

PETERSFIELD TOWN COUNCIL
TOWN DEVELOPMENT ADVISORY GROUP MINUTES
MEETING HELD 3rd September 2021 at 3pm

PRESENT: Cllr P Bisset (Chairman)
Cllr J Deane
Cllr S Dewey
Cllr Ms B Gottlieb
Cllr C Paige

Also present: Cllr P Shaw (Town Mayor), Cllr Mrs L Farrow, Cllr P Milner, Cllr Mrs J Butler (East Hampshire District Council), Mr R Mocatta (South Downs National Park Authority) Ms L Bevan, Mr K Hopper, Mr G Morgan-Owen, Mr T O'Kelly, Mr N Hitch (Town Clerk), Mr S Field (Projects Officer), Mrs M Snow (Finance Officer) and Mrs S Fisher (Committee Administrator). There were 4 members of the public and no press present.

1. Chairman's comments

The Chairman welcomed everyone to the meeting and welcomed Cllr P Milner who was recently newly co-opted to the Town Council. He also welcomed those members of the public who had joined the meeting.

2. Apologies for Absence

Apologies were received for Mr P Lindon, Cllr Mrs J Butler would be late joining and Mr K Hopper needed to leave before the end of the meeting.

3. Granting of Dispensation under section 33 of the Localism Act (2011)

There were no requests for dispensation.

4. Declarations of Interest

There were no declarations.

5. Approval of Minutes

The minutes of the July meeting duplicated Cllr J Deane's attendance at the meeting and this required amendment.

Resolved under the Scheme of Delegation approved on 6th May 2021:

That, subject to the agreed amendment, the minutes of the Advisory Group meeting on 4th July 2021 be approved

6. Public representation

No requests to speak were received.

7. Presentation from the Community Land Trust regarding Reservoir Lane site

Members received a presentation from the Community Land Trust (CLT) regarding outline planning application SDNP/21/03545/OUT for Reservoir Lane which, under the Petersfield Neighbourhood Plan (PNP) is designated as H11 (custom build and self-build) allocation (*see document A*). The site in question is in private ownership but CLT has an option agreement and the owner is supportive of the aims of the CLT.

Two representatives from CLT explained that the outline planning application shows indicative plots and the number of plots (12). The plots would be available to means tested households with a local connection at 70% of the open market valuation in perpetuity and with a small number of rented units to remain in CLT ownership. The CLT has identified a need in the town for housing for families who need to move up the property ladder and first time buyers.

The CLT has received feedback from the South Downs National Park Authority (SDNPA) regarding the outline application with suggestions to increase plot sizes and decrease density and also removing the pedestrian access from Harrow Lane. If the CLT were to increase plot sizes this would impact on affordability and would lead to increased cost. The CLT is engaged in dialogue with the SDNPA and hopes to resolve the comments regarding design and landscaping.

The CLT is seeking feedback and support from the Town Council for the outline application.

Members thanked the CLT for all of its hard work and expressed support for the proposals, there is a recognised need for this kind of housing in the town. It was noted that the Planning Advisory Group had received the application and expressed its support also. A meeting with representatives from the Town Council, SDNPA and CLT may be useful to try to resolve any outstanding issues.

Resolved under the Scheme of Delegation approved on 6th May 2021:

That the Chairman of Planning and the Town Clerk draft a letter of support on behalf of the Town Council for the outline planning application by the CLT for the Reservoir Lane site

Cllr Mrs J Butler joined the meeting at 3.20 p.m.

8. I-tree project and tree survey

East Hampshire District Council (EHDC) is organising a tree summit for the autumn, it was agreed that this was a good idea and that the Town Council was keen to work with EHDC on this.

9. Climate Emergency Working Party

Members received the minutes of the meetings held on 15th July and 26th August 2021 (*see document B*) and it was noted that the Working Group intends to create 4 sub-groups to look at 4 different areas, each group links into a Town Council committee and could then make recommendations to each specific committee. (F&GP- blue, Grounds- green, Public Halls- pink and TDC -yellow). Active Travel would be included within the TDC/yellow group remit and it was

agreed that the working party would co-ordinate with the Cycling and Walking Working Party.

Resolved under the Scheme of Delegation approved on 6th May 2021:
Cllr Ms B Gottlieb to join the Climate Emergency Working Party

Resolved under the Scheme of Delegation approved on 6th May 2021:
To invite Catriona Cockburn as an observer to the Climate Emergency Working Party meeting on 23rd September

10. **Petersfield Operational Group**

Members received the minutes of the meeting held on 13th July 2021(*see document C*).

11. **Hampshire County Council Active Travel survey**

Members received the results of the survey by Hampshire County Council (HCC) (*see document D*). It was noted that the temporary Covid-19 measures (traffic barriers and the bus gate in the High Street) had been removed but that long term measures, including parking restrictions and planters along the High Street and in the Square were due to be installed soon.

Members noted that the demographic of the people responding to the survey were in the older age group and that they may have very different views to younger people in the town, also the survey did not address the climate emergency. Members also commented that there were no clear conclusions and that responses to the survey may be different now given the change in Covid-19 rules.

HCC will be carrying out a traffic survey soon and there are no plans to re-introduce the bus gate but, in the long term it is likely that some measures will be introduced to restrict traffic along the Town Spine.

12. **Consultation from Hampshire Highways regarding proposed text changes to the Hampshire County Permit scheme**

Members received and noted the consultation (*see document E*).

13. **Cycling and Walking Working Party Terms of Reference**

Members received and considered the proposed revisions to the terms of reference for the working group, including simplifications and the proposal to change the name to the Active Travel Working Party (*see document F*). Members had not had an opportunity to consider the proposals as they were only circulated a short time before the meeting and it was therefore agreed that the proposals to revise the Terms of Reference be considered at October's meeting.

Resolved under the Scheme of Delegation approved on 6th May 2021:
That the Cycling and Walking Working Group be re-named the Active Travel Working Group

Resolved under the Scheme of Delegation approved on 6th May 2021:

That Anthony Allen be invited to join the Active Travel Working Group and that Malinka van der Graan be invited to join as a representative from the walking community

14. Cycling and Walking Working Party

Members received and noted the minutes of the meeting on 26th July 2021 (see document G).

Cllr Ms B Gottlieb and Mr K Hopper left the meeting at 4.14 p.m

15. Neighbourhood Plan Review Working Party

Members received and noted the minutes of the meeting held on 13th August 2021 (see document H).

Chris Paterson of the South Downs National Park Authority had advised the group that any changes to maps would constitute a policy change and the group is keen to avoid the need for changes to the plan requiring approval via a referendum. Once the review has concluded the Town Development Committee will present the final suggestions to Full Council for approval.

Resolved under the Scheme of Delegation approved on 6th May 2021:

That membership of the Neighbourhood Plan Review Working Party is confirmed as:

Cllr J Matthews (Chairman), Cllrs J Deane, Ms B Gottlieb, P Milner, Mr C Paterson of the SDNPA, Mr G Morgan- Owen, Mr K Hopper and Mr S Field (projects Officer)

16. Town Spine Working Party

Cllr Mrs L Farrow has now joined the working party and the group needs to meet to review the proposed terms of reference. The Projects Officer will arrange a meeting.

Cllr P Bisset thanked Officers for their help and support with all of the working parties.

Resolved under the Scheme of Delegation approved on 6th May 2021:

That the Car Park Signage Working Party should be paused for the time being as its work would impact on traffic flow around town and the Town Spine Working Party

17. Top priorities

1. **Dangerous crossings:** there was nothing to update.
2. **Road safety:** the speed cameras are being moved to different locations regularly but more volunteers are needed for Speedwatch.
3. **Petersfield as a destination:** a full-time receptionist has started work at the Town Hall, which is now open from 10am to 3pm and is providing information to visitors as well as co-ordinating leaflets from local sources and Shopmobility will be set up as a satellite hub for tourism.

It is hoped that the new tourism website will be launched in the new year.

4. **The Town Spine:** this had already been discussed
5. **Active Travel** – including cycling and walking: the group is preparing a briefing note for the Petersfield Strategy Group regarding the Town Spine. An objection is being prepared to the recent application by Horse Chestnut Farm due to concerns about safety for walkers and cyclists.

Mr Morgan-Owen was thanked for all of his hard work on recent planning applications.

18. **Budget items for 2022/23**

Members discussed the items to be included in the budget, it was agreed that the Town Council could use its funds as seed funding to attract money from other sources and that the Town Council should set out its priorities for Community Infrastructure Levy (CIL) funds and to try to steer the South Downs National Park Authority to use its CIL funds in the same way.

Suggestions for the budget included: funds for Local Cycling and Walking Infrastructure Plan improvements and implementation (£30,000), active travel, tourism (including digital help points) (£15,000) and Climate Change consultancy costs (£20,000).

Resolved under the Scheme of Delegation approved on 6th May 2021:

That members are to review previous budget requests and send suggestions to Cllr P Bisset for the issue to be considered again at October's meeting

19. **Petersfield Climate Action Network**

A verbal update was given, it is focussing on 3 main project areas: energy efficient homes, tree planting and wildflower verges and now a small office in the library with 2-part time staff members to support its work. The group was involved with the Eco fair in Alton which was very successful and will have a stall at the South Downs National Park Authority Green Fair on 5th September. It was agreed that an Eco Fair in the town would be beneficial and would link to tourism and active travel.

Resolved under the Scheme of Delegation approved on 6th May 2021:

That the Town Clerk is to contact Alton Town Council to investigate the costs and time involved in hosting an Eco Fair and to bring that information to October's meeting

20. **Infrastructure Delivery Plan**

There was insufficient time remaining to review the document but it was agreed that it should be considered at October's meeting, nearer the beginning of the meeting, as this is an active document which should be reviewed regularly.

21. **Planning applications**

Members received the planning applications for 20th July, 10th and 31st August 2021.

The meeting finished at 5.06 p.m.



Community Land Trust Petersfield

Reservoir Lane

*“Reservoir Lane is a community led housing development
that combines affordability with self and custom
build in a pioneering new way.”*



Leila Ferraby
Project Manager



Nat King-Smith
Secretary & Director



Project Funders



Structure of Petersfield CLT

Petersfield CLT Board of Directors

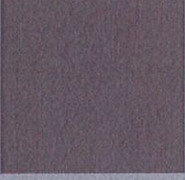
Elected by CLT Members



John Palmer
Chairman & Director



Jamie Matthews
Director



Philip Haines
Treasurer & Director



Nat King-Smith
Secretary & Director



Stephen Pritchard
Director

CLT Membership

50+ Members

One vote each

Local Connection Criteria



Leila Ferraby
Project Manager



Matt Swanton
Architect

Contracted by the Board

Who/What is Petersfield CLT?

Reservoir Lane - A PNDP Site Allocated for low density housing via Self/Custom Build



Where is the site?

Reservoir Lane - A PNDP Site Allocated for low density housing via Self/Custom Build



Viewpoint A: Panorama looking from south-east to west



Viewpoint B: Panorama looking from south-west to north-west



Viewpoint C: Panorama looking from south-west to north-east

View across the site

Affordability in Perpetuity *Directing the Land Asset for Petersfield*

Self Build Plots

Highest open market bidders with a local connection.

Open Market Sale
Typical Developer Approach

**Discount Market Value
Self/Custom Build Plots**

Means tested buyers with a local connection.

70% Market Sale
In Perpetuity

**100% of Site
Developed on
Affordable Basis**

Affordable Rented Homes
Long term CLT assets.

Traditional Affordable
Definition

Petersfield CLT has proposed a 100% affordable site.

KEY	
	Existing trees
	Existing hedgerow
	Proposed large tree
	Proposed small tree
	Proposed hedge
	Proposed low planting
	Wattle and hedge plot boundaries
	Water main easement
	Proposed SuDS basin
	Amenity grass to rear gardens
	POS grass
	Proposed rural lane surface
	Site contours
	Indicative buildings
	Potential brick or stone walls
	Proposed footpath access



Harrow Lane and Shipwrights Way - sensitive receptors Tranquil/Rural character Interface concealed.

