

## PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Grounds Committee was held at the Town Hall, Petersfield, on Thursday 15<sup>th</sup> March 2007 at 6.30p.m.

**PRESENT:** Mr C Jenner (Chairman)  
Mrs H Ayer  
Mrs L Daubney  
Mr B Dutton  
Mr H Sandeman (from item G 0704)  
Ms M Vincent

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk)  
Petersfield Herald  
Petersfield Post

1 member of the public

### **G 0701**      CHAIRMAN'S COMMENTS

The Chairman made the following comments:

- The Winton House Centre had written requesting use of the Love Lane Pavilion as the start and end point of their Charitable Sponsored Cycle ride in aid of the RNLI on Sunday 24<sup>th</sup> June 2007 for which approval had been given.

### **G 0702**      APOLOGIES FOR ABSENCE

Mr H Sandeman apologised for his late arrival

### **G 0703**      APPROVAL OF MINUTES

**RESOLVED:** that the minutes of the meeting of the Grounds Committee held on 15<sup>th</sup> February 2007 be approved and signed as a correct record.

Mr H Sandeman joined the meeting at 6.40p.m.

### **G 0704**      DECLARATIONS OF INTEREST

Mr H Sandeman declared a personal interest in item G 0707

**RESOLVED:** that the meeting be adjourned for a 5 minute period, in order for members of the public to discuss matters of interest with Councillors.

**G 0705**

**MAINTENANCE CONTRACT OFFICER'S (MCO) REPORT**

Members received and noted the report, (attached as Appendix A). The following comments and observations were also made by members:

- Members suggested checking with EHDC who owns the land known as 'Marriotts Field' beyond Woods Meadow as Planning Applications have previously been submitted for the site.
- The current situation on the door repair for The Avenue Pavilion was requested.
- It was suggested that the new Council look at the possibility of developing the field beyond Penns playing fields to facilitate additional football pitches.
- Members supported the plans to maintain the Pond water level at the height of the boardwalk.
- Comment was made that the previous months Heath Management Plan report lacked information and members requested that planned work be included in future reports to demonstrate pro-activity.

**G 0706**

**PLAY AREA SAFETY REPORTS**

Members received safety reports from Zurich Insurance on the recent inspection of play equipment at Woods Meadow, Penns Farm, Sheet Recreation Ground, Borough Road Recreation Ground, Bell Hill Recreation Ground and The Heath (attached to the minutes as Appendix B). Members were concerned at the number of defects reported and the length of time some of them had been outstanding, although pleased to note that some repairs had now been effected and that noticeboards were due to be erected shortly.

Members requested that replacement of the Spring Mobile Motor Bike at The Heath be an agenda item for next months meeting, and that all future Grounds Contractors monthly play equipment reports be reported to them.

**G 0707**

**AVENUE PLAYING FIELDS**

**A. Acorns Opportunity Group Summer Fair**

Members noted the group's request to hold a summer fair during June or July, and gave agreement in principle, subject to knowing more about the group and the ultimate date of the event.

**B. Avenue Tennis Courts**

Members considered a written request to increase the usage of these courts by agreeing to a licensed tennis coach using the courts on a Wednesday afternoon and evening.

**RESOLVED: that 2 courts be let to a licensed tennis coach from 4-6pm and 4 courts from 6-8pm on Wednesday's for a trial period from April to September provided all coaching sessions were free.**

**RESOLVED: that the order of business be altered to bring forward item 12 on the agenda.**

**G 0708**

**SKATE PARK WORKING GROUP**

Members received the notes from the Working Group meeting of 20<sup>th</sup> February 2007 which are attached to the minutes as Appendix C. The following points were also noted:

- The Council's Financial Regulations required that a specification was necessary before tenders could be invited;
- Financial Regulations also state that for work of a specialised nature, 3 quotations are not necessary and the Internal Auditor had confirmed to the MCO that the skate park project met the requirements of a specialised project;
- No formal plan had yet been produced;
- The Council had to demonstrate value for money as we were dealing with a large some of public money;
- There had to be a formal proposal and recommendation from the Working Party for what they wished to install;
- Members were keen to proceed with the project and support what equipment the young people wished to have constructed.

**RESOLVED: to suspend Standing Orders to allow Nigel Wells from the Festival of Young People to speak.**

Mr Wells stated he understood the Council's position having listened to the debate and offered the Festival of Young People's (FYP) services to work with the Wheelscape designer to produce a design and specification in conjunction with the group of young people that attended the Working Party. Mr Wells also offered that the cost of this work would be met by the FYP and stated that the final decision on the acceptability of the design belonged to the Council.

