

Place-Making Petersfield – Strategy Group Meeting Notes

Notes and actions – Friday 29th January 2021 at 12:30 – 14:00pm

Attendees		Abbreviations
EHDC – Cllr Rob Mocatta (<i>Chair</i>)	EHDC – Kirsty Cope	East Hampshire District Council (EHDC)
EHDC – Danielle Friedman-Brown	EHDC – Georgia Loud	Petersfield Town Council (PTC)
EHDC – Lewis Ford (meeting notes)	HCC – Simon Cramp	Hampshire County Council (HCC)
EHDC – Sarah-Jane Bellis (meeting notes)	HCC – Olu Ashiru	Petersfield Strategy Group (PSG)
EHDC – Cllr Ben Bentley	PTC – Cllr Peter Bisset	Petersfield Officers Group (POG)
EHDC – Cllr Julie Butler	PTC – Neil Hitch	South Downs National Park Authority (SDNPA)
EHDC – Cllr Russell Oppenheimer	SDNPA – Chris Paterson	
EHDC – Cllr David McKinney	Keith Hopper	
EHDC – Cllr Matthew Gass	Gethin Morgan-Owen	
EHDC – Emma Baxter		
Apologies		
MP – Damian Hinds		

Ref	Item	Notes/Action	Owner
1.	Introductions and apologies	Cllr Mocatta welcomed the group and explained that the aim for 2021 was to start delivering the identified priority projects using Section 106 (s106) developer contributions.	Cllr Mocatta / Danielle
2.	Notes from last meeting, actions and feedback	Action log was updated	Lewis
3.	Petersfield Sports Provision (Love Lane)	The EHDC Open Space, Sports & Recreation Study was published in 2018 and includes the following strategies:	Kirsty

- EHDC Open Space Strategy;
- EHDC Sports Facilities Strategy; and
- EHDC Playing Pitch Strategy (PPS).

- The Study can be found on EHDC’s website here:
<https://www.easthants.gov.uk/open-space-sports-and-recreation-study>

EHDC Local Football Facilities Plan (LFFP)

- Produced in collaboration with the Football Association (FA) and all local football clubs with 10 or more teams. The LFFP took forward the key strategic football priorities in the PPS (2018) and was finalised in late 2020. It can be found here:
- <https://localplans.footballfoundation.org.uk/local-authorities-index/east-hampshire/east-hampshire-local-football-facility-plan/>
- The projects included in the LFFP (2020) are eligible, subject to a formal application, for Football Foundation funding. The PPS (2018) and LFFP (2020) highlight the following football priority projects in Petersfield:
 - Upgrade to the pitches at Love Lane;
 - Upgrade to the pitches, and deliver a pavilion, at Penns Place; and
 - Upgrade the pitch surface at TPS¹.
- Petersfield is strategically placed to unlock CIL, s106 and Football Foundation funding. This will require formal applications, feasibility studies, consultation and delivery. EHDC can support but the main drive needs to come from the sports teams / landowner(s).
- The cricket pitch and rugby pitches at Penns Place also need to be considered. There may be an opportunity for Petersfield Town Junior FC to pitch share with the cricket club.

¹ This needs to be replaced every 10 years.

		<ul style="list-style-type: none"> It was summarised that planning permission for Penns Field B needs to be obtained first, before then considering all other sporting provision at Penns Place. 	
4.	Petersfield Place-Making Priority Projects	<p>Petersfield Place-Making Priority Projects</p> <p><u>Step 1: Identify the Petersfield Priority Projects</u></p> <p>As agreed previously, the Petersfield Priority Projects are:</p> <ol style="list-style-type: none"> Crossroads of Dragon Street / The Causeway / Sussex Road / Hylton Road. <ul style="list-style-type: none"> <i>Opportunity to investigate links to Tesco and onto Alderfield / Meadow Lands etc.</i> Pulens Lane Traffic Calming Improvements. Junction of Charles Street / The Spain / Swan Street. Junction of Chapel Street / Station Road / Tilmore Road. Town Spine. MicroSim Modelling. <ul style="list-style-type: none"> The above priority projects range in terms of improvements for active travel, capacity and safety. The MicroSim modelling will investigate how all the above proposals will interact with each other. The modelling will look at active travel, traffic flow and transport nodes, along with phases of implementation. The modelling will also highlight how all the above projects will impact other junctions in and around the town. <p><u>Step 2: Develop a brief for each project</u></p>	Lewis/Danielle

EHDC will assist HCC in developing briefs for each of the identified priority projects. It has been agreed that EHDC will pay for the modelling and initial feasibility work using its place-making budget – subject to the final brief and confirmed costs. In essence:

- EHDC is the “client”; and
 - HCC is the “contractor”.
- District ward councillors expressed an interest in working with Gethin and Keith to prepare briefing notes for all the above priority projects, similar to that of the Station Road Brief (see attached).

Step 3: Detailed Design and Delivery

- Once all the above is completed, s106 money will be used to deliver the projects. As confirmed by the SDNPA, the oldest s106 contributions will be spent first where possible. For example, the s106 contribution collected from “land south east of the Causeway” is the oldest contribution and will be used to fund the highest priority project; see above.

Central Government £2 billion package for cycling and walking

- The Government’s fund of £2bn for cycling and walking was announced in Spring 2020 and, so far, only £250m has been released as part of the emergency Active Travel Fund (see Tranche ATF below). EHDC and HCC are working closely together and are ready for when the opportunity to bid for the rest of the funding package becomes available; we need to confirm options and costings (see Step 2 above) to inform any future funding application. All bids will need to be LTN 1/20 compliant and the councils will put in a bid to obtain funding for LCWIP and PSG priorities.

“Masterplan”

		<ul style="list-style-type: none"> The PSG will look to develop a “masterplan” to include a framework, spreadsheet and interactive map. It was discussed that the Town Development Committee (TDC) is looking to appoint consultants to develop a business case; it is important that this work is coordinated with the work of the PSG and POG. <p><u>LCWIP</u></p> <ul style="list-style-type: none"> EHDC is working in partnership with HCC. The LCWIP mapping layers are being re-drawn so that they can be incorporated into the GIS and published on the council’s website. This is a significant piece of work and the Petersfield maps are being prioritised – EHDC is hoping to get the Petersfield maps ready by late-February / early-March 2021. 	
5.	Petersfield Partners Update	<p>EHDC</p> <ul style="list-style-type: none"> EHDC has deployed “Covid Marshals” to support trading businesses and ensure health and safety / social distancing is being met on the high street. EHDC is preparing for additional high street businesses to reopen over the coming months as lockdown restrictions start to ease. The PSG was reminded that infringement of social distancing and public gatherings needs to be reported to the Police via the following link: https://www.hampshire.police.uk/tua/tell-us-about/c19/v7/tell-us-about-a-possible-breach-of-coronavirus-covid-19-measures/ <p>HCC</p> <p>Tranche 2 Active Travel Fund (ATF) Schemes:</p> <ul style="list-style-type: none"> Currently drafting proposals to go out to public consultation; to include bus-gate, “parklets”, additional cycle racks and planters (to replace existing barriers) Public consultation needs to be completed by 25th March 2021. 	All

		<ul style="list-style-type: none"> Public consultation will comprise letter drops, councillor briefing note and (possibility of) virtual public workshops. <p>PTC</p> <ul style="list-style-type: none"> The working party for the Neighbourhood Plan review continue to meet. The working party for the Festival refurbishments continue to meet. The Heath Toilets refurbishment; <ul style="list-style-type: none"> Looking to obtain specified Causeway Farm s106 funding; and To consider provision of Changing Places (CP) for disabled users. The Heath Car Park; to be re-opened once lockdown starts to ease. <p>SDNPA</p> <ul style="list-style-type: none"> The South Downs Dark Skies Festival 2021 will run between 12th and 28th February 2021. Further information and a programme can be found here: https://www.southdowns.gov.uk/dark-night-skies/festival/ 	
6.	Next steps, way forward and date of next meeting	<p>The next PSG meeting will:</p> <ul style="list-style-type: none"> Include an agenda item on the LCWIP and walking; and Take place on 12th March 2021 at 1pm. 	
7.	AOB	No other business	

