience, but it is free from the restrictions of physically having to visit a specific location and is also ‘open’ 24/7. Notwithstanding this, it should also be noted that the present TVC is used by local residents as well as visitors. Furthermore, some individuals may prefer a face-to-face option and thus a degree of human contact is likely to be desirable. However, that said, the policy is to move to a primarily online service and thus the provision of a physical service should be the secondary priority behind developing the online presence. An online service need not be tied to a physical location.

Appendix A

Indicative annual cost breakdown of future Petersfield Events & Information Service (from 2021/22)

	no.staff	no.hr	£/hr	£/week	no.wk	Option A	Option B
Staff Costs							
TVC staff transferred to Town Council 1/	4	45.75				£31,532	
TVC staff pension contribution, No NIC included						£4,788	
Training of transferred TVC staff 2/						£2,000	
Digital Content Manager 3/	1	21	£18	£378	52		£19,656
Subtotal						£38,320	£19,656
Service Provision							
Equipment / Hardware (annual updates) 4/						£5,000	£5,000
Rent of serviced desk, telephone, internet, web hosting 5/						£2,000	£2,000
Consultancy, photography, etc. 6/		10	£50	£500	10	£5,000	£5,000
Miscellaneous						£1,500	£1,500
Subtotal						£13,500	£13,500
Total						£51,820	£33,156

1/ Assumes SCP 11, no NIC included. Total staff hours 46 hours. TORs to deliver new information service and F2F service.

2/ TVC staff training - annualised cost, estimated to be front-loaded

3/ Employed or contracted. Cost assumes NIC + Pension included in hourly rate, based on SCP 26. (Job Description required)

4/ First year, computer & office equipment. (Subsequently years this could include all-weather interactive screens to be placed for example) at station, library, museum, in Rams Walk and/or at Town Hall

5/ Assumes only one work station required for either option. (i.e. in case of Option A, 4 TVC staff would "hot-desk").

6/ Could be used also for surveys, etc. and/or contract for services advice from TSE, tourism specialists, etc.

Indicative Total Cost over 5 years

Financial Year	2021/22	2022/23	2023/24	2024/25	2025/26	Total
Option A: Transition, transfer TVC	£51,820	£51,820	£51,820	£51,820	£51,820	£259,098
Option A: Transition, transfer TVC 1/	£51,820	£51,820	£49,229	£46,767	£44,429	£244,063
Option B : Fresh start - 1 employee/contractor	£33,156	£33,156	£33,156	£33,156	£33,156	£165,780
Option B : Fresh start 3/	£33,156	£33,156	£31,498	£29,923	£28,427	£156,161
Option B : Fresh start 4/	£33,156	£33,156	£29,840	£26,856	£24,171	£147,179

1/ Cost sharing and/or cost recovery challenges will be greater but nevertheless to be sought. Assumes 5% pa from year 3.

3/ Assumes 5% cost sharing and/or cost recovery from year 3

4/ Assumes 10% cost sharing and/or cost recovery from year 3

22 October 2020

Dear Councillor

I hereby summon you to attend a meeting of the Planning Committee that will be held on Tuesday 27th October 2020 in the Council Chamber, Town Hall, Petersfield at 6.30p.m., and via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: <https://zoom.us/> with meeting ID: 886 6332 6520 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance for the password).

Yours sincerely,

Neil Hitch
Town Clerk

AGENDA

1. To receive and record apologies for absence.
2. Approval of minutes – to approve the minutes of the meeting of the Planning Committee held on the 6th October 2020.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism

Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.

5. Chairman's Comments.
6. Public Participation. To suspend Standing Orders to enable members of the public to make statements on any planning application appearing on the agenda with a time limit of 3 minutes for and/or 3 minutes against an application. Only one statement for or against an application will be permitted.
7. Planning applications – to consider and make comments on the under mentioned applications received from the Planning Control Manager.

