

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held in the Rose Room of the Festival Hall, Petersfield, on 19th March 2020 at 6.30 pm

PRESENT: Cllr Mrs L Farrow (Town Mayor), Cllr P Bisset, Cllr P Clist, Cllr JC Crissey, Cllr J Deane, Cllr J Lees, Cllr J Matthews, Cllr J Palmer, Cllr Ms Z Parker, Cllr P Shaw and Cllr G Watkinson.

Also in attendance: County Cllr R Oppenheimer, District Cllr Mrs J Butler, Mr N Hitch (Town Clerk), Mrs S Fisher (Committees Administrator), there were 4 members of the public present and no members of the press.

C 0896 TOWN MAYORS COMMENTS

The Town Mayor welcomed everyone to the last Council meeting for a little while given the current Covid-19 crisis and urged Councillors to keep in touch with vulnerable people in their wards and thanked the volunteers who have already offered to help. In other news the Annual Meeting of the Town was very successful and the Mayor's fundraising events, (Barn Dance and cinema screenings) went well.

C 0897 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr S Dewey and District Cllrs B Bentley, M Gass and D McKinney.

C 0898 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensations.

C 0899 DECLARATIONS OF INTEREST

There were no declarations of interest.

C 0900 APPROVAL OF MINUTES

RESOLVED: that the minutes of the Petersfield Town Council meeting held on 20th February 2020 be approved and signed

C 0901 PUBLIC REPRESENTATION

There were two requests to speak by members of the

Petersfield Climate Action Network (PeCAN). The first speaker thanked the Town Council for its action on tackling the climate emergency and its proposed strategy and urged members to approve it. She raised concerns regarding adequate resourcing for the strategy and that the proposed Climate Emergency Co-ordinator role should be full-time and not just for 2 days per week.

The second member of PeCAN stated that the Town Council should co-operate with other local authorities and that additional resources and external funding are required to support the strategy. There is public support for spending money to tackle climate change and it will be important to apply for funding in order to implement the strategy.

C 0902 **COUNTY COUNCILLOR'S REPORT**

Members received and noted the report from County Councillor R Oppenheimer (*see Appendix A*). The County Council's response to the Covid-19 situation is changing all the time but it is focussing on looking after children, the elderly and vulnerable people.

Members highlighted a number of roads in the town where potholes are an issue, in particular around the Durford Road crossing. The roadside gulleys by the roundabout at Bell Hill also need clearing as they are blocked and it was reported in October 2018. County Cllr R Oppenheimer will raise these issues.

C 0903 **DISTRICT COUNCILLOR'S REPORT**

Members received a verbal report from District Cllr Mrs J Butler who advised that the District Council is balancing providing services with protecting staff and Councillor safety during the current crisis. All public meetings and events have been cancelled. It was agreed that it was important for all levels of local government to work together to co-ordinate a response to the situation and to share resources. The importance of communication was stressed with the need for clear guidance and regular updates from the District Council. The District Council is putting together a strategy at the moment. The Town Council has already begun to co-ordinate the response in the town and is liaising with the Agencies Working Together group.

C 0904 **TOWN CLERK'S REPORT**

Members received and noted the Town Clerk's Report (*see appendix B*).

C 0905 **COMMITTEE REPORTS**

(a) Planning Committee

RESOLVED that the Minutes of the Planning Committee held on 10th March 2020 be received

(b) Town Development Committee

RESOLVED that the Minutes of the Town Development Committee held on 6th March 2020 be received

(c) Public Halls Committee

RESOLVED that the Minutes of the Public Halls Committee held on 9th March 2020 be received

(d) Grounds Committee

RESOLVED that the Minutes of the Grounds Committee held on 12th March 2020 be received

(e) Finance and General Purposes

RESOLVED that the Minutes of the Finance and General Purposes held on 16th March 2020 be received

Town Development Committee

T 0837 UPDATE FROM THE CLIMATE INITIATIVES WORKING PARTY

Members considered version 3 of the proposed Climate Emergency Strategy and it was noted that this was a strategy with aspirations and forms the basis from which the town council can develop its policies. It is unclear at present how the proposed rebate of Community Infrastructure Levy (CIL) contribution for a certified Passivhaus dwelling ('Lead' pA2) would work and whether this would be possible as the Town Council would require the South Downs National Park Authority's confirmation that it was able to spend its share of CIL monies in this way. Cllr J Palmer has done some new calculations and estimates that the cost of ensuring that the Festival Hall complex is carbon neutral is lower than initially thought, it is estimated that the cost is between £1-2 million and that there would also be a 75% reduction in its running costs so there would also be a significant financial benefit in doing this.

RESOLVED

that, subject to the following amendments, the Climate Emergency Strategy is approved:

1. In 'Lead' to add: to provide electric car charging points on Town Council land and
2. To amend the estimated cost of committing all Town Council buildings to being carbon neutral by 2035 to [clarify this with JP] and that the cost for the Festival Hall complex is between £1-2 million.

T 0838

TOURISM WEBSITE RE-DESIGN

Cllr JC Crissey has already submitted a report to the Tourism Working Party following a review of the 3 website proposals.