Partial screening - allow some interface to neighbouring buildings and long views to hangars

Maintain as much existing hedgerow as possible to retain enclosed nature of lane

Sensitive setting: Grade II listed Shirlies / Tillmore House

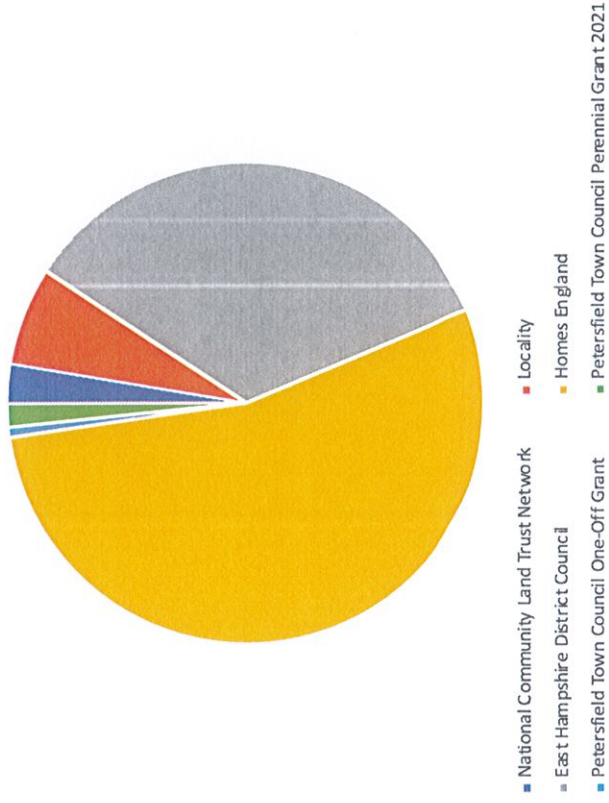
Notes:

- 2015 Neighbourhood Plan allocation for self-build housing.
- The Terra firma LVIA baseline 2017/2018 identified key sensitivities as highlighted on drawing.
- At the meeting point of different character areas relating to edge of settlement and rural pasture.
- The site plan has emerged from the built pattern and nature of access in the locality and the landscape strategy aims to address the character and sensitivities identified.
- **Outer Boundaries:** Existing hedgetones and trees are maintained wherever possible and enhanced to ensure a strong green infrastructure framework. Where practicable, these are retained within communal ownership. More open aspects are encouraged to south and west to allow natural sunlight in and long views out.
- **Access:** A narrow rural lane circulates the site and should be of appropriate rustic materials and proportions, hedged to the sides. Pedestrian access should share the lane but also connect across greenspace to the wider public footpath system, connecting Harrow and Reserve Lanes.
- **Green space:** Central swathe of communal green that can accommodate multi functional gatherings, play water attenuation, access, productive horticulture and larger trees to give central focus and sense of place.
- **Plots:** Low key rural subdivision by wattle fence and hedges. Each plot required to contribute at least one garden tree to green infrastructure in addition to those in communal areas.

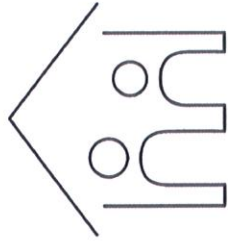


Community
Land Trust
Petersfield

Pre - Development Grants Totalling £151,000



Project Funders



Community
Land Trust
Petersfield

Questions?

*"A 100% affordable in perpetuity
approach to new housing for
Petersfield"*



Project Funders

PETERSFIELD TOWN COUNCIL

Notes of a meeting of the Climate Emergency Strategy Working Group held via Zoom, on Thursday 15th July 2021 at 2pm.

Present: Cllr Peter Bisset, Cllr Lesley Farrow, Ms Louise Bevan (PeCAN),
Mr Russell Oppenheimer (PeCAN) & Mrs Michelle Snow (PTC Officer)

1. Cllr Bisset welcomed everyone to the meeting and there were no apologies as everyone was present.
2. Election of Chairman – Cllr Peter Bisset was elected as Chairman.
3. General discussion on the review of the actions taken by Petersfield Climate Action Network (PeCAN) and Petersfield Town Council including - An update on the recruitment of the PTC Climate Change Officer. The carbon neutral aspects of the Festival Hall redevelopment project. The recruitment of staff, office space and current projects for Petersfield Climate Action Network (PeCAN).

All agreed that both these organisations could make substantial changes to our local environment and show leadership for others to follow in Petersfield.

Individual ideas were discussed such as special climate change edition of the PTC newsletter, an ECO fair in Petersfield and recording how many houses in Petersfield have solar panels as a baseline to work from. Also installation of smart meters in PTC properties, showing of climate change related films, climate/green events in Petersfield and the promoting the 'Walkers are welcome' initiative.

The terms of reference were reviewed and it was noted that some of the items on the Climate Emergency Strategy and annex document- Cooperate Lead Inform Measure Support (CLIMS) Pillar Potential actions, Costs and Impact table had been completed, for example PTC support the formation of the Petersfield Climate Action Group and to act as treasurer for PeCAN while they opened their bank account.

It was identified that other local authorities had already produced climate emergency strategies which PTC could use as a template and could adjust to reflect the local issues. Hampshire County Council's strategy seemed the simplest and is the easiest to understand so it was agreed to use this as a basis to produce the PTC Climate Action Plan. A link to the HCC web page is to be shared with all members of the working group. The terms of reference also instructed the working group to link up with the COP26 event organised by EHDC which the officer Michelle Snow will research.

Date of next meeting: Thursday 26th of August 2021 @2pm. **Meeting ended:**3.40pm

PETERSFIELD TOWN COUNCIL

Notes of a meeting of the Climate Emergency Strategy Working Group held via Zoom, on Thursday 26th August 2021 at 3pm.

Present: Cllr Peter Bisset, Cllr Lesley Farrow, Ms Louise Bevan (PeCAN),
Mr Russell Oppenheimer (PeCAN) & Mrs Michelle Snow (PTC Officer)
[Cllr B Gottlieb was present as an observer]

1. **Welcome** -Cllr Bisset welcomed everyone to the meeting and there were no apologies as everyone was present. Thanks were given to Michelle for providing draft documents as a starting point for discussions. Cllr Gottlieb expressed an interest in joining the Climate Emergency Strategy working group and this was to be raised at the next TDC meeting.
2. **Approval of meeting notes** from the meeting held on the 15th of July 2021. The notes were approved. An update on the climate change officer was requested and Michelle is to find out from the clerk on return from his holiday. It was agreed that the person in this role should be a good communicator, facilitator who is highly organised and does not necessarily need to be qualified in any kind of climate/environmental studies. East Hampshire COP26 event details were distributed by Michelle but registration is not open at this time.
3. **Terms of Reference tasks –**
 - 1.) Climate Emergency Strategy - After a discussion on the review of the Climate Emergency Strategy. The purpose of the document was to explain to the general public in simple terms. What the problem is and what and how Petersfield Town Council can make a difference. It was agreed that the document should include easy to understand information that should include graphics. More detail should be included but should not be too lengthy. It should be short, sharp and simple. It was discussed whether the Climate Action Plan should be included as part of the Climate Emergency Strategy, however no clear consensus could be agreed.
 - 2.) Climate Action Plan – Michelle had circulated four draft plan documents these were titled Business Operation (Blue), Land (Green), Buildings (Pink) and Co-operation (Yellow). When complete all of the elements from the Annex A CLIMS Pillars Potential Actions Costs and Impact from the adopted Climate Emergency Strategy are to be included. Some other areas where changes can be made were added for information. The four plans were based on the Hampshire County Council documents as agreed at the last meeting.
It was agreed that these documents were to be used as a basis for identifying all the areas where climate change improvements could be made within each committee. The plans were to be renamed after the committee they would be linked to, Business Operation (Blue) to be renamed F &GP, Land (Green) to be renamed Grounds, Buildings (Pink) to be renamed Public Halls and Co-operation (Yellow) to be renamed TDC. So that all the areas where improvements could be made can be

properly identified the following small groups were set up and will meet outside of the working group meetings:

Business Operation/F & GP (Blue) – Cllr L Farrow, Mrs M Snow (if approved by TDC Cllr B Gottlieb)

Land/Grounds (Green) – Cllr P Bisset, Ms L Bevan (if approved by TDC Cllr B Gottlieb)

Buildings/Public Halls (Pink) – Ms L Bevan & Mrs M Snow

Co-operate/TDC (Yellow) – Mr R Oppenheimer & Cllr P Bisset

Once the draft plans are complete they will be sent to each committee for discussion before being put forward by Climate Emergency Strategy working group (CESWG) for approval by TDC. It was agreed that these plans were to be living documents and should be reviewed on a regular basis.

- 3.) **EH COP26** - The terms of reference instructed the working group to link up with the COP26 event organised by EHDC and Damien Hinds. A briefing pack has been distributed to the members of the working group but we are not yet able to register. It was hoped that as many Councillors as possible including the Mayor may attend. Further detail to follow.
4. **Action points** – The small working groups are to arrange to meet before the next CESWG meeting to complete the climate action plans for their allocated area. Michelle is to forward further details of the East Hampshire COP26 event when they are available.

Date of next meeting: Thursday 23rd of September 2021 @3pm. **Meeting ended:** 4pm



Meeting Notes

Petersfield Operational Group (POG)

As part of the Place-Making Governance for Petersfield

Date	Tuesday 13 th July 2021
Time	01.00 – 02.30pm
Venue	Conference call via Microsoft Teams
Attendees	EHDC – Danielle Friedman-Brown (<i>Chair</i>) EHDC – Sarah-Jane Bellis (<i>Meeting notes</i>) EHDC – Emma Baxter EHDC – Julie McLatch HCC – Olu Ashiru HCC – Eric Signi HCC – Helen Smith HCC - Charlotte Smith PTC – Steve Field PTC – Neil Hitch PTC Walking & Cycling Working Group - Gethin Morgan–Owen PS - Keith Hopper SDNPA – Chris Paterson
Apologies	EHDC - Sarah Hobbs EHDC – Lucy Whittle EHDC – Michelle Day EHDC – Lewis Ford HCC – Simon Cramp HCC – Karen Wright HCC - Debs McManus HCC – Nicola Waight HCC – Brandon Breen SDNPA – Gill Welsman

Ref.	Item
1.	<p>Introductions and apologies</p> <p>Danielle welcomed the group and introductions / apologies were made see above.</p>
2.	<p>Meeting notes and actions from the last meeting</p> <p>The meeting notes from the last meeting were discussed and no comments were received. A revised action log has been provided as part of these meeting notes (see below).</p>
3.	<p>Petersfield priority projects update</p> <ul style="list-style-type: none"> • Update on the project – comments on briefs and information needed <ul style="list-style-type: none"> ○ Briefs been looked at by the TDC, fully supported and keen for progress ○ The Town Spine brief is being drafted. A shared space town centre, as per Neighbourhood Plan vision, means need to reduce traffic, need a steer from HCC on where this might be headed. ○ End of August is working deadline for briefs. Some of this work still based on assumption. Need to have a clear understanding on what we want to achieve before workshops start. Need to follow on from Neighbourhood Plan aims and expand to suggest ways forward for HCC, including cycling promotion and perhaps the possibility of closing some of the highway off in the Square area to allow for al fresco dining? ○ All briefs being considered alongside each other. Need guidance from HCC as to what is achievable. <p>ACTION: All - Comments need to go back to Keith and Gethin by 6th August</p> <p>ACTION: Danielle to arrange to catch up with Keith and Gethin.</p> <p>ACTION: Danielle and Eric to plan for the workshops.</p>
4.	<p>Re-Opening the High Street Safely – Update</p> <ul style="list-style-type: none"> • Round 1 Update on re-opening <ul style="list-style-type: none"> ○ First claim about to be submitted • Round 2 – Welcome Back Fund <ul style="list-style-type: none"> ○ Drafting the list of projects for the programme – end of March 2022. To include, Literary trail across East Hants and Petersfield museum engagement. ○ Business engagement – reports being drafted and in progress. Include Julie in the next meeting. ○ Circular Bench – Agreed on the need to replace the one around the tree on the Square. This is the main one, but others may be replaced in time when we can work out the style and our aims for the spine. Learn from last refurbishment – need to agree maintenance

Ref.	Item
	<p>responsibilities. Agreed to minimal work now, replace only if absolutely needed. The bench outside Petersfield museum is a good example of style.</p> <p>ACTION: Julie to ask museum for bench details and feed back to Lucy Whittle.</p>
5.	<p>Active Travel Update Report – post 17 June HCC decision day</p> <ul style="list-style-type: none"> o EM ETE decision day 17 June – active travel measures agreed to be removed in line with government guidance, removal is intended by 6th August. o Tranche 2 proposals – 29 July a further EM ETE decision expected on these proposals, plus also the consultation results published for the entire County, should be available a week before decision day. o New workplace travel scheme now live: Workplace Cycling Parking Grant and E-Bike Loan Transport and roads Hampshire County Council (hants.gov.uk)
6.	<p>Penns Place Cycleway update</p> <ul style="list-style-type: none"> o Rob Ainslie received all information he needs and PTC been consulted and pending a PTC meeting. Going to August SDNPA planning committee. o Rob working with the developer and SDNPA re: potential changes to proposals, but amendments are limited. Chris can circulate the report once published. o Amendments being discussed with PTC Grounds Committee, there are some options but would be on PTC land. Gethin looking at those options, not likely to be supported if going through any pitches as the demand for sports is high. Upgrade the path within the site development instead, to include cycleway? The PTC committees will consider these options.
7.	<p>Petersfield Partner Updates</p> <ul style="list-style-type: none"> • SDNPA <ul style="list-style-type: none"> o Licences and parking spaces in the town centre and the Square – what was going to happen? Arising from ETE decision day. o Reference to Section 171 licences and future variations to support visitor economy / café culture and allow for suspensions of parking bays for tables and chairs. o Good opportunity, EHDC trying to work through legislation to allow this to work. • Petersfield Town Council <ul style="list-style-type: none"> o Consultation upcoming on Festival Hall refurbishment. o Tree planting in the town – Led by Petersfield Society, on PTC land, but needs other partners guidance. Proposal to include in future agenda items and take forward. o Suggest no tree planting in the town spine area. Eric's team to consider as part of their work. o 6 new map boards now in situ and 4 additional heritage boards awaiting installation. • HCC <ul style="list-style-type: none"> o No updates • EHDC <ul style="list-style-type: none"> o LCWIP consultation on first stage being progressed. Mapping being worked on. Further interactive mapping to be worked on after the LCWIP mapping delivered. Although Petersfield is complete: http://maps.easthants.gov.uk/easthampshire.aspx . o Information repository – still being worked on.
8.	<p>Next steps, way forward and date of next meeting</p> <p>Next meeting 13th July 2021– propose to have them 6-8 weeks</p> <ul style="list-style-type: none"> o Tues 24th Aug 13:30 o Tues 28th Sept 13:30

