

**PETERSFIELD TOWN COUNCIL**  
**TOWN DEVELOPMENT ADVISORY GROUP MINUTES**  
**MEETING HELD via Zoom on 4<sup>th</sup> August 2023 at 3pm**

**PRESENT:** Cllr Ms L Bevan (Chairman)  
Cllr Mrs L Farrow  
Cllr T Figgins  
Cllr D Petche

Also present: Cllr P Shaw, County Cllr R Oppenheimer, Mr G Morgan-Owen, Mr N Hitch (Town Clerk). There were 3 members of the public and no press present.

**1. Chairman's comments**

The Chairman warmly welcomed everyone and extended thanks to the predecessors as Chairman.

**2. Apologies for Absence**

Apologies were received from Cllr M Holmes, Cllr Ms M Vincent, Mr R Mocatta and District Cllr D Podger.

**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 of interest made.

**5. Approval of Minutes**

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**  
That the minutes of the Advisory Group meeting on 3rd March 2023 be approved.

**6. Public representation**

No requests to speak were received.

**7. Town Development Committee Terms of Reference**

The Advisory Group reviewed the Terms of Reference that had been approved at Council in May.

Discussion also took place concerning item 9 of the document as members considered that it needed amending to focus on the facilitational aspect of the group's work as well as the need to maintain a watching brief over the South Downs' Local Plan and the local environment.

**RECOMMENDED to Council under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**

: 1: that item 9 of the Terms of Reference be amended to read as follows:

The principal purpose of the Committee is to encourage and facilitate the delivery of the long-term vision for the town as outlined in the Petersfield Neighbourhood Plan. The Committee will propose and advocate specific projects that will enable the town to develop its facilities in line with that vision and establish and/or work with groups or bodies or in partnerships that will implement and deliver the aspirational elements of the Neighbourhood Plan. The Committee will follow and maintain a watching brief on the development or revision of the South Downs National Park Authority's Local Plan and its policies as it provides the overarching framework for Petersfield.

2: that item 18 be amended to be responsible for the overarching strategy for climate change

**8. Town Development Committee Membership**

Membership of the Advisory Group was discussed and with the uncertainty of Mr Hopper's health situation, officers were asked to enquire of the current position along with his wishes as far as membership was concerned and forward him and his family the Advisory Groups best wishes. Additional voting and non-voting members were discussed and details recommended to Council for approval.

**RECOMMENDED to Council under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**

that the non Town Council membership of the Advisory Group be as follows:

South Downs National Park Authority - Mr R Mocatta  
East Hampshire District Council - Cllr D Podger  
Hampshire County Council - Cllr R Oppenheimer  
Community voting co-opted members - Mr G Morgan-Owen, Mr K Hopper (subject to his confirmation), Mr P Bissett (Petersfield Society) and Mr C Cockburn  
Community non-voting members - Mrs L Bissett, Mrs C Cockburn

**9. Active Travel Panel's Terms of Reference**

There has been problems with volunteers recently with the active workers for the Panel not being able to give of their time as previously. Additionally, with the updates required for the Local Cycling Walking Infrastructure Plan and their wider impact on transport issues, the Panel believes they would be best served in their continued work by becoming a part of the Petersfield Climate Action Network (PeCAN). Members understood the situation and expressed their sincere thanks to the enormous amount that Mr Morgan-Owen has done in this regard.

**RESOLVED under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**  
that the Active Travel Panel cease to exist and the work  
be transferred to Petersfield Climate Action Network.

10. **Town Development Committee Priorities**

Members discussed the Advisory Group's priorities and:

**RESOLVED under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

**That the priorities should remain unchanged as:**

- a) Petersfield Neighbourhood Plan
- b) Climate Emergency
- c) Active Travel

11. **Working Parties and Membership**

Members discussed membership of the Neighbourhood Plan and Climate Emergency Working Groups. With the main Active Travel group being a part of PeCAN in the future, this group would no longer be required as part of this Advisory Group

**RESOLVED under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**

- a) that membership of the Petersfield Neighbourhood Plan Working Group be confirmed once further work was required.
- b) that membership of the Climate Emergency Working Group be confirmed at the next meeting and that current members are Cllrs Farrow, Bevan, County Cllr Oppenheimer and Mrs Cockburn (Cllr Bevan made it known she would prefer to stand down from this Group).

12. **Active Travel Panel Meeting Notes from 21<sup>st</sup> April 2023**

The meeting notes from 21<sup>st</sup> April 2023 were received and noted. Members were reminded of the results from the survey on cycle parking undertaken. (*see Appendix A*)

13. **Planning Applications**

Members were reminded that this item was to review whether the more substantial planning applications being made were in accordance with the policies and plans contained within the Petersfield Neighbourhood Plan. It was not intended to comment on the applications with a view to submitting views to the planning authority.

Since the last meeting, just two substantial applications had been submitted. The plans for the Drum Housing site at Drum Court and construction of a Continuing Care Community (CCC) on land east of Harrier Way. The CCC site is included in the Neighbourhood Plan and the Drum Court site has come forward since the Plan was approved.

Members commented on the Drum Court application that they liked the provision of affordable homes and shared ownership but were not in favour of the active travel proposals or parking provision.

It was also noted that there is a presentation being made to the Petersfield Strategy Group on 23<sup>rd</sup> August concerning the Harrier Way development proposals.

