

NEIL HITCH Town Clerk Tel. (01730) 264182 The Town Hall Heath Road Petersfield Hampshire GU314EA

e-mail admin@petersfield-tc.gov.uk www.petersfield-tc.gov.uk

11th March 2021

Dear Councillor,

I hereby summon you to attend a meeting of the Petersfield Town Council to be held on Thursday 18th March at 6.30 p.m. 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 868 3295 6396 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance, and by no later than 5pm on the day of the meeting, for the password).

Yours sincerely,

Neil Hitch
Town Clerk

AGENDA

- 1. Town Mayor'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 Council held on 18th February 2021 (*previously distributed*).
- 6. Public Representation Councillors to receive representation (including agenda items) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 a.m on the day of the meeting. The maximum time limit allowed per person is 3 minutes although this may be reduced if a large number of people express their wish to address councillors.
- 7. To receive County Councillor's Report for February 2021 (attached).
- 8. To receive District Councillor's Report (to follow).
- 9. To receive Town Clerk's report (attached).
- 10. To receive the reports of the meetings of the following committees and approve any recommendations contained therein:

Planning Committee held on 23rd February (previously distributed) and 16th March (to follow)

Town Development Committee held on 5th March (previously distributed)

Public Halls Committee held on 8th March (previously distributed)

Grounds Committee held on 11th March (to follow)

Finance & General Purposes Committee held 15th March (to follow)

- 11. To receive the planning decision notice with regard to the retrospective application for the Heath Pond bank stabilisation works (attached).
- 12. To receive and consider a report regarding the review of the Daniel Day Lewis award (attached).
- 13. To receive and consider proposals for a coat of arms for the town (attached).
- 14. To receive and consider a report regarding the Dedication of the Allies' Stone, 100 Year Anniversary of the unveiling of the War Memorial and the 100 Year Anniversary of the creation of the Royal British Legion (attached).
- 15. To review the Climate Emergency Strategy (attached).
- 16. To review the Epidemic and Serious Infections Emergency Policy (attached).
- 17. To receive and approve the Schedule of Payments for February 2021 (attached).



CONFIDENTIAL

- 18. To consider any staff or other confidential matters.
- 19. To receive and consider any recommendations from the Staff Panel meeting of $16^{\rm th}$ March 2021.

~ End ~





TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

1 MARCH 2021

1. Supporting the Census this month

Census day for England and Wales is 21st March 2021. I would be very grateful for Councillors' support with raising awareness of the Census and encouraging participation. By accurately recording our population in East Hampshire we can ensure that we get a fair allocation of resources in a wide range of areas, from school places to mobile signals.

Every 10 years the census gives us a picture of all the people and households in England and Wales. For the first time, there is a "digital first" approach. This means people can complete their census where and when they want to online. Paper forms are available for those who need them.

Everyone will receive a 16-digit code in the post which they can use to submit their Census response at www.census.gov.uk. There is a process for requesting a new code in the event that someone does not get a letter for whatever reason. The new code can be sent by text. It would be great to ensure that everyone in our community knows that they need to look out for their code, go online and complete the questionnaire in the week ending 21 March.

2. Consultation on Walking and Cycling improvements to Petersfield

In January of this year HCC was awarded £3.8m for Active Travel measures and they are proposing to spend some of that in Petersfield. A consultation is underway which invites public comment on the proposals. Here is a link:

https://www.hants.gov.uk/News/22022021PetersfieldATFPR

I am very conscious that Parishioners from across Petersfield Hangers Division use the shops and markets in Petersfield on occasion, and so I hope that the current consultation will be of wide interest. The consultation ends on 21 March 2021.

3. Supporting Families programme receives funding boost

The Ministry of Housing, Communities and Local Government awarded £2m of funding to HCC on 12 February which will ensure that our successful Supporting Families programme continues for another year. The funding announcement from MHCLG is particularly significant this year, when the adverse impacts of the coronavirus pandemic are being keenly felt, especially by families who were already struggling to cope under normal circumstances.

The HCC Supporting Families programme brings together a wide range of Hampshire agencies including local councils, the Police, voluntary sector, Health and Criminal Justice. Between January 2015 and December 2020, the Programme engaged with 7,696 vulnerable families with multiple and complex needs. To date, positive outcomes have been recorded for 1,923 families, who have accepted and engaged with support and achieved sustained changes within the family as a result, such as sustained employment or improved school attendance. Independent evaluation by Solent University demonstrated that between 2015-19, the support given to families to get back on their feet successfully translated into savings of £27million to the public purse.

4. Revamp of the South Downs Partnership

Following the launch of its new Partnership Management Plan for the period 2020-25, the South Downs National Park Authority is relaunching its South Downs Partnership. If you are interested, or anyone you know is interested, please could you let me know by 3 March 2021 so that I may put your name forward.

In line with the Glover Review of Protected Landscapes, the SDP will have a crucial role to broaden and deepen the participation of individuals, communities and organisations in the National Park and to bring its benefits to a much wider audience. As Julian Glover said in his report:

"We need to reignite the fire and vision which brought this system into being in 1949. We need our finest landscapes to be places of natural beauty which look up and outwards to the nation they serve. More must be done for nature and natural beauty. More must be done for people who live in and visit our landscapes."

The diverse membership of the new SDP will increase the breadth of experience and skills available to the SDNPA and help to expand and develop the networks which will be needed to make the long-term outcomes of the National Park a reality. Members of the South Downs Partnership will:

- Be champions and advocates for the National Park,
- bring with them, or rapidly build up, strong networks in particular sectors or parts of the community both inside and outside the Park
- use their own expertise and their networks to broaden and deepen the participation in the NP and help deliver its Partnership Management Plan,
- provide constructive advice and feedback to the Authority and to the rest of the SDP.

