



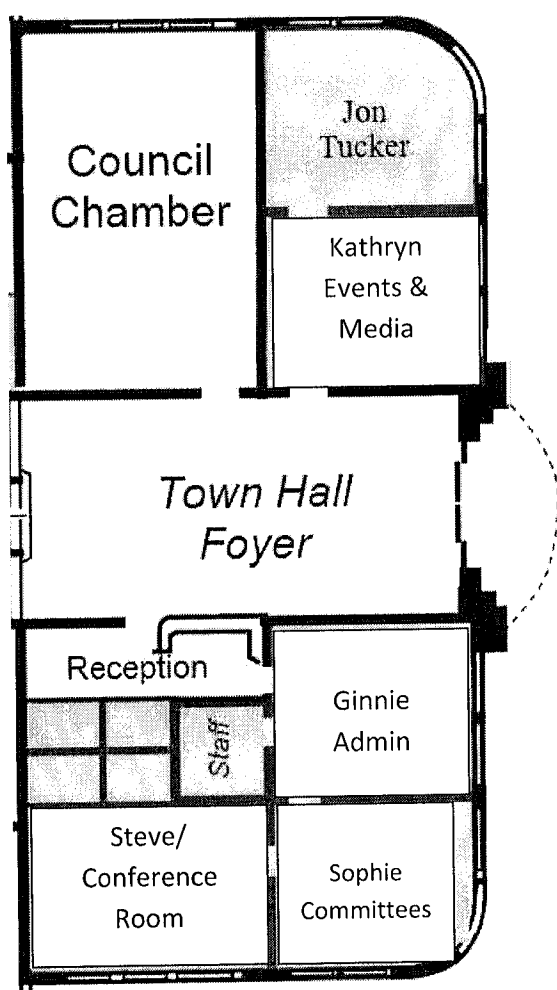
Upstairs Vacant Office Space

1. Introduction & Background

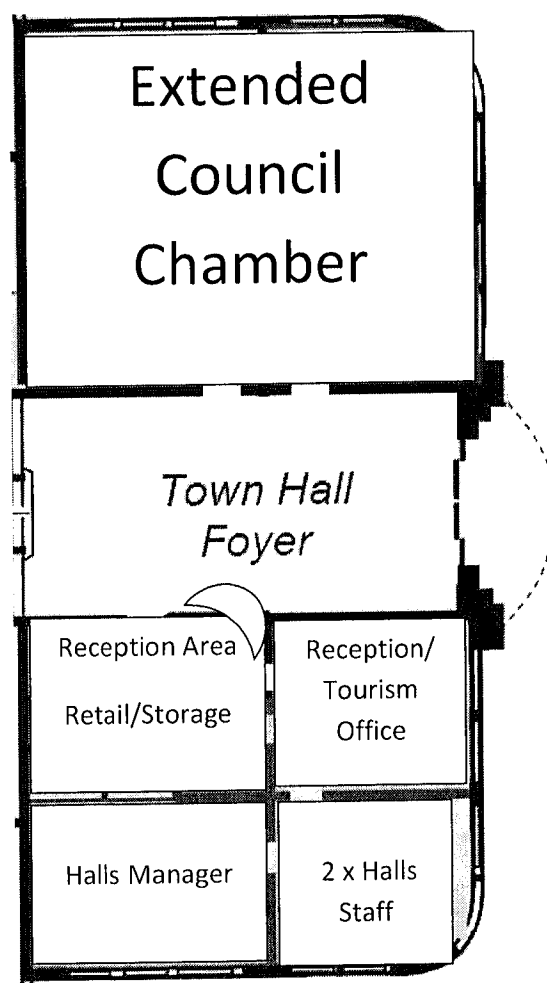
When Sutton Winson moved out in 2018 from the upstairs west wing Town Council office, members agreed (PH0163 9th July 2018) to lease out the larger office space to Petersfield Museum from January 2019 until April 2020 as storage for their artefacts. It was also agreed that the two separate offices would become available and occupied by the town council, with the expectation that this could be an initial step towards the Town Council staff occupying the additional 1st floor space once the Museum had moved out. This would enable the Town Council to enlarge the Council Chamber, by moving the halls manager and halls staff to the vacated town council main offices, as well as providing a new look larger reception/retail space and offices for reception/tourism staff.