RESOLVED

that, subject to the that Cllr JC Crissey is to review all 3 website proposals in order to clarify and explore further:

1. the technical aspirations for the new website;
2. the ongoing and surrounding costs of marketing and developing the search engine optimisation of the website;
3. the ongoing maintenance of the website

and return the matter to the next Town Development Meeting. If necessary, the 3 contractors to be invited to that meeting.

Public Halls Committee

PH 0853

INTERIM REPORT FROM THE FESTIVAL HALL WORKING PARTY

RESOLVED

to authorise the Town Clerk to commence the process to appoint a Programmer for the Festival Hall. This process would include agreeing

a draft job description and personal specification with the Festival Hall Working Party before bringing a full recommendation to the Public Halls Committee and the Staff Panel in April 2020

PH 0854 ANPR SYSTEM AT THE FESTIVAL HALL CAR PARK

RESOLVED to approve the installation of lockable bollards in each of the 20 car parking spaces in front of the Festival Hall, including the Town Council spaces, at a cost of approximately £70 each, such cost not to exceed £1,500

Grounds

G 0872 NEW GROUNDS EQUIPMENT

RESOLVED to purchase the TriMax Snake to purchase the following Sports Field Equipment:

- Compact Tractor from Lister Wilder Machinery at a cost of £18,565
- Trimax Mower and Sisis Multitiner from Hunt Forest at a cost of £10,900
- Quadraplay Unit plus attachments from Lister Wilder Machinery at a cost of £5,201

The total cost of £34,666 would be met from the unspent element of Capital Earmarked Reserves (£29,990) plus a contribution from the revenue equipment budget of £4,676

Finance and General Purposes

F 0892 SIR DANIEL DAY LEWIS AWARD

RESOLVED that a Working Party be set up to make a recommendation on the criteria for the award of the Sir Daniel Day Lewis prize.

Membership of the Working Party will be Cllrs P Clist, J Lees and Ms Z Parker.

The Terms of Reference of the Working Party to be: to make a recommendation on the criteria for the award of the Sir Daniel Day Lewis prize and to make a report back to a future Finance and General Purposes meeting

C 0906 TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN REVIEW WORKING PARTY

Members considered the Terms of Reference (*see appendix C*).

RESOLVED that the Terms of Reference for the Neighbourhood Plan Working Party be approved

C 0907 MINUTES OF ANNUAL TOWN MEETING

Members received and noted the minutes of the Annual Town Meeting on 2nd March 2020.

C 0908 EPIDEMIC AND SERIOUS INFECTIONS POLICY

Members considered the policy which has been developed in response to the Covid-19 emergency and also to address any other future situations (*see Appendix E*). It was noted that whilst the Town Clerk has delegated authority in such a situation it should be mandatory for the policy to be invoked in consultation with the Town Mayor. It was agreed that provision was needed for revoking the policy and that it would be important for the Town Clerk to keep members informed and updated. The policy will be updated by the Town Clerk with the agreed amendments and circulated to the Committee Chairmen for their approval.

RESOLVED: that the Epidemic and Serious Infections Policy be approved subject to the following additional clauses being added:

1. clause 7.7: that the Town Clerk will send an email each week to all members to keep them updated;
2. clause 7.8: that the Town Clerk, in consultation with the Town Mayor and the Chairmen of the Committees, will keep the situation under review and they will make a decision as to when

the emergency provisions are no longer required and the provisions of clause 7 should be revoked

With effect from this evening there will not be any Council meetings for the foreseeable future, it is not clear at present when they will restart. Conversations and discussions between the Town Clerk and the Town Mayor and Committee Chairmen will be taking place via online conference calls. It is not known what will happen with regard to the annual meeting in May and the other legal requirements which the Town Council must comply with. It is possible that central government may alter the procedural and other requirements as the crisis evolves. The Town Council will need to work differently in this situation and the Town Hall and Festival Hall and other Council buildings have been closed to the public already.

RESOLVED: that no further Council, Committee or Working Party meetings will take place until further notice in view of current Government restrictions.

Members discussed the role of the Town Council during the current emergency and agreed that it should operate as a community enabler, this is a role it has already taken on. The Projects Manager will take on the role as co-ordinator for the Town Council's response and to connect volunteers from the town with the organisations from the Agencies Working Together group. The Festival Hall and Avenue Pavilion are available as a resource for the emergency.

Members agreed that a resilience policy should be created to address this crisis and any future emergencies. East Hampshire District Council has such a policy and the Town Council resilience policy should dovetail with this.

RESOLVED: that the Town Clerk will form a draft Resilience Policy based on the East Hampshire District Council Resilience Policy and share the document with the Town Mayor and Chairmen of Committees for their consideration.

It was noted that the Town Council should review its communication strategy and once this crisis is over there should be a council wide fact finding review to analyse how to respond to future emergencies.

In view of the crisis and its financial implications, the Town Clerk was asked to put together some information regarding the monthly income from rent for its buildings for

members to consider. It may be necessary to consider a rent holiday or discount for tenants, subject to help that may be available from central government.

