

COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

1 DECEMBER 2020

1. Extra funding from Government to support vulnerable families with meals

I mentioned last month that Hampshire County Council had moved early to ensure that free school meals would be available to vulnerable families throughout the half term and holidays. On 9 November, the Government then announced a £170 million winter funding package. £2.89 million of this funding will come to Hampshire. The funding will provide further support to the most vulnerable children and families - including providing free meals to disadvantaged children during the Christmas holidays. The funding package comprises three schemes:

- The Covid Winter Grant Scheme funding will support children, families and the most vulnerable over the season.
- The Holiday Activities and Food programme will be extended to cover the Easter, summer and Christmas breaks in 2021.
- Healthy Start payments will increase from April 2021 to help expectant mothers and those with young children on low incomes and in receipt of benefits to buy fresh fruit and vegetables.

2. Training for Lengthsmen to work on the Highway

Both the County Council and Parish Councils greatly value the role of the Parish Lengthsmen. The scheme allows quick response to localised issues. HCC is keen to extend some of the work which Lengthsmen can do on the highway and are offering **Traffic Management Training** which will enable Lengthsmen to work under the appropriate safety requirements.

The training will allow the Lengthsman to erect basic traffic management signage and then work within the live carriageway on low speed roads. Currently the Lengthsman are not permitted to work within the live carriageway, only on footways and verges. The funding for all Lengthsmen for next year was confirmed on 19 November by Executive Member Cllr Rob Humby.

3. HCC Tree Strategy

Hampshire County Council has published a Tree Strategy. It is a very readable document and, for those interested in trees, I would say that it is worth a read. To accompany this new strategy, Hampshire County Council has made a commitment to plant 1 million trees by 2050. There is a commitment to working with partners and residents in the Strategy. Here is a link:

<https://documents.hants.gov.uk/environment/tree-strategy.pdf>

4. Verge cutting in 2021

I would like to clarify the HCC approach to verge-cutting. I have recently had a long conversation with the HCC Officer responsible for these matters.

There are two types of verge cut: the annual 1m cut and the biennial 3m deep cut (every other year).

Annual Cut

The Annual Cut is primarily aimed at maintaining pedestrian refuge points and visibility. Parish Councillors will recall that HCC undertook the annual verge cut early in 2020 as an experiment (around April). There was not universal approval for this, and I did pass on the feedback I received from Parishes. However the consensus seems to be that the early cut experiment was successful; Plantlife and County Botanist Nicky Court have been involved in the assessment process and they are apparently satisfied that the biodiversity of the verges did benefit from the early cut. A final decision on whether to undertake the cut early again next year will be taken in January but at this time it does seem that this is likely.

Biennial Deep Cut

The Deep Cut is aimed at preventing the formation of scrub which could negatively impact the Highway network, pedestrian safety and wildflower growth. The 3m Deep Cut used to take place every three years. In 2020 the frequency changed to every two years on the advice of Plantlife. The 3m Deep Cut will always take place at the end of the season, around October. **This means that every other year, all Parishes will get two cuts.**

I hope that is helpful clarification.

5. Hampshire chosen for innovative pilot offering regular testing to family members for safer care home visits

A number of care homes across the Hampshire County Council area will be taking part in an innovative new national scheme to support family visitors to have regular Covid-19 tests in order to visit loved ones more safely. Hampshire is one of only three areas in England chosen to take part in the pilot ahead of a wider roll-out nationally.

Regular testing will be offered to one family member or friend per resident, which – when combined with other infection-control measures such as PPE – will support more meaningful visits. The aim is to enable, where possible, indoor visits without a screen to take place while reducing the risk to care home residents, staff and visitors.

For more information visit: <https://www.gov.uk/government/news/pilot-for-family-members-to-get-regular-testing-for-safer-care-home-visits>

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

District Councillors Report to Petersfield Town Council – 17th December 2020

Pandemic Survey

East Hampshire District Council is running a survey of residents to find out how people are managing during the pandemic. The survey will reveal how coronavirus is affecting people's lives and how the council can help.