<u>Plan no.</u>	<u>Particulars of Application and Name of Applicant</u>
SDNP/20/02824/FUL	CHANGE OF USE FROM RETAIL (A1) TO HOTEL TEMPORARY ACCOMMODATIONS (C1) 34A Lavant Street, Petersfield Mr A Brown
SDNP/20/03351/TCA	T1 POPLAR – CROWN REDUCE BACK TO PREVIOUS PRUNNING POINTS 26 Chapel Street, Petersfield Mrs j Tompkins
SDNP/20/03768/FUL	INSERTING ROOF LIGHTS INTO ROOF TO FACILITATE CONVERSION OF ROOF SPACE INTO HABITABLE ACCOMMODATION Flat 34A Dragon Street, Petersfield Mr R Lyon
SDNP/20/03912/LIS	LISTED BUILDING CONSENT – ALL EXISTING LAMPS THAT LIGHT PARTS OF EACH OF THE STATIONS USED BY PASSENGERS (INCLUDING STATION FORECOURTS, PLATFORMS AND CAR PARKS) ARE REPLACED WITH COMMISSIONED AND OPERATIONAL NEW LED LIGHTING Petersfield Railway Station, Station Road, Petersfield Mr e Stewart – First Group plc
SDNP/20/03941/HOUS	REMOVE THE EXISTING CONSERVATORY AND REPLACE WITH A SINGLE STOREY REAR EXTENSION, FRONT ELEVATION FIRST FLOOR WINDOW ADDED WITH TOP OPENER – OBSCURED, PITCH ROOD ADDED OVER GARAGE AND FRONT DOOR AND DECKING AREA 35 Monks Orchard, Petersfield Daniella Offer
SDNP/20/04026/ADV	DISPLAY OF 4 NEW INTERNALLY ILLUMINATED/STATIC DIGITAL FREESTANDING SIGNS TO REPLACE EXISTING DRIVE THRU SIGNAGE AND 1 15" DIGITALSAL BOOTH

SCREEN. (ALTERNATIVE OPTION TO APPROVED
SDNP/20/02251/ADV DATED 3 AUGUST 2020.
McDonalds Restaurant, Winchester Road, Petersfield
McDonalds Restaurant Ltd

- SDNP/20/04076/TCA T1 CHERRY PLUM LOCATED TO THE RIGHT OF THE GARAGE INSIDE GARDEN – REDUCE CROWN HEIGHT BY 1.5 METRES AND CROWN WIDTH BY 0.5 METRES TO LEAVE A FINISHED CROWN HEIGHT OF 2.5 METRES AND A FINISHED CROWN WIDTH OF 1.5 METRES.
T2 BAY LAUREL LOCATED IN BACK GARDEN – REDUCE CROWN HEIGHT BY 1.5 METRES AND CROWN WIDTH BY 1 METRE TO LEAVE A FINISHED CROWN HEIGHT OF 7 METRES AND A FINISHED CROWN WIDTH OF 5 METRES.
T3, T4, T5 SILVER BIRCH X 3 LOCATED IN BACK GARDEN ON THE BOUNDARY WITH WESTON ROAD – REDUCE CROWN HEIGHTS BY 2 METRES AND CROWN WIDTHS BY 1 METRE TO LEAVE FINISHED CROWN HEIGHTS OF 7 METRES AND FINISHED CROWN WIDTHS OF 4 METRES
2A Weston Road, Petersfield
Mr M Harvey
- SDNP/20/04103/TPO OAK (t92) – FELL
Home Way, Petersfield
Mr Mead – Taylor Wimpey
- SDNP/20/04143/HOUS RETROSPECTIVE APPLICATION FOR EXTERNAL CLADDING TO FRONT AND SIDE OF DWELLING
9 Stafford Road, Petersfield
Mr J Hegan
- SDNP/20/04186/HOUS FRONT PORCH
Tilmore House, Reservoir Lane, Petersfield
Mr E Davies
- SDNP/20/04187/LIS LISTED BUILDING CONSENT – FRONT PORCH
Tilmore House, Reservoir Lane, Petersfield
Mr E Davies
- SDNP/20/04311/TCA LABURNUM – FELL
62B Station Road, Petersfield
Mrs D Mason
- SDNP/20/04328/HOUS SINGLE STOREY EXTENSIONS TO REAR
12 Stanton Road, Petersfield
Mr 7 Mrs S Mcalonen-White
- SDNP/20/04364/HOUS SINGLE STOREY REAR EXTENSION, PORCH TO FRONT AND FIRST FLOOR EXGTENSION OVER EXISTING GARAGE
36 Durford Road, Petersfield
Mr A Edmunds