Action Log from January 2021

Action	Who	Red / Amber / Green
ADMIN		

Rearrange the next PSG meeting from 5 th March to 12 th March 2021.	EHDC Officer	G
Include "LCWIP and walking" on the next PSG agenda.	EHDC Officer	A
Incorporate Petersfield Governance Structure into SDNPA Partnership Management Plan (PMP).	SDNPA Officer	A
COVID-19		
To continue discussions with Estates Dept on Square wear and tear	EHDC Officer	A
DURFORD ROAD CROSSROADS		
Liaise with EHDC Traffic Team about speed watch along Pulens Lane.	EHDC Officer	A
PETERSFIELD PRIORITY PROJECTS		
District ward councillors to liaise with Gethin and Keith about briefing notes for each priority project.	District Ward Councillors	A
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)		
Inform Chris (at least) one week in advance of any required updates on planning applications.	All	A
Promote the South Downs Dark Skies Festival 2021.	All	A

Place-Making Petersfield – Strategy Group Meeting Notes
Notes and actions – Friday 12th March 2021 at 09:30 – 11:00am

Attendees		Abbreviations
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EHDC – Cllr Rob Mocatta (<i>Chair</i>) EHDC – Danielle Friedman-Brown EHDC – Sarah-Jane Bellis (meeting notes) EHDC – Cllr Ben Bentley EHDC – Cllr Julie Butler	PTC – Steve Field SDNPA – Chris Paterson Keith Hopper Gethin Morgan-Owen	East Hampshire District Council (EHDC) Petersfield Town Council (PTC) Hampshire County Council (HCC) Petersfield Strategy Group (PSG) Petersfield Officers Group (POG) South Downs National Park Authority (SDNPA)
Apologies		
MP – Damian Hinds EHDC – Lewis Ford EHDC – Cllr Russell Oppenheimer EHDC – Cllr David McKinney EHDC – Cllr Matthew Gass EHDC – Emma Baxter	EHDC – Kirsty Cope EHDC – Georgia Loud HCC – Simon Cramp HCC – Olu Ashiru HCC – Claire Whitehouse PTC – Cllr Peter Bisset	

Ref	Item	Notes/Action	Owner
1.	Introductions and apologies	Cllr Mocatta welcomed the group and explained that the aim for 2021 was to start delivering the identified priority projects using Section 106 (s106) developer contributions.	Cllr Mocatta / Danielle
2.	Notes from last meeting, actions and feedback	The meeting notes from the last meeting were discussed and no comments were received. The actions from the last meeting were discussed and updates provided; a revised action log has been provided as part of these meeting notes (see below). Feedback <ul style="list-style-type: none"> General concern about the flouting of the restrictions and general anti-social behaviour at recreation sites and planning for re-opening on the 29th March. Cones being moved along Russell Way and groups larger than 2 gathering. Barriers at the car park removed at the weekend. 	Lewis

3.	Petersfield Place-Making Priority Projects	<p>Petersfield Place-Making Priority Projects</p> <ul style="list-style-type: none"> • Outline scope of the six priorities discussed with HCC. The project team is in process of being assembled and cost for the work being drafted for consideration by EHDC. Detailed briefs being drafted on each of the priority junctions / items of work, which will feed into the outline in the coming months. • We must not lose sight of Durford Road crossroads, perhaps this should take priority on next brief to be drafted. Collate thoughts and send on ahead of drafting the brief. • Regarding the Town Spine priority there is a working party from the TDC, looking to amend and update original town spine brief and form a business plan. Town Spine brief to be shared with the group. This will link into our work at a later stage. For example, linking with the proposal of 20mph zones, issues about HCC policy and how this is lobbied for. 	Danielle
4.	Petersfield Partners Update	<p>EHDC LCWIP update / Re-opening the High Street Safely</p> <ul style="list-style-type: none"> • It was discussed that we must ensure that the prioritisation work is done collaboratively and at an early enough stage. For example, the point about progressing the LCWIP as regards the cycle path and walking route connecting Buriton - Petersfield which is omitted from the LCWIP. The Group would like the route to be included within the LCWIP work. Agreed that the work needs to be brought into the place-making groups. • For LCWIP a written update was provided by Emma Baxter, please see below: <ul style="list-style-type: none"> ○ LCWIP Prioritisation Work - no further forward, waiting to hear when HCC team are able to schedule the work in. ○ GIS / Mapping - Mat Fisk has been making progress on the mapping for the Petersfield area. This is nearing completion and will be loaded on to the public 'Where I Live' system. He will let me know when this is available. ○ Once the Petersfield maps have been done, he will move on to the Alton area. <p>Re-opening the High Street Safely</p>	All

- Internal discussions going ahead of Re-opening on of 29 March. Focusing on recreation sites and then from 12th April – the town centre and High Streets.
- Regarding the Petersfield Heath, confirmation The Heath carpark has been reopened as agreed by the grounds committee last night. Concern about people using the site and usage, needs monitoring. Feeling that this should be monitored in terms of “local” use. Check how this has been done at QE Country Park. Monitor number of cars in carpark and parking on street on her daily walk.
- EHDC can offer support with communications on recreational safety signage and communications on space, social distancing and Covid marshals for town centre/high street.

HCC

Emergency Active Travel Scheme, future updates on Schools Streets:

- Cllr Mocatta met with Headteacher of Petersfield School and James Laver. Everyone is keen for School Street trial to go ahead on Hylton Street.
- Query about the survey and the question about Swan Street – raise with HCC as concern about confusion. Has also been on social media. Map is clear but the written description is poor. **(Please see post meeting note below).**

A written update was provided by Claire Whitehouse, please see below:

- We sent over 1000 letters to residents, over 450 to commercial properties, and we have had a couple of requests for paper copies
- Letters also sent to 41 Members/Stakeholders
- We have prepared Twitter and Facebook adverts which are being distributed. [Hampshire County Council on Twitter: "Active Travel in Petersfield - We're keen to get the views of the local community on proposals to maintain and enhance the current traffic restrictions. A survey about the walking](#)

<https://t.co/Kpie19KUNk> / Twitter

- Our Web Scheme Page is here <https://www.hants.gov.uk/transport/transportschemes/atfpetersfieldimprovements> and survey link is here [Have your say on proposed walking and cycling improvements for Petersfield Town Centre | Hampshire County Council \(hants.gov.uk\)](#) (note we took on board comments re the street names and have altered this)
- Media coverage seen so far is here which we are monitoring also. [Petersfield Infant School could see road closure trial | News | Petersfield Post](#); [Temporary Town Arrangements for Covid-19 – Petersfield Town Council \(petersfield-tc.gov.uk\)](#)
- Regarding the School Streets – We can provide update when a full site assessment has been completed after the Elections.

Post meeting note: ATF meeting with HCC: ATF – consultation still underway until 21 March. Will take around 4 weeks to analyse and assess further action needed. Had a good response to the survey so far, and comments still coming in. Some issues with the URL link and its length and accessing the survey, HCC will try to reduce in future and will raise with their Communications Team. Swan Street mapping and questions in the survey were raised; whilst the first question was amended HCC will further amend section 1 as regards the descriptions with Swan Street.

PTC

- S106 money received for map boards and heritage signs.
- Tourism update – TIC in the library coming to an end at the end of March. Visitors who are in need of face to face or hardcopy information will be directed towards the Town Hall. Otherwise the rest will move towards digital information. Need to consider wheeled access routes to places of interest.

		<p>SDNPA</p> <ul style="list-style-type: none"> • S106 money released for PTC map boards and heritage signs. Please can PTC share a map where they will be placed? • They are aware of Buriton planning application, proposal for a road, which cuts across a cycleway. • SDNP rangers have a list of visitor hot spots during lockdown and have been monitoring where people maybe going against restrictions. Maybe useful to share monitoring with the group. Need to consider the travel to recreation spots and how we improve active travel options instead of using the car. 	
5.	Next steps, way forward and date of next meeting	<ul style="list-style-type: none"> • Propose to cancel 16 April meeting (purdah) and defer to 14 May meeting at 12.30pm on Teams • 11 June 2021 at 12.30pm on Teams 	
7.	AOB	<ul style="list-style-type: none"> • Members of the public have expressed an interest in what we discuss. Anthony Allen has put forward some interesting points about pedestrianisation and is already chair of Petersfield Society. Paul Fisher is interested in cycling around the town, lives in College Street. Cllr Mocatta, has suggested they observe the walking and cycling group meetings and share their input? Will need to check the governance for how this works, but the group will need help, how to bring it together and co-ordinate. Out of courtesy, John Palmer must be made aware of additional member invitations. Group agreed with the principle of people being involved. 	