*Cllr R Oppenheimer left the meeting at 4.39p.m. during the discussion on this item.*

**14. Climate Emergency Strategy Working group Meeting of 21<sup>st</sup> April and 9<sup>th</sup> June 2023**

The meeting notes from 21<sup>st</sup> April and 9<sup>th</sup> June were received and noted. (*see Appendix B*)

**15. Petersfield Operational Group Meeting of 13<sup>th</sup> June 2023**

The meeting notes from 13<sup>th</sup> June 2023 were received and noted (*see Appendix C*). Members were also reminded that the meeting mentioned in those minutes planned for 1<sup>st</sup> August did not take place.

**16. Petersfield Climate Action Network (PeCAN)**

A report was received from Petersfield Climate Action Network (PeCAN) (*see Appendix D*). The Council were thanked for the Climate Action page on their web site.

**17. Climate Officer Report**

The Climate Officers Report was received and noted (*see Appendix E*) and it was noted that the next meeting of the Climate Emergency Strategy Working Group had been postponed until after 1<sup>st</sup> September.

*The meeting finished at 5.06 p.m.*



**ACTIVE TRAVEL PANEL MEETING NOTES**  
**Friday 21st April at 3pm on Zoom**

Present: Mr G Morgan-Owen (Chairman), Mr R Mocatta, Mr A Allen, Steve Field (PTC Projects Officer)

**Welcome and apologies**

Apologies were received from Mr K Hopper, Mr M Lynch, Cllr P Bisset, Ms M Van der Gaauw, and Sophie Fisher (PTC Committees Administrator).

**1. Meeting notes 10.02.23 and Action List**

The meeting notes were approved.

The Action List was reviewed and updated (see attached).

**2. East Hampshire LCWIP**

GMO and PB attended a workshop which were held on 7th and 8th March organised by HCC as part of an initiative to improve and complete the East Hampshire LCWIP (Local Cycling and Walking Infrastructure Plan). Some draft material, including cycle network plan and the definition of a walking zone, is expected to be circulated in April or May with further public consultation to follow.

RM explained that he has been exploring the potential for off-road routes to link to Stroud (to the south of the A272) and also a second route parallel to the B2146 near Nursted and Ditcham.

**3. Cycle parking count and audit**

ML and GMO undertook a limited count of parked bicycles on Tuesday 14th and Wednesday 15th March following a request from HCC to follow up their installation of some new parking stands during last year. This was 5 years on from a count reported in HCC's 2018 Transport Study. The results of the count are appended to these notes. A substantial reduction in the number of cycles parked at the Station was recorded. It was suggested that the many people who previously cycled to the Station are now able to work from home after the impact of Covid. It could be the case that people in professional roles made up most of those cycling to the Station, but now have flexibility regarding home working. Also perhaps the strikes have reduced passenger numbers. A full list of parking stands is in preparation ahead of a more comprehensive count to be undertaken in June. Julie Jarvis of HCC has offered to try to arrange access to some school bike sheds in June so that these can be included.

The need for some covered cycle parking in the Town Centre was discussed.

**Action GMO: circulate the plan for the cycle parking count in June and to agree dates with volunteers.**

**Action RM: Enquire whether Churcher's can either arrange a count of parked bicycles with photographs in June, or alternatively accommodate a short visit by a volunteer to do this. The preferred date to be advised by GMO.**

4. **Planning applications that impact active travel:**

a. Land West of the Causeway (SDNP/22/00611/PRE)

A full application was submitted recently. Good cycle/pedestrian access towards Larcombe Road should be provided. There is a lack of clarity about the narrow bridge which links to Otter Walk and the surrounding land ownership.

b. Penns Field (SDNP/20/05410/CND)

No new information posted since November, when Hampshire Highways asked for improvements to the movement plan.

**Action: GMO to enquire to the Case Officer about what has happened.**

c. Harrier Way (SDNP/22/04472/FUL)

No new information posted since September (the Case Officer had requested amendments).

d. Drum Court (SDNP/23/00302/FUL)

GMO has submitted an objection which expresses concern about access to the bicycle store and the potential for additional parking on Borough Road, which will impact this key cycle route.

e. Buckmore Farm (SDNP/23/00746/REM)

The Park's Design Officer has requested improvements to the cycle parking. The PTC planning committee have expressed concern about the potential for additional traffic on Beckham Lane.

f. Timpson Hub (SDNP/22/05541/FUL)

PSoc have raised concerns about the impact on the off-road pedestrian/cycle route between the Tesco Car Park and TPS.