C 0909 **SECRETS OF THE HEATH**

Members will discuss the event when it is clearer what the situation with regard to the current crisis will be.

C 0910 **REPRESENTATION ON OUTSIDE BODIES**

Open Air Swimming Pool – Cllr G Watkinson: Members received and noted the report (*see appendix F*).

C 0911 **V.E DAY AND V.J DAY COMMEMORATION**

Members received an update regarding plans for these events (*see appendix G*) noted that V.E day events would probably be re-scheduled to coincide with V.J Day given the current crisis.

C 0912 **SCHEDULE OF PAYMENTS FOR FEBRUARY 2020**

Members received the schedule of payments for February 2020 (*see Appendix H*).

RESOLVED **that the schedule of payments for February 2020 be approved**

C 0913 *As there were confidential items to discuss it was*

RESOLVED **that the public be asked to leave the meeting**

CONFIDENTIAL

C 0914 **Staff Matters**

The Staff Panel interviewed for candidates for the 2 new roles in the Grounds team and have made a recommendation for both. One glowing reference has already been received for the first new staff member who is available to start immediately and it was agreed that his employment could commence straight away, subject to the second reference being favourable. It was noted that he is the brother of an existing member of the grounds staff.

RESOLVED **that a replacement member of the Grounds Team be appointed on spinal column 7, within the range 6-10 and an annual salary of £19,554**

RESOLVED

that a new member of the Grounds team be appointed on spinal column 6, within the range 6-10 and an annual salary of £19,171

There being no further business the meeting closed at 8.40 p.m.

**COUNTY COUNCILLOR REPORT
TO
ALL PARISH COUNCILS
IN PETERSFIELD HANGERS**

2 MARCH 2020

1. Weather impacts Hampshire Highways

February saw the arrival of two storms in quick succession – Storm Ciara and Storm Dennis – which resulted in an extra 2,000 reports for Hampshire Highways to deal with over two consecutive weekends. Intense rainfall and strong winds caused widespread debris (fallen trees, mud, branches) and surface water on the roads, and highways teams worked round the clock to keep Hampshire’s roads clear.

Throughout the year, Highways teams carry out a programme of gully cleansing, cutting and cleaning grips (channels that run between the highway and roadside ditches) and new drainage schemes in preparation for wet weather. Around £2 million is earmarked annually for maintaining Hampshire’s 900km of highway drains and roadside gullies, but there are many watercourses on private land which can become blocked without regular maintenance. All landowners are urged to make sure ditches and drains on their land are kept clear of leaves, vegetation and other debris as blockages can lead to flooding on local roads after heavy rainfall. Surface water or fallen trees and debris on the highway can be reported direct to the County Council at www.hants.gov.uk/transport/roadmaintenance/roadproblems

We also advise residents to keep themselves informed and to be prepared by signing up to the Environment Agency flood alert system:

<https://flood-warning-information.service.gov.uk/warnings>

2. Coronavirus preparedness

Hampshire County Council and health partners continue to keep a close watch on the development of the Coronavirus outbreak – with processes in place to respond, if and when required.

Although a small number of cases have been recorded in the UK, there have been no confirmed cases in Hampshire. The Government's Chief Medical Officer continues to advise that the risk to the public is moderate, with risks to individuals remaining low. Hampshire residents can stay up to date with the latest information and guidance at www.nhs.uk/coronavirus

One of the best ways to minimise the spread of any virus is to adopt good hand hygiene and to follow the Catch it, Bin it, Kill it advice if you have a cold or cough (see this link: <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf> which can be printed and placed in washrooms and kitchens).

3. New "Business Hampshire" service launched

Previously known as Invest in Hampshire, the new service has been created to showcase all that is great about Hampshire with the aim to attract new business investment into the county and to support the growth and success of our existing local businesses, large and small.

Hampshire faces strong competition from other areas of the UK. We need to make sure that we make Hampshire stand out, and bring all Hampshire has to offer as a business location to the attention of potential investors.

The new website offers information about the Hampshire economy, key business sectors, business news and how the Business Hampshire team can support businesses. Also featured is a new interactive property and development portfolio, showcasing the key commercial and mixed-use development, investment and occupier opportunities available across the county and Isle of Wight. Here is a link:

<https://businesshampshire.co.uk/>

A Hampshire place-making strategy is also being undertaken to support this initiative. This strategy will involve consultation with stakeholders and the public across Hampshire.

4. Winner announced in annual South Downs photo competition



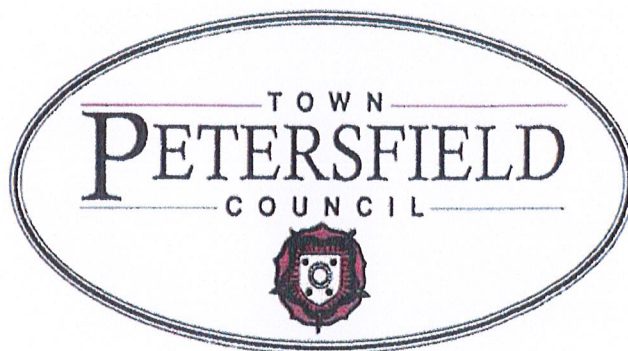
As ponies gathered around a tree at sunset at Cissbury Ring, near Worthing, budding photographer Joe James snapped away – and the result can be seen above.