Ref.	Item
	<ul style="list-style-type: none"> o Tues 26th Oct 13:30 o Tues 30th Nov 13:30
9.	<p>Future Agenda items, dates to be agreed.</p> <ul style="list-style-type: none"> • Sports & Leisure discussion. • LCWIP briefing • Framework (part of the Masterplan) – dealing with project ideas, preparation, leads and support. • Briefing the POG on the PTC’s Cycling and Walking Working Groups investigation of routes east from the Station. • Funding update. • Post Meeting Note: SDNPA Nature recovery plan and implications for some of our work, like the priority junctions and Tesco car park. Added on the suggestion of the PSG <p>Leave items on the pipeline and carry on with agenda as per today’s meeting.</p>
10.	<p>AOB No other business was raised.</p>

Action Log:

Action	Who	Red, Amber or Green	Progress
ADMIN			
Organise a central repository of important documents.	HCC, EHDC & PTC Officers	A	Ongoing
COMMUNICATIONS			
Develop a Petersfield Place-Making webpage.	PTC Officer	A	Ongoing
Develop a Petersfield Place-Making logo.	PTC Officer	A	Ongoing
Finalise Petersfield Place-Making Report.	EHDC Officer	A	Ongoing
Explore development of an interactive neighbourhood plan / place-making map with EHDC Data & Intelligence Team.	EHDC, SDNPA & PTC Officers	A	Ongoing
TRANSPORT, MOVEMENT & ACCESS			
To provide HCC with DfT annual cycle data.	Gethin	G	Complete
To arrange side meeting with PTC and SDNPA to discuss terms of JWA	EHDC Officer	G	Complete
To raise re-routing cycle path idea with Cllr Clyst.	Gethin	A	Ongoing
Send Danielle information that was sent to Cllr Mocatta	Gethin	G	Complete
To email Rob Ainslie to make sure he has all the information required	EHDC Officer	G	Complete
To speak to Gethin and Keith separately as to how we can help getting these briefs finalised.	EHDC Officer	A	Ongoing
Think about Petersfield in relation to the Healthy Streets strategy. How can space in Petersfield be better utilised?	All	A	Ongoing
All brief comments need to go back to Keith and Gethin by 6 th Aug.	All	A	Ongoing
Workshop planning	EHDC & HCC Officer	A	Ongoing
To ask Petersfield museum for bench details and feed back.	EHDC Officer	A	Ongoing

Action	Who	Red, Amber or Green	Progress
PETERSFIELD PLACE-MAKING MASTER SPREADSHEET			

15

**ACTIVE TRAVEL FUND
PETERSFIELD TOWN CENTRE
FEEDBACK
KEY FINDINGS REPORT
JULY 2021**



Hampshire
County Council

www.hants.gov.uk

Introduction

Hampshire County Council is committed to creating better spaces for people walking and cycling in and around our towns to enable social distancing for safe, essential journeys and exercise during the Coronavirus (COVID-19) pandemic - and as we work towards a period of recovery.

Following a successful bid to the Government's Active Travel Fund, the County Council is considering a number of walking and cycling improvements across the county. Subject to feedback, the funding will be used to provide a range of measures across Hampshire to create better spaces for walking and cycling in local communities and which will be fully funded by the Government.

'Active Travel' means walking, cycling, scooting, using a mobility aid, mobility scooter or wheelchair rather than motorised transport (such as cars, motorbikes, etc) for the purpose of making everyday journeys (such as going to the shops, work or school).



Introduction

Active Travel within Petersfield

Scheme Overview

The proposals aim to improve the temporary social distancing measures that were introduced over the summer, with better quality materials that can be kept in place for an extended period and are more in keeping with Petersfield town centre. These are likely to include better signing and large wooden planters in place of the existing red and white barriers.

Subject to feedback, the existing bus gate feature could be enhanced with improved signing and will continue to only allow access for buses and licensed taxis.

Additional cycle stands will also be introduced in and around the High Street area of the town centre.

Objectives of this scheme are to:

- Improve the temporary measures so they are more appropriate for Petersfield town centre;
- Maintain access for those who need it;
- Enable social distancing;
- Support the economic recovery of the town centre;
- Reduce the need to travel short distances by car, and
- Reduce through traffic in the town centre.



Consultation aims and methodology

Consultation aims

Hampshire County Council is committed to listening to the views of local residents and stakeholders before deciding which actions to take.

The consultation and engagement sought to understand:

- Travel habits into and around the Petersfield area; and
- Residents' and Stakeholders' views on potential changes to increase walking and cycling as part of the Active Travel Fund.

Consultation methodology

Hampshire County Council carried out an **open feedback exercise** to gather residents' and stakeholders' views.

The consultation ran from **Monday 22 February 2021 to Sunday 21 March 2021** (consultation and engagement took place during the COVID-19 pandemic when national lockdown restrictions applied).

The survey letter was posted to 1010 residents and 381 businesses.

Consultation response

In total, **955** responses were submitted via the consultation response form, either online or on paper.

Of those who specified, **925** responses were from individuals, **12** were from representatives of an organisation or business and **7** were from democratically elected representatives.

Please note that as percentages are rounded to the nearest whole number these may not add up to 100%

Summary of key findings

The elements that were consulted on included keeping the Square closed to through traffic for up to 18 months (except buses, cyclists, and taxis) to possibly include an enforcement camera at a later stage. In addition, the proposal was to replace the temporary red and white barriers with attractive planters, as well as additional cycle parking.

Key areas of support from respondents

- More cycle parking
- More greenery with planters
- Removal of the red and white barriers

Key areas of concern





- No desire to see The Square closed to vehicles
- Lack of parking
- Traffic issues elsewhere if The Square was closed to vehicles.



**ACTIVE TRAVEL FUND
PETERSFIELD TOWN CENTRE
PROPOSED SCHEME
HIGH LEVEL FIGURES**



High Level Figures for this Scheme Proposal

				
Do you think that the proposals benefit the local area?	44%	46%	9%	
Do you think that the proposals support social distancing?	45%	36%	18%	1%
Replacing some of the red and white barriers with attractive planters and improved signing	61%	32%	7%	
Installing additional cycle parking	70%	15%	14%	1%
Temporary measures for social distancing including continuation of the suspension of some on-street parking spaces	42%	49%	7%	
Keeping The Square temporarily closed to through traffic for up to 18 months (except buses, taxis and cycles) between The Square (outside HSBC Bank) and the junction of Chapel Street/Swan Street	40%	57%	3%	1%

**ACTIVE TRAVEL FUND
PETERSFIELD TOWN CENTRE
PROPOSED SCHEME
FEEDBACK**



Petersfield Town Centre Proposal Responses

Do you think that the proposals benefit the local area?



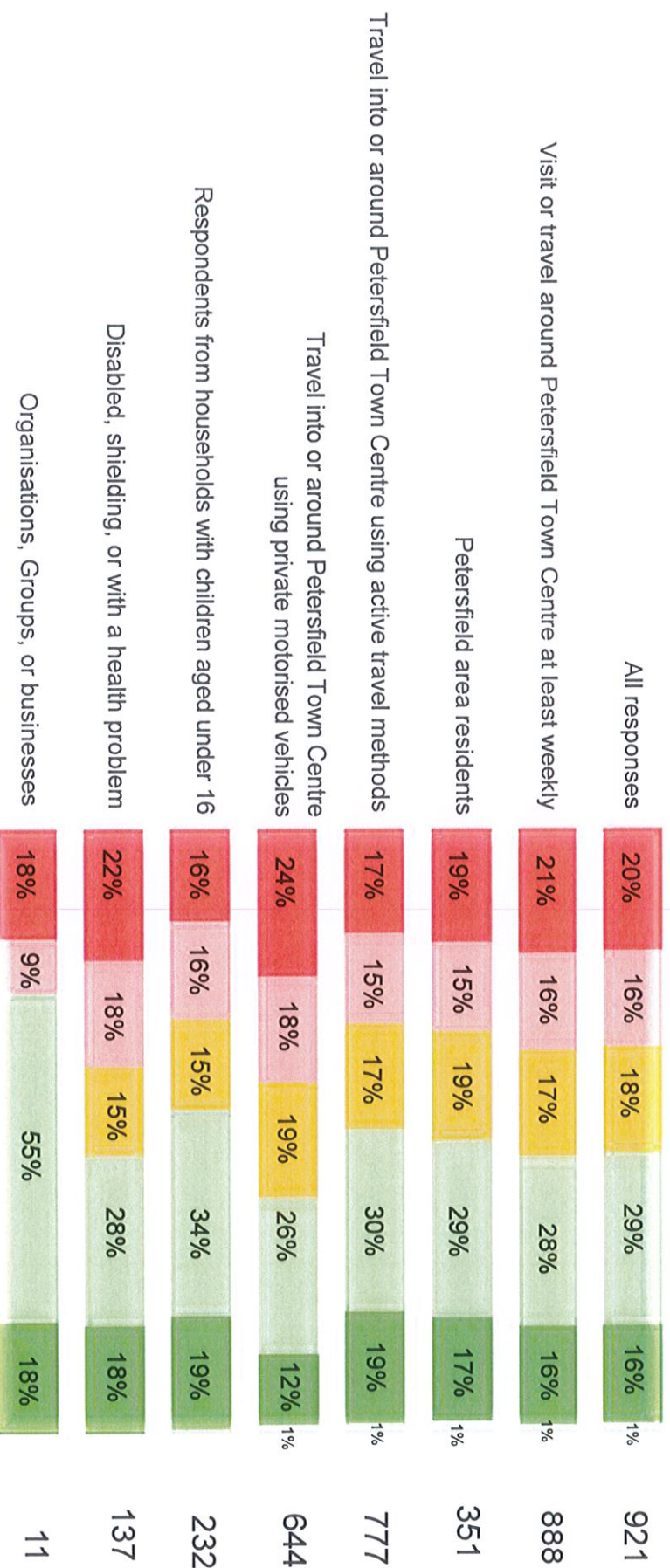
* Number of respondents

Petersfield Town Centre Proposal Responses

Do you think that the proposals support social distancing?



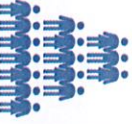







*Base



* Number of respondents

Petersfield Town Centre Proposal Responses

Respondents who disagreed that proposals will support social distancing or benefit the local area were asked to explain why. The table below shows the key themes mentioned by different respondent groups in their comments.

Please tell us why? (Of those who disagree that the proposals support social distancing or benefit the local area)								
	All responses	 Visit or travel around Petersfield at least weekly	 Petersfield residents	 Respondents from households with children aged under 16	 Users of private motor vehicles into/around Petersfield	 Users of Active Travel into/around Petersfield	 Disabled, shielding, with a health problem, or at moderate or high risk of COVID19	 Organisations, groups, or businesses
Number of comments	257	254	91	50	214	189	45	3
Traffic	33%	33%	38%	32%	34%	37%	27%	-
Parking	27%	27%	23%	20%	28%	25%	38%	-
Impacts on local residents	2%	2%	1%	2%	2%	2%	7%	-
Impacts on Active Travel	7%	7%	7%	8%	7%	8%	4%	-
Impacts on local businesses	24%	24%	19%	30%	24%	21%	22%	67%
Environmental impacts	11%	11%	15%	18%	10%	12%	2%	33%
Social elements	9%	9%	14%	12%	7%	10%	11%	33%
Use of resources	20%	20%	27%	20%	20%	23%	18%	-
No issue to address	22%	22%	26%	24%	21%	23%	18%	33%
COVID-19 related	10%	10%	5%	6%	10%	8%	11%	33%
Other	-	-	-	-	-	1%	2%	-



Petersfield Town Centre Proposal Responses

Do you agree or disagree with the proposed changes?