5. **Next meeting**

TBD

**ACTION LIST (as updated at meeting on 21.4.23)**

ID	Date Opened	Person responsible	Action	Status
1	25.10.21	ALL	Overgrown vegetation on paths and walkways: RM expected a meeting monthly with HCC Highways to discuss but this has not occurred. Instead Rob will prepare a list.	Open
4	1.4.22	GMO	LCWIP progress: continuing to monitor.	Open
6	30.9.22	PB	Cycle parking: Prepare a list of relevant PTC properties and, if possible, obtain and circulate maps of PTC open spaces; PB to arrange a meeting with Chairman of Grounds to discuss	Open
15	30.9.22	SF	Walking audit: laminate pages of WRAT appendix for use during audit (once GMO has confirmed pages)- no longer required.	Closed
17	30.9.22	SF	Benches outside Lloyds Bank: check status of replacements with Grounds Manager and report back to Panel- issue raised regularly at POG meetings	Open
21	25.11.22	GMO	Major off-road walking routes to be audited informally- identify paths on map as initial step	Open
22	10.2.23	RM, AA	Find out ownership of bridge from new development on the land West of the Causeway towards Otter Walk and abutting land. Recently the developer has posted a new application. AA to contact developer about this and also enquire about developer contributions towards creating this link.	Open
23	10.2.23	GMO	Raise maintenance concerns for the temporary footpath at Penns Field with Lucy Whittle at EHDC. Subsequently Lucy forwarded concerns to the Case Officer who provided a response acknowledging the issue but explaining that there were difficult constraints.	Closed
24	10.2.23	RM	Obtain data from HCC showing schools' data on travel plans and share this with the Panel	Open
25	10.2.23	PB	provide GMO with details (including photos) of cycle/scooter racks at Herne Junior School. Photos have been provided. Julie Jarvis of HCC has offered to set up a visit for GMO count bikes in June.	Closed
26	21.04.23	GMO	Forward a plan for the cycle parking count in June.	Open
27	21.04.23	RM	Enquire whether Churcher's can either arrange a count of parked bicycles with photographs in June, or alternatively accommodate a short visit by a volunteer to do this. The preferred date of the count to be advised by GMO.	Open
28	21.04.23	GMO	GMO to enquire to the Penns Field Case Officer about what has happened about application SDNP/20/05410/CND.	Open

### Cycle Parking Count in Petersfield In March 2023

Site	Location	Town Cntr site for all users	On Spine	Type	Enumerator	Cycles counted & approx time counted				Remarks
						Tuesday 14-Mar		Wednesday 15-Mar		
No 45, Signature Kitchen Design	Dragon Street	Y		New stand (replacement)	GMO	1	11:15	0	10:55	
Dolphin Court, in the yard behind	Dragon Street	Y		Existing stand	GMO	0	11:15	0	10:55	
No 31, the Dogs' Trust, on pavement outside	High Street	Y	Y	New stand (replacement)	GMO	2	11:15	2	10:55	
Museum	Saint Peter's Rd	Y		Existing stand	GMO	0	11:20	2	11:00	
M&S car park	Saint Peter's Rd	Y		Existing stand	GMO	0	11:20	0	11:00	
Cloisters Café, near the exterior tables	The Square	Y	Y	New stand	GMO	0	11:25	1	11:00	
Cubitt & West, on pavement nearby	The Square	Y	Y	New stand	GMO	0	11:25	0	11:00	15th: Busker adjacent to the stands likely to have deterred usage.
Peter's Church, north side	The Square	Y		Existing stand	GMO	0	11:25	0	11:05	
Library, on pavement outside	The Square	Y	Y	New stand	GMO	0	11:25	1	11:05	
Pavement near back entrance to Nat West	Central Car Park	Y		Existing stand	GMO	0	11:30	0	11:10	15th: Shopping trolley parked amongst the stands
Waitrose, railing outside	Central Car Park	Y		Casual	GMO	6	11:30	3	11:10	
Swan Street Car Park near Studio Sixteen	Swan Street	Y		Existing stand	GMO	0	11:30	0	11:15	
Anywhere	The Square & the High Street	Y	Y	Casual	GMO	2	11:40	3	11:20	14th: 1 cycle in the porch of St Peters, 1 cycle outside the old HSBC building. 15th: 2 cycles against railing near PO. One against railing on north side of the Square.
Anywhere	Chapel Street, Park Rd and Lavant St	Y	Y	Casual	GMO	0	11:40	1	11:25	15th: cycle attached to post near Sue Ryder shop
Taro Leisure Centre - Sheffield stands	Penns Place Rd			Existing stand	ML	3	10:50	4	10:45	14th, one cycle parked loose, not in stands, 15th including one small child's cycle.
Taro Leisure Centre - front wheel stands	Penns Place Rd			Existing stand	ML	0	10:50	0	10:45	Access is on grass, so likely to be muddy if wet.
Petersfield Station Car Park, east side	Station Road			Existing stand	ML	36	11:00	32	10:55	14th: including one escooter, 12 bicycles were in the locked storage both days (included in count)
Petersfield Station, stands on platform on the west side	Station Road			Existing stand	ML	0	11:05	0	11:00	Poorly positioned stands, not possible to lock both wheel up easily.
										<b>Figures from the count in 2018</b>
Total number of cycles parked						50		49		240
Total number of cycles parked at the Station						36		32		214
Total number of cycles parked on stands in the Town Centre						9		9		7
Total number of cycles parked casually in the Town Centre						2		4		11
Total number of cycles parked in the Town Centre						11		13		18





## Town Development Advisory Group

### Agenda Item 13

- |                   |   |
|-------------------|---|
| SDNP/23/00302/FUL | 21 APARTMENTS, PARKING, LANDSCAPING AND ASSOCIATED WORKS AND INFRASTRUCTURE FOLLOWING DEMOLITION OF EXISTING OFFICE BUILDING<br>Drum Housing Association, Drum Court, The Spain, Petersfield<br>Mrs M Rossiter  |
| SDNP/22/04472/FUL | CONSTRUCTION OF A CONTINUING CARE COMMUNITY (USE CLASS C2) COMPRISING OF 101 DWELLINGS (APARTMENTS, CHALET BUNGALOWS AND BUNGALOWS), COMMUNAL FACILITIES AND FORMATION OF ACCESS AND ASSOCIATED PARKING<br>Land East of Harrier Way, Petersfield<br>Mr S Paul |

**PETERSFIELD TOWN COUNCIL**

Notes of a meeting of the Climate Emergency Strategy Working Group held via Teams on Friday 21st April 2023 at 2pm.