SDP Members will be expected to attend at least four meetings a year plus subgroups. This will require preparation beforehand and follow through afterwards. Members will receive payments for all reasonable expenses incurred in delivering the role. Members will be appointed for a three or four-year term, at the end of which they may be considered for reappointment.

RUSSELL OPPENHEIMER

County Councillor for Petersfield Hangers



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:

- Newsletter for Local Authority Partners issue number 15, 16, 17 & 18 issued by the Office for National Statistics Census
- Rensions Matters Winter 2021 Employer Newsletter issued by the Hampshire Pension Fund
- ★ Enewsletter February 2021 issued by Community First
- * The Rural Bulletin from the Rural Services Network
- ₩ Quarterly email bulletin issued by The Petersfield Society
- * Petersfield Museum News
- ₩ March 2021 Newsletter issued by the Countryside Service Access Teams
- ★ SEE Newsletter February 2021 issued by South East Employers
- Monthly Newsletter February 2021 issued by the Campaign to Protect Rural England Hampshire
- * Community Rail News issued by the East Hampshire Community Rail Partnership
- Community First Enewsletter March 2021

Other Information

- 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 There has been an incidence of graffiti at Petersfield Town Football Club with material being sprayed onto the main stand. The culprits, both girls, have been identified from the CCTV within the football ground and the incident dealt with by the Police, involving the two girls and their parents. The club are satisfied with the outcome. Cllr Clist has been in contact with the club and can provide any further detail.
- 3 Members are reminded that the consultation being run by Hampshire County Council on the proposed walking and cycling improvements to the town centre closes on 21st March 2021.

It can be accessed via https://www.hants.gov.uk/News/22022021PetersfieldATFPR or a paper copy of the survey can be obtained by contacting: 0370 779 7200.

- 4 Members may recall that I advised that one of my SLCC Clerk colleagues represented the sector at the re-convened Playground Stakeholder Roundtable held 10 February 2021, which reviewed the operation and usage of childrens play areas during the pandemic and lockdowns and considered the pathways towards general facilities re-opening. A summary of the comments made and experiences across the country were:
 - It was important to have play areas open for children's mental and physical wellbeing
 - Difficulties understanding the logic of allowing play areas to be open but insisting on BMX/Skateboard facilities/MUGAs/Green Gyms to remain closed
 - Increases in vandalism including fencing, gates and locks being damaged by people attempting to access closed facilities, drug usage, damaged signage, damaged play facilities
 - Signage has been ripped down
 - Public failing to following the 2m social distancing rules
 - Some councils reporting 65% increase in park usage (both in terms of number and dwell time) resulting in considerable wear and tear
 - Parks and Play Areas becoming destination locations
 - Parks are being used for socialisation people meeting up for exercise, parents meeting up at play areas so that their children could meet with their school friends
 - Some Council closing parks and have halted carrying out play inspections and maintenance
 - Huge cost pressures on councils (at all tiers of local government) parish council sector reporting that Government funding directed to principal councils is not being passported to parish councils)
 - Insurance companies giving mixed messages about risk
 - Public Intolerance/Public pressure to close play facilities when schools are closed

The Ministry for Housing Communities & Local Government will arrange a follow-up meeting to focus on forward planning in the spring and will be using feedback from the meeting to review activity to ensure that outdoor playgrounds are COVID secure.

- 5. I am advised by Hampshire Highways under Operation Resilience that carriageway surface repairs are due to start on Dragon Street potentially on 18th March and last for up to 5 days with traffic light control of traffic. Work would be between the hours of 9.30a.m. 3.00p.m.
- 6. Citizens Advice East Hampshire has written thanking the Council for its continued support of their work during the current difficult period. It is proposed to re-open their offices for emergencies and appointments sometime around mid April when hopefully most of the advisors will have been vaccinated. In the meantime a full telephone, email and chat service is available to residents.
- 7. I have received confirmation from the South Downs National Park Authority that the Council's bid for Section 106 monies totalling £4,023 towards the new town centre map boards has been approved.

8. A request has been received from Petersfield Youth Theatre to utilise the recently approved Community Grant of £1,500 for a different purpose that that originally requested. The group originally asked to use these funds for a community project in the Festival Hall but with the building being in constant use as a vaccination centre until probably at least July, this means the building would not be usable for this reason. Instead the group has asked if the funds can be used for their Easter project based at Bedales School for the hiring of marquees and other similar equipment. The request has been discussed with the Town Mayor and members of the Grants Panel, all of whom were in agreement with this request so permission has been granted.

Neil Hitch Town Clerk 11th March 2021





Working in Partnership



Mr Andrew Partridge Our Ref: SDNP/20/03195/FUL

Southern Planning Practice Ltd Contact Matthew Harding

Youngs Yard Officer: Tel. No.: 01730 234233

Twyford Tel. No.: 0

Winchester

SO21 1PP 24th February 2021

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

Town and Country Planning (Development Management Procedure) (England)

Order 2015

Proposal: Retrospective application for replacement of boardwalk,

construction of islands, launch, bridge, remodelling and stabilisation of banks, regrading of slipway, remodelling of lake bed and creation of fish nurseries, with associated landscaping

Site Address: Heath Lake, Heath Road, Petersfield, Hampshire,

Please find enclosed the Decision Notice in relation to the above application. If you are acting as an Agent please ensure that a copy is given to the applicant. Before proceeding, please read the following important information which affects this Notice.

Failure to comply with any conditions may invalidate the permission and may result in enforcement action. Some conditions may require further details or samples to be submitted for approval. Other conditions may contain timescales or stages against which compliance should be obtained and before works are commenced. Most categories of permission also require a fee for each request for discharge of condition/s, further details of which are set out in the attached information sheet.