Downstairs

Existing Office Layout



Proposed New Office Layout





The changes to the Council Chamber would provide adequate room for members of the public to attend committee meetings, and provide an area where historical/library information can be stored. It is envisaged that the bound minute books would be stored in a book case, and the various gifts from twinning towns would also be located in the new extended council chamber – room permitting. We already know that Council and TDC meetings can be very crowded at times, and this would provide more space for social distancing if required.

Re-location of ground floor staff

With the main office area vacated by the Museum, this would provide an opportunity to move the remaining staff - Projects and Office Manager, the Events and Media Officer, the Committees Administrator and Office Administrator to the first floor, where they would be nearer to the Finance Department and Town Clerk. This would provide sufficient space for current and future social distancing requirements. This would also provide adequate space to re-locate one of the finance administrators who is currently working out of the server/CCTV room.

Additional staff may include tourism manager and digital content manager

Reception

Reception could be covered in one of three ways:

Option 1

Within the current climate, there is no requirement for a physical reception, and most visits to the Town Hall are either deliveries or people with pre-planned appointments. When the Town Hall re-opens to the public, then a physical presence in the reception area would be required. In the short term, this could potentially be overseen by office and finance staff.

Details	Costs	Notes
Downstairs Refurbishment Costs	~ £15,000	Knock out cupboard space and redesign reception area using circular desk from upstairs
Additional Staff Costs	£0.00	Short term only
Move Costs	£0.00	Upstairs office ready to be occupied
Total	~£15,000	

Option 2

If members decide to bring the existing TVC staff into the Council Offices, then tourism staff would be our physical reception, dealing with all phone and visits to the Town Hall. The salary shown assumes Monday to Friday service as per Council Office hours.



Details	Costs	Notes
Downstairs Refurbishment Costs	~ £15,000	Knock out cupboard space and redesign reception area using circular desk from upstairs – 21-22 budget to be considered
Staff Costs – TVC Reception (37.5 hours)	£22,550	Utilising TVC Reception Staff
Move Costs (staff time only)	£0	Upstairs office ready to be occupied
Total	~£37,550	

Option 3

If members decide not to bring the existing TVC staff into the Council Offices, then the additional administrator (referenced in the Staff Panel minutes dated October 2020) would be our physical reception, dealing with all phone calls and visits to the Town Hall.

Details	Costs	Notes
Downstairs Refurbishment Costs	~ £15,000	Knock out cupboard space and redesign reception area using circular desk from upstairs – 21-22 budget to be considered
Staff Costs – Administrator (37.5 hours)	~£24,250	Utilising PTC Administration Staff
Move Costs (staff time only)	£0	Upstairs office ready to be occupied
Total	~£39,250	

Works and Equipment Required

It is envisaged that the large upstairs office is 'ready-to-move-in' with both phone and internet lines available, as well as good décor throughout. Most, if not all of the office furniture and equipment move can be carried out by the halls and office staff, in the same way that the two previous offices were handled.

Steve Field
Projects and Office Manager

Speed Limit Reminder Signs

Vehicle Activated Signs (VAS) and specifically Speed Limit Reminder (SLR) or Speed Indicator Device (SID), are the first tool in encouraging motorists to comply with the posted speed limits. They are not a method of enforcement but are an effective way of displaying a reminder to motorists of the speed limit. Together with Speedwatch groups they contribute towards evidence where the Police can consider taking enforcement action.

In October 2018 Council received a report and agreed to fund works to the cost of £800 for the two existing SLRs in the Council's ownership. Although outdated and superseded by newer technology the life of those units was successfully extended by at least two years and the effectiveness of them demonstrated through the collection of data. These units are located on Bell Hill and one has also been situated on Winchester Road for a short time. However, their bulk and weight mean it is not viable to regularly move them to alternative locations.