Questions focus on the impact on mental health and personal finances as well as other difficulties experienced during the crisis.

The council has committed to running the survey every few months, this is the second issue, and the results will be compared to help spot trends and changes.

COVID19 Marshalls

EHDC has 2 COVID marshals providing community reassurance. Although not identified as marshals by name they are wearing high visibility tabards with 'here to help' messages providing reassurance and help where needed.

They are equipped with body worn cameras but their role is to support and educate where infringements occur.

Christmas Support and Events across the District

EHDC has a web page dedicated to Christmas Support and highlighting some fantastic community Christmas plans local to residents in the District. In Petersfield specifically there is the following being advertised;

- Messages of Comfort and Joy for loved ones, Shine Radio
- Food hampers for those in need, Petersfield Food Bank
- Christmas Countryside Trail, Hampshire Countryside Service
- Carol service with the Petersfield Salvation Army

Many EHDC staff and Councillors have purchased gifts for children that are being supported by the local Domestic Abuse Service, bringing a little happiness to children and families less fortunate than ourselves.

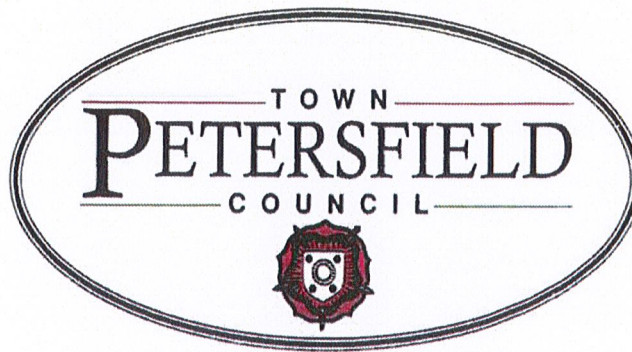
Free after 3pm

Big thank you to Petersfield Town Council for helping to boost Christmas shopping in Petersfield. From 3 December to 24 December 2020 (inclusive) shoppers can park for free after 3pm in Swan Street car park Petersfield.

The scheme has been arranged in partnership between EHDC and Petersfield Town Council to encourage local shopping in the build-up to Christmas.

Sports Awards 2020

East Hampshire Sports awards took place on Tuesday 15 December at 6.30pm on twitter. The event recognises sports people at every level and the coaches and volunteers who work behind the scenes to help athletes and clubs succeed. If you would like to know who won each category you can view the awards again on twitter via #EHSA20



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:

- ✱ Petersfield Museum News
- ✱ Petersfield Matters issued by The Petersfield Society
- ✱ Fieldwork Winter 2020 issued by the Campaign to Protect Rural England
- ✱ Countryside Voices magazine issued by the Campaign to Protect Rural England
- ✱ Reaching Out magazine issued by Rowans Hospice
- ✱ Clerks & Councils Direct
- ✱ Enewsletter from Community First
- ✱ Monthly Newsletter November 2020 issued by the Campaign to Protect Rural England Hampshire
- ✱ Councillor Newsletter issued by East Hampshire District Council
- ✱ South Downs News issued by the South Downs National Park Authority
- ✱ Crime Prevention Bulletin November 2020 issued by the Hampshire Constabulary Crime Prevention Team
- ✱ Community Rail News issued by the East Hampshire Community Rail Partnership
- ✱ Countryside Access Services Newsletter issued by the Hampshire County Council Rights of Way team

Other Information

- 1 All members need to be aware of their Disclosable Pecuniary Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.
- 2 Members may wish to be aware that the House of Lords is seeking to put pressure on the Government to deal with the lack of finance reaching parish and town councils who have suffered losses as a result of the Covid-19 pandemic due to the principal authorities not passing on the funding they have received for this purpose. A response from the Minister is awaited.