Yours faithfully

TIM SLANEY

Director of Planning

South Downs National Park Authority

East Hampshire District Council, Penns Place,
Petersfield, Hampshire, GU31 4EX
Tel: 01730 266551 Email: planningdev@easthants.gov.uk



Working in Partnership



Mr Andrew Partridge
Southern Planning Practice Ltd
Youngs Yard
Churchfields
Twyford
Winchester
SO21 1PP

TOWN AND COUNTRY PLANNING ACT 1990 Town and Country Planning (Development Management Procedure) (England) Order 2015

Application No:

SDNP/20/03195/FUL

Proposal:

Retrospective application for replacement of boardwalk,

construction of islands, launch, bridge, remodelling and

stabilisation of banks, regrading of slipway, remodelling of lake bed and creation of fish nurseries, with associated landscaping

Site Address:

Heath Lake, Heath Road, Petersfield, Hampshire,

GRANT OF PLANNING PERMISSION

In pursuance of its powers under the above mentioned Act, the South Downs National Park Authority as the Local Planning Authority hereby **GRANTS** Planning Permission for the above development in accordance with the plans and particulars submitted with your application received on 13th August 2020.

This permission is subject to the following conditions:-

1. Approved Plans

The development hereby permitted shall be carried out in accordance with the plans listed below under the heading "Plans Referred to in Consideration of this Application".

Reason: For the avoidance of doubt and in the interests of proper planning.

2. Within 2 months of the date of this decision, a detailed scheme of planting proposals shall be submitted to and approved in writing by the Local Planning Authority for additional hedgerow planting along the western site boundary, adjacent to the Lakeside, Waterford House, 1 and 2 Mallards Lodge. All such work as may be approved shall then be fully implemented in the first planting season, following formal written agreement from the Local Planning Authority that the submitted planting details are acceptable. Any plants or species which within a period of 5 years from the time of planting die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless otherwise agreed in writing by the Local Planning Authority.

The submitted scheme design shall include the following details

a) Layout of planting to show plant species, nursery planting sizes, locations, densities and numbers.

Reason: To ensure a satisfactory development and in the interests of neighbouring amenity and landscape character.

3. The development hereby permitted shall be carried out in strict accordance with the approved Tree Works Report (Five Rivers Environmental Contracting and supporting Tree Works Plan (drawing number 5R/19/18/301).

Reason: To ensure that the trees on and around the site are adequately protected from damage to their health and /or amenity value.

INFORMATIVE NOTES

These are advice notes to the applicant and are not part of the planning conditions:

1. Crime and Disorder Implications

It is considered that the proposal does not raise any crime and disorder implications.

2. Human Rights Implications

This planning application has been considered in light of statute and case law and any interference with an individual's human rights is considered to be proportionate to the aims sought to be realised.

3. Equality Act 2010

Due regard has been taken of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010.

4. Proactive Working

In reaching this decision the Local Planning Authority has worked with the applicant in a positive and proactive way, in line with the NPPF.

Plans Referred to in Consideration of this Application

The application has been assessed and recommendation is made on the basis of the following plans and documents submitted:

Plan Type	Reference	Version	Date	Status
			Received	
As built technical detail - boardwalk	5R/1918/303		04.01.2021	Approved
Method statement	1918 - FR22		04.01.2021	Approved
Application Form			31.07.2020	Approved
CIL Form			31.07.2020	Approved
Tree Works Report			31.07.2020	Approved
Fish Survey Report			31.07.2020	Approved
Ordinary Watercourse			31.07.2020	Approved
Land Drainage Consent				
Proposed general	5R/1918/101		31.07.2020	Approved
arrangement of features				
Technical Detail -	5R/1918/201		31.07.2020	Approved
Recycled plastic				
cladding				
Technical Detail -	5R/1918/202		31.07.2020	Approved
Boardwalk				
Technical Detail - Bank	5R/1918/203		31.07.2020	Approved
stabilisation works				
Technical Detail -	5R/1918/204		31.07.2020	Approved
Islands and Reedbeds				
Technical Details - Kit	5R/1918/205		31.07.2020	Approved
structures				
Technical Details -	5R/1918/206		31.07.2020	Approved
Peninsula Swims and				
Technical information				
Technical Details -	5R/1918/207		31.07.2020	Approved
Gravel launch				
Tree Works plan	5R/1918/301		31.07.2020	Approved
Location plan	SDNP EH AP		13.08.2020	Approved
	363.01 SLP			

Reasons: For the avoidance of doubt and in the interests of proper planning.

TIM SLANEY

Director of Planning

South Downs National Park Authority

Date: 24th February 2021



Working in Partnership



NOTES TO APPLICANTS / AGENTS

Fees for discharge of planning conditions

Fees apply for the submission for any consent, agreement or approval that are required by a planning condition. The fee chargeable is £116 per request or £34 where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house. The fee is payable for each submission made regardless of the number of conditions it is seeking to discharge.

A fee is payable for conditions related to planning permissions and reserved matter applications only. A fee is not required for conditions attached to listed building consents and conservation area consents. The requirement to make this charge is set out in Government Circular 04/2008.

You may wish to use the standard form to accompany your submission, or set out your requests in writing, clearly identifying the relevant planning application and condition(s) which you seek to discharge or seek approval for. Forms & guidance notes are available on the National Planning Portal website, https://www.planningportal.co.uk/applications

Non Material Amendments

There is an application form for the submission of Non Material Amendments to approved plans. Forms & guidance notes are available on the National Planning Portal website, https://www.planningportal.co.uk/applications

The fee chargeable is currently £234 per request, or £34 where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.

Appeals to the Secretary of State

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

If you want to appeal against your local planning authority's decision then you must do so within **6 months** of the date of this notice.