SDNP/20/04423/HOUS SINGLE STOREY FRONT EXTENSION
15 Long Down, Petersfield
Mr S Verney

8. To receive notification from East Hampshire District Council of the following temporary road closure:-

Road to be closed: Winchester Road, Petersfield from its junction with Stoneham Park, westwards, for a distance of approximately 100 metres.

Date of closure: 15 October 2020. It is expected that the closure will be required for 2 nights, between the hours of 8pm and 6am.

Reason for closure: The Order is necessary to facilitate planting and resurfacing works.

9. To receive notification from East Hampshire District Council of provisional Tree Preservation EH1157 – Swan Street Surgery, Swan Street, Petersfield made on 14 October 2020.

<End>

23 October 2020

Dear Councillor

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Neil Hitch
Town Clerk

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7. Planning applications – to consider and make comments on the under mentioned applications received from the Planning Control Manager.

<u>Plan no.</u>	<u>Particulars of Application and Name of Applicant</u>
SDNP/20/02629/TCA	T1 – MAPLE, T2 BEECH, T3 MAPLE – CROWN REDUCE BY 1.5-2M TO LEAVE A FINISHED HEIGHT OF 8M AND SPREAD OF 6M. 8 Dragon Street, Petersfield Mr M Conrad
SDNP/20/03193/FUL	TO REPLACE TWO SINGLE STOREY PORTA-CABINS WITH 1 X 2 STOREY SINGLE UNIT AND 1 X SINGLE STOREY UNIT FOR THE MANAGEMENT OF STAFF AND VEHICLES TO OPERATE EAST HAMPSHIRE DISTRICT COUNCILS SERVICES. THE UNITS ARE TEMPORARY PORTA-CABINS DUE TO LENGTH OF LEASE/CONTRACT WITH EHDC. TO ALSO INSTALL 1 X 20,000 LITRE FUEL TANK (ROAD DIESEL) AND 1 X 3,000 LITRE AD BLUE TANK IN NEARBY LORRY PARK SITE Lorry Parks, Bedford Road, Petersfield Mr R Guy
SDNP/20/03366/HOUS	REPLACEMENT ROOF TILES, REMOVAL OF REDUNDANT CHIMNEY, VELUX WINDOWS AND NEW CLADDING, LEAN-TO/ SUN SHADE TO REAR 25 Stafford Road, Petersfield Mr S Jacob
SDNP/20/03370/HOUS	WOODEN GARDEN BUILDING TO REAR 35 Woodbury Avenue, Petersfield Mr & Mrs J Morris
SDNP/20/03418/TPO	OAK – CROWN LIFTING TO 5 METRES HEIGHT FROM GROUND LEVEL. REMOVAL OF BRANCHES GROWING LOW TO THE GROUND 26 Clare Gardens, Petersfield Mr A Owen