- 3 Information has been received from East Hampshire District Council regarding the new Covid-19 Youth Fund that is now available. The fund is open to youth clubs, uniformed organisations and national youth groups and is aimed at mitigating the loss of income to these organisations as a result of the pandemic. Details are available at <https://www.gov.uk/government/news/government-announces-165-million-youth-covid-19-support-fund>
- 4 I have received communication from Mark Hopwood, Managing Director of South West Railways advising that they are now in discussions with the Department of Transport to negotiate a longer term management contract that will see the current arrangement extended beyond 31st March 2021. It is expected that the new contract will be for a 2 year period with the option to extend for a further 2 years.

Neil Hitch
Town Clerk
10th December 2020



Committee Admin

From: John D Lees <john.lees@petersfield-tc.gov.uk>
Sent: 04 December 2020 16:36
To: Sophie Fisher
Cc: James Deane; Steve Dewey
Subject: Covid-19 Grants Fund

Hi Sophie,

Following our Grants Panel meeting today we have unanimously proposed an exceptional grant payment to the In-Between Club of £1,000 with a proviso that this is increased to £1,500 if approved by the Full Council on Thursday 17th December. The club requested £5,000 but as our rules specify such grants should not “normally exceed £1,000” Mr Peter Stocker their Chairman fully understood our limitations and have thanked us for our financial support.

The panel fully sympathised with the current dilemma faced by this vital Petersfield organisation: because of Covid-19 their regular numbers have dropped from an average of 50 per day to 20 to ensure adequate Covid distancing.

In addition we have provided the club with addition names of local organisations they could approach for grants, including EHDC and AWT and I encouraged them to contact these organisations.

Could you forward this grant application for inclusion in the upcoming Full Council meeting.

Thank you,

John

Tel: 01703 251111



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Future of Tourism

Introduction

Officers have been invited by members to produce their thoughts and observations on the current situation of the council's support for tourism.

The purpose of this report is to raise some observations on the current tourism situation and provide some insight into how the future of the tourism offering may evolve and be shaped to provide the digital service that members and officers are keen to deliver, whilst utilising the knowledge base that we currently have within our reach to achieve these goals.

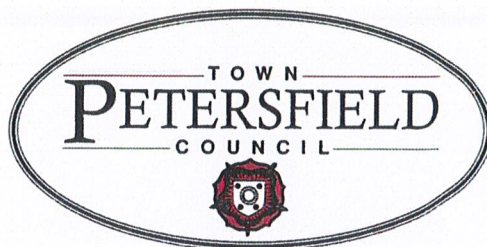
The tourism working party were appointed by the TDC to work on part of the tourism strategy, and chose to look at the website and digital aspects of tourism. £10,000 was earmarked for a new website, and a brief was produced. A number of local website/digital companies were invited to tender, and a contractor was recommended to members. It was at this point that the working party raised the questioned the long term commitment to tourism. It was proposed that a minimum of 5 years' commitment should be considered before a resolution was made to go ahead with the web site.

Further discussions led to an acknowledgement that the council did not feel that it was getting value for money from the current funding to Tourism South East, and the Town Clerk was asked to give an indication of likely termination of contract at the end of March 2021. This led to discussions about whether the Town Council wished to continue funding the human element of tourism and where it should be located.

A report prepared by Cllr Jamie Matthews and presented to F&GP in November explored a number of aspects, including staffing, budgets and the tourism offer, concluding that option B providing a refresh start would be the most economical and appropriate option. Members confirmed their support of option B (resolved in F&GP 16 November F1185).

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 transfered 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

Observations on the budget

According to the budget shown against option B above, the only staff provision for tourism is a part time (3 days a week) Digital Content Manager, and the overall budget would be reduced by £18,664 per year (£93,320 over 5 years). The DCM would be required to provide assistance in setting up the tourism website in areas such as trip advisor and other public feedback features, as well as provide the expertise and knowledge of tourism.