This blissful photograph has won the People’s Choice Award in the National Park’s Annual Photography Competition. Joe, a 38-year-old security manager from Horsham, wins a £100 prize.

Joe, who is a well-known local advocate for autism awareness through his own Facebook page, has been taking images for the past two years and has been honing his talent.

“I’m autistic and proud,” said the dad-of-two, who has never entered a photo competition before. “Being autistic allows me to hyperfocus on photography to really hone this skill so I can get the perfect image. Taking pictures is my version of mindfulness – I find it calms me and relaxes me.”

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers



CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

General Reading and Information

The following publications have been received and are available for members to read:

- * Direct Information Service issue number 957 plus Funding and Grants Bulletin February 2020 issued by The National association of Local Councils
- * LCR Magazine issued by The National Association of Local Councils
- * February Enewsletter from the Institute of Groundsmanship
- * The Rural Bulletin issued by the Rural Services Network
- * Investment Update February 2020 issued by Rathbones Investment Management
- * Clerks & Councils Direct
- * Access/Rights of Way Newsletter issued by Hampshire County Council
- * March 2020 Enewsletter issued by the South Downs National park Authority

Other Information

- 1 All members need to be aware of their Disclosable Pecuniary Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.
- 2 The Council has submitted a response to the Hampshire Library Service Public Consultation following a meeting at which Cllrs Shaw and Parker plus myself compiled an online response on 19th February.
- 3 Hampshire Trading Standards has advised of the following scams that are widespread across the county currently:
 - Courier Fraud – where someone telephones purporting to be from the Police or from the persons bank saying their money is at risk and seeking the persons co-operation;
 - Amazon Prime Fraud – where a message is left stating that an Amazon Prime account has been set up fraudulently and that if the person wishes to cancel it they should press '1'. This puts the victim in direct contact with the scammer

who pretends to be an Amazon representative and seeks access to the victim's computer remotely where they access personal details;

- Relationship Fraud – where the scammer often builds up a trusting relationship for some time before defrauding the victim.
- 4 South Downs National Park Authority has confirmed that Section 106 funding has been granted for £40,600.25 to fund the new equipment, safety surfacing and soil retaining walls at The Heath play area.
 - 5 The East Hampshire Community Rail Partnership is seeking a new Chairman. It is a voluntary role requiring attendance at between 3 & 5 meetings per year plus liaison with the paid officers & groups providing funding for the organization. Anyone interested in this role should contact Mark Miller on info@easthampshirerail.co.uk.
 - 6 The Rural Services Network has invited the Council to join their Rural/Market Towns Grouping. Membership would entail a subscription of £150 per annum with the benefits being of seeking to drive national policy to support and enhance rural communities along with the market towns that support them. More details of the organization can be found at <https://www.rsnonline.org.uk/page/ruralmarket-towns-group>. The aim is to create a Rural Strategy and for the group to provide a much louder voice supporting the needs of similar sized towns in a rural environment.
 - 7 Information has been received from Network Rail concerning the proposed works on the railway in the Guildford area planned to take place between the 10th and 19th April 2020. All lines in the Guildford area will be affected and passengers are encouraged to contact National Rail Enquiries or their train operator for up to date information and to plan ahead.

Neil Hitch
Town Clerk
12th March 2020



Climate Emergency Strategy

Version 4 – Adopted 20 March 2020

Introduction

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

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

Background

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

Principles

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

Pillars

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

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

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

Recommendations

The working group’s recommendations are as follows:

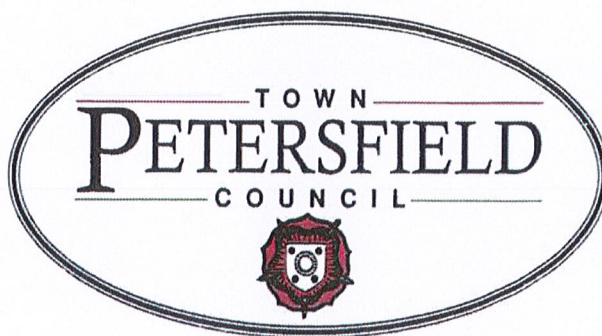
1. That this strategy be adopted by the Council.
2. That the Council supports the formation of a Petersfield Climate Action Group (PeCAN). This would be a separate organisation run by members of the community.
3. Based on the annex to this strategy, a more detailed Climate Action Plan is formed, which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