Action	Who	Red / Amber / Green
ADMIN		
Incorporate Petersfield Governance Structure into SDNPA Partnership Management Plan (PMP). Included in SDNPA Corporate Plan and in motion to include in PMP.	SDNPA Officer	A
COVID-19		
To continue discussions with Estates Dept on Square wear and tear	EHDC Officer	A
Encourage residents and businesses to report infringements of social distancing and public gatherings to the Police via the online link circulated. https://www.hampshire.police.uk/tua/tell-us-about/c19/v7/tell-us-about-a-possible-breach-of-coronavirus-covid-19-measures/	All	G
Numbers using The Heath carpark and parking on the road to be monitored.	Cllr Butler	A
Check how visitor monitoring has been done at QE Country Park.	Cllr Mocatta	A
Find out how SDNP Rangers are monitoring visitors in recreation hot spots.	SDNP	A
DURFORD ROAD CROSSROADS		
Liase with EHDC Traffic Team about speed watch along Pulens Lane.	EHDC Officer	A
PETERSFIELD PRIORITY PROJECTS		
District ward councillors to liase with Gethin and Keith about briefing notes for each priority project.	District Ward Councillors	A
A copy of PTC Town Spine Group Brief to be shared with the group	PTC	A
To share a map of where map boards and heritage signs will be placed in town with the group	PTC	A
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)		
Inform Chris (at least) one week in advance of any required updates on planning applications.	All	A
Promote Dark Skies festival	All	G

Place-Making Petersfield – Strategy Group Meeting Notes
Notes and actions – Friday 14th May at 12:30 – 14:00pm

Attendees		Abbreviations
EHDC – Cllr Rob Mocatta (<i>Chair</i>) EHDC – Danielle Friedman-Brown EHDC – Sarah-Jane Bellis (meeting notes) EHDC – Cllr Ben Bentley EHDC – Cllr Julie Butler EHDC – Cllr Russell Oppenheimer EHDC – Cllr David McKinney EHDC – Cllr Matthew Gass HCC – Olu Ashiru	HCC – Simon Cramp PTC – Cllr Peter Bisset PTC – Cllr Phil Shaw PTC – Cllr Jamie Matthews PTC – Steve Field PTC – Neil Hitch SDNPA – Chris Paterson SDNPA – Doug Jones Keith Hopper	East Hampshire District Council (EHDC) Petersfield Town Council (PTC) Hampshire County Council (HCC) Petersfield Strategy Group (PSG) Petersfield Officers Group (POG) South Downs National Park Authority (SDNPA)
Apologies		
EHDC – Emma Baxter EHDC – Kirsty Cope EHDC – Georgia Loud	MP – Damian Hinds Gethin Morgan-Owen	

Ref	Item	Notes/Action	Owner
1.	Introductions and apologies	Cllr Mocatta welcomed the group and asked Danielle to chair as he was experiencing connectivity issues with his IT. Danielle ran through apologies.	Cllr Mocatta / Danielle
2.	Notes from last meeting, actions and feedback	The meeting notes from the last meeting were discussed and no comments were received.	SJB

		<p>The actions from the last meeting were discussed and updates provided; a revised action log has been provided as part of these meeting notes (see below).</p> <p>Feedback</p> <ul style="list-style-type: none"> • Issues on the Penns Place development and the proposed narrow cycleway. All Officers continue discuss with Rob Ainslie Case Officer and HCC. Is further Place Making involvement needed to help apply leverage with the developer? Design to be picked up through the Section 38 process and Place Making group can input into this process. 	
3.	<p>Petersfield Place-Making Priority Projects Update</p>	<ul style="list-style-type: none"> • Priority junctions Work Progress Presentation Including Town Spine <ul style="list-style-type: none"> ○ It was agreed it was good to go through in detail and understand what the pre-feasibility study will be comprised of. • Petersfield Junction Briefs <ul style="list-style-type: none"> ○ PTC Town Spine brief was agreed to be used to contribute towards the Pre-Feasibility Study, along with the other junction briefs currently being worked on, once they are finalised. ○ Discussion as to whether the junction briefs are made public, once finalised they can be shared on Placemaking website. Important not to give residents false promises in any communications. ○ Must remain mindful to ensure economic and carbon reduction is fed into the Town Spine element of the pre-feasibility work. The HCC Economic Development team can come to a Town pine workshop at a later date. 	

4.	Emergency Active Travel Fund and Re-Opening the High Street Safely Updates	<ul style="list-style-type: none"> • Petersfield Temporary Highways Measures <ul style="list-style-type: none"> ○ The temporary measures continue to be monitored and co-ordinated by HCC and EHDC. The public consultation results are being analysed and the report will be available later on in the Summer. • RHSS and Welcome Back Fund Update <ul style="list-style-type: none"> ○ Focus on visitor economy, the Heartflood public / business consultation report due end of June / early July. ○ How can we get businesses to utilise the use of The Square more? Already in discussion with EHDC Estates dept to make The Square safer. PTC would support this. The PSG group is keen to help facilitate 'Café Economy'. ○ In regard to School Streets, Cllr Mocatta in discussion with James Laver. Announcement of Hylton Street expected in a few weeks time, with a trial run in July. 	
5.	Governance Review	<ul style="list-style-type: none"> • Yearly Review of the Petersfield Place Making Governance <ul style="list-style-type: none"> ○ PTC would like to have two town councillors on the PSG group, which was agreed. No further comments made. 	All

6.	Petersfield Partners Update	<p>Petersfield Partners Update</p> <ul style="list-style-type: none"> • EHDC <ul style="list-style-type: none"> ○ Petersfield Society verge workshop was attended and very interesting. ○ Climate change objectives will be embedded into EHDC and HCC decision making and strategic direction. • PTC <ul style="list-style-type: none"> ○ They now have a SLR to work alongside the one on Bell Hill. Would like a suitable site to put it on, perhaps Pulens lane? Suitable sites could be subject to approval from SSE or HCC if separate pole was going to be erected. Would need to avoid street clutter , but being semi permanent fixture would resolve that issue. ○ Planning application gone in for field by PRFC. If approved then can re-configure the use of the playing pitches at Penns Fields. ○ Festival Hall refurb aims to be carbon neutral by 2050. Working with energy consultants on this process which has been costed at £1.3M. • SDNPA <ul style="list-style-type: none"> ○ Held an Action Community Energy Masterclass, in which PECAN attendance 	
7.	Next steps, way forward and date of next meeting	<ul style="list-style-type: none"> • Propose 2 monthly meetings, suggest re-schedule 11th June meeting to late June / early July. It was discussed that should avoid clashing with TDC 2nd July, perhaps 25th June 	

8.	AOB	N/A	

Action Log from May 2021

Action	Who	Red / Amber / Green
ADMIN		
Incorporate Petersfield Governance Structure into SDNPA Partnership Management Plan (PMP). Included in SDNPA Corporate Plan and in motion to include in PMP.	SDNPA Officer	A
Reschedule next meeting to end of June.	EHDC Officer	A
COVID-19		
To continue discussions with Estates Dept on Square wear and tear	EHDC Officer	A
Numbers using The Heath carpark and parking on the road to be monitored.	Cllr Butler	G
Check how visitor monitoring has been done at QE Country Park.	Cllr Mocatta	A
Find out how SDNP Rangers are monitoring visitors in recreation hot spots.	SDNP	A
DURFORD ROAD CROSSROADS		
Liaise with EHDC Traffic Team about speed watch along Pulens Lane.	EHDC Officer	A
PETERSFIELD PRIORITY PROJECTS		
District ward councillors to liaise with Gethin and Keith about briefing notes for each priority project.	District Ward Councillors	A
A copy of PTC Town Spine Group Brief to be shared with the group	PTC	G
To share a map of where map boards and heritage signs will be placed in town with the group	PTC	A

Olu to forward a colleague's details to discuss section 38 matter further.	HCC Officer	G
Danielle to draft officer letter for EHDC on behalf of councillors and officers in regard to narrow cycleway – Post meeting - due to other correspondence Danielle to ensure the case officer has relevant information ahead of an officer meeting	EHDC	A
DFB to discuss with Gethin & Keith separately about the timing of finalising the briefs.	EHDC	A
To discuss how best to upload briefs to Place making website when ready	EHDC Officer	A
Once briefs uploaded share link of EHDC website.	PTC Officer	A
To discuss plans for SLR location with to HCC Officer Ian James.	Cllr Mocatta	A
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)		
Inform Chris (at least) one week in advance of any required updates on planning applications.	All	A
To find out their views on decarbonisation in their policies.	SDNPA	A

Place-Making Petersfield – Strategy Group Meeting Notes
Notes and actions – Friday 9th July at 12:30 – 14:00pm