Replacing some of the red and white barriers with attractive planters and improved signing



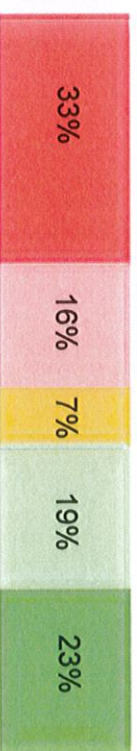
*Base
944

Installing additional cycle parking



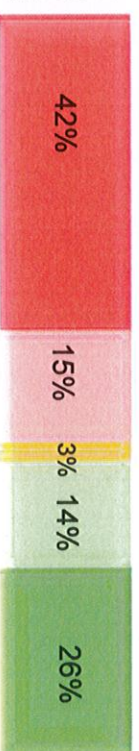
941

Temporary measures for social distancing including continuation of the suspension of some on-street parking spaces



945

Keeping The Square temporarily closed to through traffic for up to 18 months (except buses, taxis and cycles) between The Square (outside HSBC Bank) and the junction of Chapel Street/Swan Street



368

Petersfield Town Centre Proposal Responses

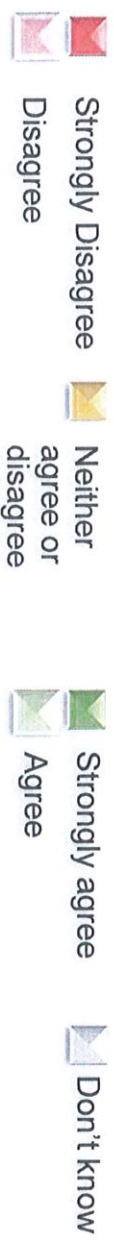
Replacing some of the red and white barriers with attractive planters and improved signing?



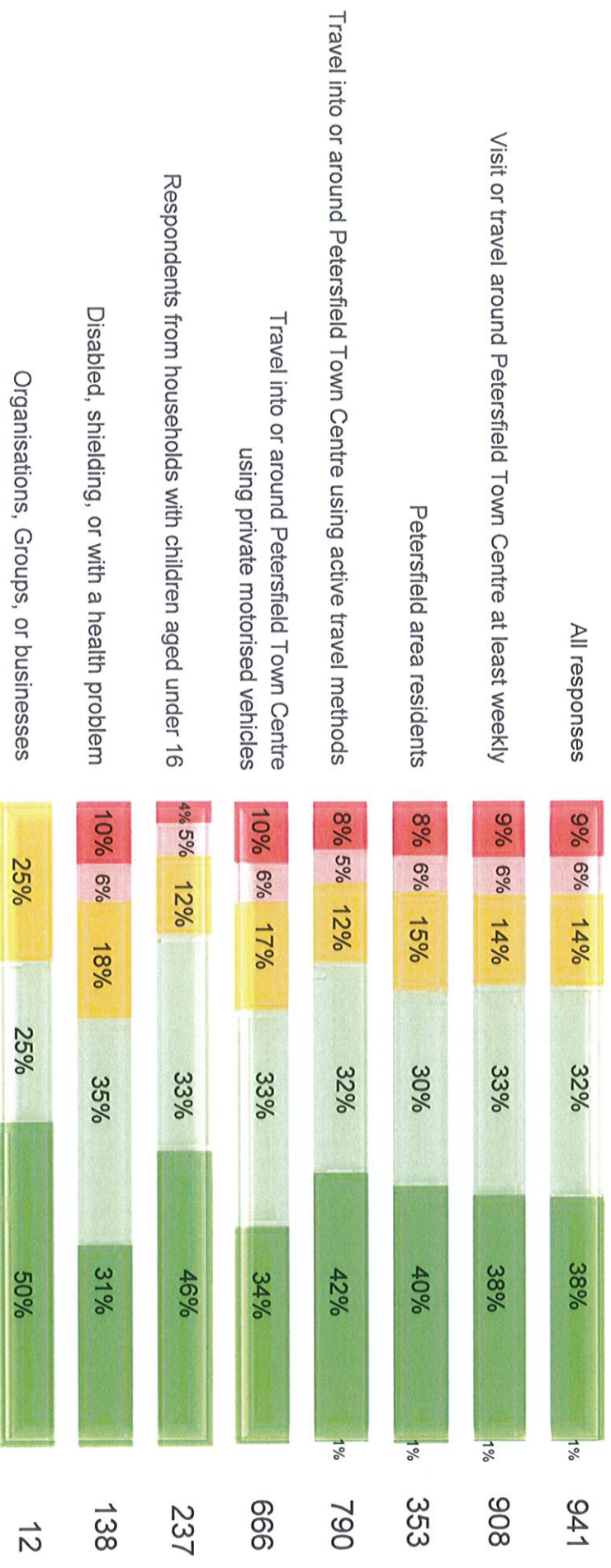
*Base

Petersfield Town Centre Proposal Responses

Installing additional cycle parking?



*Base



* Number of respondents

Petersfield Town Centre Proposal Responses

Temporary measures for social distancing including continuation of the suspension of some on-street parking spaces.



* Number of respondents

Petersfield Town Centre Proposal Responses

Keeping The Square temporarily closed to through traffic for up to 18 months (except buses, taxis and cycles) between The Square (outside HSBC Bank) and the junction of Chapel Street/Swan Street.



* Number of respondents

Petersfield Town Centre Proposal Responses

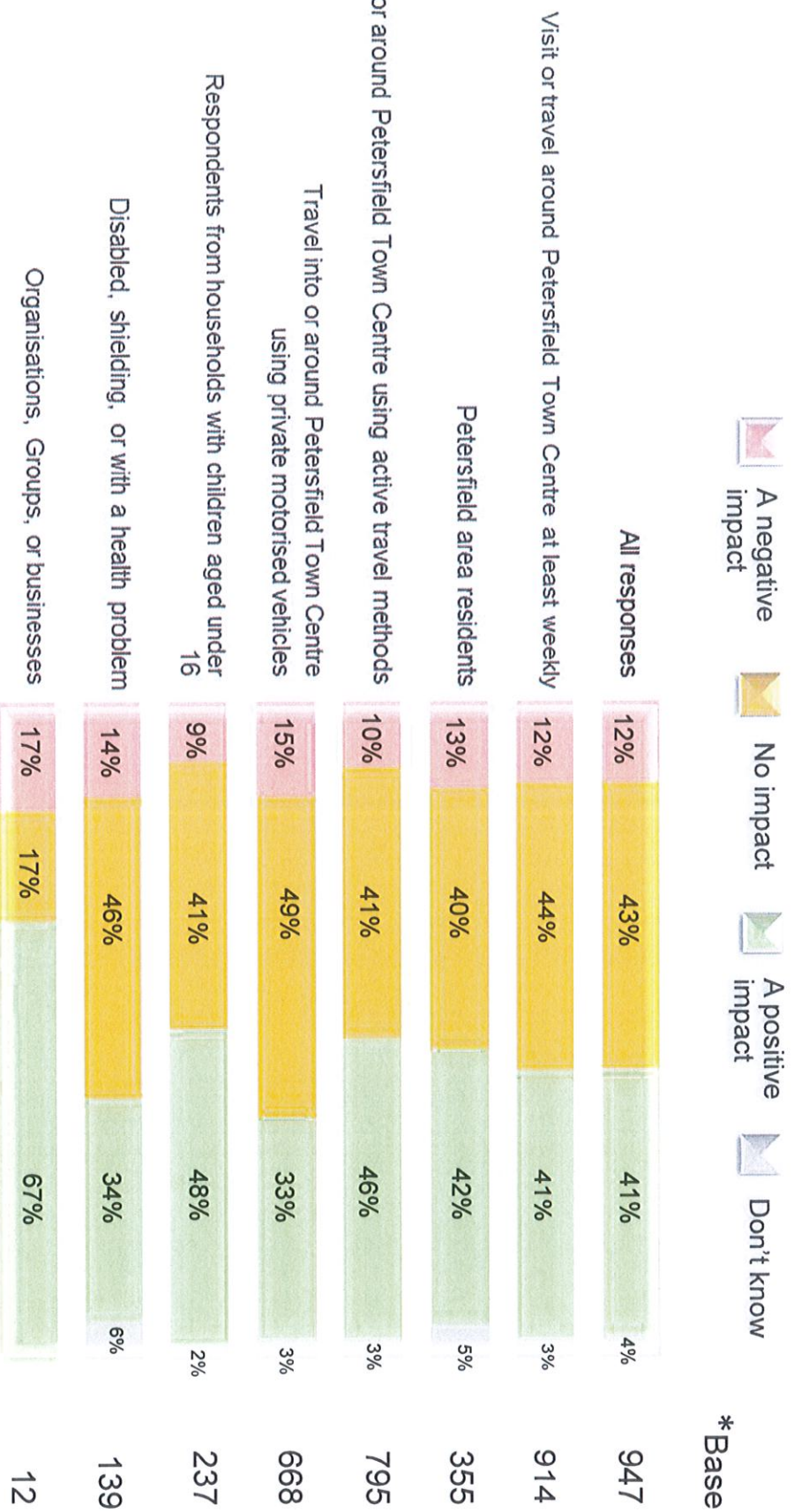
Keeping Swan Street between the Square and Chapel Street temporarily closed to through traffic for up to 18 months (except buses, taxis and cycles).



* Number of respondents

Petersfield Town Centre Proposal Responses

What kind of impact do you think the proposals have in terms of Active Travel?

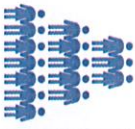









* Number of respondents

Petersfield Town Centre Proposal Responses

Respondents who thought that proposals would have an impact on their journeys were asked to explain why. The table below shows the key themes mentioned by different respondent groups in their comments.

Please tell us why? (Of those who think the Active Travel proposal for Petersfield would have an impact on journeys)

								
	All responses	Visit or travel around Petersfield at least weekly	Petersfield residents	Respondents from households with children aged under 16	Users of private motor vehicles into/around Petersfield	Users of Active Travel into/around Petersfield	Disabled, shielding, with a health problem, or at moderate or high risk of COVID19	Organisations, groups, or businesses
Number of comments	377	364	142	92	249	329	56	9
Traffic impacts	62%	62%	65%	72%	57%	67%	55%	56%
Local environment impacts	12%	12%	12%	14%	10%	13%	14%	22%
Social impacts	6%	6%	6%	7%	7%	6%	9%	-
Impacts on cyclists	11%	11%	8%	13%	11%	12%	9%	22%
Impacts on pedestrians	10%	10%	7%	10%	11%	9%	13%	11%
Minimal increase / reduction in Active Travel	1%	1%	1%	-	1%	1%	2%	-
Economic impact	8%	9%	8%	12%	12%	7%	9%	11%
Other	2%	2%	2%	1%	3%	1%	5%	-

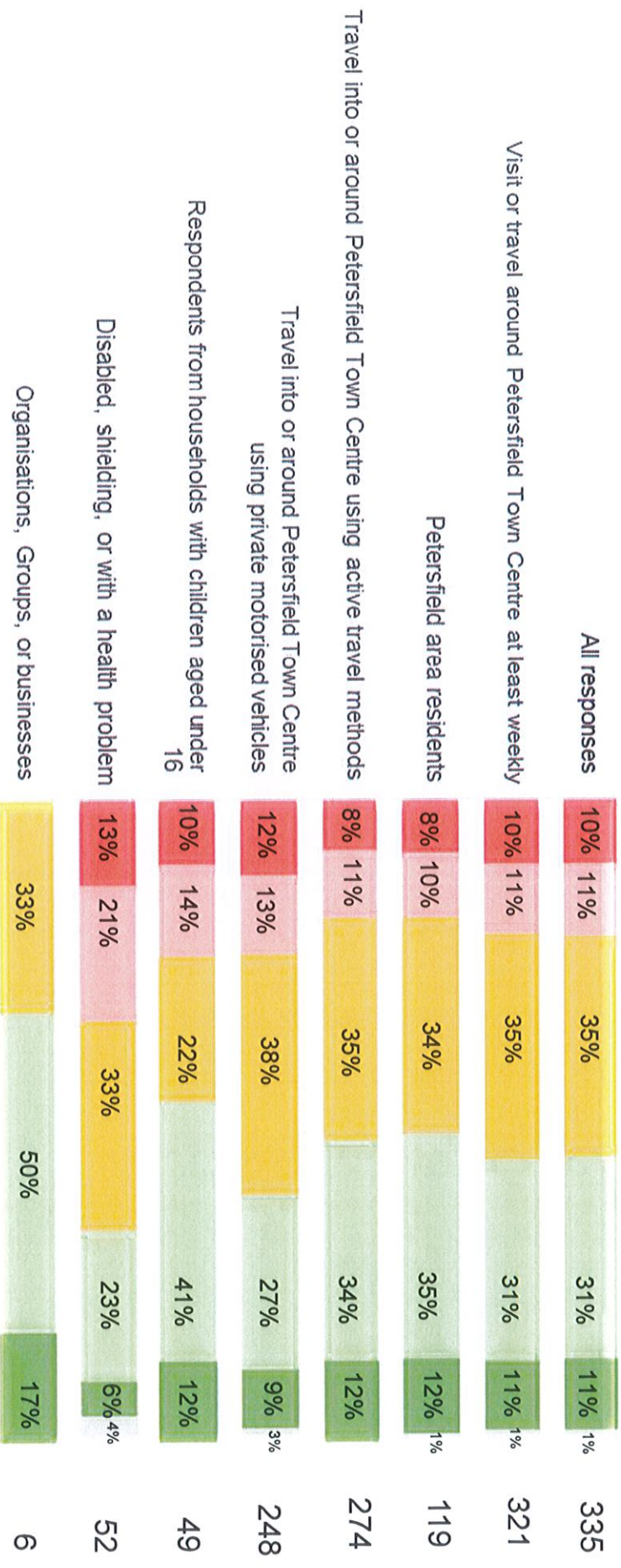


Petersfield Town Centre Proposal Responses

How safe do you feel using Petersfield Town Centre with the current measures in place for Active Travel?