CLIMS Pillars Potential Actions, Costs and Impact

Pillar	Potential Actions	Potential Cost	Possible Community Support	Potential Impact
Cooperate	<ul style="list-style-type: none"> - Work with EHDC/SDNPA/HCC to achieve a shared space town centre prioritising pedestrians and cycles over vehicles - Work with EHDC to develop a town Local Cycling and Walking Infrastructure Plan (LCWIP) - Liaison with EHDC/SDNPA/HCC - Coordination of climate events - Learning from best practice and other Local Authorities - Joint events - Liaison with public transport providers to try and encourage electric vehicles - Liaison with other LAs - Encourage EHDC to provide free electric car parking and more charging points - Liaison with local businesses to inform and encourage best practice 	<p>Likely to be achieved by the employment of a Climate Emergency Coordinator. Approx £15k for 2 days per week.</p>	<ul style="list-style-type: none"> - Community events - Review/comment on proposed activities 	<p>Significant if efforts and resources can be coordinated effectively</p>
Lead	<ul style="list-style-type: none"> - Commit to all Council buildings being Zero Carbon by 2035 - Commit to all the Council's road vehicles being electric by 2024 - Other Council vehicles and small machinery to be electric once viable - Install electric vehicle charging points on Council property - Switch to a green energy provider for gas and electricity 	<p>Between £1M and £2M for the Festival Hall</p> <p>Up to £500k for Avenue Pavillion</p> <p>Up to £200k for the occupied areas of Love Lane Pavillion</p>	<ul style="list-style-type: none"> - Local expertise could help advise - Local architectural support - Provision of suitable land for solar farm 	<p>Significant demonstration of the Council's commitment and also shows the way for others</p>

Pillar	Potential Actions	Potential Cost	Possible Community Support	Potential Impact
	<ul style="list-style-type: none"> - Consider setting up or enabling a solar farm - Where feasible, deliver habitat restoration and take action to increase biodiversity on all Council land - Adopt a Council policy that any planning application should be subject to an objection if green infrastructure has not been considered or included - A new dwelling which is a Certified Passivhaus will be given the Town Council's 25% CIL - All Council catered events to provide only vegan food 	<p>Likely to be facilitated by the employment of a Climate Emergency Coordinator. Approx £15k for 2 days per week.</p>		
Inform	<ul style="list-style-type: none"> - Set up a website detailing what people can do to reduce their carbon footprint - Hold a series of climate emergency information events - Arrange training for local volunteers to advise on building retrofit and insulation (energy assessors) 	<p>Likely to be less than £10k</p> <p>Likely to be achieved by the employment of a Climate Emergency Coordinator. Approx £15k for 2 days per week.</p>	<ul style="list-style-type: none"> - Local expertise - Local volunteers to act as energy assessors - Volunteers to staff stalls/events 	<p>Potentially very significant as this enables people to take action themselves</p>
Measure	<ul style="list-style-type: none"> - Contact energy providers to see if they will provide energy usage figures for the Petersfield area - Set up vehicle, cycling and pedestrian monitoring stations - Work with EHDC to determine whether an overall carbon assessment for Petersfield can be undertaken 	<p><£20k</p> <p>Likely to be achieved by the employment of a Climate Emergency Coordinator. Approx £15k for 2 days per week.</p>	<ul style="list-style-type: none"> - Local expertise 	<p>This would be the first move of this kind in the UK and would set the standard. It would also allow the town to observe the effectiveness of carbon reduction emissions</p>

Pillar	Potential Actions	Potential Cost	Possible Community Support	Potential Impact
Support	<ul style="list-style-type: none"> - Facilitate the setup of a Petersfield Climate Action Network (PeCAN or Petersfield CAN) - Provide meeting rooms for local climate groups - Act as a 'treasurer' for local climate groups - Provide office facilities (1 or 2 desks?) for local climate groups - Support local Climate groups in any bids for funding 	<p>Likely to be less than £10k</p> <p>Likely to be achieved by the employment of a Climate Emergency Coordinator. Approx £15k for 2 days per week.</p>	<ul style="list-style-type: none"> - Committed people who would be willing to devote their time 	<p>With significant support from the community, the Council could act as a catalyst to create significant effect</p>