Appeals must be made on a form obtainable from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, BRISTOL, BS1 6PN, Telephone Number: 0303 444 5000, Email: enquiries@planninginspectorate.gov.uk or from the Planning Inspectorate website: https://acp.planninginspectorate.gov.uk/.

The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

As from 6 April 2010 if an enforcement notice has been served in the previous 2 years you will have only 28 days in which to lodge the appeal following the refusal. Equally, if an enforcement notice is served after the refusal it will truncate the period for lodging the appeal against the refusal of planning permission to 28 days after the enforcement notice has been served.

Purchase Notices

If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Council (District Council, London Borough Council or Common Council of the City of London) in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.



Review Report for

The Sir Daniel Day-Lewis Annual Award

1. Introduction

- 1.1 A Working Group (WG) was set up and tasked with TORs to address concerns over this Award in terms of its purpose and implementation. The Award has 3 years to run under current arrangements and agreements. Members will be aware of this Award but current details can be viewed at https://www.petersfield-tc.gov.uk/events/sir-daniel-day-lewis-awards/
- 1.2 The WG consisting of Cllr Mrs Farrow, Mr Philip Young, Cllrs Deane, Lees and Shaw have now concluded their review as detailed in the TORs less the invitation to drama organisations which can be followed up by Council Officers if so desired.
- 1.3 This Report should be read in conjunction with the Preliminary Report submitted to Full Council on 21 January 2021 and which gave full details of the thinking behind these recommendations.

2. Key Areas

- 2.1 The recommendations are based upon the five pillars as under. Other subsequent recommendations are included towards the end of this document.
 - Purpose: What is this Award actually for
 - Eligibility: Who are the target individuals we wish to consider
 - **Notification:** How drama organisations can be included in order for their members to be considered for the Award.
 - Judging Panel: Ways in which PTC can implement a fair judging criteria
 - Reporting:

3. Recommendations

3.1 These are as follows for the three years left on current arrangements.

- > Purpose: That PTC return to the central aim of an Award for Acting that is, an individual role in a performance of a play or musical.
- ➤ Eligibility: Any actor who is 18 years of age or under, performing as part of a theatre group or school in the locality of Petersfield.
- Notification: Currently the Council receives nominations about specific individuals with supporting documentation. The Working Group recommends that this process should be replaced with actual attendance at performances by a more formal Panel of Judges. The Panel to include councillors and other appropriate members of the community. Organisations would be asked to invite two members of the panel to a performance, preferably via a notification form published on the Council's website.
- ➤ Judging Panel: The WG recommends a Panel to consist of the incumbent Mayor, one Councillor and two members of the community. At least two should have attended each performance on invitation. The Panel would be open to and be allowed to approach organisations for any further information deemed necessary as part of their considerations. Appointment of Cllrs to be made at the Annual Mayor Making Meeting along with other Cllr responsibilities.
- ➤ Reporting: The judging panel would make recommendations in January/February of each year in order for the Award to be made at the Annual Town Meeting (usually March/April).

4. Further Recommendations

- 4.1 The following additional matters were discussed:
 - ➤ Communication with Drama Organisations: The WG is of the opinion that PTC should liaise with drama organisations to seek their views in order to promote understanding, interest and smooth administration of the Awards process. (See para 1.2)
 - Arrangements for post 2023: It is recommended PTC 'down, tests and adjusts' for period 2021-2023 with a further review based on experience within this period in which to go forward. It is understood PTC wish to continue to promote such talent thus a relaunch could be considered. Indeed it is possible that PTC could consider sponsoring an Award (such as "Young Performer of the Year") or similar in conjunction with organisations such as Hometown Festivals. On current research this is possible and would entail a cost of circa £750.00 plus VAT.
 - ➤ **Historical Roll of Awards**: The WG recommends that a Roll of Historical Awards be included either in Book Form or on the PTC Website in order to maintain interest and keep alive.

<Ends>

From: lan Chambers

Sent: 17 February 2021 18:56

To: Kathryn Ellis-Blandford <<u>admin@Petersfield-tc.gov.uk</u>>> **Cc:** Lesley Farrow <<u>lesley.farrow@petersfield-tc.gov.uk</u>>;>

Subject: FW: blason

Dear Kathryn,

I am not sure if you are the correct person to ask, but if not can you please forward this request.

Huguette Laporterie is the Presidente of the Barentin equivalent of our Twinning Association. On behalf of the mayor she is asking for a high definition photograph of the Petersfield coat-of-arms. It can be sent direct to the email address in the body of Huguette's email, or to her, or to me for forwarding.

I hope you are keeping well.

Best wishes

lan

Petersfield Twinning Association

Different examples of existing Coats of Arms

Cox 1738



from Cox's Magna Britannia et Hibe



Coats of Arms, Heraldry

Petersfield

Bowen 1720s-50s



From Bowen's road book, 1720s-50s, plate 96

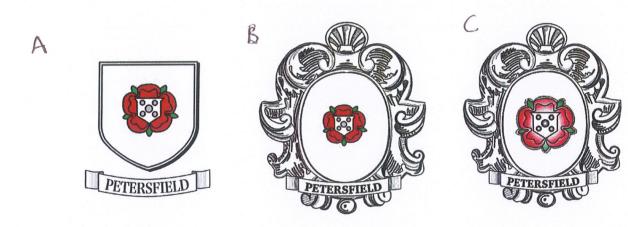
The urban district (1933 description):-

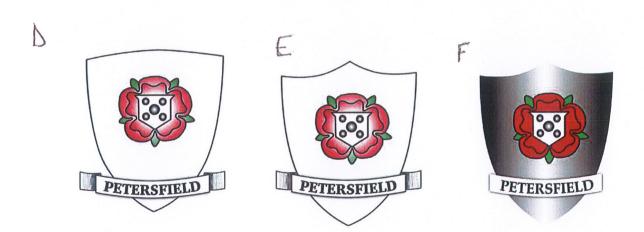
silver, a red rose and thereon a silver shield charged with a black ring between four black roundels

Moule 1836



Possible options for Coat of Arms









Update on Proposals to Mark 2021 Anniversaries - Military

1. Events - Background

- 1.1 Members will recall we had three in mind
 - Stone Dedication 75th Anniversary (PTC)
 - Pennant for RBL 100th Anniversary (RBL)
 - Unveiling of War Memorial 100th Anniversary (PTC)

1.2 It should be noted that we should be back to routine for the organisation for Armed Forces Day (week ending 26 June 2021) and Remembrance Sunday (14 Nov 21) as well as Armistice Day (11 Nov 21) but has included additional potential for the latter.