Resources to go digital

Officers anticipated that current resources were available within the Town Council to provide knowledge and oversee the development of the new website, as well as maintaining it once it had been developed. This could be provided through our Events and Media Officer who currently oversees all enhancements to our Town Council website. In the past year alone, we have seen several new features being introduced to our website with very little assistance required. With the anticipated takeover of the TVC, this would provide us with 10 years of tourism experience of our town and local area. Any additional consultancy could be provided through the £5000 consultancy budget shown in both options A & B provided on Jamie's report.

In addition to this, the current recommended web site contractor would be able to provide a level of guidance in any specialised area of website design. Once the website had been built and handed over, much of the content would be overseen by the tourism manager and administrative staff.

With the termination notice with TSE agreed, officers were poised to immediately start working with the TVC staff and engaging with the appointed contractor on the new web-site once the chosen contractor had officially been RESOLVED.

Resources to maintain a Tourism and Town Council Reception

By employing the TVC staff, this would provide us with the experience and knowledge of our locality, and also provide us with the additional 'Administrative Assistant' member of staff identified and budgeted for in 21/22 at a salary of £24,250.

Transitional period

In having all of these resources available to us, we would be able to ensure that all local knowledge is transferred to a digital platform much quicker as the local knowledge would be available within our own team resources. As part of the transition, this would provide the town council with a full time reception



resource to handle all general and tourism enquiries (during October TVC handled 966 personal enquiries during limited opening days of Tuesday, Thursday, Fridays and ½ day Saturday)

Town Council additional services (post COVID)

With the above services and resources in place, this would enable the town council to be ready and prepared for the post COVID pandemic period, and would enable us to expand our services to a new level. This would include an increase in the use of the Festival Hall, handling tickets sells and enquiries, assisting with hall bookings, as well as exploring new ways that the Town Council can engage with the public, whether face to face, via phone or email.

Further ideas that are currently being worked on by PTC and TVC is the welcoming of coach parties to the town, and potentially providing tours in association with other parties such as the Museum. A further idea was to encourage further use of our sports facilities by hiring out sports equipment – Tennis, Croquet and Bowls came to mind.

All of these ideas (and other that we haven't yet thought about) would help to boost our economy, and make Petersfield a memorable place to visit.

In summary, the decision to go solely with option B would means that:

- There is no long term savings due to additional administration resources being required if TVC are not being transferred over. The administration requirements are well documented and will include reception, tourism enquiries, ticket sales, overseeing areas of the website and other duties.
- Digitising the tourism offering would have to wait for the Digital Content Officer to be employed, whereas officers were poised to commence work with TVC staff and website contractors immediately.
- The Digital Content Manager would need both tourism and digital skills whereas we already have one of these skills in-house, and would have the second skill set if TVC were to be employed
- The additional administration resource will need full training, whereas the part time staff of TVC already know some of the requirements of the job, particularly in dealing with enquiries and selling tickets.
- At the point of employment, both the administrator and digital content manager will need to gain initial knowledge to carry out the work that we require of them.
- Any expansion in tourism that requires human effort will be more difficult to implement without the expertise that we would have gained from the TVC staff. Networking with SDNPA, QECP, The Hub and Petersfield Museum were already jointly underway in preparation for the Town Council taking on and overseeing tourism. Other considerations such as welcoming coach parties to Petersfield by providing information packs or tours may now not be possible, certainly in the short to mid-term.

Recommendations

1. Complete the recommendation to provide a new tourism website to replace "visit petersfield"



2. Retain an element TVC staff who have local knowledge of the town and tourism, and who would adapt to providing a joined up Town Council and Tourism reception at the Town Hall, as digitisation improves
3. Reduce the reliance on a Digital Content Manager, utilising existing staff who have digital and tourism knowledge
4. Utilise consultancy in specialised areas of the website such as trip advisor feedback
5. Seize this opportunity to react quickly to the current and changing needs of digitisation, maximising tourism to Petersfield to ensure the economic survival of our market town, whilst providing an information service to all our visitors and community, whether they are on line or not.



Terms of Reference

Review of the Sir Daniel Day Lewis Annual Award – 2020

1. Purpose

1.1 The WG is to review the way in which the Sir Daniel Day Lewis (DDL) Award is promulgated to organisations that are invited or wish to take part by providing the necessary framework for implementing the DDL Award Scheme up to and including 2023.