Attendees		Abbreviations
EHDC – Cllr Rob Mocatta (<i>Chair</i>)	SDNPA – Chris Paterson	East Hampshire District Council (EHDC)
EHDC – Sarah-Jane Bellis (meeting notes)	Keith Hopper	Petersfield Town Council (PTC)
EHDC – Cllr Ben Bentley	Gethin Morgan-Owen	Hampshire County Council (HCC)
EHDC – Cllr Russell Oppenheimer		Petersfield Strategy Group (PSG)
EHDC – Cllr Matthew Gass		Petersfield Officers Group (POG)
HCC – Olu Ashiru		South Downs National Park Authority (SDNPA)
HCC – Simon Cramp		
HCC – Helen Smith		
HCC – Claire Whitehouse		
PTC – Cllr Peter Bisset		
PTC – Cllr Jamie Matthews		
PTC – Steve Field		
PTC – Neil Hitch		

Apologies		
EHDC – Danielle Friedman-Brown EHDC – Emma Baxter EHDC – Kirsty Cope EHDC – Georgia Loud	EHDC – Cllr Julie Butler EHDC – Cllr David McKinney HCC – Brandon Breen SDNPA – Doug Jones MP – Damian Hinds	

Ref	Item	Notes/Action	Owner
1.	Introductions and apologies	Cllr Mocatta welcomed the group and apologies made.	
2.	Notes from last meeting, actions and feedback	<p>Notes from last meeting, actions and feedback</p> <ul style="list-style-type: none"> The meeting notes from the last meeting were discussed and no comments were received. The actions from the last meeting were discussed and updates provided; a revised action log has been provided as part of these meeting notes (see below). <p>Feedback</p> <ul style="list-style-type: none"> Town Development Committee meeting actions and approvals to be discussed at future PSG meetings to include green infrastructure. 	SJB

3.	Petersfield Place-Making Priority Projects Update	<ul style="list-style-type: none"> ● Priority junctions work progress including Town Spine <ul style="list-style-type: none"> ○ Junction briefs continue to be prepared. All comments to go to Keith and Gethin asap. Workshops are being planned, likely to commence in September and would be part of scheduled Strategy Group and Officer Group meetings. ○ It has been confirmed the pre-feasibility study will be financed from the EHDC Place Making budget. 	
4.	Emergency Active Travel Fund and Re-Opening the High Street Safely Updates	<ul style="list-style-type: none"> ● Petersfield Temporary Highways Measures <ul style="list-style-type: none"> ○ All the temporary measures continue to be removed by from Petersfield by 6 August 2021. ○ Need to build support for appropriate active travel measures in the future. Further consultation may help with this. New measures will be announced on HCC decision day 29th July. HCC would like to develop a master plan with the support of the PSG. ○ Not all pedestrian friendly schemes will be popular. For example, the bus gate. The issue of the bus gate was largely down to lack of enforcement. Plus, timings of enforcement would need to be looked at. Should EHDC take on that role? Therefore, perhaps it would become more effective? EHDC to discuss. 	

		<ul style="list-style-type: none"> o School Streets update, it is on hold. Petersfield Infants did not make it to top 3 schools, so it depends on how the pilot goes and successful bids to DFTE • RHSS and Welcome Back Fund Update <ul style="list-style-type: none"> o Draft Grant Action Plans have been sent to Cities & Local Growth Unit for their consideration. Proposed activity to be funded is still welcome and can be included, subject to having sufficient funds and eligibility under the fund rules. o The business engagement work draft report is still expected and due to be completed during July when it will then be reviewed by East Hampshire District Council. o The Re-opening the High Street Safely / Welcome Back Fund work continues to be co-ordinated amongst officers, across teams within East Hampshire District Council and with Hampshire County Council – on links with the Active Travel Fund - and Petersfield Town Council. 	
5.	Petersfield Partners Update	<ul style="list-style-type: none"> • Penns Field Cycleway - Update <ul style="list-style-type: none"> o The Town Development Committee has ensured this is now an item of PTC Grounds Committee Meeting on 15th July, for comment. Not sure what can be done as planning permission was granted in 2017. Will see what the feedback is on finding funding to upgrade existing paths on PTC land, to divert away from Penns Field. o Probably best for PTC and SDNPA to discuss this further and feedback as to whether EHDC has a place in this process to help. 	All

- **EHDC**

- Cllr Mocatta has removed himself from discussions on future of council offices at Penns Place due to conflict of interest. EHDC has allocated funds as agreed at cabinet to explore all options. All landowners should be considered. Conversations will start soon. Updates will be fed through PSG

- **PTC**

- Festival Hall refurbishment plans, PSG to be kept informed. EHDC assets carpark and Festival Hall area. PTC continues to work with EHDC land around Festival Hall in mind, which can be quite restrictive. Car park would not be effected but proposed extension may go onto EHDC green land.
- Tree survey being done by Petersfield Society. Cllr Bisset to circulate report. Green infrastructure could be agenda item for next meeting? Petersfield Climate Action Network (PeCAN) is encouraging biodiversity in Petersfield, perhaps it would be useful to bring to PSG members attention as it includes all the different landowners.
- Merrits Meadow - formed a community trust to develop a a management plan to help look after it. To compliment SDNPA's already existing management plan.
- Tesco Northern Overflow Car Park – No update, still waiting for Tesco to make a decision on results of their access assets review. If over flow carpark is found surplus to their requirements they will have to explore options for it. If there are no viable commercial options they could gift the land to community benefit. Perhaps both EHDC and SDNPA could write to Tesco asking for update on what their plans are, referencing SDNPA nature recovery plan in relation to that site.

- **SDNPA**

		<ul style="list-style-type: none"> ○ Launched Nature Recovery Programme with partners to join up green infrastructure. Request for SDNPA to come to speak at PSG & POG about it. See report here: https://www.southdowns.gov.uk/national-parks-in-england-launch-joint-ambitions-for-the-next-decade/delivery-plan-for-wildlife-in-national-parks-final/ ○ White Hart Development – Developer expected to deliver cycle/footpaths. However, work not yet done. Landscaping scheme still not delivered much to residents dismay. HCC and SDNPA in discussion about responsibility. S106 fund could be used. Could EHDC help or take responsibility? 	
6.	Petersfield Partners Update	Petersfield Partners Update <ul style="list-style-type: none"> • EHDC <ul style="list-style-type: none"> ○ Petersfield Society verge workshop was attended and very interesting. ○ Climate change objectives will be embedded into EHDC and HCC decision making and strategic direction. • PTC <ul style="list-style-type: none"> ○ They now have a SLR to work alongside the one on Bell Hill. Would like a suitable site to put it on, perhaps Pulens lane? Suitable sites could be subject to approval from SSE or HCC if separate pole was going to be erected. Would need to avoid street clutter , but being semi permanent fixture would resolve that issue. ○ Planning application gone in for field by PRFC. If approved then can re-configure the use of the playing pitches at Penns Fields. 	

		<ul style="list-style-type: none"> ○ Festival Hall refurb aims to be carbon neutral by 2050. Working with energy consultants on this process which has been costed at £1.3M. ● SDNPA <ul style="list-style-type: none"> ○ Held an Action Community Energy Masterclass, in which PECAN attendance 	
7.	Next steps, way forward and date of next meeting	<ul style="list-style-type: none"> ● Currently scheduled for 10 September 2021 ● More detail on Penns Place and Festival hall next meeting. 	
8.	AOB	N/A	

Action Log from July 2021

Action	Who	Red / Amber / Green
ADMIN		
Incorporate Petersfield Governance Structure into SDNPA Partnership Management Plan (PMP). Included in SDNPA Corporate Plan and in motion to include in PMP.	SDNPA Officer	A
COVID-19		
To continue discussions with Estates Dept on Square wear and tear	EHDC Officer	A
Check how visitor monitoring has been done at QE Country Park.	Cllr Mocatta	A
Find out how SDNP Rangers are monitoring visitors in recreation hot spots.	SDNP	A
DURFORD ROAD CROSSROADS		

Liaise with EHDC Traffic Team about speed watch along Pulens Lane.	EHDC Officer	A
PETERSFIELD PRIORITY PROJECTS		
Once briefs uploaded share link of EHDC website.	PTC Officer	A
EHDC to start to investigate if they could take on enforcement of bus gate.	EHDC Officer	A
To discuss upgrading existing paths and funding options for Penns Field Cycleway and feed back to the group and POG	SDNPA & PTC Officers	A
To circulate Petersfield Society Tree Report to the group.	Cllr Bisset	A
To write to Tesco asking for update on Northern Overflow Carp park. Referencing SDNPA Nature Recovery Plan in relation to that site	SDNPA & EHDC Officers	A
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)		
Inform Chris (at least) one week in advance of any required updates on planning applications.	All	A
To find out their views on decarbonisation in their policies.	SDNPA	A
To investigate if Nature Recovery Programme lead officer can come to update PSG & POG.	SDNPA Officer	A
To liaise with Cllr Mocatta in regards to White Hart development	SDNPA Officer	A