2. General Comments

- 2.1 There is a consensus that to organise anything for the first date of 8 May 21 previously proposed is perhaps still too premature thus possibly restricting attendance and we are keen that the opportunity for those who missed out in 2020 is carried forward to 2021.
- 2.2 It was also considered that the year is likely to be further dominated by the release or otherwise of pandemic restrictions. It is not intended that these anniversaries should be deemed as 'mass' gatherings that could overshadow any such post pandemic (or otherwise) arrangements.

3. Stone Dedication

- 3.1 Having discussed this with key individuals and organisations (some comments still awaited) that this should be carried out following the Armistice Day gathering at the War Memorial on 11 Nov 2021.
- 3.2 The nature of the event is still being worked on but again will depend on national situation at the time and also the availability of organisations/individuals. Council will be kept informed.

4. Pennant for RBL

4.1 This will be organised by the Petersfield Branch of the RBL but a formal dedication is proposed to take place on Armistice Day (11 Nov 21) at the War Memorial.

5. War Memorial Unveiling – 100th Anniversary

5.1 This is planned to be acknowledged by a prayer of re-dedication and will help shape the Remembrance Day Address. <Ends>





Climate Emergency Strategy

Adopted March 2020 Minute number C 0905 refers Review date: March 2021

Introduction

The Town Development Committee (TDC) set up a working party to recommend actions that the Council could take to address Climate Emergency issues. This was prompted by several members of the community questioning the Council's response to the Climate Emergency.

This paper sets out a proposed strategy for the Council to adopt.

Background

The 2018 IPCC report made it very clear that to avoid the catastrophic effects of warming above 1.5°C, carbon emissions need to be reduced to Zero by 2050 at the latest and, if at all possible, before. Whilst Petersfield generates a very small amount of overall global emissions, there is considerable public support for reducing our emissions and the way in which the town reacts to this crisis could set a standard for others to follow.

Principles

This is a huge and multi-faceted problem which will require millions of pounds of investment to address. The Council cannot hope to provide sufficient financial support to achieve this alone. However, as the community's representative body, the Council can provide leadership, information and support.

Pillars

It is proposed that the Council's strategy is based on the following five pillars (CLIMS):

Co-operate with other local authorities and key stakeholders
Lead by reducing the carbon footprint of the Council's buildings and vehicles
Inform the community of what they can do themselves
Measure the carbon footprint of the town so that it can be monitored as it reduces
Support community groups who want to help

Further details about the potential actions relating to each pillar are shown at the annex. At this stage, these details are provided purely as an indication of the actions that could be undertaken.

Recommendations

C.I.P 1.28

The working group's recommendations are as follows:

- 1. That this strategy be adopted by the Council.
- 2. That the Council supports the formation of a Petersfield Climate Action Group (PeCAN). This would be a separate organisation run by members of the community.
- 3. Based on the annex to this strategy, a more detailed Climate Action Plan is formed, which sets out what actions are to be taken and by when
- 4. The Climate Action Plan is formally adopted by the Council as part of a Climate Emergency declaration
- 5. The Council considers the recruitment of a Climate Emergency coordinator, initially for 2 days per week, to help manage the Climate Action Plan.

CLIMS Pillars Potential Actions, Costs and Impact

Pillar	Potential Actions	Potential Cost	Possible Community Support	Potential Impact
Cooperate	 Work with EHDC/SDNPA/HCC to achieve a shared space town centre prioritising pedestrians and cycles over vehicles Work with EHDC to develop a town Local Cycling and Walking Infrastructure Plan (LCWIP) Liaison with EHDC/SDNPA/HCC Coordination of climate events Learning from best practice and other Local Authorities Joint events Liaison with public transport providers to try and encourage electric vehicles Liaison with other LAs Encourage EHDC to provide free electric car parking and more charging points Liaison with local businesses to inform and encourage best practice 	Likely to be achieved by the employment of a Climate Emergency Coordinator. Approx £15k for 2 days per week.	- Community events - Review/comment on proposed activities	effectively effectively
Lead	 Commit to all Council buildings being Zero Carbon by 2035 Commit to all the Council's road vehicles being electric by 2024 Other Council vehicles and small machinery to be electric once viable Install electric vehicle charging points on Council property 	between £1M and £2M for the Festival Hall Up to £500k for Avenue Pavillion Up to £200k for the occupied areas of Love Lane Pavillion	 Local expertise could help advise Local architectural support Provision of suitable land for solar farm 	Significant demonstration of the Council's commitment and also shows the way for others