**Present:** Ms Louise Bevan (PeCAN), Mr Russell Oppenheimer (PeCAN), Ms C Cockburn (PeCAN), Cllr Lesley Farrow & Mrs Michelle Snow (PTC Officer).

1. **Election of Chairman, Welcome & Apologies** – As Cllr Bisset was unavailable Mrs Louise Bevan was elected Chairman. Mrs Bevan explained that Cllr Peter Bisset was absent due to illness.
2. **Approval of meeting notes** from the meeting held on the 21<sup>st</sup> of March 2022. The notes were approved. It was noted that it has been 13 months since the last Climate Emergency Strategy Working group meeting was held.
3. **Update on Climate Action Plan** – The Climate Action Plan created by the group past through all of the Councils Committees and was formally adopted by the Town Council last year. The Council have started to action the items on the plan.
4. **Update on the Climate Emergency Strategy revision** – The Climate officer shared her work on a draft document which is to be used as a base document to work on. This document is based on the Hampshire County Council Climate Strategy. The following feedback was received for inclusion in the document. The TDC section points should include areas such as Active travel and supporting community projects such as Community Energy and Retrofitting of housing stock. A draft is to be circulated as soon as it has been complete. Working group discussions on the detail of the content will start at the next Climate Emergency Strategy working group meeting held in June.
6. **Date of next meeting:** Friday the 9<sup>th</sup> of June 2023    **Meeting ended:** 3.05pm

PETERSFIELD TOWN COUNCIL

Notes of a meeting of the Climate Emergency Strategy Working Group held via Teams on Friday 9<sup>th</sup> of June 2023 at 2pm.

**Present:** Cllr Louise Bevan, Mr Russell Oppenheimer (PeCAN), Ms C Cockburn (PeCAN), Cllr Lesley Farrow & Mrs Michelle Snow (PTC Officer).

1. **Election of Chairman,**– Cllr Louise Bevan was elected Chairman.
2. **Welcome & Apologies** – Cllr Bevan welcomed everyone to the meeting. There were no apologies as all members who were re-elected were present.
3. **Approval of meeting notes** from the meeting held on the 21<sup>st</sup> of April 2023. The notes were approved.
4. **Update on the Climate Emergency Strategy revision** – The Climate officer explained what documents and other sources of information had been used to create the first draft of the PTC Climate Emergency Strategy. The group decided to go through the documents with each member contributing comments along the way. It was suggested that some expertise would be required to input into the strategy. The officer advised that another community member could join the group since a vacancy had been created by Cllr Bevan's election as a councillor.

It was suggested that the name of the document should be Climate Emergency Strategy 2024-2027 not Climate Change Strategy 2024-2027. Everyone agreed that 2024 – 2027 was an acceptable period for the plan. The pillar system was discussed on how this could be clearer in the revised version. The details in the sectors was discussed as should it be considered if the environment should be listed into trees, plants, shrubs, flowers or keep a broad description such as flora and fauna. General discussion continued.

Mrs Russell Oppenheimer and Ms C Cockburn left the meeting just after 3pm

Working group discussions will continue at the next Climate Emergency Strategy working group meeting. Members are to continue to read through the draft document and read the source documents and bring back any further comments to the next meeting.

6. **Date of next meeting:** Thursday the 3<sup>rd</sup> of August 2023    **Meeting ended:** 3.27pm

**Place-Making Petersfield – Officer Group Meeting Notes  
Notes and actions – Tuesday 13<sup>th</sup> June at 10:30 – 12:00**

Attendees		Abbreviations	
EHDC – Danielle Friedman-Brown ( <i>Chair</i> )	SDNPA – Chris Paterson	East Hampshire District Council (EHDC)	
EHDC – Sarah-Jane Bellis (meeting notes)	Gethin Morgan-Owen	Petersfield Town Council (PTC)	
EHDC – Lucy Whittle		Hampshire County Council (HCC)	
EHDC – Julie McLatch		Petersfield Strategy Group (PSG)	
HCC – Ben Kennedy		South Downs National Park Authority (SDNPA)	
HCC – Charlotte Webb		Neighbourhood Plan (NP)	
HCC – Emily Collins		Local Travel Plan (LTP)	
PTC – Steve Field			
Apologies			
SDNPA – Gill Welsman			
HCC - Nicola Waight			
HCC - Hayley Thorn			
PTC – Neil Hitch			
Keith Hopper			

Ref	Item	Notes/Action	Owner
1.	<b>Introductions and apologies</b>	Danielle welcomed the group and ran through apologies.	DFB
2.	<b>Notes from last meeting, actions, and feedback</b>	<ul style="list-style-type: none"> <li>Action log was updated</li> </ul>	DFB