Place-Making Petersfield – Strategy Group Meeting Notes

Notes and actions – Friday 10th September at 12:30 – 14:00pm

Attendees		Abbreviations
EHDC – Cllr Robert Mocatta (Chair)	HCC – Olu Ashiru	East Hampshire District Council (EHDC)
EHDC – Cllr Ben Bentley	HCC – Helen Smith	Petersfield Town Council (PTC)
EHDC – Emma Baxter	HCC – Claire Whitehouse	Hampshire County Council (HCC)
EHDC - Danielle Friedman-Brown	HCC – Cllr Russell Oppenheimer	Petersfield Strategy Group (PSG)
EHDC – Sarah-Jane Bellis (Meeting Notes)	PTC – Cllr Peter Bisset	Petersfield Officers Group (POG)
EHDC – Liza Brolley	PTC – Steve Field	South Downs National Park Authority (SDNPA)
EHDC – Cllr Julie Butler	PTC – Neil Hitch	
EHDC – Cllr Matthew Gass	SDNPA – Chris Paterson	
Gethin Morgan-Owen		

Nova – Patrick Barry		
Apologies		
EHDC – Lewis Ford EHDC – Cllr David McKinney EHDC – Cllr Jamie Matthews EHDC – Georgia Loud EHDC – Kirsty Cope	HCC – Brandon Breen HCC – Simon Cramp SDNPA – Cllr Doug Jones Damian Hinds MP Keith Hopper	

Ref	Item	Notes/Action	Owner
1.	Introductions and apologies	Cllr Mocatta welcomed the group and apologies made.	
2.	Notes from last meeting, actions and feedback	<ul style="list-style-type: none"> • Notes from last meeting, actions and feedback <ul style="list-style-type: none"> ○ The meeting notes from the last meeting were discussed and no comments were received. ○ The actions from the last meeting were discussed and updates provided; a revised action log has been provided as part of these meeting notes (see below). • Feedback <ul style="list-style-type: none"> ○ Town Development Committee meeting actions and approvals to be discussed at future PSG meetings to include green infrastructure. 	SJB

<p>3.</p>	<p>Penns Field Cycleway / Petersfield Place-Making Priority Projects Update</p>	<ul style="list-style-type: none"> • Penns Field Update <ul style="list-style-type: none"> ○ Penns field footway and walkway – solution A is the preferred route as it continues alongside the river and avoids the road and so has less conflict during construction. ○ Can this be accommodated by discharge of conditions as it changes shape. Landscape objections need to be resolved, hard standing and arboricultural considerations, material versus a non material change. ○ Technical and environmental review to be done by Nova Planning and Kebbell Homes and then a further discussion with the LPA and process and procedure, land ownership. need clarity on what is acceptable to the LPA and Highways Authority and compliant with the planning consent. • Priority junctions work progress including Town Spine <ul style="list-style-type: none"> ○ Junction briefs continue to be prepared. All comments to go to Keith and Gethin asap. Workshops are being planned and would be part of scheduled Strategy Group and Officer Group meetings. It has been confirmed the pre-feasibility study will be financed from the EHDC Place Making budget. 	
<p>4.</p>	<p>Emergency Active Travel Fund and Re-Opening the High Street Safely Updates</p>	<ul style="list-style-type: none"> • Petersfield Temporary Highways Measures <ul style="list-style-type: none"> ○ Public consultation survey results informed July decision day to remove all temporary highways measures and focus on more cycle stands. Need to sort out locations and explore funding options, including Welcome Back Fund. ○ Seeking advice from Transport Planning team on eligibility and where to re-allocate Active Travel Fund money. For example, cycle route along Herne Way, Mead tunnel and a focus on the place making work on the town spine. 	

		<ul style="list-style-type: none"> ○ Cllr Mocatta and Cllr Oppenheimer met with HCC Officers to talk about place making projects. The result being a brief to be drafted and funded with Petersfield Market Towns Fund, using a structure modelled on Whitehill & Bordon. ● The work for Town Spine has £2M costs, need an indication on what that will be spent on and other funding options available. ● Co-ordination, co-operation and delivery is paramount. ● Focus on tree planting, café space in the square and widening Lavant Street footways, which could be encompassed with junction work. Again, extra funds will need to be found. Business case and carbon reduction case needs to be built. ● This is to run in parallel with pre-feasibility priority junctions work. ● RHSS and Welcome Back Fund Update <ul style="list-style-type: none"> ○ First retrospective financial claim submitted at the end of July to CLGU. Expansion agreement letter pending signing, confirms our WBF grant allocation, £108k in East Hants. Promoting the Creative Footsteps literary festival in East Hampshire (2nd to 10th October) 	
5.	Petersfield Partners Update	<ul style="list-style-type: none"> ● EHDC <ul style="list-style-type: none"> ○ Literary festival and public hub work being developed plus cultural facilities input – will likely need some co-ordination with other projects in the town. 	All

		<ul style="list-style-type: none"> ○ Discussions with SDNPA about its land at Festival Hall and planning aspects. The work on the next public consultation stage plans to be shared with place making partners for further discussion. Invite JC Chrissey to a further meeting to discuss amongst the group. • PTC <ul style="list-style-type: none"> ○ Petersfield Society to have a tree summit before the end of the year. Walking festival in August 2022 in the works. • SDNPA <ul style="list-style-type: none"> ○ No further updates. • HCC <ul style="list-style-type: none"> ○ No further updates 	
6.	Next steps, way forward and date of next meeting	<ul style="list-style-type: none"> • Currently scheduled for 22nd October 2021 • LCWIP to be updated at the next meeting. • Need to think about youth provision. 	
7.	AOB	<ul style="list-style-type: none"> • LCWIP updates asked for – HCC started their consultation on the other LCWIPs but next stage is prioritisation. 	

Action Log from September 2021

Action	Who	Red / Amber/ Green
ADMIN		
Incorporate Petersfield Governance Structure into SDNPA Partnership Management Plan (PMP). Included in SDNPA Corporate Plan and in motion to include in PMP.	SDNPA Officer	A
COVID-19		
To continue discussions with Estates Dept on Square wear and tear	EHDC Officer	A
Check how visitor monitoring has been done at QE Country Park.	Cllr Mocatta	G
Find out how SDNP Rangers are monitoring visitors in recreation hot spots.	SDNP	G
DURFORD ROAD CROSSROADS		
Liaise with EHDC Traffic Team about speed watch along Pulens Lane.	EHDC Officer	A
PETERSFIELD PRIORITY PROJECTS		
Once briefs uploaded share link of EHDC website.	PTC Officer	A
EHDC to start to investigate if they could take on enforcement of bus gate.	EHDC Officer	G
To discuss upgrading existing paths and funding options for Penns Field Cycleway and feed back to the group and POG	SDNPA & PTC Officers	A
To circulate Petersfield Society Tree Report to the group.	Cllr Bisset	G
To write to Tesco asking for update on Northern Overflow Carp park. Referencing SDNPA Nature Recovery Plan in relation to that site	SDNPA & EHDC Officers	A
Set up additional meeting to present proposal for all officers consideration and find better long term solution; to include SDNP, EHDC, Nova Planning, PTC and HCC Highways	EHDC Officer	G
Patrick to send EHDC Officer the Kebbell Homes plan to mark up the preferred routes.	Nova Planning	A
Letters to be drafted by Cllr Mocatta and Cllr Oppenheimer to take this forward what other funding is available for the Town Spine.	Cllr Mocatta & Cllr Oppenheimer	A

EHDC Officer to invite JC Chrissey to next PSG meeting to discuss festival Hall plans.	EHDC Officer	G
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)		
Inform Chris (at least) one week in advance of any required updates on planning applications.	All	A
To find out their views on decarbonisation in their policies.	SDNPA	G
To investigate if Nature Recovery Programme lead officer can come to update PSG & POG.	SDNPA Officer	A
To liaise with Cllr Mocatta in regards to White Hart development	SDNPA Officer	G

Place-Making Petersfield – Strategy Group Meeting Notes
Notes and actions – Friday 22nd October at 12:30 – 14:00pm