**RESOLVED: to re-enter normal session**

**RESOLVED: that the Festival of Young People fund the cost of producing a design and specification for the new skate park, working with the Wheelscape designer and the young people.**

**G 0709**

**SHEET MILLENIUM MEADOW**

Members debated the future of this meadow as outlined in the letter attached to the minutes as Appendix D. It was noted that Sheet is a

valuable part of the community and that the Council is happy to fund specific projects through the grants panel. It was recognised that minutes from past conversations were not available, regardless of what people remember of their content. It was also recognised that it is now incredibly difficult for any organisation to obtain grant funding for revenue expenditure, so whatever may have been understood from past discussions, the situation has changed.

**RESOLVED: that the Clerk explore the cost of funding 2 cuts of the meadow per year and report back to the next Grounds Committee.**

**G 0710**      **PENNS FARM PLAYING FIELDS**

**A.      Cost of maintaining football pitches**

Members received a report from the MCO (attached to these minutes as Appendix E). Various questions were raised by members from the content of the report, including who is to provide the goalposts and the basis of the quoted figures.

**RESOLVED: that the Grounds Contractors be requested to provide a quote for the cost of providing 3 permanent youth football pitches at Penns Farm**

**B.      Terms of use for football pitches**

Following the above discussion, members considered it appropriate to delay this discussion until the costs were known.

**G 0711**      **THE HEATH POND BANK SUBSIDENCE**

In the absence of the MCO, no report was available. Members considered it appropriate that consideration be given to filling in the holes with correct materials.

**G 0712**      **DEVELOPERS CONTRIBUTIONS**

Members received and noted the six-monthly update from East Hampshire District Council. It was commented that the Open Space Special fund was to be utilised for the Paddock Way play equipment.

**G 0713**      **PETERSFIELD TOWN FOOTBALL CLUB**

Members noted the letter from the club concerning the recent rent increases. Concern was expressed over the future of the club, although it was noted that negotiations are proceeding with the Junior football club on how the 2 clubs may move forward together. It was noted that the club could apply to the Council for grants towards specific projects which might help it financially and that the club's premises may be

appropriate for the Hampshire County Council's Graduated Childrens Centre.

**G 0714**

**COLLECTION OF ANIMAL WASTE**

In the absence of the MCO, no report was available. The Clerk advised members from information he had found, the Grounds Contractor had stated there was a major cost implication in removing bin waste that contained both animal and other waste. It was noted that East Hampshire District Council had combined bins and they wished the MCO to explore how this system operated for them.

There being no further business, the meeting closed at 8.33p.m.



**March 2007**

Peter Jones.

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**Grounds & Litter Maintenance contracts:**

As we move into spring and at the time of writing there are signs that weather conditions are improving, however the ground remains very soft and wet. Grounds and litter contract work schedules are on target and within specification.

**Heath & Pond:**

*Water level:*

The Pond water level is at its maximum. For obvious reasons, I am reluctant to open the sluice gate but we cannot allow the water to rise any higher since it is now level with the boardwalk. We are monitoring the situation closely and will have to open the sluice if it seems likely there will be a further rise water level.

If the small wall surrounding the sluice gate outlet were raised to an appropriate elevation then, the height of this wall would automatically govern the maximum level of water in the pond and the sluice gate could be left permanently open thus reducing the risk of future flooding, negating the need for such close monitoring and reducing the likelihood of the sluice becoming jammed shut because of rust etc.. I shall look into this as a possibility for a future project.

*Play area:*

Various repairs minor repairs to equipment and surfaces have been ordered.

*Trees:*

A number of wind damaged and dangerous trees on the Heath have been attended to. These include:- Large Scotts Pine west of Little School and adjacent to Heath Road, a large tree with dangerous boughs near to the path which runs past the cricket pavilion towards Rival Moor Rd, and a dangerous tree near Sussex Rd, opposite the Golf Course.