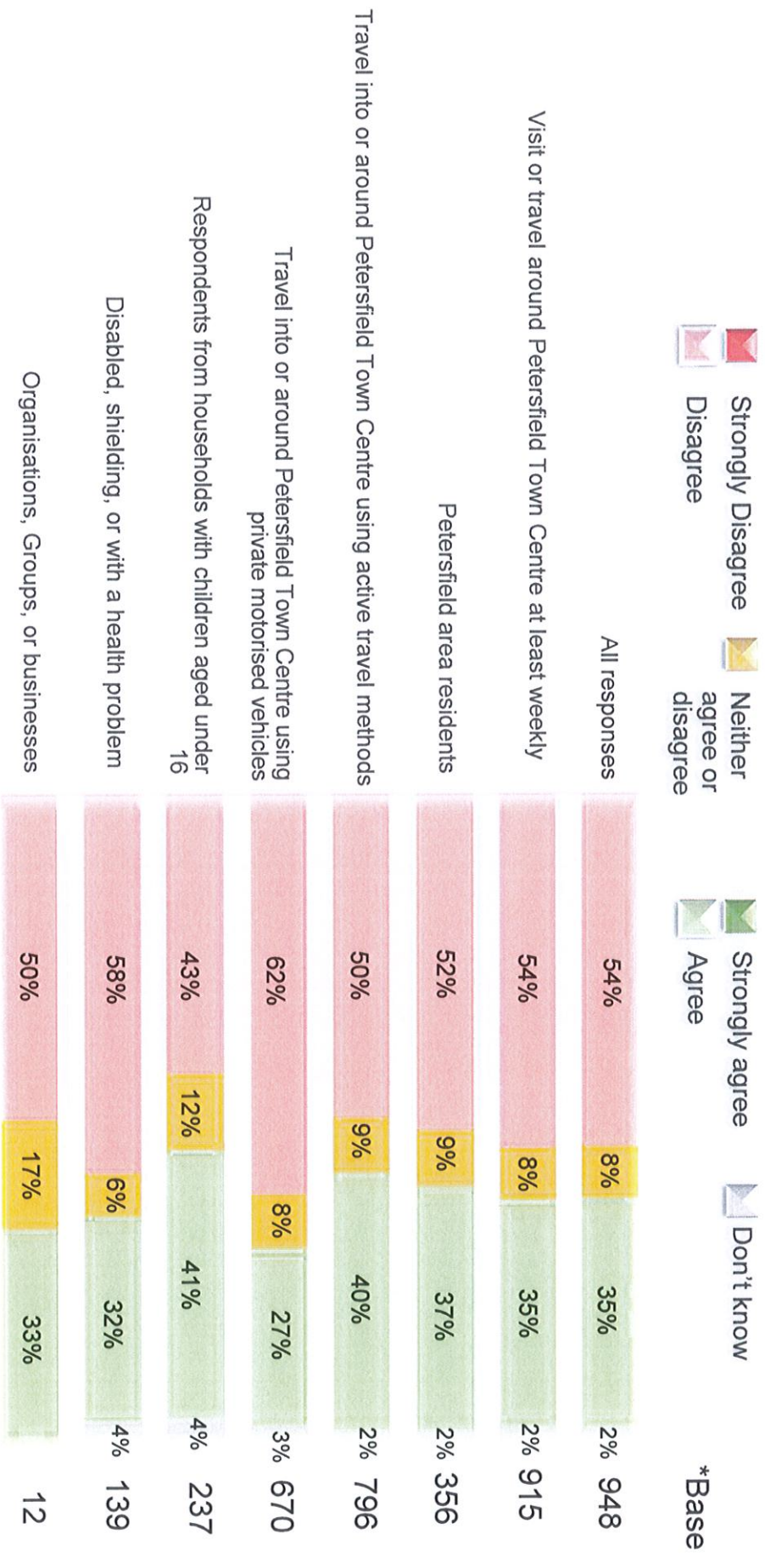
*Base



* Number of respondents

Petersfield Town Centre Proposal Responses

Whilst the current proposal is only to extend the duration of the temporary closure, if funding was available in the longer term would you support closing Swan Street to through traffic permanently (except buses, taxis and cycles)?



* Number of respondents

Petersfield Town Centre Proposal Responses

Would you want to undertake more journeys in Petersfield Town Centre using Active Travel methods, if local routes support this?



Petersfield Town Centre Proposal Responses

Thinking about the last six months, have you taken short journeys (of up to five miles) using Active Travel that you would have normally taken via private vehicles?



* Number of respondents

Additional Comments

If further funding became available, what other Active Travel measures do you think should be considered as a priority in Petersfield Town Centre? (Base: 866)



35%

More places for people to sit and rest



31%

More greenery with planters



29%

Use materials/furniture more in keeping with the Town's heritage







- **26%** - More spaces for people to walk – eg, footways where widths allow
- **25%** - Providing more cycle routes
- **25%** - Reallocating space, to improve walking and cycling
- **22%** - Introducing one way roads to allow the reallocation of road space
- **18%** - More cycle parking spaces
- **16%** - Restricting traffic at certain times
- **16%** - Reducing the amount of on-street parking, whilst retaining the same amount of disabled spaces
- **10%** - Other road closures elsewhere in the town
- **10%** - Installing better signing
- **4%** - More loading bay spaces

FURTHER COMMENTS AND SUGGESTIONS



Further comments and suggestions:

Respondents were asked for any further comments or suggestions the proposed Petersfield Town Centre schemes. The table below shows the key themes mentioned by different respondent groups in their comments.

If you have any further suggestions or comments to make on the proposals for Petersfield Town Centre that you would like to be taken into consideration...								
All responses	575	555	220	136	412	477	94	11
Environmental comments	6%	6%	7%	7%	5%	6%	4%	-
Local Active Travel comments	17%	17%	19%	24%	17%	17%	9%	36%
Neighbourhood comments	15%	15%	16%	17%	13%	16%	12%	27%
Traffic flow comments	70%	70%	72%	71%	66%	70%	77%	64%
Disagree with principle of proposals	20%	20%	13%	15%	25%	17%	18%	18%
Agree with principle of proposals	3%	3%	2%	4%	2%	3%	4%	-
Economic impact of reducing traffic	7%	8%	6%	6%	9%	6%	10%	-
Covid related comment	3%	3%	2%	2%	4%	3%	2%	9%
Other	9%	9%	13%	7%	9%	10%	6%	9%

Further comments and suggestions:

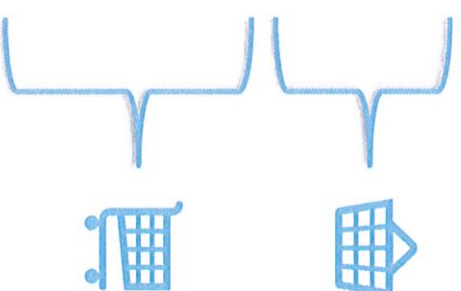
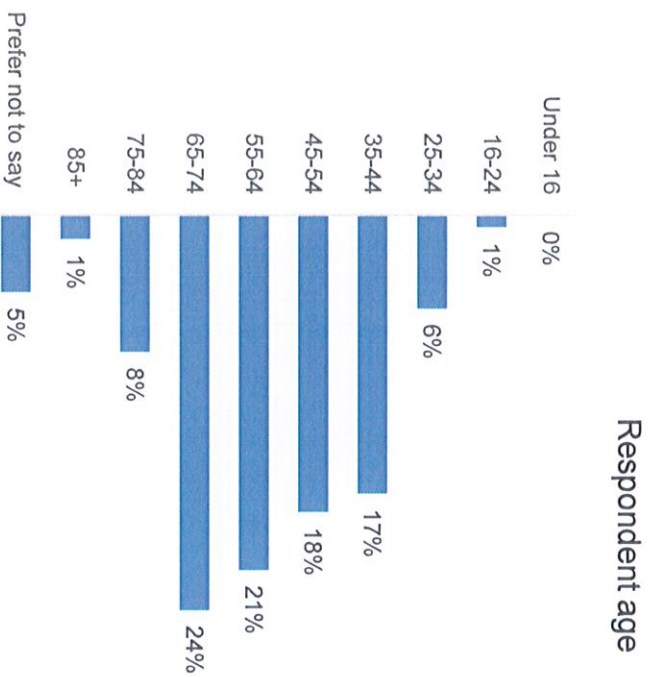
- Most respondents made comments related to traffic flow (70% of comments), these included suggestions to make Petersfield traffic-free, implement lower speed limits, introduce more parking or reduce the cost of parking and increasing the number of disabled parking spaces. A significant proportion of comments (17%) also suggested that the proposals would create traffic issues elsewhere.
- 20% of comments made reference to disagreeing with the principle of the proposals.
- 17% of comments mentioned Local Active Travel, with 3% suggesting that connectivity between local areas needs to be improved, whilst other comments related to improving cyclist and pedestrian safety, more crossing points, more cycle parking and discouraging cyclists on the high street.
- 15% of comments related to the local neighbourhood including suggestions to improve pavement maintenance and to increase outdoor seating for pubs/cafes.
- The economic impact of reducing traffic was mentioned in 7% of comments, particularly relating to the impact on local shops and businesses.
- 6% of comments mentioned the environment, including the need to reduce pollution and that pollution could increase if proposals were implemented.
- 3% of comments agreed with the principle of the proposals and a further 3% made Covid related comments. These comments related to no longer needing social distancing measures at the end of lockdown and that the measures are either ineffective or unattractive.
- Other comments made included concerns with the consultation process and a desire to see public transport improved.



ABOUT YOU

Petersfield Town Centre - demographics

There was a strong representation from respondents aged 55 or over, making up more than half of all responses (55%). Respondents typically travelled into/around Petersfield to go shopping, attend medical appointments, carry out personal business and for leisure.



Most likely to travel into/around Petersfield for shopping (93% of 25-54 year olds) to attend medical appointments (62%) or carry out personal business (56%)

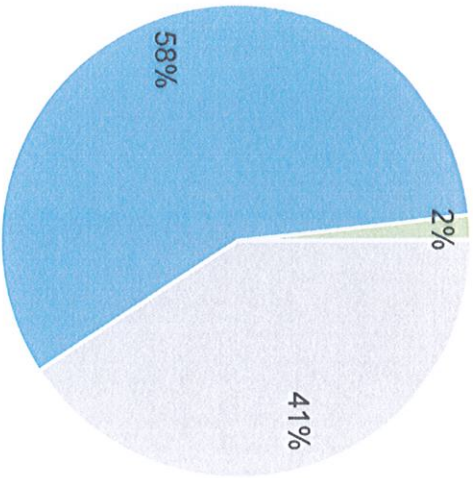
Most likely to travel into/around Petersfield for shopping (92% of those aged 55 and over) or to attend medical appointments (71%)

Among respondents, 88% were 'white', 2% were from an ethnic minority, and 10% declined to answer.

Petersfield Town Centre - demographics

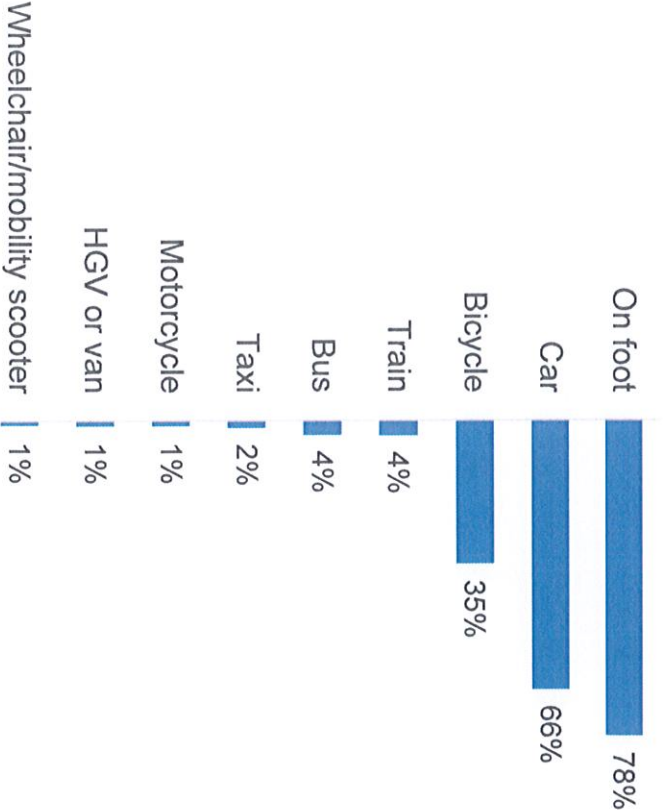
Most participants (58%) live outside the Petersfield town centre area. Post Covid-19, more than three quarters expect to travel into/around Petersfield town centre on foot while two thirds expect to travel by car and 35% expect to cycle.