3.	<p><b>Local Government update – post elections</b></p>	<p><b>Petersfield Town Council</b></p> <ul style="list-style-type: none"> <li>• Change of Town Councillors change due to retirement, or election loss some seats remain as not contested. 2 independents, 4 Liberal Democrats and 4 Conservatives. Mayor is Cllr JC Crissey, Deputy Mayor Cllr Jamie Matthews. 3 Town Councillors are also District Councillors.</li> <li>• Key placemaking priorities essentially the same. However, time will really tell. It was noted that Petersfield Neighbourhood Plan is due for review in 2024. Next Town development Committee meeting is 7<sup>th</sup> July 23.</li> </ul> <p><b>EHDC</b></p> <ul style="list-style-type: none"> <li>• Portfolio Holder remains the same Cllr Robert Mocatta of Regeneration &amp; Prosperity.</li> <li>• District  Councillors now 4 Liberal Democrats and 1 independent.</li> </ul>	
4.	<p><b>Petersfield Place Making Feasibility</b></p>	<p><b>Progress update following the PSG</b></p> <ul style="list-style-type: none"> <li>• HCC taken over client role for priority Petersfield placemaking projects moving forward: Pulens Lane, Causeway and Station Forecourt. Project is to be renamed. This and the wider Town Spine programme will fit in well with HCC LTP4 – Movement plan for Petersfield.</li> <li>• The junctions on the following need more discussion : Sussex Road, Bell Hill, Winchester Road and Chapel Street.</li> <li>• Funding secured for Pulens Lane preliminary design and stakeholder engagement to begin this week to refine the designs in a workshop format. SDNPA reiterated that this work should take a holistic approach and should always consider movement across the town either by car, bicycle or pedestrian. HCC to debrief the group on the workshop at next POG meeting.</li> <li>• Draw down for SDNP S106 funds for Pulens Lane underway to include implementation.</li> <li>• Dragon Street/causeway junction and Petersfield Station Forecourt to begin preliminary design phase.</li> <li>• The LTP4 movement and place plan will guide town wide principles on traffic movement and parking. These principles are to be in development shortly.</li> <li>• Concern raised if the shared use path behind Tesco is still included in the scope? GMO took part in recent pedestrian and cycle count can confirm this path is very well used. GMO to share report with the POG members.</li> </ul>	

	<ul style="list-style-type: none"> <li>HCC will take this on board for wider contextual work, as the land is owned by Tesco, working on third party land is problematic. Can be taken forward as part of LCWIP work or perhaps Petersfield Town Council could procure the land?</li> </ul> <p><b>ACTION: HCC Officers to debrief POG members on workshop engagement at next POG meeting.</b></p>	
<p>3.</p> <p><b>Petersfield Partner Updates</b></p>	<p><b>Petersfield Town Council</b></p> <ul style="list-style-type: none"> <li>Installing digital totem poles is a potential plan, outside of Petersfield Station, which could coordinate with Petersfield Station Forecourt project. Other locations could be the Square or the museum?</li> <li>Festival Hall – Still awaiting planning approval.</li> <li>Next key project is plans to refurbish public toilets on the Heath, which was presented to full council June 2023.</li> <li>Active Travel Working Party – GMO to prepare report on cycle parking survey to share with POG members.</li> <li>Petersfield Traders Association has been newly founded and looking out for funding.</li> </ul> <p><b>ACTION: GMO to share report on recent cycle and pedestrian survey count with POG members.</b></p> <p><b>SDNPA</b></p> <ul style="list-style-type: none"> <li>Continue to review LAA sites.</li> <li>Provided feedback on the west of Causeway development by Thakeham.</li> <li>Kebbell Homes had not responded to comments on existing concerns about Penns Field. SDNPA will chase Planning Officer for update and report back on planned site meeting on the site at next POG meeting.</li> </ul> <p><b>ACTION: SDNPA Officer to update POG members on site visit to Penns Field at next meeting.</b></p> <p><b>Hampshire County Council</b></p> <ul style="list-style-type: none"> <li>LCWIP team looking at potential network links. This will be reviewed with a view for further engagement with stakeholders at a later date.</li> </ul>	<p>All</p>

	<p><b>EHDC</b></p> <ul style="list-style-type: none"> <li>• More Community Development Officers are now covering the southern part of the district.</li> <li>• Supporting the Communities Fund currently being assessed and Councillor Grant scheme has been reopened.</li> <li>• Penns Place – tree surveys and topographical information is being gathered to report back to stakeholders and landowners. Governance within EHDC being set up and coordinating reporting with accommodation move. Stakeholder meetings continuing. Consultant team re-engaged to work on sports hub.</li> <li>• New Barn - Move and fit out continues. Comment that there is not a lot of covered cycle storage there and suggestion of pool cycles.</li> </ul>	
4.	<p><b>Next steps, way forward and date of next meeting</b></p> <p><b>Next meeting scheduled dates are:</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> August 2023 10:30-12:00pm</li> </ul>	
5.	<p><b>Future Agenda items pipeline, dates to be agreed</b></p> <ul style="list-style-type: none"> <li>• Sports &amp; Leisure discussion.</li> <li>• LCWIP prioritisation stage work</li> <li>• Funding update.</li> <li>• Nature Recovery Plan Update</li> <li>• Framework (part of the Masterplan) – dealing with project ideas, preparation, leads and support</li> </ul>	
6.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