1.2 Recommendations for post 2023 can be included.

2. Principal Responsibilities

2.1 The principal responsibilities of the Working Group (WG) will be to:

- Establish exactly what the DDL award is aimed at.
- Develop proposals relating to the scope and content of the DDL Award Scheme,
- Draw up proposals for short term governance
- Invite comments from Schools and Performing Arts Organisations within the Petersfield area if considered appropriate.
- Take into account the points made in the previous WG report presented at Full Council on 22 Oct 20.
- Review and propose amendments to the current PTC website DDL page
- Review and propose amendments to the current Nomination Form (also on the PTC Website).

3. Membership

3.1 PTC welcomes and is most grateful to Philip Young for his input to date and his offer to assist with the WG. Membership is as follows:-

- Cllr Lesley Farrow
- Mr Philip Young (Co-option)

- Cllr James Deane
- Cllr John Lees

3.2 WG reports are to be collated by Cllr James Deane.

3.3 The Membership of the WG can, if needed, consult with any such person or organisation which is considered to add value to the review. However this should not lead to any general Public Consultation.

4. Meetings

4.1 Given the nature of the Review and the current national health situation meetings in person may not be necessary. If necessary a Zoom Meeting can be arranged for Members of the WG by the Town Clerk.

4.2 Work can be undertaken by exchange of e-mails at will. Should circumstances allow during this study then the WG can agree to a round table meeting in the Town Hall.

5. Reading Material

5.1 Some evidence which may be of value to be read and digested before making any recommendations:-

- Previous WG Report which includes a detailed history of the Award
- Current Website Page and Nomination Form
- An example of a current Cllr DDL Award Recommendation based on current guidelines submitted in January 2020 for 2019

6. Duration of the WG

The Working Group will continue to exist until the work is handed over to a new or existing body or subject to a majority resolution at Full Council or simply closed down by consent or other formal action.