Where do you live?



- In the Petersfield Town Centre area
- Outside the Petersfield Town Centre area
- Prefer not to say

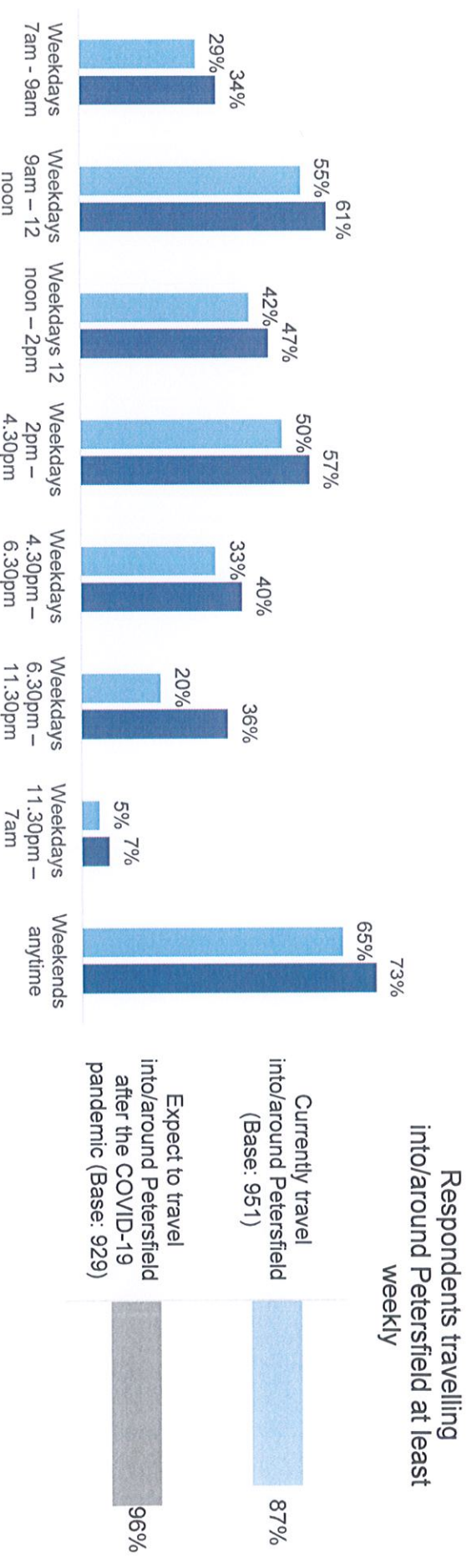
How do you expect to travel into/around Petersfield post-Covid?



Petersfield Town Centre - demographics

Almost all respondents (96%) expect to travel into/around Petersfield at least once a week after the COVID-19 restrictions are lifted. Respondents are most likely to travel at weekends. On weekdays, respondents are most likely to travel between 9am-12pm and between 2pm-4.30pm

Time of travel into/around Petersfield town centre



- Currently travel into/around Petersfield town centre (Base: 926)
- Expect to travel into/around Petersfield after the COVID-19 pandemic (Base: 914)

Schedule of Proposed Text Changes to the Hampshire County Permit Scheme (HCPS). August 2021.

Item	Para	Existing Text	Proposed Text	Reason for Change
1	4.1	The HCPS will use seven KPIs contained within the DfT's Statutory Guidance for Highway Authority Permit Scheme (Oct 2015), to measure performance and ensure parity. The County Council will continue to submit the performance data to the NSG hub.	The HCPS will use seven KPI's contained within the DfT's Statutory Guidance for Highway Authority Permit Scheme, to measure performance and ensure parity.	Remove requirement to send to the NSG hub as this is no longer required.
2	5.1	The only Highway / Traffic Authorities that the County Council shares borders with and that do not currently operate a permit scheme are Highways England and Portsmouth City Council (as at June 2018).	The only Highway / Traffic Authority that the County Council shares borders with and that does not currently operate a permit scheme is Highways England (as at June 2021)	Portsmouth City Council now operate a permit scheme.
3	Various locations within the HCPS document	Reference to "HAUC (England) Guidance, Operation of Permit Schemes (Feb 2017)"	HAUC (England) Guidance, Operation of Permit Schemes	Remove date reference to ensure compliance with the latest version.
4	11.9.3	Temporary Traffic Signal Applications must be made using notice type 2700 – Temporary Traffic Signal Application in accordance with the latest version of the Prescribed Electronic Format Technical Specification. Providing that a complete application has been received a response granting the approval will be given by the County Council using notice type 2800 – Temporary Traffic Signal Application Response in accordance with the latest version of the Prescribed Electronic Format Technical Specification, within the response period for the permit application. For those promoters unable to use the Prescribed	Temporary traffic signal applications can be made by selecting the applicable traffic management type on the permit application. Further details, such as traffic management plans should be uploaded as electronic attachments on the permit. For those promoters unable to use the Prescribed Electronic Format Technical Specification for temporary traffic signal applications the County Council will provide a proforma that can	Notice types 2700 and 2800 are no longer used and the applications to use TTL's are handled by the DfT's Street Manager IT system.



		Electronic Format Technical Specification for temporary traffic signal applications the County Council will provide a proforma that can be emailed or attached to notices or permits.	be emailed or attached to notices or permits	
5	15.7.1 (j)	Any work on a fire hydrant	any works on a fire hydrant commissioned by the fire service	Clarification of exemption to follow good practice
6	20.2.1	The Council will publish its main contact details on its 'OD' file. Additional 'day to day' contact information will be published at relevant local HAUC meetings, coordination meetings and on an ad hoc basis as needed. Some contact information may also be published on the gazetteer.	The County Council will publish its main contact details on Street Manager. Additional 'day to day' contact information will be published as required.	The 'OD' files are outdated technology. The DFT's Street Manager IT system now handles this data.
7	Various locations within the HCPS document	Reference to: Code of Practice for the Coordination of Street Works and Works for Road Purposes and Related Matters (Oct 2012)	Code of Practice for the Coordination of Street Works and Works for Road Purposes and Related Matters	Remove date reference to ensure compliance with the latest version.
8	App A. Charges for permit variations	For permit variations, the County Council will charge:- <ul style="list-style-type: none"> £45 for all activities on category 0, 1 and 2 streets and category 3 streets that are traffic sensitive. £35 for major activities on category 3 and 4 & non-traffic sensitive streets. 	For permit variations, the County Council will charge:- <ul style="list-style-type: none"> £45 for all activities on category 0, 1 and 2 streets and category 3 and 4 streets that are traffic sensitive. £35 for all activities on category 3, 4 and non-traffic sensitive street. 	Change required to reflect the financial model for the scheme and existing understanding and practice (charging for all permit variations except those imposed by HCC).
9	App A. Charges for Major works	Major activity (Including requiring a TRO for 11 days or more) <ul style="list-style-type: none"> Major activity – 4 to 10 days (requiring a TRO) Major activity – up to 3 days (requiring a TRO) 	<ul style="list-style-type: none"> Major activity (Including requiring a TRO for 11 days or more) Major activity – 4 to 10 days Major activity -- Up to 3 days 	Remove reference to TRO and replace with the correct reference (TTRO). Also remove reference to TRO from major activities 1-3 days and 4-10 days as it's not relevant to these work types. The charge rate is not affected.

Terms of Reference for the Active Travel Working Group

Updated Version – September 2021



1 Overview

The Active Travel Working Group seeks to provide information to Petersfield Town Council (PTC) on topics related to active travel in order that PTC can encourage or facilitate the implementation of the walking and cycling aspirations of the Petersfield Neighbourhood Plan (PNP). It should be noted that improving streets and highways is outside the direct remit of PTC.

The Active Travel Working Group aims to provide recommendations, evidence, analysis, etc to assist with the planning and delivery of active travel infrastructure in the Town and the surrounding area. The focus and scope of these items are to be approved by the Town Development Committee (TDC).

This working group was formerly called the Cycling and Walking Working Group. "Active travel" means making journeys in physically active ways, like walking, cycling. This working party is mindful of the provisions of the Equality Act 2010 regarding access to public infrastructure.

2 Tasks To Be Undertaken By this Working Group

1. To provide further contributions with respect to Petersfield to the Local Cycling and Walking Infrastructure Plan (LCWIP) prepared by EHDC/HCC.
 - 1.1 Develop refinements and additions to the LCWIP as it concerns Petersfield and links to and from the Town.
 - 1.2 Elaborate proposals for improving active travel based on the LCWIP including presenting bids for matching funds to TDC.
2. Report problems with footways, footpaths and cycleways like overhanging vegetation and blockages to TDC.
3. Advise the Planning Committee on planning applications impacting active travel (via TDC or Chair of TDC).
4. Support and inform the activities of the PSG and POG on topics which align with the PNP, most especially Section 5 which has the title "Getting Around" and on travel aspects of 'the Town Spine' Project.
5. Support local ramblers groups for the town to gain Walkers are Welcome accreditation.

3 Meetings and Reporting

The chairperson/ convenor will regularly report on the activities and progress of this Working Group to the Town Development Committee. The Working Group will hold regular meetings either face-to-face or using video conferencing facilities. PTC shall provide these facilities.

4 List of Working Group Members

The membership of this working group consists of : Cllr P Bisset, Cllr R Mocatta, Mr S Field, Mr K Hopper, Mr M Lynch, Mr G Morgan-Owen (convenor).

Mr A. Allen has applied to become a member. He has lived in Petersfield since 1976 and knows East Hampshire well. He is interested in walking and cycling and would like to see the networks and facilities around the town improved. He believes that we should be using cars less, and walking and cycling more. He is a Chartered Town Planner and have worked in Local Government and the private sector.

Ms Malinka van der Graau is interested in joining the group to specifically represent walkers, she is a lead member of the local rambling group, it is proposed that she initially join with observer status, to be

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Minutes of the Cycling & Walking Working Party



A meeting of the Cycling and Walking Working Party was held on 28th June 2021.

Attended: Mr Gethin Morgan-Owen (Chairman), Cllr Peter Bissett, SDNPA representative Mr R Mocatta, Mr Keith Hopper, and Steve Field (Projects and Office Manager)

Apologies: Mr Michael Lynch

No	Item	Discussion	Decision / Action
0	Welcome	Mr G Morgan-Owen welcomed members of the Cycling and Walking Working Party to the meeting.	N/A
1	Active Travel Fund	<p>In June DFT sent a letter to county councils and other potential bidders in respect to their funding of Active Travel schemes. Although not aimed at town councils and parishes, some of the pre-conditions for bidding are of interest. Compliance with LTN 1/20 is required, also mentioned are LCWIPs, links to stations and to the National Cycling Network.</p> <p>An indication was given that the East Hants LCWIP should be progressed from 1st quarter of 2022.</p> <p>Other potential sources of funding were briefly discussed, including PTC CIL monies.</p> <p>It was felt that 20 mph needed to be extended in the Town to address some of the cycling/walking strategy. HCC members are very keen to see 20 mph area increased, but HCC officers are not so keen in view of a HCC policy based on some past case studies.</p>	
2	Terms of Reference	Revised Terms of Reference presented will be placed on next TDC agenda. It was proposed that the title of this working group should be amended to use the term Active Travel.	See Action 5 in the table below.
3	HCC School Street Trial	HCC have selected 3 sites for a trial but the Petersfield Infant School was not short listed. See HCC Active Travel Update, dated 17 th June 2021.	
4	Petersfield Operational Group	Swan Street briefing was summarised (this had been commissioned by the POG/PSG). Consideration would need to be given to the impact of a change in priority at the Lavant St /Charles St junction.	C&WWP to consider
5	Planning Applications	Concern has been expressed about the impact on active travel of the Penns Field planning permission. It was reported that a planning amendment is currently being considered by the planning authority (SDNPA), therefore it may be appropriate for the PTC Planning Committee to consider this matter. GMO was asked to contact the Grounds Chairman to explain how changes could be made on PTC land to provide an improved cycling route.	
6	Easterly Cycling Routes	ML and GMO are still working on easterly routes from the Station	
9	Date of next Zoom meeting	Date set for Tuesday 31 August at 3.00 pm.	