Attendees		Abbreviations
EHDC – Cllr Rob Mocatta (<i>Chair</i>)	PTC – Cllr Peter Bisset	East Hampshire District Council (EHDC)
EHDC – Danielle Friedman-Brown	PTC – Cllr Phil Shaw	Petersfield Town Council (PTC)
EHDC – Sarah-Jane Bellis (meeting notes)	PTC – Cllr JC Chrissey	Hampshire County Council (HCC)
EHDC – Emma Baxter	PTC – Cllr Jamie Matthews	Petersfield Strategy Group (PSG)
EHDC – Cllr Ben Bentley	PTC – Steve Field	Petersfield Officers Group (POG)
EHDC – Cllr Julie Butler	HCC – Simon Cramp	South Downs National Park Authority (SDNPA)
EHDC – Cllr Russell Oppenheimer	HCC – Olu Ashiru	
EHDC – Cllr Matthew Gass	SDNPA – Doug Jones	
EHDC – Cllr David McKinney	Keith Hopper	
	Gethin Morgan-Owen	
Apologies		
EHDC – Georgia Loud	PTC – Neil Hitch	
HCC – Brandon Breen	MP – Damian Hinds	
HCC – Helen Smith	SDNPA – Chris Paterson	

Ref	Item	Notes/Action	Owner
1.	Introductions and apologies	Cllr Mocatta welcomed the group and apologies made.	
2.	Notes from last meeting, actions and feedback	Action log was updated	SJB
3.	Festival Hall Update	<p>Presentation Please find attached full presentation. Brief summary as follows: General Considerations – What is best for residents of Petersfield?</p> <ul style="list-style-type: none"> • Financial prudence • Priorities • Stakeholder Opinion • Members’ View <p>Key Considerations</p> <ul style="list-style-type: none"> • Old building not fit for purpose • Not environmentally friendly • New pandemic considerations • The place-making and town spine initiatives • Lack of clear direction <p>RIBA3 – decision made at full council Sept 2020 to go full refurbishment – This option will provide more time, flexibility, and a diverse finance model. Purpose & Vision – Built from Petersfield Neighbourhood Plan, The Conservation Area Character Appraisal & Management Plan, PTC Festival Hall Vision and Placemaking Initiative. To have a wide variety of uses to benefit whole community and support existing user groups. RIBA3 - Would take a planning approach, whereby refurbishments would be by zones, allowing a phased approach. There are 9 major aspects by zone. Net Zero carbon Initiative Aim – Set out zero carbon actions for Festival Hall. Want to achieve the EnerpHit / Passivhaus certification.</p>	

Public Consultation to finish mid December 2021, final report Jan 2022.

March 22 – RIBA4 proposal considered by Full Council and a new master plan to be drawn, could proposed a phased approach and formed in collaboration with PSG.

Partnership with PSG – Festival Hall to be part of Place Making Initiative.

Questions and comments:

- Chris Moore’s report – need for an arts and cultural centre in the town. Cost coming from the local community to pay for something of a wider benefit. Issue about and cost of Festival Hall project. Concerns that the project is too big and will dominate too much of officer’s time. Implication that the project might be implemented in phases? Optimistic that they might fundraise through crowdfunding and grants rather than the precept. Recognise and accept the risks, but feel they can be mitigated. Don’t expect this to fall to the local public. Consider that £4m will not result in anything transformational enough.
- Hall usage – 40% now, will the refurbishments result in 80-90%? Why can’t it be used now? Groups that use it now are not profitable and rely on low-cost hire. PWLB will be 20% at most, this will increase the precept, suggestion the final cost will be £15M with VAT. In response the users have been engaged and they do not apply for grants. Project not likely to be done in one go.
- The Festival Hall is important, just as important as the Town Spine and as much should be spent on it. It will be a multiplier effect on the local economy. Credit to JC for getting to grips with project.
- Further concerns with the project and understanding how it will progress. Grant funding landscape is getting tougher and tougher. Concern that some of the user groups need to be more self-sustaining, will the centre be used as expected. Need to be more joined up in our thinking on this site and the NP vision for the site. Need to work together on the wider site, credit to the Town Council for progressing and engaging.
- Discussions with the SDNPA and NP ambitions and what the view is from the LPA – hotel and employment opportunity? Should widen the business plan thinking than just the Festival Hall itself.
- Usage – need additional staff to increase. A suggestion that local people will want to stay in Petersfield and not travel to London to go to the Theatre. *But has anyone been asked? Is this known for certain?*
- Likely that the project cost will overrun, 70% do and this needs to be mitigated. Climate change, funding, 40-60% from grants, but where elsewhere? Funding sources should be ascertained.

		<ul style="list-style-type: none"> • At a recent community and cultural committee they had an ACE SE presentation last month. Was quite brutal, funding only in Rushmoor and Gosport. Needs to be considered. Arts Council England funding may not be possible. Why move the theatre away from facilities that people like and use? The Town Council are looking to keep the existing users, but also to generate more income from them whilst also generating more income from new uses and users. <i>Balance to be struck with keeping the existing users but getting more income generation from them.</i> Look at in the £4M cost envelope? Comparative example – Petersfield Community Centre run by a volunteer who is part time and run that centre. • Popular view of PSG to get to a budget and stick to it, it was suggested that PTC could use the proceeds of the sale of Penns Field site to reinvest into the building. Therefore, look at what is viable. • The expense is worrying, need to consider the car park and attracting other people to use the venue, need to consider how people will travel there, and the potential of a hotel use. Need to take it forward together. • All accept that this is part of placemaking and we need to work together on the wider site. Cannot endorse the project at this stage, but in our mutual interest to work together. • PTC confirmed that they had spent over £700,000 on architects fees, and expected the final bill to be close to £1 million. • PTC will update and present whenever the group wishes to. PTC also would like to meet and discuss further on the project. It was agreed we should do that. 	
6.	Next steps, way forward and date of next meeting	<p>Roll over any items that we have no time to cover today to the November meeting, 12 November.</p> <ul style="list-style-type: none"> • Currently scheduled for 12th November 2021 • Then 17th December 2021 – Suggest every 6 weeks in 2022? • Pipeline of future meeting agenda items: • Update on SDNPA Nature Recovery Programme 	
7.	AOB	None	

Action Log from October 2021

Action	Who	Red / Amber / Green
ADMIN		
Incorporate Petersfield Governance Structure into SDNPA Partnership Management Plan (PMP). Included in SDNPA Corporate Plan and in motion to include in PMP.	SDNPA Officer	A
COVID-19		
To continue discussions with Estates Dept on Square wear and tear	EHDC Officer	A
DURFORD ROAD CROSSROADS		
Liaise with EHDC Traffic Team about speed watch along Pulens Lane.	EHDC Officer	A
PETERSFIELD PRIORITY PROJECTS		
Once briefs uploaded share link of EHDC website.	PTC Officer	A
To discuss upgrading existing paths and funding options for Penns Field Cycleway and feed back to the group and POG	SDNPA & PTC Officers	A
To write to Tesco asking for update on Northern Overflow Carp park. Referencing SDNPA Nature Recovery Plan in relation to that site	SDNPA & EHDC Officers	A
Patrick to send EHDC Officer the Kebbell Homes plan to mark up the preferred routes.	Nova Planning	A
Letters to be drafted by Cllr Mocatta and Cllr Oppenheimer to take this forward what other funding is available for the Town Spine.	Cllr Mocatta & Cllr Oppenheimer	G
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)		
Inform Chris (at least) one week in advance of any required updates on planning applications.	All	A
To investigate if Nature Recovery Programme lead officer can come to update PSG & POG.	SDNPA Officer	A

Place-Making Petersfield – Strategy Group Meeting Notes

Notes and actions – Friday 12th November at 12:30 – 14:00pm

Attendees		Abbreviations
EHDC – Cllr Rob Mocatta (<i>Chair</i>) EHDC – Danielle Friedman-Brown EHDC – Sarah-Jane Bellis (meeting notes) EHDC – Cllr Ben Bentley EHDC – Cllr Julie Butler EHDC – Cllr Russell Oppenheimer HCC – Olu Ashiru	PTC – Cllr Peter Bisset PTC – Cllr Phil Shaw PTC – Cllr Jamie Matthews PTC – Steve Field SDNPA – Chris Paterson SDNPA – Kelly Porter SDNPA – Doug Jones Keith Hopper Gethin Morgan-Owen	East Hampshire District Council (EHDC) Petersfield Town Council (PTC) Hampshire County Council (HCC) Petersfield Strategy Group (PSG) Petersfield Officers Group (POG) South Downs National Park Authority (SDNPA)
Apologies		
EHDC – Cllr David McKinney EHDC – Cllr Matthew Gass EHDC – Emma Baxter HCC – Simon Cramp HCC – Helen Smith	MP – Damian Hinds	