Action	Who	Red / Amber / Green
<b>ADMIN</b>		
<b>Communications</b>		
Develop a Petersfield Place-Making logo.	EHDC Officer	R – On Hold
Explore development of an interactive neighbourhood plan / place-making map with EHDC Data & Intelligence Team.	EHDC, SDNPA & PTC EHDC Officer Officers	A
<b>TRANSPORT, MOVEMENT &amp; ACCESS</b>		
GMO to share report on recent cycle and pedestrian survey count with POG members	GMO	G
HCC Officers to debrief POG members on workshop engagement at next POG meeting.	HCC Officers	A
SDNPA Officer to update POG members on site visit to Penns Field at next meeting.	SDNPA Officer	A
PTC to send SDNPA Council Chamber redesign project tender papers and set up a meeting with GW at SDNPA to discuss project and funding	PTC/SDNPA Officer	A
SJB to maintain dialogue with HCC Highways and ask for further update on A Boards	EHDC Officer	A
<b>PETERSFIELD PLACE-MAKING MASTER SPREADSHEET</b>		





## PeCAN activity report for Q2 2023

### Traffic light status:

	Status (green = on track, amber = some delays, red = not delivered)	Summary
<b>Engagement:</b>		
<b>Schools and youth</b>	Green	Prep phase, assemblies to start Sep 23
<b>Public engagement</b>	Green	Very active quarter, incl Great Big Green Week, heatwave event. Subscribers >1000. Plastic Free July and summer events coming up
<b>Business</b>	Green	New 'Petersfield Green Business of the Year' award launched, nominations by 31 Jul
<b>Statutory bodies</b>	Green	PeCAN trustee Louise Bevan elected to EHDC and PTC. Meetings with LA staff, links to LA Climate Action Plans
<b>Projects:</b>		
<b>PASH (home energy efficiency)</b>	Amber	Very active quarter, outreach focusing on heat and grants. Uncertainty about legacy service after funding cut at HCC.
<b>Nature recovery</b>	Green	New activity. Gardening talks, guided nature walks, bird boxes, research on wildflower meadows
<b>Active travel</b>	Green	New activity, initial focus on recruitment and the planning process
<b>Volunteers wellbeing and capacity support</b>	Amber	Efforts to recruit volunteers. Recruitment is proving slow.
<b>Monitoring</b>	Green	Testing out a new reporting format

### Narrative report:

*Links between our activities and the PTC Climate Action Plan are shown in italics.*

#### Schools and Youth Outreach

PeCAN is offering to deliver a choice of two mini-conferences at schools, for years 3-8. These mini conferences are also available to local youth groups. The initial mailout to schools in May has been well received, with four firm autumn dates agreed already and six schools currently negotiating dates. Work this term also included completion of the conference content, plus continuing to engage with primary schools through an introductory assembly and workshop, and delivering bespoke pupil interactions at secondary schools. Social media and word of mouth has also contributed, with four schools additional to those mailed getting in touch this way.

Delivery of the mini conferences will start in September, with lead presenters Rachel Ritchie (PeCAN project lead and UN accredited climate change teacher) and Scott Gudrich, a professional climate educator based in Alton. Rachel and Scott are recruiting for education outreach volunteers to support their workshops.



Initial work has started to create a web page for the schools project over the summer, after which content can be added in time for the start of the school year in September.

PeCAN's Safeguarding Policy and Procedures have been updated to cover DBS checks for staff and volunteers working with children and PeCAN has opened an account with DBS check provider Care Check. DBS checks for Rachel, Scott and Amelia Gabriel, PeCAN's designated Safeguarding Officer, have been started via the Care Check process. Tasks for Q3 include finalising the webpage and delivering the first school assemblies and workshops.

*PTC Climate Action Plan:*

- *G9 Community involvement (planters at schools)*

### **Public engagement**

Q2 included a lot of activities, conversations with local residents, and improvements in our communications tools. We are still looking for a trustee to lead this activity and develop a plan to reach groups in our community who are less interested in climate change and nature recovery.

The weekly Eco Café on Tuesday mornings at Winton House and monthly Eco Café in the evening at Ruby & Monty's continue to attract new people as well as providing motivation and support for regular attendees. Attendance varies from week to week but often reaches double figures.

Parish outreach efforts focused on the AGM season in April/ May. PeCAN speakers attended several parish meetings over the period.

PTC's CARRR boot sales over the summer are an opportunity to save household items from landfill. PeCAN attended the June event and will attend the ones scheduled for July and August 2023.

Great Big Green Week this year ran from 10th -18th June (versus Sep last year). PeCAN worked with other community groups to organise a programme of fourteen events, two a day, including walks, bike rides, talks, jewellery repair, nappy library demo, film screening, community meals and the CARRR boot sale (for the full programme, see <https://petersfieldcan.org/events/2023/06/great-big-green-week-in-petersfield>).

The working group on establishing a Climate Resilience Hub in Petersfield met and has begun the process of establishing a legal entity.

The monthly newsletters focused on Swift Streets for Petersfield, Great Big Green Week, and Adaptation and Resilience. Our mailing list recently reached 1000. Open rates continue to average about 55% with a click-through rate in the range 5-11%, higher than average for the charity sector, perhaps reflecting our small community and the nature of the topic.