10	AOB	<p>Further to a previous discussion, GMO reported that a supplier had quoted £3.5k for counters that reported separate walking and cycle counts without reporting direction, or £5k with directional capability. Counters which do not discriminate between cyclist and pedestrians start from about £0.5k excluding weather proof case and mounting hardware.</p> <p>On Saturday 29th June, Malcolm Muggeridge will be launching Bicycle Buddies on the Heath at 10.00 am</p>	
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List of Actions

Id	Date opened	Actionee	Action	Status
1	24 May 2021	P. Bisset	Provide an email with some information about the ownership of land for the shared path along Tilmore Brook through the Hearn Farm neighbourhood.	Closed - only high level information found.
2	24 May 2021	G M-Owen	Contact Cllr Bentley to discuss whether further action could be helpful on the cycling/walking aspects of the Horse Chestnut Farm planning application.	Closed - no longer relevant.
3	24 May 2021	G M-Owen	Contact Cllr Clist to propose that the Grounds Committee consider a request to explore a diversion to the existing shared pedestrian/cycle route around the Penn's Field site partly on land owned by the Town Council.	Open
4	24 May 2021	G M-Owen	Obtain an approximate purchase price for an automatic counter capable of providing both pedestrian counts and cycle counts.	Closed – action completed.
5	28 June 2021	G M-Owen	Update TORs using the term Active Travel and reword - <u>assist with</u> projects..... Forward updated version for distribution with the agenda for the TDC on 3 rd September.	Open
6	28 June 2021	G M-Owen	Future agenda only to be forwarded to members of the Working Group.	Open
7	28 June 2021	All	Note that the next meeting will be held on Tuesday 31st August at 3:00 pm.	Open

Minutes of the Petersfield Neighbourhood Plan Working Party



A meeting of the PNP Working Party was held on 13th August 2021.

Attended: Cllr James Deane (acting chairman), Cllr Paul Milner, Mr Gethin Morgan-Owen, Mr Chris Patterson (SDNPA Officer) Steve Field (PTC Projects and Office Manager)

Apologies: Cllr Jamie Matthews and Cllr Ms Blossom Gottlieb

No	Item	Discussion	Decision / Action
0	Welcome	Mr Steve Field welcomed members to the newly formed Petersfield Neighbourhood Plan Working Party to the meeting.	N/A
1	Election of Chairman	Cllr James Deane had spoken to Cllr Jamie Matthews who had agreed that he would put himself forward for the chairmanship. There being no other nominations, Jamie Matthews was elected to Chair. Cllr James Deane resided in the chair for this meeting	Cllr Jamie Matthews confirmed as chairman
2	Chairman's Comments	Cllr J Deane acting as chairman thanked all those who had worked on the previous committee, and gave particular thanks to Mr Gethin Morgan-Owen and Mr Keith Hopper. Members of the WP were reminded of the work required, and that only minor changes were required so that a fully blown examination and referendum was not required	N/A
3	Notes from previous work to be added	It was noted by Mr Gethin Morgan-Owen that notes provided by Prof Andy Moffatt were not in the recent table of amendments and it was explained that the PNP only required moderate changes which were included in respect of trees. However, the notes would be added to the table of amendments at the bottom so that they could be referred to Policy NEP 6 in Chapter 7 should be split between walking and cycling (NMU – non motorised users) An action against KH & GMO regarding Cycling and Walking tables 9 & 10 on page 76 needed to be included in the notes once they had been received	Notes to be added to table of amendments at bottom GMO/KH to advise GMO/KH to advise
4	Maps	It was noted that maps needed to be improved and amended. Where a map wasn't required, then it should remain with a note to say that it was no longer relevant, so that the original structure of the PNP remained Policy maps originally supplied by JP are held at SDNPA and could potentially be amended, although this may initiate the need for the changes to be examined.	To be added to table of amendments CP to advise on how maps could be amended
5	Reference to JCS	All references to JCS will need to refer to the SDNPA development plan policies. There is no specific reference to retail floor space	To be added to table of amendments
6	Chapter 12	Chapter 12 observations were provided by GMO and relevant proposed changes from these are reflected in the table of amendments	To be added to table of amendments
7	Date and place of Next Meeting	Friday 10 th September at 3.00 pm to discuss maps and feedback on chapter 3 Housing	

PNP Working Party – Consolidated List of Changes Chapters 1-2 & 4-10

Page/section (in page /section order)	Date of approval (minutes etc)	Description of the changes (including the exact location on the page, full identification of all the text to be deleted and all parts of new text/diagrams)
Chapter 1		
1.7/1.8	30 Oct 20	It was felt that an executive brief and summary related to the current review should be written and inserted as section 1.7. This should reflect how the PNP has been updated, and how the PNP has assisted with planning applications and appeals. The current section 1.7 would be renumbered as section 1.8.
Chapter 2		
2.7	30 Oct 20	In section 2.7 – replace the sentence <i>‘Our town centre and residential streets will be designed to give pedestrians and cyclists priority over vehicles’</i> with <i>‘Our town centre and residential streets will be designed to encourage greater use of active travel’</i> .
Chapter 4		
4.2	27 Nov 20	Change PACA publication to <i>April 2017</i> .
4.3	27 Nov 20	Include Conservation Map.
4.4.1	27 Nov 20	Add <i>“action strongly supported and that new builds are built with home working in mind”</i>
4.2	29 Jan 21	Add <i>“Trees make a significant contribution to the urban environment. Some policies relating to trees can be found in Section 7.”</i>
Chapter 5		
5.1	26 Mar 21	<p>Replace Section 5.1 with –</p> <p><i>5.1 Background</i></p> <p><i>The building of the railways and the development of the old A3 as an important traffic route serving Portsmouth in both World Wars, meant that the town retained its key position as a transport crossroads, linking northward to London, west to Winchester along the A272 and east to Midhurst. Chichester is accessible via the new A3 and via the B2146 (Sussex Road) towards South Harting and into the South Downs countryside.</i></p> <p><i>The London to Portsmouth railway is an important passenger route. The station is busy at peak times with trains, buses, taxis, cars and pedestrians. Some bus services, although limited, link the town with Winchester and Bishops Waltham to the west, Chichester, Havant and Waterlooville to the south, Midhurst to the east and Liss and Alton to the north.</i></p> <p><i>The railway serves the town at Petersfield Station, with the level crossing closing to traffic causing some tailbacks. This is more frequent at peak hours. There is an alternative for cars, light vans and lorries via Swan Street under the (height restricted) bridge.</i></p> <p><i>The main spine of the town centre runs west to east, starting at the railway station, running down Lavant Street, along Chapel Street, through the Square and along High Street to the war memorial. Lavant Street is the key link to the town station.</i></p> <p><i>After much public debate, Petersfield benefited from the construction of the new A3 bypass in 1993, which at that time removed much of the through traffic. The A3 currently forms an artificial, but well defined, western edge to the town. The bypass scheme included a demonstration project where the former A3 was realigned, and its width reduced through</i></p>

the town centre running from north to south. This also included the enhancement of Dragon Street and High Street to make this area more attractive.

Since these changes both A3 traffic and through traffic have increased, particularly so since the Hindhead Tunnel was constructed. Traffic has also increased on the link access to the A272 towards Midhurst and the eastern side of the town. There are an increasing number of 'rat-runs' that result in vehicles travelling through residential areas at excessive speeds. The town also experiences heavy goods vehicles, using satellite navigation, diverting from their A3 principal route onto these minor roads. The overall result is more noise, pollution, increased danger to pedestrians and cycle users and disruption to local traffic.

There are other serious deficiencies that require attention. These can be termed 'hotspots' and they concern junctions, regular breaking of speed limits in residential areas near schools, lack of crossings for pedestrians and cyclists, footways with inadequate capacity, disjointed sections of infrastructure for cycling (both on-street and off-street). The railway line and busy roads (Pulens Lane, Dragon St, College St and Tor Way) limit east-west routes across the Town and so discourage cycling and walking by residents of some neighbourhoods. Some new housing developments lack comfortable cycling and walking links.

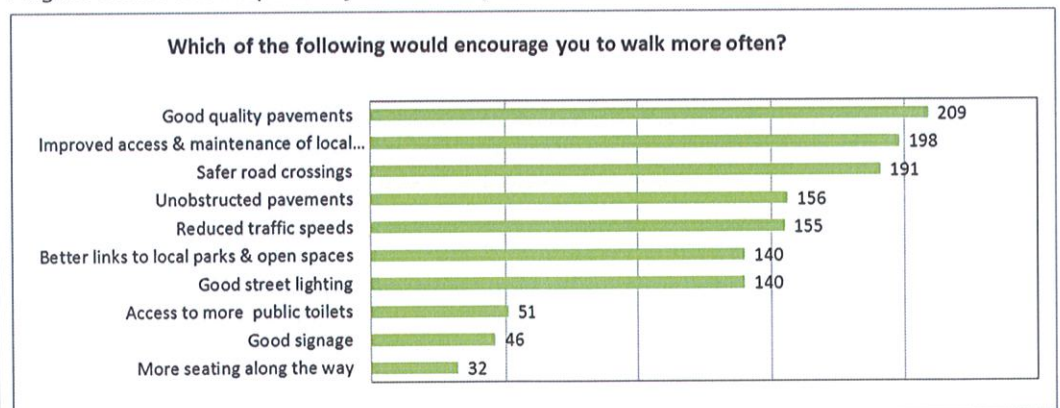
Opportunities to address these deficiencies are appearing as central and local government is starting to recognise that cycling and walking can contribute to lower congestion, more attractive places, better air quality, cheaper travel and better health. Walking and cycling are beginning to be seen as transport modes in their own right and an integral part of transport networks, but with each having separate needs.

5.2

26 Mar 21

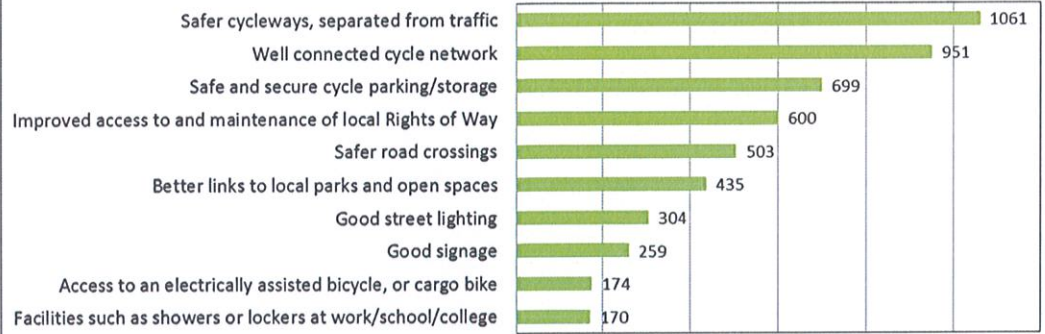
Insert the following text and diagrams as part of Section 5.2:

In March 2020 EHDC undertook their "Active Travel Survey". This was an online survey which received 1,422 responses. The full results can be found in the LCWIP version 1.2, August 2020. The responses from Petersfield residents to Question 8 are shown below.



The responses to Question 11 are shown below. These are from the whole of East Hampshire, but it was reported that 26% of the responses were from Petersfield residents and that for many questions, including this one, that there was little variation in responses by location.

What would encourage you to cycle more often?