<Ends>



List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2020	Wex Europe Services (uk) Ltd	WEC	54.31		Fuel - equipment
02/11/2020	Lex Autolease Limited	LXL001	355.50		Grounds truck rental
02/11/2020	Petty Cash	017233	13.14		Restore Petty Cash Imprest Nov
03/11/2020	WPS Insurance Brokers & Risk S	WPS	1,111.82		Purchase Ledger DDR Payment
06/11/2020	Clear Round Pest Services	CRPS	595.00		Add. 10 bait boxes & maint.
06/11/2020	Hampshire Media Group Ltd	DIRECT	468.00		Leaflet distribution
06/11/2020	Jenny Edbrooke	JED	607.50		Map supervision & zoom meeting
06/11/2020	Travis Perkins Trading Company	TP	548.13		Postcrete
06/11/2020	Winchester Garden Machinery	WGM	39.04		Chainsaw chain & spanner
06/11/2020	Trade UK	SFD	139.75		Tape & trade case
06/11/2020	Petaprint Ltd	PP	1,595.00		PTC News x 8000
09/11/2020	Wex Europe Services (uk) Ltd	WEC	359.71		Fuel - grounds trucks & equipm
11/11/2020	LeasePlan UK Ltd	NET	358.62		Grounds truck rental - HX67RZO
12/11/2020	HMRC PAYE/NI October	PAYE/NI 7	6,504.59		HMRC PAYE/NI October
13/11/2020	Boorer Lock & Safe Co Ltd	BLS	75.00		Cylinder & mortice keys
13/11/2020	CPC	CPC	401.72		Spur, USB drives, LED bulkhead
13/11/2020	Earth Anchors Ltd	EAL	302.34		Lifbuoy station
13/11/2020	Southern Electric Power Distri	SEPD001	350.92		Cable damage repair
13/11/2020	Lloyds fees & charges Nov	CHARGES 8	12.66		Lloyds fees & charges Nov
16/11/2020	Yu Energy Retail Limited	YERL001	6.88		Electric - Ave Pav
16/11/2020	SmartestEnergy Business Ltd -	DEHT	118.28		Electric - Heath toilet
16/11/2020	Wex Europe Services (uk) Ltd	WEC_	189.59		Purchase Ledger DDR Payment
16/11/2020	Crown Oil Ltd t/a Crown Gas &	CGP001	683.68		Gas - T Hall & F Hall
16/11/2020	Lloyds Credit Card	C/Card DD	255.31		Credit card direct debit Nov
17/11/2020	First Data	FD/Nov	25.60		Credit card processing equipme
17/11/2020	Business Stream Ltd	BSL	4,157.97		Waste water
18/11/2020	Castle Water Ltd	CWL001	647.22		Water bill - T & F Halls
19/11/2020	Cluson Engineering Ltd	CEL	67.85		Bungee cords & hat
19/11/2020	EAST HANTS DISTRICT COUNCIL EHDC		180.00		Premises licence annual fee
19/11/2020	HAMPSHIRE COUNTY COUNCIL	HCC	361.09		Disinfectant wipes
19/11/2020	Milk & More	MILK	17.31		Office milk
19/11/2020	Rake Garden Centre	RGC001	143.53		Plants for planters
19/11/2020	Regeneration Services Ltd	RSL	197.88		Green waste haulage
19/11/2020	VoxIT Limited	VOX	120.00		Server support & maintenance
19/11/2020	Wicksteed Leisure Ltd	WIC	1,083.26		Universal joint assembly
19/11/2020	Castle Water Ltd	CWL/BH	10.99		Water bill Bell Hill rec
20/11/2020	Staff Wages November 2020	STAFFWAGE	22,577.10		Staff Wages November 2020
23/11/2020	Rake Garden Centre	On Acc	219.85		Plants for planters
23/11/2020	LGPS Hants Pension Nov	PENSION 8	7,108.56		LGPS Hants Pension Nov
23/11/2020	Haven Power Ltd	HP	707.04		Electric - T & F Halls
23/11/2020	SIEMENS FINANCIAL SERVICES	SIEM/Nov	569.04		Equipment rental
24/11/2020	Wex Europe Services (uk) Ltd	WEC	129.33		Fuel - truck & equipment
25/11/2020	Focus Group	FOC	296.86		Calls and charges
26/11/2020	Cavendish Communications	CC	519.98		Mobile phone charges
27/11/2020	ACORN OFFICE SUPPLIES	AOS	473.94		Stationery supplies
27/11/2020	AEM Contractors Ltd	AEMCL	2,900.40		Pitch marking & rugby posts
27/11/2020	Cluson Engineering Ltd	CEL	51.19		Workwear & wire

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/11/2020	Hampshire Media Group Ltd	DIRECT	624.00		Leaflet distribution
27/11/2020	HAMPSHIRE COUNTY COUNCIL	HCC	10.92		Hand soap
27/11/2020	LaddersFree Ltd	LAD	296.42		Window cleaning
27/11/2020	Microshade Business Consultant	MICRO	995.76		Software support etc
27/11/2020	Quadient UK Ltd	NP	50.00		Postage recredit
27/11/2020	Elite Playground Inspections	SASP	310.00		Playground inspections
27/11/2020	Tudor (UK) Ltd t/a Tudor Envir	TE01	317.44		Grounds supplies
27/11/2020	Regal Environmental Systems Lt	RES	588.00		AC maintenance
30/11/2020	Eden Springs UK Ltd	ESUKL	24.19		Office water
30/11/2020	Wex Europe Services (uk) Ltd	WEC_	127.24		Purchase Ledger DDR Payment
30/11/2020	Veolia ES (UK) Ltd	OUKL	297.89		Waste removal
30/11/2020	SUEZ Recycling and Recovery UK	SITA	1,426.51		Waste removal
30/11/2020	Ms N Jordan	017235	85.00		Allotment dep rtn Plot 21a
Total Payments			<u>62,865.85</u>		