We posted 11 blogs on the website during the quarter, including content on swift streets and fitting bird boxes, climate change and policy, nature recovery and policy, wildflower meadows to mitigate fire risk, how to support the town's environmentally friendly shops which are struggling, protecting local footpaths and a new Green Business Award. The website has been improved with a new search function, listing of past as well as future events and a take action button. We need to add new content areas for nature recovery, active travel and climate adaptation and update the content management system so it can remain secure, which is being scheduled for the summer months.



Social media audiences are 619 for Facebook and 372 for Instagram, with new posts going up several times a week.

Ahead of the local elections in May, PeCAN and ACAN speakers gave a presentation to Conservative, Lib Dem, Green and Labour political groups to raise the profile of national policy ideas that would have a big local impact.

Heatwaves - PeCAN and the Petersfield Society hosted a public meeting on preparing for heatwaves on 22 June, attended by 40-50 people and are planning to repeat this with ACAN in Alton later in the year.

Carbon capture – PeCAN trustee Matthew Warner gave a talk on carbon capture and storage on 14 June.

Outreach stalls - PeCAN had stalls at Buriton B-Earth day on 22 April, the South Downs Green Fair on 7 May, Petersfield Spring Festival 27 May, and in Ram's Walk during National Volunteers Week in 1-7 June. More are planned over the summer.

Sustainable living workshops – we are promoting a workshop in July on making your own cleaning products and repairing jewellery on 13 June

Rachel Ritchie presented PeCAN at the first local 'CAN-do' event on 2 June, a gathering of local climate action networks initiated by Eco-Rother Action. It is hoped that this will become a regular meeting to share ideas and resources.

Plans for July include Plastic Free July and a webinar with WinACC on how to keep your home cool.

*PTC Climate Action Plan:*

- *T3 Climate change events*
- *T10 Environmentally friendly shops*

### **Business engagement**

PeCAN has agreed to sponsor a Green Business of the Year award at the Petersfield Awards in October. We have developed judging criteria and are actively promoting the award with Hometown Events, ahead of the nominations deadline on 31 July. We hope this will be an annual award. We are also investigating options for a green business accreditation scheme and developing plans for a quarterly workshop on green business themes for local business owners, with topics identified so far include waste management, food waste, reduction of single-use packaging, among others. This work is being coordinated with colleagues at EHDC and Energy Alton.

*PTC Climate Action Plan:*

- *T5 District recycling*
- *T9 Removal of plastic bags*
- *T13 Food waste*

### **Statutory bodies**



PeCAN has been strengthening links with our Local Authority partners including meetings with Pennie Brown and her team at EHDC and Michelle Snow at PTC. PeCAN Trustee Louise Bevan is now a councillor at PTC and EHDC. We are keen to help our Local Authority partners implement items from their own Climate Action Plans on request, subject to volunteer capacity (for example by arranging retrofit advice for public buildings). We look forward to presenting some of PeCAN's work at SDNPA's Partnership Meeting on 7 July. There were no consultation responses in the period. In the previous quarter, PeCAN contributed to HCC's Hampshire Minerals and Waste Plan consultation and prepared a detailed response to EHDC's Emerging Local Plan consultation.

*PTC Climate Action Plan:*

- *P4 -5 Avenue Pavilion – investigate insulation and solar thermal*
- *P11-13 Heath Toilets – investigate solar PV, heat pumps, insulation*
- *P16-20 24 Heath Road (Festival Hall) – investigate retrofitting options*
- *T12 County recycling – lobby HCC on waste*

**Petersfield Area SuperHomes (PASH)**

*Amber flag: Uncertainty about legacy service after funding cut at HCC.*

We continued to promote retrofitting around the district and have signed up 104 households so far in the Petersfield Area to have Whole Home Retrofit Plans as part of the PASH project. Much of the effort has been on getting out to local events, including in the last quarter:

- Green Homes event - Sustainability Centre - 12/4/23
- Froyle Parish Annual Meeting - 19/4/23
- Buriton B Earth Day - 22/4/23
- Grayshott Village Assembly - 28/4/23
- Stroud Parish Annual Meeting - 25/4/23
- South Downs Green Fair – 7/5/23 including a speaking slot
- Petersfield Spring Festival – 28 & 29/5/23 (2 days)
- Great Big Green Week home energy event 12/6
- Preparations for a Heatwave event 22/6
- Presentation to Environment Centre (re: referrals)

We had advertorials in the local press: Meon Valley Matters (April edition), Round and About, Petersfield Post and Haslemere Herald, Portsmouth News.

We have sent detailed information about the Superhomes project to 65 new homeowners, had 31 initial telephone or video conversations about the project, and have confirmed sign-ups from 16 homeowners who are in the process of having their home retrofit survey and plan completed. Interest in the project was high in April, following a successful event in Chichester, and numbers of leads has declined in the following months.

We have continued a campaign of sending direct marketing letters to potential customers who have applied to EHDC or the SDNP for planning permission for a home extension to let them know about the benefits of retrofitting their homes at the same time as the extension. 113 of these letters were sent in the last 3 months.



We have completed follow-up calls with 18 of the initial customers of the project, to find out how they are progressing with their home retrofit projects. The availability of contractors to both quote for and carry out retrofit work has been delaying the progress of some customers. More of these customers are exploring the NEF grants, and this has spurred some customers into taking action more quickly than they otherwise would have.