Scheduled works to trees around the Pond resulting from my recent survey and consultation is as follows:-

1. Remove overhanging branch and willow tree opposite disabled parking bay to improve view.
2. Reduce willows to the left of Swim No.15
3. Reduce willows between Swim No.24/25 marked with white paint.
4. Reduce willows to the right of Swim No.25
5. Pollard willows to the left of Swim No.28. and reduce overhanging branch.
6. Pollard 2 large willows next to sluice gate and remove dangerous and broken branches.
7. Cut back willow next to Swim No.43
8. Cut out willow root next to pier
9. Thin and reduce willows growing in lake next to disabled drop-off point Sussex Road west.
10. Reduce branches of tree near swim 1, growing towards telegraph pole and Sussex Road
11. Cut down dangerous leaning willow marked with white paint between lake and Sussex Road.
12. Fell dead willow covered in ivy
13. Fell large Scots pine with split in base
14. Reduce length of branch on lime tree growing over Sussex Road
15. Fell damaged Sycamore tree
16. Reduce/remove willows growing in lake near reed beds adjacent to Sussex Rd car park..

All of the forgoing works have been commissioned and some will have already been started.

*Irises:*

A quantity of irises have been planted in the south-west corner of the pond adjacent to the disabled drop-off point. These irises have been kindly donated and planted FOC by Voice Grounds Care Ltd.



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## REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL1220038733000 Schedule: L0003

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: WOODS MEADOW RECREATION GROUND STAFFORD RD PATERSFIELD HANTS GU32 2

16 FEB 2007

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00004	00004 . Set of Two Swings Flat SMP	Woods meadow Play Area	SMP
935078203/16	(a) None. (b) None.	None.	09/02/2007

00005	00005 . Set of Two Swings Cradle SMP	Woods Meadow Play Area	SMP
935088203/16	(a) None. (b) None.	The evident corrosion on the inside of the seat frame should be kept under observation.	09/02/2007

00006	00006 . Multi Activity Units (playgrounds) 6 - 10 activities SMP	Woods Meadow Play Area	SMP
935098203/16	(a) None. (b) None.	None.	09/02/2007

00007	00007 General Play Area		
16110387/10	(a) None. (b) The missing safe usage signage at the entrance gate should be replaced. A spring closer should be fitted to the entry gate. The missing fixings on both the bench seat back rests should be replaced. The displaced back rest centre support on 1 off bench seat requires remedial action.	It is recommended that signage is fitted displaying the following information: Owner's name address and telephone number. Location of the nearest telephone Location of the nearest First Aid Kit Location of the nearest Public Toilets Prohibition of Dogs	09/02/2007

The equipment has been examined in accordance with the requirements of BSEN1176 Part 7 section 6(2)c and unless otherwise indicated was found to be free from any defect likely to affect its' continued safe usage. The above item was not in any way dismantled for the purpose of the examination but where it is considered that such action will be necessary for further examination, this is indicated in the report Observations.

Authenticated: Nicholas Jewson

Designation: ENGINEER SURVEYOR

Date: 12/02/2007



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### REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL1220038733000 Schedule: L0008

2007

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: PENS FARM PLAYING FIELDS DURFORD RD PATERSFIELD HAMPSHIRE GU31 4

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00001	00001 . Assault Course Tyre Traverse .	Play Area	.
935198203/17	(a) None. (b) The 1 off detached suspension chain and tyre requires remedial action. The suspension chain links are worn and should be replaced.	None.	09/02/2007

00002	00002 . Assault Course Horizontal Ladder .	Play Area	.
935208203/17	(a) None. (b) None.	None.	09/02/2007

00003	00003 . Assault Course Burma Chain Bridge .	Play Area	.
935218203/17	(a) None. (b) None.	The top chain links are worn at the position where the side chains are attached which should be kept under observation.	09/02/2007

00004	00004 . Assault Course Wooden Steps 6 off .	Play Area	.
935228203/17	(a) None. (b) None.	None.	09/02/2007

00005	00005 . Assault Course Scramble Net .	Play Area	.
935238203/17	(a) None. (b) The missing top rail fixing point plastic protection caps should be replaced.	None.	09/02/2007

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Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: PENS FARM PLAYING FIELDS DURFORD RD PATERSFIELD HAMPSHIRE GU31 4

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00006	00006 . Revolving Disc .	Play Area	
935248203/17	(a) None. (b) None.	The evident wear in the disc bearing should be kept under observation.	09/02/2007

00007	00007 . Assault Course Tapering wooden walk bars .	Play Area	
935258203/17	(a) None. (b) None.	None.	09/02/2007

00008	00008 . Assault Course Parallel metal Bars .	Play Area	
935268203/17	(a) None. (b) None.	None.	09/02/2007

00009	00009 . Assault Course Chinning Bars 3 off .	Play Area	
935278203/17	(a) None. (b) None.	None.	09/02/2007

00011	00011 . Assault Course Balance Beam Inclined .	Play Area	
935288203/17	(a) None. (b) None.	None.	09/02/2007