SDNP/20/03436/HOUS	FRONT AND SIDE SINGLE STOREY EXTENSION AND PARTIAL NEW 1.8 METRE CLOSE BOARDED FENCE 74 Moggs Mead, Petersfield Mr & Mrs R Attwater
SDNP/20/03473/FUL	CHANGE OF USE OF THE MANGER'S FLAT TO THAT FOR THE OCCUPATION OF A PERSON OVER THE AGE OF 60 YEARS IN LINE WITH THE OTHER FLATS IN THE DEVELOPMENT 18 Lavant Court, Petersfield Retirement Rentals Ltd
SDNP/20/03520/TCA	T1 SILVER BIRCH – REDUCE CROWN HEIGHT BY 5 METRES TO LEAVE A FINISHED HEIGHT OF 7 METRES AND REDUCE CROWN WIDTH BY 1 METRE EITHER SIDE FROM 4 METRES TO LEAVE A FINISHED WIDTH OF 2 METRES 2 Weston Road, Petersfield Mr I Henderson
SDNP/20/03724/HOUS	THE ERECTION OF ROOF EXTENSIONS, ROOF TERRACE AND REPLACEMENT GARAGE OUTBUILDING 18 Station Road, Petersfield Mr P Donovan
SDNP/20/03752/LIS	LISTED BUILDING CONSENT – REPLACEMENT FRONT DOOR, REPLACE KITCHEN DOUBLE DOORS, INTERNAL ALTERATIONS INCLUDING THE REMOVAL OF 1 PARTITION WALL, CREATION OF AN INTERNAL MENTORING SPACE AND THE REMOVAL OF 3 EXISTING FIRST FLOOR ENSUITE BATHROOMS JSW, 20 Dragon Street, Petersfield Caroline Aeschlinon – The Kings Arms Youth Project
SDNP/20/03785/HOUS	REMOVAL OF REAR CHIMNEY. NEW COMPOSITE DOOR TO REPLACE EXISTING. PAINT FRONT ELEVATION 43 Sussex Road, Petersfield Mr S Ockford
SDNP/20/03792/TPO	T2 ASH – FELL (DUE TO ASH DIEBACK) 4 Avon Close, Petersfield Mr Boyd
SDNP/20/03969/TPO	ASH 0446 REMOVE 2 X 100MM DIAMETER LATERALS (GETTING VERY CLOSE TO CORNER OF ROOF OF FLATS 1-8, 121 THE CAUSEWAY) AND REDUCE LATERALS AS REQUIRED TO ENSURE 2.5M CLEARANCE OFF THE BUILDING Play Area South East of Avon Close, Petersfield Mr A Skeet

SDNP/20/04010/TCA OAK (T1) – CROWN REDUCTION OF UP TO 2.5 METRES
BACK TO SUITABLE GROWTH POINT; FINISHED OVERALL
HEIGHT OF THE TREE WILL BE APPROX 9.5 METRES IN
HEIGHT, WITH THE AVERAGE UPPER CROWN FINISHED
BRANCH LENGTH OF APPROX 2 TO 4 METRES
8 Test Close, Petersfield
Mrs J Wilkinson

8. To receive notification from South Downs National Park Authority that they are consulting on a draft Parking Supplementary Planning Document (SPD) (full title – Guidance on Parking for Residential and Non-Residential Development). All comments must be received by Thursday 19 November 2020; the document can be viewed on the SDNPA website.
9. To receive extracts from the decisions of East Hampshire District Council's Planning Committee notified up until 30th September 2020.