Pillar	Potential Actions	Potential Cost	Possible Community Support	Potential Impact
	 Switch to a green energy provider for gas and electricity Consider setting up or enabling a solar farm Where feasible, deliver habitat restoration and take action to increase biodiversity on all Council land Adopt a Council policy that any planning application should be subject to an objection if green infrastructure has not been considered or included A new dwelling which is a Certified Passivhaus will be given the Town Council's 25% CIL All Council catered events to provide only vegan food 	Likely to be facilitated by the employment of a Climate Emergency Coordinator. Approx £15k for 2 days per week.		
Inform	 Set up a website detailing what people can do to reduce their carbon footprint Hold a series of climate emergency information events Arrange training for local volunteers to advise on building retrofit and insulation (energy assessors) 	Likely to be less than £10k Likely to be achieved by the employment of a Climate Emergency Coordinator. Approx £15k for 2 days per week.	 Local expertise Local volunteers to act as energy assessors Volunteers to staff stalls/events 	Potentially very significant as this enables people to take action themselves
Measure	 Contact energy providers to see if they will provide energy usage figures for the Petersfield area Set up vehicle, cycling and pedestrian monitoring stations 	<£20k Likely to be achieved by the employment of a Climate Emergency	- Local expertise	This would be the first move of this kind in the UK and would set the standard. It would also allow the town to observe the effectiveness of carbon reduction emissions

Pillar	Potential Actions	Potential Cost	Possible Community	Potential Impact
			Support	
	- Work with EHDC to determine	Coordinator. Approx		
	whether an overall carbon	£15k for 2 days per week.		
	assessment for Petersfield can be			
	undertaken			The state of the s
Support	- Facilitate the setup of a Petersfield	Likely to be less than	 Committed people 	With significant support from the
4	Climate Action Network (PeCAN or	£10k	who would be willing	community, the Council could
	Petersfield CAN)		to devote their time	act as a catalyst to create
	- Provide meeting rooms for local	Likely to be achieved by		significant effect
	climate groups	the employment of a		
	- Act as a 'treasurer' for local climate	Climate Emergency		
	Sconos	Coordinator. Approx		
	- Provide office facilities (1 or 2 desks?)	£15k for 2 days per week.		
	for local climate groups			
	- Support local Climate groups in any			
	bids for funding			





EPIDEMIC OR SERIOUS

INFECTIONS

EMERGENCY POLICY

March 2020

Approved by Council: 19th March 2020 Minute No. C 0908 refers Plan Review Date: March 2021

CONTENTS

		Page
1.	Introduction	3
2.	Key Aims	3
3.	Risk Reduction	3
4 .	Dealing With Infection	3
5.	Operational Matters	4
6.	Staffing Matters	4
7.	Delegation of Urgent & Routine Matters	5
8.	Cessation of the Emergency Policy	6

1. Introduction

- 1.1 The purpose of this policy is to manage the Council's operation in the event of a serious national or international outbreak of an infectious disease.
- 1.2 The implementation and scope of this policy is most likely to be triggered and potentially varied by advice from Government and/or National Health Advisory Bodies which the Council will seek to follow where it is at variance of the details within this policy.

2. Key Aims

2.1 The main aims of this policy are to reduce the impact of any potential infectious outbreak plus to provide guidance for the operation and decision making processes to be followed by the Council in the event of such an outbreak occurring.

3. Risk Reduction

- 3.1 The Council will check Government guidance on a daily basis once an epidemic has been confirmed by the relevant authority and implement all appropriate risk reduction measures.
- 3.2 The surfaces potentially being touched by people will be treated daily with an appropriate cleaning agent.
- 3.3 Before travelling once an epidemic has been confirmed or visiting any areas highlighted as being seriously affected by an infectious disease outbreak all council staff and councillors should carefully assess the risks involved and follow any medical advice provided for people visiting these areas.
- 3.4 Any Council staff and councillors visiting any place when an epidemic or serious disease outbreak occurs whilst they are present must follow all medical advice provided by the appropriate medical authorities including potentially self-isolating themselves and their families on their return.

4. Dealing with Infection

- 4.1 Any Council staff or councillors, if infected by the disease should not under any circumstances enter any Council operated building or depot.
- 4.2 All Council staff and councillors that are infected by such a disease should selfisolate and follow all medical advice provided by the appropriate medical authorities until they are certified as being clear of the infection.
- 4.3 In the event that a member of staff's family becomes infected with the disease and has been in contact with the infected person, they should work from home and are not to enter any Council building until the infection has passed and they are confirmed as being free of such infection.

4.4 Any member of staff or councillor, if they are concerned that they may have come into contact with someone who has the disease or start to demonstrate symptoms that may indicate they have the disease must contact the relevant medical authorities and follow all advice given, including the need to self-isolate if appropriate

5. Operational Matters

- 5.1 As far as is possible, the running of the Council's routine business remains a priority.
- 5.2 Any decision to close the Council offices, Festival Hall, any other community building or the grounds depot will be taken based on Government advice or guidance at the time and made by the Town Clerk in consultation with the Town Mayor.
- 5.3 In the event of any building closure, a full deep clean will be conducted if the building is considered as being potentially infected prior to any decision being made to re-open the premises.
- 5.4 If the Town Hall is closed, all meetings of the Council will be immediately suspended until the building is re-opened unless officers can locate and procure alternative suitable premises for holding the meetings and it remains safe to do so.
- 5.5 The business of the Council will need to continue throughout this period and the Scheme of Delegation outlined in section 7 of this policy should be followed in such a situation.
- 5.6 Once the Festival Hall or any other community building has been closed as a result of an infection outbreak in accordance with the terms of this policy, or the Government recommends that events or gatherings are not to take place, the hirer of the premises will be refunded with the cost of the hire only, or their cost of hire will be retained and placed towards a future replacement booking or event provided such an occurrence can be catered for within a 6 month period of the original date of hire.

6. Staffing Matters

- 6.1 If the Town Hall is closed, officers will work from home as far as is reasonably practical.
- 6.2 If Government advice is issued recommending that travel is minimised and that people should work from home as far as is possible, this advice will be implemented even if the Town Hall offices remain open and on a skeleton staff.
- 6.3 During such periods of building closure, all staff will continue to receive payment of their salaries subject to their contract of employment and terms and conditions of employment.