Ref	Item	Notes/Action	Owner
1.	Introductions and apologies	Cllr Mocatta welcomed the group and apologies made.	Cllr Mocatta / Danielle
2.	Notes from last meeting, actions and feedback	Action log was updated	SJB
3.	SDNPA CIL Update	<ul style="list-style-type: none"> CIL bidding open until 28th February – Open call for projects 	Chris/Kelly

		<ul style="list-style-type: none"> • Can accept projects that are in the longer-term pipeline, recommend that it goes onto the infrastructure business plan, and SDNPA will review it and decide what comes forward. • Need to spend S106 first. Projects must be for infrastructure not feasibility. Want projects that are well developed and ready to go / start on site. • Match funding is a priority and helps a lot in pushing projects through the pipeline. • Priority is for S106 money spent as soon as possible. However, you can mix and match to provide the funds to make the project happen where S106 will not fund the entire project. • Next steps will be for members of POG to get workshops going and identify potential projects that can be implemented and what funding avenues are available. • Need to progress the priority placemaking transport work in order to be in a position to bid for CIL. • If a project is phased it can be funded if one phase has started, needs to be broken down into well-defined phases, example Egrets Way. • Concern over smaller interventions being overlooked as focus is on priority projects, for example Winchester Road crossing. Unfortunately, HCC is under staff constraints to be able to move smaller projects forward at the moment, beyond those already identified as part of the place making work. We are reliant on the Highway Authority to help deliver projects. If we remain positive, we can deliver the priorities first then move onto smaller interventions. 	All officers
4.	Petersfield Partners Update	<p>EHDC</p> <p>Welcome Back Fund</p> <ul style="list-style-type: none"> • Second claim submitted. • Further progress with Christmas activity and co-ordinating further activity with active travel fund. • Finalising business engagement report. <p>LCWIP</p> <ul style="list-style-type: none"> • Hope to have a further update for next meeting with timescales. Ideally would like the cycling and walking evidence into the work on the junctions. So far, the junction briefs have been more detailed and this has been co-ordinated with the LCWIP so that the pre-feasibility work. <p>Community Lottery Funding</p>	All

		<ul style="list-style-type: none"> • Funding to Rosemary Trust for benches, to Volunteer group, to Petersfield Cricket Club, Petersfield Community Association and Artscape. • Please note projects will be subject to statutory consents such as planning. Note that we need to co-ordinate thinking with the project applicants - aesthetics and linking with the town spine thinking. For example, the location of Rosemary Trust benches to be agreed. <p>HCC</p> <p>Active Travel Update, Place Making Transport Projects</p> <ul style="list-style-type: none"> • Active Travel Fund co-ordinating alongside priorities work, including town spine. Workshops to take place in the new year and Eric and Nicola to update next meeting. Implementation of junctions work likely to take 2 years. • The locations of the cycle stands are progressing, designs to be shared shortly. The group was interested in confirmed locations, which are based on previous recommendations. Co-ordination with the scheme delivery team would be ideal to find the right locations. <p>PTC</p> <ul style="list-style-type: none"> • Festival Hall consultation ongoing • Considering what projects can progress using S106 developer contributions. For example, Paddock Way – Larcombe Way/Road, play areas, Heath Pond planting and Dragon Street planters. • The Heath toilets also being progressed as a project, monitoring usage and to further co-ordinate with potential funding opportunities such as Changing Places. <p>SDNPA</p> <ul style="list-style-type: none"> • Call for Nature sites have been launched. More details here: https://www.southdowns.gov.uk/nature-recovery-information-for-delivery-partners/call-for-nature-sites/#:~:text=The%20SDNPA%20has%20launched%20a,the%20South%20Downs%20National%20Park. • Serpent trail starter market potentially at The Heath in discussion with PTC. • Penns Field site – SDNPA, HCC and developer meeting on site to discuss the current access arrangements and longer-term route possibilities has been scheduled. • Meeting has been scheduled with Keith and Gethin to discuss junction briefs. 	<p>EHDC & HCC to co-ordinate</p> <p>HCC</p>
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5.	Next steps, way forward and date of next meeting	<ul style="list-style-type: none"> Currently scheduled for 17th December 2021 <ul style="list-style-type: none"> Suggest every 6 weeks in 2022? Pipeline of future meeting agenda items: Update on SDNPA Nature Recovery Programme 	
6.	AOB	<ul style="list-style-type: none"> Levelling up fund – have we heard any more about the next round? Want to know more, and when sports clubs will be eligible, and will that be a priority? Post meeting note: Have now heard an announcement is likely to be made in the spring on the next round of LUF. 	

Action Log from November 2021

Action	Who	Red / Amber / Green
ADMIN		
Incorporate Petersfield Governance Structure into SDNPA Partnership Management Plan (PMP). Included in SDNPA Corporate Plan and in motion to include in PMP.	SDNPA Officer	A
COVID-19		
To continue discussions with Estates Dept on Square wear and tear	EHDC Officer	A
DURFORD ROAD CROSSROADS		
Liaise with EHDC Traffic Team about speed watch along Pulens Lane.	EHDC Officer	A
PETERSFIELD PRIORITY PROJECTS		
Once junction briefs uploaded share link of EHDC website.	PTC Officer & EHDC Officer	A
To discuss upgrading existing paths and funding options for Penns Field Cycleway and feed back to the group and POG	SDNPA & PTC Officers	A

To write to Tesco asking for update on Northern Overflow Car park. Referencing SDNPA Nature Recovery Plan in relation to that site	EHDC & SDNPA Officer	A
Patrick to send EHDC Officer the Kebbell Homes plan to mark up the preferred routes	Nova Planning	A
All officers to work on potential CIL projects. Update Petersfield Projects spreadsheet as previously identified to assess what is paid, what work is completed, to understand progress and potential CIL bids.	All Officers	A
HCC scheme delivery team to share cycle stand design and locations.	HCC Officers	A
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)		
Inform Chris (at least) one week in advance of any required updates on planning applications.	All	A
To investigate if Nature Recovery Programme lead officer can come to update PSG & POG.	SDNPA Officer	A

Place-Making Petersfield – Strategy Group Meeting Notes
Notes and actions – Friday 17th December at 12:30 – 14:00pm

Attendees		Abbreviations
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EHDC – Cllr Rob Mocatta (Chair) EHDC – Danielle Friedman-Brown EHDC – Cllr Ben Bentley EHDC – Cllr Julie Butler EHDC – Cllr David McKinney EHDC – Cllr Russell Oppenheimer EHDC – Emma Baxter HCC – Simon Cramp HCC – Helen Smith	HCC – Nicola Waight PTC – Cllr Peter Bisset PTC – Cllr Phil Shaw PTC – Cllr Jamie Matthews PTC – Steve Field PTC – Neil Hitch SDNPA – Chris Paterson SDNPA – Doug Jones Gethin Morgan-Owen	East Hampshire District Council (EHDC) Petersfield Town Council (PTC) Hampshire County Council (HCC) Petersfield Strategy Group (PSG) Petersfield Officers Group (POG) South Downs National Park Authority (SDNPA)
Apologies		
EHDC – Cllr Matthew Gass EHDC – Sarah-Jane Bellis (meeting notes)	HCC – Eric Signi MP – Damian Hinds Keith Hopper	

Ref	Item	Notes/Action	Owner
1.	Introductions and apologies	Cllr Mocatta welcomed the group and asked Danielle to chair as he was experiencing connectivity issues with his IT. Danielle ran through apologies.	Cllr Mocatta / Danielle
2.	Notes from last meeting, actions and feedback	Action log was updated	Danielle
3.	Active Travel Update	<p>Cycle stands locations, High Street design options, co-ordination with place making transport projects. Active Travel Fund; Petersfield Transport and roads Hampshire County Council (hants.gov.uk)</p> <p>Cycle Stand Locations discussed at POG:</p> <ul style="list-style-type: none"> Cycle parking proposals developed from 2020 consultations and EATF work. These have been considered; Current cycle stand locations include Post Office and The George pub by Sheep Street. Also, POG comments for further cycle stand locations have been taken on board. HCC considered High Street / Dragon Street locations in addition to the existing ones. Current plan is just draft and is consulted 	HCC/Danielle