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1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00012	00012 . Balance Beams Balance Walk .	Play Area	.
935298203/17	(a) None. (b) None.	None.	09/02/2007

00013	00013 . Assault Course Chain Walk .	Play Area	.
935308203/17	(a) None. (b) None.	The top chain end link on the road side of the equipment is worn, which should be kept under observation. Both lower chain end links are worn, which should be kept under observation.	09/02/2007

00014	00014 . Balance Beams Inclined .	Play Area	.
935318203/17	(a) None. (b) None.	None.	09/02/2007

00015	00015 . Assault Course Wobble Board .	Play Area	.
935328203/17	(a) None. (b) None.	None.	09/02/2007

00016	00016 . Assault Course Wooden Steps 6 off .	Play Area	.
935338203/17	(a) None. (b) None.	None.	09/02/2007

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Policy / Contract No: YLL1220038733000 Schedule: L0008

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: PENS FARM PLAYING FIELDS DURFORD RD PATERSFIELD HAMPSHIRE GU31 4

12-02-2007

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00018	00018 General Play Area	Pens farm playing fields	
15880387/10	(a) None. (b) The missing wooden fencing slats at the basket swing perimeter fence should be replaced.	It is recommended that signage is fitted displaying the following information: Owner's name address and telephone number. Location of the nearest telephone Location of the nearest First Aid Kit Location of the nearest Public Toilets Prohibition of Wheeled Play Equipment.	09/02/2007

00018	00018 Assault Course Wooden Steps 6 off	Play Area	
25230549/5	(a) None. (b) None.	None.	09/02/2007

00019	00019 Assault Course Wooden Steps 4 off	Play Area	
25240549/5	(a) None. (b) None.	None.	09/02/2007

00020	00020 JSW Set of Swings Basket Swing Playdale 2006	Play Area	Playdale 2006
41090549/2	(a) None. (b) None.	None.	09/02/2007

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Date: 12/02/2007

**REPORT OF EXAMINATION OF PLAY EQUIPMENT**

Policy / Contract No: YLL1220038733000 Schedule: L0004

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: SHEET RECREATION GROUND RAMSHILL PETERSFIELD HAMPSHIRE GU31 4

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00002	00002 86/679 Set of Two Swings Flat A E Evans	Play Area	A E Evans
36701275/12	(a) None. (b) None.	None.	09/02/2007

00003	00003 86/680 Set of Two Swings Cradle A E Evans	Play Area	A E Evans
36711275/12	(a) None. (b) None.	None.	09/02/2007

00004	00004 Assault Course Inclined Beam Unknown	Play Area	Unknown
36721275/12	(a) None. (b) None.	None.	09/02/2007

00005	00005 Assault Course Rope Walk Unknown	Play Area	Unknown
36731275/12	(a) None. (b) None.	None.	09/02/2007

00006	00006 Assault Course Log Walk Unknown	Play Area	Unknown
36751275/12	(a) None. (b) None.	None.	09/02/2007

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Policy / Contract No: YLL1220038733000 Schedule: L0004

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

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00007	00007 Assault Course Inclined Beam Unknown	Play Area	Unknown
36761275/12	(a) None. (b) None.	None.	09/02/2007
00008	00008 Assault Course Three Leap Frog Posts Unknown	Play Area	Unknown
36771275/12	(a) None. (b) None.	None.	09/02/2007
00009	00009 Assault Course Wobble Board Unknown	Play Area	Unknown
36781275/12	(a) None. (b) None.	None.	09/02/2007
00010	00010 Assault Course Wooden Bridge Unknown	Play Area	Unknown
36791275/12	(a) None. (b) None.	None.	09/02/2007
00011	00011 Multi-Point See-saw Unknown	Play Area	Unknown
36811275/12	(a) None. (b) None.	None.	09/02/2007

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5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00012	00012 General Play Area	Sheet Play Area	
15650387/10	(a) None. (b) None.	It is recommended that signage is fitted displaying the following information: Owner's name address and telephone number. Location of the nearest telephone Location of the nearest First Aid Kit Location of the nearest Public Toilets Prohibition of Wheeled Play Equipment. The play area is open with no surround fence fitted.	09/02/2007

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Date: 12/02/2007



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REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL1220038733000 Schedule: L0006

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: ADVENTURE PLAYGROUND BOROUGH RD PETERSFIELD HAMPSHIRE GU32 3

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00020	00020 Climbing Frame Wooden Playdale	Play Area	Playdale
11971275/16	(a) None. (b) The missing fixing bolt plastic protection covers should be replaced. The splits in the top wooden rail require remedial action.	None.	15/02/2007