- 6.4 If staff are required to self-isolate themselves as a precaution in accordance with the other provisions contained within this policy, the Council will consider this to be treated as sick leave which shall be paid in accordance with their contract of employment.
- Any annual leave booked by staff during periods of self-isolation at home or illness will be re-instated to the individual's holiday entitlement for the year with discretion being given to the Town Clerk to permit more than the normal maximum of 5 days leave being carried over into the new financial year especially if such incidents occur close to the end of the relevant leave period.
- 6.6 The Council's Leave & Work Life Balance Policy will be followed in the event of any staff suffering bereavement during this time.

7. Delegation of Urgent and Routine Matters

- 7.1 In the event that legislation is passed dealing with and/or impacting on such an infectious disease outbreak, those terms will take precedence over the outlined Scheme of Delegation.
- 7.2 The Town Clerk has delegated authority to make any decision appertaining to the Council's normal routine business.
- 7.3 The Town Clerk has delegated authority to act in such a way as to support the needs of the community during such an emergency as such needs are identified and to commit any of the Council's resources in support of or to satisfy such needs.
- 7.4 In the event that payroll software is unavailable during a period of office closure, the Town Clerk has the delegated authority to make salary payments to all staff at the normal level that the person would receive, with payment of any overtime or other additional hours payments being made in the next available payroll period.
- 7.5 In the event that any procurement decision needs to be made, delegated authority is granted to the Town Clerk in consultation with the Town Mayor, Chairman of the Finance & General Purposes Committee and the appropriate Committee Chairman to approve the appointment of any contractor with all decisions made being ratified by the relevant committee at the first available meeting of that committee.
- 7.6 Any decision required regarding the operation of or development of any aspect of the Council's work that would normally be covered by a committee or the Council itself is to be delegated to the Town Clerk in consultation with the Town Mayor, Chairman of the Finance & General Purposes Committee and the Chairman of the relevant Council Committee with all decisions made being ratified at the first available meeting of the relevant committee.
- 7.7 During any period in which these delegated powers are in operation the Town Clerk will provide a weekly update to all councillors outlining the details of

what has happened in support of the emergency community needs as well as the regular business of the Council.

8 <u>Cessation of the Emergency Policy</u>

8.1 The emergency powers within this policy will be revoked and normal business operation resumed once Government guidance confirms that people can travel and return to work and the agreement of the Town Mayor, Chairman of the Finance & General Purposes Committee and other committee Chairmen has been obtained.

Date: 08/03/2021

Petersfield Town Council NEW

Time: 17:04

Current/Savings Bank A/c

Page 1

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2021	Wex Europe Services (uk) Ltd	WEC	153.86		Fuel - grounds truck
01/02/2021	Lex Autolease Limited	LXL001	355.50		Grounds truck rental - HT19LRE
01/02/2021		WPS	1,111.82		CouncilGuard - renewal
02/02/2021	Petty Cash	017238	1.50		Reimburse Petty cash Imprest J
04/02/2021	Alpha Graphics	AG	500.62		ID cards & signs
05/02/2021	Boorer Lock & Safe Co Ltd	BLS	128.50		Padlocks & keys
05/02/2021	Beaver Tool Hire	BTH	207.64		MEWP hire
05/02/2021	Hampshire Media Group Ltd	DIRECT	1,080.00		Leaflet distribution - Feb
05/02/2021	Earth Anchors Ltd	EAL	889.20		Brighton bench
05/02/2021		HCC	324.68		Janitorial supplies - grounds
05/02/2021	H. Monfared (Builders) Ltd	HMBL	1,472.40		12 new LED panels
05/02/2021	Martin Cashmore Fencing Ltd	MCFL001	202.23		Rotherlands boundary fence
05/02/2021	SE Reserves Forces & Cadet Ass	SERFCA01	142.22		Electric charges
05/02/2021	Trade UK	SFD	251.93		Building maintenance
05/02/2021	SFD Correction - Shorts	MATCH SFD	19.99		SFD Correction - Shorts
08/02/2021	Wex Europe Services (uk) Ltd	WEC_a	205.78		Fuel - grounds truck
11/02/2021	LeasePlan UK Ltd	NET .	358.62		Truck rental HX67 RZO
12/02/2021	HMRC PAYE/NI January 2021	PAYE/NI 10	7,543.24		HMRC PAYE/NI January 2021
12/02/2021	PHS GROUP PLC	PHS	71.10		Waste removal
12/02/2021	C.P Kinch Ltd	CPKL01	540.00		Clear blocked sewer
12/02/2021	LaddersFree Ltd	LAD	305.32		Window cleaning
12/02/2021	Meon Cleaning Services	MCS	433.20		Bus shelter cleaning
12/02/2021	Petaprint Ltd	PP	1,745.00		News and Covid leaflets
12/02/2021	Trade UK	SFD	255.75		Screwdriver set
12/02/2021	Travis Perkins Trading Company	TP	30,62		Postcrete
12/02/2021	VoxIT Limited	vox	120.00		Server support/maintenance
12/02/2021	Dyce Energy Ltd	DEL001	147.89		Gas - Ave Pav
12/02/2021	LLoyds Fees & Charges Jan	CHARGES 11	12.66		LLoyds Fees & Charges Jan
15/02/2021	SmartestEnergy Business Ltd -	DEHT	126.05		Electric - Heath toilets
15/02/2021	Crown Oil Ltd t/a Crown Gas &	CGP001	1,635.65		Gas - Town & Festival Hall
15/02/2021	LLoyds Credit Card	C Card Feb	755.55		Credit card monthly DD
15/02/2021	Wex Europe Services (uk) Ltd	WEC	53.92		Fuel - grounds truck
16/02/2021	, , ,	PYTCGRANTJ	1,500.00		PTC GrantPYouth Theatre June20
16/02/2021	First Data	FD	25.60		Purchase Ledger DDR Payment
16/02/2021	Yu Energy Retail Limited	YERL001	41.00		Electric - Ave Pav
16/02/2021	Haven Power Ltd	HP	1,071.94		Electric - Town & Festival Hal
19/02/2021	Staff wages February 2021	STAFFWAG11	22,726.15		Staff wages February 2021
19/02/2021	Ampella Maintenance Ltd	AML001	320.40		Fit 2 sets of taps
19/02/2021	Beaver Tool Hire	ВТН	109.20		Cutter & vacuum hire
19/02/2021	RIALTAS BUSINESS SOLUTIONS		222.00		Year end training
19/02/2021	Rake Garden Centre	RGC001	45.90		Pointed shovel
19/02/2021	Trade UK	SFD	1,335.36		Tools & consumables for refurb
19/02/2021	Travis Perkins Trading Company	TP	270.78		Hippobag collection
19/02/2021	PKF Littlejohn LLP	PKF	2,400.00		Review of governance & account
19/02/2021	WPS Insurance Brokers & Risk S	CREDIT	-618.20		Refund of insurance
22/02/2021	LGPS Hampshire Pension Feb	PENSION 11	7,128.91		LGPS Hampshire Pension Feb
22/02/2021	Wex Europe Services (uk) Ltd	WEC	116.03		Fuel - grounds trucks
ZZ/ UZ/ ZUZ 1	TOX Europo Continuo (un) Eta				