**NEIGHBOURHOOD PLAN REVIEW WORKING PARTY
Town Development Committee**

**PROPOSED TERMS OF REFERENCE
Approved at Full Council on 19th March 2020
Minute number C0906 refers**

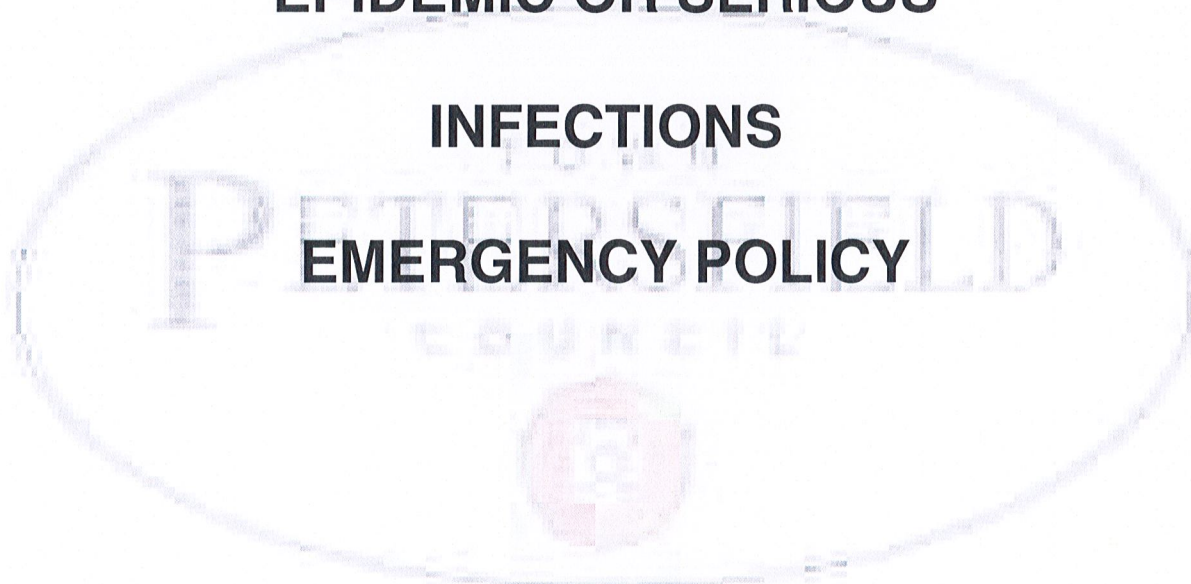
1. To review the Neighbourhood Plan within the next 12 months;
2. To report to the Town Development Committee with recommendations;
3. To seek relevant expertise from the Petersfield Society and other organisations;
4. To liaise with the South Downs National Parks Authority regarding any proposed amendments and their possible impact;
5. To organise such public consultation as may be required in relation to any proposed amendments and their possible impact.

Membership of the Working Group: Cllr J Palmer, Cllr J Matthews, Cllr J Deane and Cllr P Shaw and the Town Clerk or Projects Manager (*Minute number C 0485 refers*).

E



**EPIDEMIC OR SERIOUS
INFECTIONS
EMERGENCY POLICY**



March 2020

Approved by Council:

19th March 2020
(Minute No. C 0908 refers)

Plan Review Date:

CONTENTS

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

1. Introduction

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

2. Key Aims

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

3. Risk Reduction

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

4. Dealing with Infection

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

and are not to enter any Council building until the infection has passed and they are confirmed as being free of such infection.

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

5. Operational Matters

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

6. Staffing Matters

- 6.1 If the Town Hall is closed, officers will work from home as far as is reasonably practical.
- 6.2 If Government advice is issued recommending that travel is minimised and that people should work from home as far as is possible, this advice will be implemented even if the Town Hall offices remain open and on a skeleton staff.

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

7. Delegation of Urgent and Routine Matters

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

Chairman of the relevant Council Committee with all decisions made being ratified at the first available meeting of the relevant committee.

- 7.7 During any period in which these delegated powers are in operation the Town Clerk will provide a weekly update to all councillors outlining the details of what has happened in support of the emergency community needs as well as the regular business of the Council.

8 Cessation of the Emergency Policy

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

Swimming Pool Trustees Meeting – March 2020

The refurbishment of the Swimming Pool is proceeding well, it is just coming to the end of what could be called the “demolition phase” i.e. the removal of the old pipework, concrete surround and tiles. The recent removal work has identified some poor installation work carried out during the last refurbishment, these defects will have to be rectified and our contractors have agreed a price for this additional work. These additional defects and cost of rectification has been brought to our insurers notice, indications from our insurance broker are that we expect to receive some compensation.

It is now time to order the replacement tiles, the surround decking material and the type of skimmers to be fitted. In choosing the items a careful study was made of all the available options for each of these items, and the selection is considered as the best long -term usage equipment has been selected even when the chosen item is not necessarily the cheapest available. Therefore there will be a small increase in the overall project cost. Our current financial position along with the fact that further insurance repayments are due has allowed the decision to be taken to order items showing to be the better long- term option and necessarily the cheapest.

It was interesting to see that the replacement decking around the pool will be similar to that used for the pond boardwalk due to its far superior non slip quality

At this meeting the trustees set staff wages, agreed the type of food to be regularly available for sale and cost. The trustees were informed that several schools and other group hirers do not intend hiring the pool for swimming lessons in the coming year due to the large increase in hire charges.

Booking who use to book the pool for giving swimming lessons have informed us that due to the proposed increase in hire charges they will be unlikely to book the pool in the coming year. It was agreed that discussions with these groups should take place and as a result reduce the proposed hire charge increases.

The AGM is due at The Community Centre shortly and after discussion it was agreed that at this moment the meeting should not be cancelled, if national guidance changes then the meeting will be re-programmed to a suitable date.

VE/VJ and Allied Victory Days in Petersfield, Hampshire

Update for Petersfield Town Council – 19 March 2020

1. Introduction

1.1 Members will be aware of the evolving plans and programme proposals put forward previously. This update reflects where we are and the current issues.

1.2 Planning continues in the background with a number of meetings being held with varying agents and a small Planning Group.