5.3	27 Nov 20	GAO1 could be reinforced by adding <i>“and to encourage these modes and reduce motor vehicle usage”</i> .
Page 35 GAP 2	29 Jan 21	<i>“In the future consideration should be given to widening the scope of the supporting policies under GAO3 to add cycle parking, including covered cycle parking.”</i>
5.3.1 P36	27 Nov 20	Change word <i>‘wheelchair’</i> to <i>‘wheelchairs’</i> In white text, add to the 1 st paragraph, add the wording <i>‘highway boundary’</i>
5.3.1 P36	29 Jan 21	Add the following sentence to the end of the 3 rd paragraph: <i>“LTN 1/20 should be followed when designing cycle routes and cycle facilities.”</i>
5.3.2 GAP 4	27 Nov 20	In 3 rd paragraph, include the word <i>‘direct’</i> and add <i>“where motor vehicles will no longer be dominant”</i> .
5.3.2 GAP 5	27 Nov 20	Add to text <i>“Tesco multi-storey car park would be appropriate when capacity is required”</i> .
Annex D Page 119	27 Nov 20	Add <i>“cycle parking throughout the town”</i> .
GAP 7	27 Nov 20	Add <i>‘provision to increase electric charging points’</i> .
5.3.3	27 Nov 20	Change <i>‘Heather Rd’</i> to <i>‘Heath Rd’</i> .
5.3.4 Page 39	27 Nov 20	In <i>‘Getting around’</i> remove words <i>‘associated adjustment’</i> .
5.3.4 Page 39	29 Jan 21	The paragraph beginning <i>“These improvements... the last sentence should be replaced by the following: “The new arrangements should ensure that a priority cycle and pedestrian east-west route is maintained through the area.”</i>
Chapter 6		
6.1	29 Jan 21	Para 1: After <i>“museum”</i> add: <i>“with a substantial educational dimension”</i> .
6.1 P 40	29 Jan 21	Add Tree Wardens and PeCAN group to list.
6.2	29 Jan 21	Review wording of TIC and include <i>‘visitors and community’</i> and <i>‘information advances’</i> . Remove reference to Kings Arms and consider use of Festival Hall in light of changes being proposed.
6.3.1	29 Jan 21	Add <i>‘PTC Newsletter’</i> ?
6.3.1	29 Jan 21	Include consideration for wellbeing.
6.3.1	29 Jan 21	Remove Police Station as this is now part of museum.
6.3.1	29 Jan 21	Change <i>‘will’</i> to <i>‘should be strongly supported’</i> .
6.3.1 3 rd paragraph	29 Jan 21	Add to CP 5: <i>“such as the Petersfield Town Council Town Development Committee which formally co-opts community voluntary experts”</i> .
Chapter 7		
7.1	26 Feb 21	Petersfield Tree cover has received particular attention with the introduction of the i-Tree survey and an award was won for the work. This revealed the extent and diversity of Petersfield’s tree population, and also indicated that it could be significantly improved and enhanced.
7.3.1	26 Feb 21	(Wish List) Aim to introduce management plans for all our green spaces at top of 7.3.1 or below

Page 51	26 Feb 21	Find out latest status of Rotherlands Management Plan and replace 2017, and any reference to an active volunteer group
7.3.1	26 Feb 21	Add Goodyer Meadow to table 6
7.3.3. NEO Page 52	26 Feb 21	Check whether there is a later Southdowns integrated landscape character assessment
7.3.4 page 53	26 Feb 21	Include additional ref to Shipwrights Way
Page 56	26 Feb 21	Update reference to Buckmore Farm as development in progress
Page 57	26 Feb 21	Amend to <i>"Frenchmans Road had been identified by the community as an area in particular need of re- development. A mixed residential and industrial area, it occupies a prime location next to the station that could be better utilized. People felt that the re- development of this area should be a priority."</i>
7.3.2	26 Feb 21	Add to first paragraph <i>"The town's outdoor spaces are an essential part of the fabric of people's lives, which were particularly well used during the Covid pandemic and access to them therefore needs to be maintained and improved"</i> .
7.3.4	26 Feb 21	Replacement for paragraph 4 - <i>There is no suitable east/west cycle link and the feasibility of the former Petersfield to Midhurst Railway line being used for cycling and walking purposes is currently being investigated by the SDNPA and local cycle groups. This route has been named "The Rother Valley Way". If it proves to be a worthwhile project then the route would need to be developed and protected.</i> New Paragraph 5 - <i>The construction of A3 bypass partially restricted pedestrian and cycling access to the countryside and to villages (Stroud, Ramsdean, and East Meon) on the western side of Town. The need for an additional footbridge has been identified. EHDC's LCWIP identified a potential cycling commuter route between Stroud and Petersfield Station.</i>
Page 53	26 Feb 21	NEP 6 – Add mention of Rother Valley Way as a protected route
7.3.4	26 Feb 21	(Wish List) - The text in Section 7.3.4 should be improved/re-written to recognise that for cycling (as opposed to recreational walking), the focus should be on links to local communities rather than on links to the countryside. In addition, the policies in Section 7 should be reviewed in light of this.
7.3.5	26 Feb 21	Include wording from "new pesticide policy"
Chapter 8		
8.1	26 Feb 21	Update stats. Send paragraph to EHDC and ask them to update information
8.1	26 Feb 21	Add long term impact of COVID home and local working affecting changes in demand for office units. For the avoidance of doubt, the business employment referred to in this chapter should be considered separately from any employment relating to Retail, which is dealt with in Chapter 9.
8.2	26 Feb 21	This may improve the supply of small business units.
8.3	26 Feb 21	BO1 Chart – re-clarification of what we mean by "employment".
8.3.1	26 Feb 21	BP1 page 59 <i>"Planning permission will be supported"</i> .
8.3.1	26 Feb 21	Page 59 third paragraph on white background – action check with EHDC whether there is any further analysis of an update on the 6 hectares. Also find out about demand on business premise vacancy rates
8.3.2	26 Feb 21	BP6 – review following updated figures from EHDC

8.3.3	26 Feb 21	BP7 – amend cycling to read “cycling access”
8.3.3 Page 62	26 Feb 21	Section 8.3.3. BP7 add “The railway line hampers access from residential parts of south and central Petersfield to the business, industrial and retail establishments within the area surrounded by Bedford Road and Winchester Road. There is potential to improve access for pedestrians and cyclists using the existing tunnels under the line and the existing footbridge.”
Chapter 9		
9.1 para 1	26 Mar 21	Para 1 Retail heart should include Rams Walk
9.1 para 1	26 Mar 21	Para 1 - The growth of on-line sales, and closures due to the Covid lockdowns, has affected this process: “This process could continue with standard shops being replaced with quality, niche retail outlets, but the effects of Covid combined with a shift to online shopping may also result in an overall reduction in retail provision.”
9.1 para 2	26 Mar 21	Amend second sentence: “The demand for retail space has historically been high with agents reporting a shortage of small units for rent (400-500sq feet). However, again, demand is likely to reduce in some sectors due to the shift online.”
9.1 para 4	26 Mar 21	Amend to: “The majority of visitors to the town centre shops come 2-5 times per week. The main competition is from Guildford, Chichester, Portsmouth / Southsea and Southampton with Waterlooville and Havant also acting as local retail centres”
9.1 para 5	26 Mar 21	Amend “There are seven pubs” to “There are several pubs ...”
9.2 para 1	26 Mar 21	Remove reference to ‘outdoor equipment/clothing’
9.2 para 3	26 Mar 21	Amend final sentence to: “The development of a small performing arts space in a converted building in the centre should be encouraged if there is sufficient demand in an era of on-demand home television.”
9.3.1	26 Mar 21	Check whether SDNPA development plan (superseded JCS) has any reference to retail floor space. Action: Chris Paterson.
General	26 Mar 21	Lots of Policy references for JCS which will need to change simply to Development Plan without reference to specific numbers. However, they will need to be checked to ensure the policy does exist. In some cases, specific policy number references will need to be included. Action: ??
9.3.1	26 Mar 21	Need to check whether Development Plan says anything about retail floor space in Petersfield. Action: Chris Paterson
9.3.1	26 Mar 21	Figure 6 – aspiration to include Bakers Lane and Hobbs Lane as Primary frontage
RP2 Pg. 66	26 Mar 21	Amend ‘Planning permission will ...’ to ‘Support will be given to development proposals that ...’
Chapter 10		
10.1	26 Mar 21	Can we get new figures for visits/trips? Action: Steve Field
10.3 TO2	26 Mar 21	Amend to “Support the provision of information for visitors to the town”
10.3.2 TP2 & TP3	26 Mar 21	New draft required given changes that are in train. Action: Steve Field

Chapter 11		
General	30 Apr 21	<p>Could maps be made any clearer? JP could provide 'vector' files and imported to another package to create clearer drawings with higher resolution. 11.3 is particularly difficult to view. Larger maps are provided in the back of the PNP. One solution could be to direct people to EHDC on-line maps which provide fuller details - (i-share maps). Possibly ask EHDC to assist with providing improved maps.</p> <p>Action: SF to speak to EHDC re format and JP to send appropriate file formats for PTC to work with EHDC. Contact Peter Silvester via Cllr Julie Butler</p>
71 2d	30 Apr 21	Remove
71 3	30 Apr 21	Add b) Improve the town's walkability and cycle ability
71 5a	30 Apr 21	Change 'pedestrian friendly' to 'pedestrian and cycle friendly'
72 2 nd item	30 Apr 21	Town Centre Opportunities – remove "s" from maps
74 11-2	30 Apr 21	Comments at bottom of map to detail that this is now Clarendon Court with number of 9 residential properties and 3 businesses
74 11-2	30 Apr 21	Comments at bottom of map Dragon Street – add sentence to notes 3 "work has commenced on this site"
75	30 Apr 21	Add Petersfield boundary to map and remove table 10 number 15 as this is part of Sheet
75-76	30 Apr 21	Policy NEP 6 Cycle and walking review of tables 9 & 10 Action: KH & GMO
79 11.5.1	30 Apr 21	Add words after "Reduce the speed "and volume" of vehicles
79 11.5.1	30 Apr 21	Objective 2 - add on end "and perception of safety"
79 11.5.1	30 Apr 21	Features 2 – remove "Remove segregation of vehicles and pedestrians"
79 11.5.1	30 Apr 21	Add bullet points "Identify key east-west cycle routes and accommodate cycling on these routes"
79	30 Apr 21	Need to consider adding Dragon St and College St
79	30 Apr 21	Objective 1 – add "and volume" and remove "s" from speeds
80	30 Apr 21	Update picture – Action KH to contact Nicola Wraight at HCC for new pictures and other examples of shared space
83 11.5.2	30 Apr 21	Remove word "European"
83 11.5.3	30 Apr 21	Change to "Former Police Station which has now become part of the Museum and a provision of tourism information"
84 11.5.4	30 Apr 21	Physic garden to car park improved access to be explored (consider possibility of cycle parking within any amendments) – Action JD
85 11.5.5	30 Apr 21	Revision to be made once there is more knowledge of EHDC plans. Additional bullet point to the key points – improved pedestrian access to and from the Festival Hall Car Park on the North-West corner
89 12.3 and Fig 17	13 Aug 21	This map and table need updating, as do some of the following pages as some sites have been built and planning permission has been granted for others. We previously identified the need for some help from a GIS expert to update some of the maps.
89 Fig 17	13 Aug 21	Explore idea of including Town boundary. The Stockland's Field site is listed for development in the South Down Local Plan and should be identified in a different colour since it is outside the scope, being in Sheet.

Share Space	30 Apr 21	<p>KH - What is a shared space?</p> <p>Shared space is a concept that involves the reshaping of our public spaces so that there is greater emphasis on ease of movement for pedestrians and cyclists, they should feel “at home” and able to enjoy simply being in the street space. In a conventional street the carriageway is designed for safely carrying all the vehicular traffic with pedestrians keeping to the footways and crossing where it is felt safe to do so. The result is that streets are dominated by vehicles, with people only using the carriageway to cross to the other side. For shared space to work, this has to be changed so that there is true sharing of the street space with people feeling safe to walk anywhere in the street, knowing that drivers are aware that they are guests in a “people” area not a vehicle area.</p> <p>The concept started off in Europe where they have successfully organised their public spaces so that all street users respect one another and mix safely at low speeds. With appropriate signing their laws only allow drivers to move at walking pace in these areas, confirming that vehicles are there as guests and drivers behave accordingly. In the UK there has to be a different approach as the requirement to move at walking pace only applies to residential areas (Home Zones). However, there are many successful shared space schemes in the UK which rely on the creation of 20mph zones with traffic calming measures suitably designed so that vehicles are driven at low speeds. The design of the street layout is crucial to success, the one key issue being that the view of the space ahead of the driver has to confirm the need for driving slowly with great care.</p> <p>Pedestrians and cyclists are extremely vulnerable but an improved “Sense of Place” can be achieved if motorised traffic and pedestrians/cyclists can coexist. With traffic flows reduced and the streets re-designed for sharing rather than for keeping vehicles and people apart, then the town centre will take on a totally different and friendly air for people to thoroughly enjoy.</p>
Maps	13 Aug 21	<p>It was noted that maps needed to be improved and amended. Where a map wasn’t required, then it should remain with a note to say that it was no longer relevant, so that the original structure of the PNP remained</p> <p>Policy maps originally supplied by JP are held at SDNPA and could potentially be amended, although this may initiate the need for the changes to be examined.</p>
JCS	13 Aug 21	<p>All references to JCS will need to refer to the SDNPA development plan policies. There is no specific reference to retail floor space</p>
Trees	13 Aug 21	<p>Andy Moffat - I have just looked again at the Neighbourhood Plan and trees are poorly represented in the generic material, whilst mentioned occasionally in the context of particular parcels of land earmarked for development or change of use. Some assertions are simply incorrect – Petersfield is now known to have <u>a below average cover of trees</u> and this is distributed very unevenly around the town (cf Section 7.1, first paragraph). This text also pays particular attention to the town parks and gardens, but fails to appreciate the importance of street trees and more generally for tree cover to provide shade and cooling in hot weather, plus delivery of other services (see i-Tree report). So I recommend that the so-called ‘Natural Environment’ section is rewritten to focus instead on Green Infrastructure and to reflect the vital importance of nature-based solutions (e.g. floodwater mitigation, noise and pollution attenuation), and the responsibility of the town to support national and international policies on biodiversity and climate change in the way it manages and plans its green infrastructure. Trees should be given appropriate attention, again reflecting modern cross-party support for their protection and enhancement in urban areas. Certainly, the opportunity should be taken to revise the Plan so that it reflects modern policy and understanding, notably the Defra 25 year plan, and the government’s English Tree Strategy which will be published later this year.</p>

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