Date: 08/03/2021

Petersfield Town Council NEW

Time: 17:04

Current/Savings Bank A/c

List of Payments made between 01/02/2021 and 28/02/2021

		Deference	Amount Paid Authorized Ref	Transaction Detail
Date Paid	1 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Reference		
22/02/2021	Headway Ports SEH	GRANT JAN1	1,000.00	Headway January Grant
22/02/2021	P'Field Infant School Associat	GRANT JAN2	500.00	P'Field Infant sch JanuayGrant
22/02/2021	P'Field Lip Readers	GRANT JAN3	1,200.00	P'Field Lipreaders Jan grant
22/02/2021	P'Field Youth Theatre	GRANT JAN4	1,200.00	PYT January community Grant
22/02/2021	P'field Community Land Trust	GRANT JAN5	1,000.00	PCLand Trust Jan Grant
22/02/2021	Victim Support	GRANT JAN6	150.00	Victim Support Jan Grant
22/02/2021	Wex Europe Services (uk) Ltd	WEC_X	-116.03	fuel - grounds truck
22/02/2021	Wex Europe Services (uk) Ltd	WEC	116.03	Fuel - grounds truck
22/02/2021	OILMENO THE EVENT	SIEM	509.04	Equipment rental
24/02/2021	PTC Grant Award June - FITZROY	PTCGRANTJU	2,000.00	PTC Grant Award June - FITZROY
24/02/2021	Focus Group	FOC	297.07	Calls, rental & services
24/02/2021	Business Stream Ltd	BSL_a	388.44	Waste water services
24/02/2021	Business Stream Ltd	BSL_a_X	-388.44	Waste water
24/02/2021	Focus Group	FOC_X	-297.07	Calls, charges & services
24/02/2021	Focus Group	FOC	297.07	Calls, charges & services
24/02/2021	Business Stream Ltd	BSL_a	388.44	Waste water
25/02/2021	Cavendish Communications	CC	134.12	Mobile calls & charges
25/02/2021	Cavendish Communications	CC_X	-134.12	Mobile calls & charges
25/02/2021	Cavendish Communications	CC	134.12	Mobile calls & charges
26/02/2021	ACORN OFFICE SUPPLIES	AOS	230.14	Copier paper & diaries
26/02/2021	JB Corrie & Co Ltd	JBCL001	1,752.60	Fencing supplies
26/02/2021	Microshade Business Consultant	MICRO	995.76	Software support
26/02/2021	Petersfield Forge Ltd	PF001	198.00	Steel brackets
26/02/2021	Elite Playground Inspections	SASP	310.00	Monthly inspections
26/02/2021	Tudor (UK) Ltd t/a Tudor Envir	TE01	50.70	AdBlue & gloves
26/02/2021	Travis Perkins Trading Company	TP	127.42	Refurb supplies
26/02/2021	Winchester Garden Machinery	WGM	1,194.16	Chainsaw chains
26/02/2021	SSE Scottish Hydro/SSE Energy	SSESH01	151.56	Electric - Grounds depot
26/02/2021	Veolia ES (UK) Ltd	OUKL	297.89	Waste removal
26/02/2021	Business Stream Ltd	BSL	820.82	Waste water - Heath toilets
26/02/2021	SUEZ Recycling and Recovery UK	SITA	1,426.51	Waste removal
26/02/2021	Business Stream Ltd	BSL_X	-820.82	Waste water
26/02/2021	Veolia ES (UK) Ltd	OUKL_X	-297.89	Waste removal
26/02/2021	SUEZ Recycling and Recovery UK	SITA_X	-1,426.51	Waste removal
26/02/2021	SSE Scottish Hydro/SSE Energy	SSESH01	-151.56	Electric - depot
26/02/2021	SSE Scottish Hydro/SSE Energy	SSESH01	151.56	Electric - depot
26/02/2021	Veolia ES (UK) Ltd	OUKL	297.89	Waste removal
26/02/2021	Business Stream Ltd	BSL	820.82	Waste water
26/02/2021	SUEZ Recycling and Recovery UK		1,426.51	Waste removal
2010212021	5512 1.557 5.1.1g and 1.5551 517 51.		•	

Total Payments

73,811.74