1.2 We will continue to keep members informed. Members requiring the full Action Plan can request a copy.

2. VE Day – 8 May 20

2.1 No change to programme to report. Third progress meeting was held on 11 Mar 20. Next meeting to be held 25 Mar 20 with final meeting on 6 May 20.

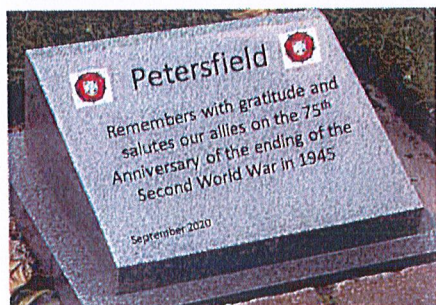
3. COVID- 19

3.1 Clearly we will need to be mindful of any Government Legislation on gatherings. Current view is that no change as of now as matters change on a daily basis. There are no major financial implications of the need to cancel or postpone. We will take guidance as per our own evolving policy, Government Policy as well as consulting with SSAFA.

4. VJ Day – 25 Sep 20

4.1 Further site meetings have now taken place to firm up position of stone and how it is to be installed. Grounds have confirmed they will be able to do this. Management of traffic flow has been discussed with EHDC and a plan is being put together.

A mock-up of the Stone is as under but subject to font change.



Committee Admin

From: james.deane@petersfield-tc.gov.uk
Sent: 19 March 2020 10:57
To: James Deane; 'Jamie Matthews'; John Crissey; 'John Lees'; john.palmer@petersfield-tc.gov.uk; Lesley Farrow; 'Peter Bisset'; 'Peter Clist'; 'Phil Shaw'; 'Steve Dewey'; Zoe Parker
Cc: Neil Hitch; Steve Field; admin@petersfield-tc.gov.uk; 'Committee Admin'
Subject: FW: VE/VJ Planning - Update

To update members on this topic further to the updated brief circulated last week. Today I sent this to the Planning Group. James

From: james.deane@petersfield-tc.gov.uk <james.deane@petersfield-tc.gov.uk>
Sent: 19 March 2020 10:31
To: James Deane <james.deane@petersfield-tc.gov.uk>
Subject: VE/VJ Planning - Update

Good morning all,

I thought some words might be useful on my take as to where we are with this (As at this very minute!).

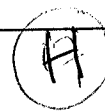
- First I would like to confirm that for communication purposes you allow me to include all addresses as seen rather than BCC. In view of a need to communicate effectively with each - probably handy to know who is involved. Perhaps you would let me know if you wish to opt out and I will continue to send to you by BCC. Thanks for that
- Second and in view of the National situation:-
 - **VE Day : 8 May 20.** At present I do not want to react too quickly - things may change. **However our Meeting planned for 25 March 20 is cancelled.** Much now can be done by e-mail/phone. This event may well need to be cancelled or postponed however the input/cost is not too great thus I think we should keep it simmering. I am happy to accept any counter views however! In theory and even if we are in non-contact mode then the Open Service of some words from Will could go ahead, along with the Bugler & Piper and the Church Bells Peal (subject to their views and restrictions of course). It would be the Cream Teas and Hosting a Toast that would most likely be the casualties. So I would like to leave any cancellation until the last minute but should probably be able to give at least a week's notice. I think postponement would not have the same impact as the whole point is the exact time 75 years later.
 - **VJ Day: 25 Sep 20.** This is still some time away and the main event is the Stone Laying and whatever does happen this can still be done whether we have a crowd and reception or not.

If the rug is swept from under our feet then I will let you all know. In the meantime I will update the Action Plan and forward in due course - currently some other distractions to attend to.

Again all my thanks to you all. Comments always most welcome.