		<p>upon here. The final plan will go through a safety audit, which takes into consideration location of other street furniture and the flow of pedestrians.</p> <ul style="list-style-type: none"> • Question asked if there was any potential to give up any parking bays for cycle stands. Need to consider any adverse reaction by the public and would need to discuss possibility with EHDC. • Would like to remove the A-boards. What about Lloyd’s bank forecourt? Issue is it is not owned by HCC Highways. What about the Market Square? Can ask EHDC – if it does not affect the egress of the market and square events. • Cycle stand location plan could be a temporary layout that may change in the future. Need to emphasise that they could be relocated in the future, as part of Town Spine project, but it would be ideal to find strategic places where they are likely to remain. A-board removal supported. <p>Comments from PSG:</p> <ul style="list-style-type: none"> • Issue as regards the market square and future uses of it potentially with vehicle restrictions and how that might work with cycle stand locations. • How about a central location for cycles? Such as Central car park? Possibly covered cycle storage. • Need sufficiently located and distributed cycle stands in the town. 	
4.	<p>Place Making transport projects</p>	<p>Project progress and workshop planning</p> <ul style="list-style-type: none"> • An update of the work was presented by Hampshire Services. Modelling work in progress and due to end in January. • Early concept sketches shown of various junctions for initial thoughts, to be discussed in detail at workshops. For example, Pulens Lane – roundabout (RAB) to consider narrower vehicle route; Station Road / Tilmore – separate cycle lane; The Spain / Swan / Charles – tighten junction; Causeway / Dragon – couple of options, one of which being an RAB. Avoided traffic signals as too urbanising. • Town Spine – analysis progressing. Station forecourt area precedents – Andover and Exeter Stations. Lavant Street – analysis progressing. Precedents – Bell Street in Romsey. 	Nicola

- Market Square and High Street – analysis progressing, Poynton is a good example to emulate. There’s a good video on You Tube on this. <https://activecheshire.org/case-studies/ben-hamilton-baillie-groundbreaking-active-design-gets-high-street-praise-poynton/>
- Workshops open to PSG and POG plus other officers of interest. Slides to be circulated in preparation of the workshops. Also invite Petersfield Society reps to the workshop. Danielle and Rob to liaise with relevant people.
- Plans for the market square. Would like to understand if traffic could be restricted around The Square.
- This work is using what has been learned and evidence gleaned from the Emergency Active Travel Fund measures deployed in 2020. The group agreed we will try to arrange site visits for familiarisation in advance of workshops in the new year.
- Will need to engage with the community in making any changes, particularly for those with restricted mobility and sight impairment regarding shared space moratorium and to consider pedestrian priority areas.
- LCWIP – will not be ignored as part of this work. HCC looking at the junctions with reference to LTN 1/20
- Where is the brief going to inform this work? It has been sent to HCC and will be included in their considerations. All comments on the Town Spine draft brief to go back to Danielle. Concern that the brief implies that we may still be left with a road still in the town centre but agreed the focus should be on prioritising pedestrians and cyclists and the brief does set this out.
- Agreed for NW to send on the slides to then be disseminated to the group to look back at them and reflect ahead of the workshops. They like the initial ideas. It was suggested that other town councillors could attend the site visit and / or workshops.
- Model – will be a video prepared to look at, not just spreadsheets.
- Workshop 1 is scheduled for 28 January focussing on the junctions, second workshop in February to be confirmed and focussing on the town spine. Danielle to come back with a timetable as to what the work will entail. After the workshop’s options will be drafted and PSG will be asked to give a steer on priorities to take forward.
- Want to do the workshop in person ideally – is there a venue that works? SJ / Danielle to check.

		<ul style="list-style-type: none"> • Cycle lanes should be used for scooters (electric and mobility) – will this be designed in as recommended by Government? In response it was said that any design guidelines should be adopted into proposals coming forward. • Town Spine brief - Gethin will still be gathering comments into the new year. PTC's TDC to discuss at their 5 January meeting. Clarifications may be needed, meeting to be arranged if so. 	
5.	LCWIP Update	<p>https://www.easthants.gov.uk/cycling-walking-strategy</p> <ul style="list-style-type: none"> • Presentation on the progress of the LCWIP from EHDC Community Infrastructure Team. • HCC Councillors have met with Strategic Transport Manager to discuss HCC priorities. East Hants will also have its own priorities as part of the LCWIP. Alignment to the Local Plan (evidence base for the infrastructure part of the Local Plan) and seeking developer contributions and to match fund other funding sources. • Once the prioritisation work is done the Where I live maps can be updated with updated cycling network map. • Hopeful that the work can be progressed in terms of prioritisation in the first quarter of 2022. • Emphasis on the importance of co-ordinating the work with the junction's project. This can progress through the workshops. Something to take forward within EHDC. The junction's proposals do consider the LCWIP proposed routes. POG to look at the LCWIP proposals and prepare for the workshops as its January meeting. 	Emma
6.	Petersfield Partners Update	<p>EHDC</p> <ul style="list-style-type: none"> • Welcome Back Fund <p>3rd claim being prepared, Christmas activity in progress. Post meeting note: Plan B communications to support businesses being co-ordinated amongst EHDC Teams.</p>	All

7.	Next steps, way forward and date of next meeting	<ul style="list-style-type: none"> Suggest every 6 weeks in 2022. Next meeting – focus on the workshop. <ul style="list-style-type: none"> Tuesday 11th Jan 2022 11-1pm (POG) Friday 28th Jan 2022 12:30-2:30pm (PSG) – likely Junction’s workshop Tuesday 15th Feb 2022 11-1pm (POG) Tuesday 8th March 2022 10:30-12:30pm (POG) Friday 11th March 2022 12:30-2:30pm (PSG) Friday 22nd April 2022 12:30-2:30pm (PSG) 	
6.	AOB	<ul style="list-style-type: none"> Shine Radio are asking Ofcom to make sufficient provision for FM licences on community radio stations. Whilst sympathetic, there was caution as regards showing / perception of reference between towns in the district. 	

Action Log from December 2021

Action	Who	Red / Amber / Green
ADMIN		
Incorporate Petersfield Governance Structure into SDNPA Partnership Management Plan (PMP). Done but partnership management plan being approved and discussed.	SDNPA Officer	G
COVID-19		
To continue discussions with Estates Dept on Square wear and tear	EHDC Officer	A
DURFORD ROAD CROSSROADS		
Liaise with EHDC Traffic Team about speed watch along Pulens Lane. Continuing work amongst the District Ward Cllrs to get SLDRs and to co-ordinate a Speed Watch scheme.	EHDC Officer	A
PETERSFIELD PRIORITY PROJECTS		

Once junction briefs uploaded share link of EHDC website.	PTC Officer & EHDC Officer	A
To discuss upgrading existing paths and funding options for Penns Field Cycleway and feed back to the group and POG. Met on site this week, banksman to be on site more regularly and wheel washing facility to be moved more into the site to allow entering and leaving vehicles enough space. Temporary path remains in present location until the new water main for the site is installed. SDNPA to ask developer to cut back the hedge to allow for more visibility. Developer liaison group to be set up. It was asked if Condition 22 – requirement for improved temporary footpath to be provided by 18 December – was fulfilled; A response from the LPA is awaited. There is to be a site meeting next week between HCC Highways and the developer’s agent. The Tilmore route is a longer-term ambition and has not yet progressed. Short term and site-based route at Barnfield plus enhanced signage has been discussed. PTC cannot comment on a long-term recreational route without knowing the effect it might have on the nature reserve and their own land.	SDNPA & PTC Officers	A
To write to Tesco asking for update on Northern Overflow Car park. Referencing SDNPA Nature Recovery Plan in relation to that site. <i>Still to do – integrated into the place making junctions work</i>	EHDC & SDNPA Officer	A
Patrick to send EHDC Officer the Kebbell Homes plan to mark up the preferred routes	Nova Planning	A
All officers to work on potential CIL projects. Update Petersfield Projects spreadsheet as previously identified to assess what is paid, what work is completed, to understand progress and potential CIL bids.	All Officers	A
HCC scheme delivery team to share cycle stand design and locations.	HCC Officers	A
EHDC Send on the POG comments and cycle locations plan to PSG with the meeting notes	EHDC Officers	A
HCC Officer to send on slides to be disseminated to group to reflect ahead of workshops.	HCC Officers	A
EHDC Officers to check for potential venues for face-to-face workshops and plan the workshops.	EHDC Officers	A
EHDC Officers to take forward LCWIP co-ordination with junction workshops.	EHDC Officers	A
EHDC Officers and PH to discuss LCWIP priorities	EHDC Officers	A
Cllr Jamie Matthews to circulate the information on Shine Radio.	Cllr Matthews	A
SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA)		
Inform Chris (at least) one week in advance of any required updates on planning applications.	All	A
To investigate if Nature Recovery Programme lead officer can come to update PSG & POG.	SDNPA Officer	A

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