<End>

SITE	PROJECT	CRITERIA (with weighting)	PRIORITY	STATUS	ESTIMATED COST	FUNDING SOURCES	TARGET DATE	COMMENTS	PNP	Criteria 1 Positive impact on the community (including different sections of the community)	Criteria 2 Landscape and visual appearance	Criteria 3: Deliverability	Criteria 4: Safety	Criteria 5: Carbon neutrality/sustainability	Criteria 6: Economic value	Criteria 7: Positive impact on neighbouring parishes
Childrens Play Area	Upgrade of all play areas		C	In Progress	£ 175,000	Developers	2020	Transfer to Project?		3	2	5	1	2	3	3
Festival Hall	Proposed extension to include kitchen, toilet facilities, relocation of sound and lighting desks plus office/rehearsal space, improved ventilation/air conditioning, replacement of boilers		RI&A.2	£ 8,600,000	PTC	2021	Current single storey extension provided as a temporary building over 40 years ago. Issues exist re water ingress as well as services beneath floor. Urgently needed for the hall to be able to host theatre/multi-purpose hall for community use with potential for operating as a Conference venue.			3	2	2.5	4	4	3	5
Festival Hall	Sprinkler System Installation			£ 175,000		2021	Desired as an addition to the existing fire alarm system following the fire in 2008. Planned now in medium term.			3	2	2.5	4	4	3	5
Festival Hall	Double glazing to Rose Room, Changing Rooms and Offices	A	RI&A.2	£ 50,000		2021	Windows to Rose Room and commercial offices on first floor of Festival Hall are now barely weather proof. Windows are in dire need of replacement. Needed as a priority.			3	2	2.5	4	4	3	5
Festival Hall	Lowerable lighting bora and lights for theatrical purposes		RI&A.2	£ 70,000		2021	Requested by theatrical groups as an improvement to existing facilities to speed up set up and take down from shows as well as improve health & safety.			3	2	2.5	4	4	3	5
Festival Hall	Town Hall refurbishment		RI&A.2	£ 55,000		2021	Plans to refurbish ladies toilets in Town Hall as facilities now looking tired.			3	2	2.5	4	4	3	5
Festival Hall	Town Hall refurbishment		RI&A.2			2021	Town Hall Reception area in need of refurbishment. New carpet, new public and staff stairs.			3	2	2	5	3.5	3	4
Footpaths	Provision of footbridge over A3 for pedestrians using footpaths to be located between Winchester Road roundabout and southern part of NE22 Green Network and Open spaces			£ 500,000	NCC most likely	2030	Long term aspiration			5	5	5	4	4	4	5
G2a Green Space east of Causeway Farm/Sussex Meadows	NE22 Green Network and Open spaces	B	Break down for SDNPA funding	£ 75,000	over 5 years	Sep-20	New Allocation - drainage, planning, cycle access to TP57 (LCWP), access to Sussex Road - and co-ordinate			4	5	2	2	1	3	3
G3 Tilmore Brook	NE27 Green Network and Open spaces	B		£ 500,000		2021	New Allocation - planning, access			4	5	2	2	1	3	3
Tilmore Brook	NE28 Streams' enhancement	B		£ 100,000			Landscaping and improvements to Tilmore Brook within Main Car Park and Cridwell Stream to west of Town Centre - Swan Street Car Park and Frenchmans Road			4	5	2	2	1	3	3
G4 North of Bulmore Farm	NE22 Green Network and Open spaces	B		£ 250,000	CI Funding	2021	New Allocation - creation, planning, access to Cridwell Stream and Cridwell Stream goes through - Footpath to link up with Bell Hill			5	5	3	4	4	4	5
G5 Merritts Meadow	NE22 Green Network and Open spaces	B		£ 100,000		2020	New Allocation - drainage, renovation			4	5	3.5	3	4	2	1
Merritts Meadow North	Renovation of derelict meadow and water courses through meadow			£ 50,000		2016	Depending on when or whether area is transferred to PTC ownership. Currently in residential ownership			4	5	3.5	3	4	2	1
General	NE27 Biodiversity BAP	B		£ 50,000			Biodiversity Action Plan - planning, preservation and management - example 1-Tree Plan			5	5	4	2	5	3	2
General	Improved Cycle ways	C		£ 1,000,000			See LCWP above			3.5	2.5	4	5	5	3.5	4
Hargreaves Way	NE26 Links to countryside	B		£ 3,300	Part of Town Spine		Signage			3	2	4	2	3	4	4
Lavant Street	National Park Gateway Project	A		£250-300,000			Plans to plant trees to create an avenue type of feel, shared space between railway and car park; reduction in speed with increased in pavement width to deter inappropriate parking and speed of travel plus encourage pedestrians; provision of cycle racks; alteration of road priorities along Lavant Street at Cridwell Stream junction and raised crossing points at junctions with Charles Street and Chapel Street plus near footway to Swan Street car park.			5	5	2	4	5	4	3
Lower Lane Playing Fields	Refurbishment of Pavilion including sewerage and facilities			£ 50,000		2020	Pavilion currently used by Nursery and Juniors football club but not really suiting either group in present state. Planned re-organisation of internal aspects of building plus external aspects of building and over drainage assembly.			3	1	4	1	3	2	4

4 Funds available for specification - budget requested

ink to Petersfield Project

Various Ground Improvements	Improvements to car park surface at Bell Hill, and install path from car park to road				E	50,000			2020 Bell Hill car park resurfacing	
Various Ground Improvements	Fencing to Bell Hill play area								2020	
Support for LCAPP					E	10,000				
Design preparation for dangerous road junctions					E	15,000				
Update Bus Shelters with Real Time Information					E	5,000				