Regards

James



Time: 12:21

Current/Savings Bank A/c

List of Payments made between 01/02/2020 and 29/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2020	Wex Europe Services (uk) Ltd	WEC_A	209.95		Fuel - grounds truck
03/02/2020	Lex Autolease Limited	LXL001	355.50		Grounds truck lease
03/02/2020	WPS Insurance Brokers & Risk S	WPS/RSA/Fe	1,121.93		CouncilGuard - New Business
06/02/2020	Public Sector Fund A/c	1 of 2	99,000.00		Investment Five rivers funds
07/02/2020	D Cole DC002 Dep Rtn S17565	DC002/7565	150.00		D Cole DC002 Dep Rtn S17565
07/02/2020	CE001 C Evans Dep Rtn S17557	CE001/7557	250.00		CE001 C Evans Dep Rtn S17557
07/02/2020	Bank Acc fees & Charges Jan	CHARGES11	13.23		Bank Acc fees & Charges Jan
07/02/2020	Public Sector Fund A/c	2 of 2	21,000.00		Investment five rivers funds
10/02/2020	Wex Europe Services (uk) Ltd	WEC_B	286.42		Fuel - trucks & equipment
11/02/2020	LeasePlan UK Ltd	NET	358.62		Grounds truck lease
12/02/2020	HMRC PAYE/NI January 2020	PAYE/NI10	5,985.03		HMRC PAYE/NI January 2020
14/02/2020	ACORN OFFICE SUPPLIES	AOS	40.49		Date stamps x 2
14/02/2020	COUNTRY HOUSE CARPET CAREHCC		2,896.50		Carpet cleaning
14/02/2020	Williamson-Dickies Europe Ltd	DIC01	350.53		Workwear
14/02/2020	G Burley and Sons Ltd	GBS	4,243.48		Grounds main - High Meadow
14/02/2020	Microshade Business Consultant	MICRO	976.56		Software & server support
14/02/2020	NEOPOST LTD	NP	30.00		Postage recredit
14/02/2020	Robin Burleigh	RB	1,260.00		Coppice hazels @ Ramshill est
14/02/2020	RIALTAS BUSINESS SOLUTIONS	RBS	70.80		Digital Tax/VAT support
14/02/2020	Elite Playground Inspections	SASP	289.80		Playground inspections
14/02/2020	Travis Perkins Trading Company	TP	219.62		Timber & tape measure
14/02/2020	ArbExcellence Ltd t/a CBA Tree	AEL001	966.00		Survey & reports
14/02/2020	Blackburne and Haynes	BH	183.60		Ice-cream
14/02/2020	CIPFA	CIPFA	246.00		TISonline Individual Stream
14/02/2020	EAST HANTS DISTRICT COUNCIL	EHDC	36.52		Keys
14/02/2020	H. Monfared (Builders) Ltd	HMBL	1,198.80		Work on Heath toilets
14/02/2020	Mr Stephen Field	SFIELD	96.00		Reimbursement 3 correx signs
14/02/2020	VoxIT Limited	VOX	120.00		Server & network support
14/02/2020	Winchester Garden Machinery	WGM	189.48		Tree work equipment
14/02/2020	TB002 T Baxe Dep Rtn S17566	TB002/7566	75.00		TB002 T Baxe Dep Rtn S17566
14/02/2020	Cardnet fees & charges Jan	CARDNET 11	101.15		Cardnet fees & charges Jan
17/02/2020	Wex Europe Services (uk) Ltd	WEC	62.93		Fuel - grounds truck
17/02/2020	Dual Energy Direct Ltd - Heath	DEHT	121.11		Electric - Heath toilets
18/02/2020	Public Sector Fund A/c	18022020	80,000.00		Heath Pond Project
18/02/2020	First Data	DDFeb20	25.60		Credit card processing equipme
19/02/2020	Bristol Energy Ltd	BE/Jan	69.68		Electric - Ave Pav
20/02/2020	Staff wages February 2020	S/WAGES 11	22,223.04		Staff wages February 2020
20/02/2020	CNG LTD Avenue Pavilion	CNG/Jan	105.70		Purchase Ledger DDR Payment
21/02/2020	LGPS Hampshire pension Feb	PENSION 11	7,435.29		LGPS Hampshire pension Feb
21/02/2020	Medlock Electrical Distributor	MEDL001	3.90		Strip lightbulb
21/02/2020	Milk & More	MILK	34.44		Office milk
21/02/2020	Travis Perkins Trading Company	TP	113.36		Drill bits & WD40
21/02/2020	TM Clothing Ltd/Bibby Factors	TMC	174.96		3 x Grounds jackets
21/02/2020	Robin Burleigh	RB	200.00		Crown lift Hornbeam
21/02/2020	TAS Software	TAS	242.40		S50 Pay Pensions Plus Module
21/02/2020	Acorn Rural Training	ART001	830.00		Digger & chainsaw training
21/02/2020	Beaver Tool Hire	BTH	200.73		Oil-filled radiator hire

Continued on Page 2

List of Payments made between 01/02/2020 and 29/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/02/2020	JB Corrie & Co Ltd	JBCL001	158.96		Green weld mesh
21/02/2020	Five Rivers Environmental Cont	017221	120,916.00		2nd Constr inv - interim costs
21/02/2020	SA001 S Abberley Dep RtnS17554	SA001/7554	75.00		SA001 S Abberley Dep RtnS17554
21/02/2020	MV001 Meon Valley Dep RtnS1750	21/02/2020	250.00		MV001 Meon Valley Dep RtnS1750
24/02/2020	Wex Europe Services (uk) Ltd	WEC	125.67		Fuel - grounds trucks
24/02/2020	SIEMENS FINANCIAL SERVICES	SIEM/Feb	509.04		Photocopier lease & annual fee
24/02/2020	SSE Scot Hydro-Southern Electr	SSESH/Jan	1,224.56		Gas - T & F Hall
26/02/2020	Cavendish Communications	CC/Jan	96.00		Mobile calls & charges
27/02/2020	Focus Group	FOC/Jan	297.19		Calls, line rental & charges
28/02/2020	Eden Springs UK Ltd	ESUKL	142.36		Office drinking water
28/02/2020	Veolia ES (UK) Ltd	OUKL/Jan	297.89		Waste removal
28/02/2020	SUEZ Recycling and Recovery UK	SITA	751.91		Purchase Ledger DDR Payment
Total Payments			<u>379,008.73</u>		