NEF have made approximately £100k of capital funding available to homeowners within the project who have received their Whole House Retrofit Plan and have completed one measure – the funding will provide a maximum amount of funding for measures such as insulation or solar panels. We have been supporting our customers to make the grant applications, with 12 having received confirmation that their request has been approved (over £33k committed to date).

Funding for the Whole Home Retrofit Plan project, delivered by PeCAN in Petersfield and WinACC in Winchester, comes to an end in October. We learnt recently that plans to develop an HCC-led energy efficiency advice service will not go ahead for funding reasons. We are now talking with other community groups, councils, and business partners about what sort of service could fill the gap.

### **Nature Recovery**

We have written and are starting to implement an action plan to promote nature recovery in three areas: gardens, communal land and, at a later stage, agricultural land.

The fruit trees project in 2022/2023 finished with 570 trees distributed to members of the public for planting in their gardens, more than double the previous year, with financial support from PTC and EHDC. The increase was helped by finding volunteers to distribute trees from Liphook, Alton and Rowlands Castle. We have started an orders list on our website for the 2023/2024 planting season and are talking to funders and tree experts in the meantime about how to improve and further expand the project.

In March, PeCAN hosted a talk on gardening for nature in a climate crisis. In April, PeCAN promoted the 'Swift Streets' project in Petersfield and Buriton in which more than 50 swift boxes were installed.

PeCAN and Petersfield Society trustees Melanie Oxley and Andy Moffat wrote a paper for PTC on the contribution of wildflower meadows in helping to manage fire risk, which will be presented to the grounds committee in July 2023.

We have been monitoring activity around conservation mowing of verges and the use of pesticides.

PeCAN trustees have led or helped organise several green guided trails and nature and conservation walks, including a dawn chorus walk on the Heath, sustainable food picnics, and a Midhurst-Petersfield walk.

#### *PTC Climate Action Plan:*

- *G10 to G39 Biodiversity and Treeplanting*
- *G35 Biodiversity / The Heath*
- *T4 Green guided trails*

### **Active Travel / Planning**



This is a new activity for PeCAN. Our plans include organising survey and policy work to promote the development of walking and cycling infrastructure through the LCWIP as well as reacting to planning applications for developments that could impact on active travel routes. We are recruiting for volunteers to support this. Trustees are considering the best scope and ways for PeCAN to contribute to the planning decision process by contributing to well-researched comments on planning applications.

In May, a group of PEKAN volunteers undertook a pedestrian and cycle count on the shared use route from the Water Meadow to the Tesco Car Park. This new evidence helped to demonstrate to the planning authority that this link was part of a key strategic off-road walking and cycle route.

*PTC Climate Action Plan:*

- G2 Bike Racks
- T1 The Square, prioritise pedestrians and cycles
- T2 LCWIP

### **Volunteers' wellbeing and capacity support**

*Amber flag: Volunteer recruitment is proving slow.*

We have developed and adopted a Volunteers Policy to help us manage and care for volunteers, and updated our Health & Safety and Lone Working and Safeguarding policies to add content on risk assessments and DBS checks. We also adopted a set of training guidelines for staff and volunteers, in which we have committed to offer annual training and support to deal with eco-anxiety (an increasing threat), and a training budget for professional skills.

We have been working hard to recruit volunteers including hosting a stall in Ram's Walk during National Volunteers Week and online promotion, but with limited success so far. We have received new interest in helping with stalls and active travel but still need a public engagement trustee, education outreach assistants and various others.

### **Monitoring**

We propose to use this reporting format, with a traffic light status, for quarterly reporting to funders and trustees. The format can be revised in response to feedback and any guidance we receive from EHDC about their monitoring requirements.

Greg Ford, PeCAN chair of trustees

6 July 2023



## Climate Officers Report

June 2023

- The Climate Officer had a meeting with Pennie Brown the Strategy Manager at EHDC on Friday the 14<sup>th</sup> of June. She confirmed that Hampshire County Council would investigate the installation of the digital bus displays in Dragon Street, High Street and at the Railway Station. A feedback report from the Lets Talk EHDC event will be received shortly. Also a meeting with PeCAN officers on Wednesday the 3<sup>rd</sup> of May which lead to a meeting with Rachel PeCAN's school co-ordinator regarding the project to re purpose the old planters.
- The grant policy for the Climate Action plan item T10 is being drafted.
- The Climate Emergency Strategy Working group has met for the first time since the election. The final item on the terms of reference is being undertaken - the review of the Climate Emergency Strategy and once this has been completed the working group would have completed all three tasks. The next Climate Emergency Strategy working group meeting scheduled for Thursday the 3<sup>rd</sup> of August at 2pm has been postponed but will be rescheduled shortly.
- The first of three CARR Boot sales was held on Sunday the 18<sup>th</sup> of June and was a great success with 28 cars and vans in attendance. Climate advice and guidance was available from PeCAN and amazing cakes were provided by the Petersfield WI.  
The two remaining car boot sales will be held on the third Sunday in the months of July and August. These dates being the 16<sup>th</sup> of July and 20<sup>th</sup> of August 2023. These will be held at the Avenue Playing fields and once again we will be working with PeCAN to promote the Reduce, Reuse, Recycle message.
- The Before the flood DVD is available for Councillor and staff to watch. Please contact Michelle to arrange this.
- The Councillors receive regular email updates from PeCAN, The Carbon Literacy group and any other groups that are relevant.

Any questions regarding the above please contact Michelle directly.