In the case of data collected for both northbound and southbound traffic on Bell Hill it has been demonstrated that the 85th percentile of daily traffic speeds can be reduced by up to 3mph thus their effectiveness aligns with reports by the Transport Research Laboratory.

The 2018 report to the Council set out that these devices were reaching end of life and no longer suitable for one of the original purposes which they were intended (ie to be deployed at various locations around the town).

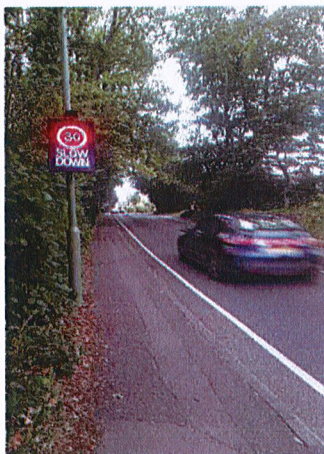


Figure 1 - SLR Northbound at Bell Hill



Figure 2 - SLR Southbound at Bell Hill

There are several suppliers of SLR and SID devices and the range of devices have common elements but no two suppliers have directly comparable products. Prices for units, depending on functionality, range from £1,600 to £4,300.

The recommendation is to purchase 1 x SLR replacement and 2 x SID devices at a cost of **£6,486 + VAT**.

Speed Limiter Reminder

The direct replacement for the existing sign from Message Maker.

The unit weighs 8kg and can be quickly released from a fixing plate mounted on an existing post. The device utilises high intensity LEDs which automatically vary adjust depending on the time of day.

The unit price is **£2,350** plus **£100** for each additional fixing plate, suggest four.

A battery and data collection functionality are included. Battery life between charges about 14 to 21 days depending on traffic volumes



Speed Indicator Device



Many smaller parish councils are using these devices supplied by Elan City as a affordable and effective option.

Lightweight and highly configurable the device is also able to monitor traffic speeds in both directions.

Fixing plates are provided so that the device can be easily deployed into different locations.

The software is highly configurable and allows various options such as time of day activation, speed thresholds and silent monitoring of data.

Battery life between charges is about 10 days, although using the software configuration options this can be extended.

The unit price for battery powered option, compatible for future solar power connection start at **£1,600**.

The supplier has provided a quotation for 2 devices, batteries, software and chargers plus 5 mounting brackets for **£3,736**.

Car Park Management

The Town Council owns and operates a number of car parks across its estate. These facilities range in capacity from about 12 spaces to 100 spaces.

These facilities are, in the main, area open for 24 hours a day 364 days a year. Some sites have a formal marked out parking bays, whereas others have a more informal arrangement.

What all of these facilities share in common is that there are no bylaws in place to enable the council to effectively manage these facilities. The operation of these sites is entirely based on goodwill of those persons using the car parks. This has resulted in challenges for the council whereby facilities are being used for purposes other than intended and the council is unable to take any effective action in these situations.

The car park facilities are generally provided for visitors to the Town Council's open spaces or buildings. However it has been observed and reported in other committees that these parking facilities are frequently used by people for other purposes. Examples include commuters using the facilities to park all day whilst at work, construction vehicles whose staff are working on nearby properties and very short term visits which include consuming fast food, to loiter, littering, carry out anti-social behaviour and drug dealing. This often means that the parking facilities are not available to legitimate visitors for which they are intended and clean up costs are met by the Council for those who carry out anti-social behaviour.

The Town Council has a power under the Road Traffic Regulations Act 1984 to implement an order which makes, amongst others, provision for –

- (i) the use of the parking place, and in particular the vehicles or class of vehicles which may be entitled to use it,
- (ii) the conditions on which it may be used,
- (iii) the charges to be paid in connection with its use

Before making such an order the Town Council must seek the consent of Hampshire County Council who may require such modifications of the terms of a proposed order. Hampshire County Council would also retain the power to vary or revoke such an order.

Whilst such an order maybe not totally eliminate the issues identified above it will provide the Council the proper mechanism and tools to be able to effectively manage the car park facilities.

A proposed parking order would apply to the following locations:

- The Heath, Heath Road
- The Heath, Sussex Road
- The Avenue Pavilion, The Avenue
- Love Lane Playing Fields, Love Lane
- Bell Hill Recreation Ground, Beckham Lane

Relevant Policy

The exact details of the conditions of use for each location will need to be worked through to ensure that they are appropriate for each location. However this proposed policy should align with other relevant Council policies and strategy:

- Preventing Anti-Social Behaviour in Public Open Spaces
- Draft Heath Management Plan
- Climate Emergency Strategy

Free car parking facilities at recreation facilities are increasingly rare. The provision of such free facilities at local neighbourhood recreation grounds does not promote healthy lifestyles nor encourage active travel when the primary purpose of those recreation facilities is to serve the immediate neighbourhood. The Heath is different in that it is a visitor destination in its own right with a very large catchment area however sustainable recreation is at the heart of the draft Heath Management Plan.

During the Covid-19 lockdown all of the Town Council car park facilities were closed for some time and gradually reopened as restrictions eased. The small car park at Bell Hill Recreation Ground was closed from March 23rd until September 5th. During that period the Council received a single enquiry as to when it would reopen, yet visitor numbers to the site were not, on the face of it, impacted at all. Since the car park reopened patterns of usage across all sites have returned to normal, supporting the proposition that habits and convenience drive most visitor behaviour.

Location	Estimated annual use (vehicles)	Location	Estimated annual use (vehicles)
Heath Road	9,800	Sussex Road	51,000
The Avenue	7,000	Love Lane	16,000
Bell Hill Rec	4,500		

The Council currently issues a number of permits for use at the Love Lane site for use by Churcher's College and these generate an annual income of circa £2,000.

The introduction of formal charges to these locations may encourage less use of these facilities, however even if usage was reduced by 1/3 there would still be around 60,000 vehicles using the car parks annually. Income, after costs, from a charging schedule would be ringfenced and allocated to projects supporting active travel initiatives or works directly relating to the site from which the charges were raised. In this way, the cost of car park facilities improvements, cycle racks and PV charging points etc as well as general management of the sites can be achieved.

It is recognised that there will be some initial capital expenditure required to implement a scheme, however the on-going operation of the scheme is intended to take a technology first approach and thus reduce the need for significant additional workload for staff.

It is Recommended that Council uses its power under the Road Traffic Regulations Act 1984 to introduce an off street parking order at the locations identified in this report with such a scheme ready to be implemented from April 2021.

Bank - Cash and Investment Reconciliation as at 30 November 2020

Confirmed Bank & Investment BalancesBank Statement Balances

30/11/2020	Lloyds Current Account	25,000.00
30/11/2020	Lloyds Savings Account	149,175.90
30/11/2020	Cambridge & Counties	1,744,040.74
30/11/2020	Public Sector Deposit Fund	64,472.46
30/11/2020	Lloyds Ticketsource	34.00
30/11/2020	Moviola Cinema Float	110.00
30/11/2020	Petty Cash Tin Float	167.51
30/11/2020	Reception Till Float	35.00
30/11/2020	Town Mayor's Charity -Current	1.00
30/11/2020	Town Mayor's Charity-Savings	1,234.09
30/11/2020	Lloyds Credit Card	-279.09
		1,983,992.61

Other Cash & Bank Balances

0.00

1,983,992.61Unpresented Payments

98.81

1,983,893.80Receipts not on Bank Statement

-16.58

Closing Balance**1,983,877.22**All Cash & Bank Accounts

1	Current Bank A/c	174,095.31
2	Cambridge & Counties Bank A/c	1,744,040.74
3	Public Sector Fund A/c	64,472.46
4	Ticketsource A/c	34.00
5	Petty Cash	312.51
6	Town Mayor's Charity A/c	1,235.09
7	CCLA Local Authorities' Proper	-279.09
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,983,911.02