00021	00021 Assault Course Burma Bridge Playdale	Play Area	Playdale
11981275/16	(a) None. (b) None.	None.	15/02/2007

00022	00022 Assault Course Wooden Steps 4 off Playdale	Play Area	Playdale
12001275/16	(a) None. (b) None.	None.	15/02/2007

00023	00023 Assault Course Chain Walk Playdale	Play Area	Playdale
12011275/16	(a) None. (b) None.	None.	15/02/2007

00024	00024 Assault Course Swinging Steps 4 off Playdale	Play Area	Playdale
12021275/16	(a) None. (b) None.	None.	15/02/2007

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Date: 15/02/2007



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Policy / Contract Name: PETERSFIELD TOWN COUNCIL

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Address: ADVENTURE PLAYGROUND BOROUGH RD PETERSFIELD HAMPSHIRE GU32 3

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5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00025	00025 Assault Course Wooden Steps 4 off Playdale	Play Area	Playdale
12031275/16	(a) None. (b) None.	None.	15/02/2007

00026	00026 Assault Course Inclined Beam Playdale	Play Area	Playdale
12041275/16	(a) None. (b) None.	None.	15/02/2007

00027	00027 Assault Course Log Walk Playdale	Play Area	Playdale
12051275/16	(a) None. (b) None.	None.	15/02/2007

00028	00028 Assault Course Parallel Chains Playdale	Play Area	Playdale
12061275/16	(a) None. (b) None.	None.	15/02/2007

00029	00029 Assault Course Inclined Beam Playdale	Play Area	Playdale
12071275/16	(a) None. (b) None.	None.	15/02/2007

The equipment has been examined in accordance with the requirements of BSEN1176 Part 7 section 6(2)c and unless otherwise indicated was found to be free from any defect likely to affect its' continued safe usage. The above item was not in any way dismantled for the purpose of the examination but where it is considered that such action will be necessary for further examination, this is indicated in the report Observations.

Authenticated: Nicholas Jewson

Designation: ENGINEER SURVEYOR

Date: 15/02/2007



ZURICH

REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL1220038733000 Schedule: L0006

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: ADVENTURE PLAYGROUND BOROUGH RD PETERSFIELD HAMPSHIRE GU32 3

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00030	00030 Assault Course Wobble Board Playdale	Play Area	Playdale
12081275/16	(a) None. (b) None.	None.	15/02/2007

00031	00031 Set of Swings Flat Playdale	Play Area	Playdale
12091275/16	(a) None. (b) The worn suspension D shackles and shackle bushes should be replaced. The worn bridle chains on both seats should be replaced.	None.	15/02/2007

00032	00032 General Play Area	Borough Road Play Area	
16120387/10	(a) None. (b) The bench seat is loose in its ground fixings which requires remedial action.	It is recommended that signage is fitted displaying the following information: Owner's name address and telephone number. Location of the nearest telephone Location of the nearest First Aid Kit Location of the nearest Public Toilets Age Restrictions Prohibition of Dogs Prohibition of Wheeled Play Equipment. No screen fencing fitted.	15/02/2007

The equipment has been examined in accordance with the requirements of BSEN1176 Part 7 section 6(2)c and unless otherwise indicated was found to be free from any defect likely to affect its' continued safe usage. The above item was not in any way dismantled for the purpose of the examination but where it is considered that such action will be necessary for further examination, this is indicated in the report Observations.

Authenticated: Nicholas Jewson

Designation: ENGINEER SURVEYOR

Date: 15/02/2007



ZURICH

REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL1220038733000 Schedule: L0002

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: BELL HILL RECREATION GROUND PETERSFIELD HAMPSHIRE GU32 2

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00004	00004 . Slide Not available	Play Area	Not available
935038203/16	(a) None. (b) None.	None.	15/02/2007

00005	00005 . Set of Two Swings Flat seats SMP	Play Area	SMP
935048203/16	(a) None. (b) The loose seat eye bolts require remedial action.	None.	15/02/2007

00006	00006 . Set of Two Swings Cradle SMP	Play Area	SMP
935058203/16	(a) None. (b) None.	The evident corrosion on both seat frames should be kept under observation.	15/02/2007

00007	00007 . Multi Activity Units (playgrounds) 6 - 10 activities SMP	Play Area	SMP
935068203/16	(a) None. (b) The excessive gap between the wooden planks on the walk bridge requires remedial action. The loff damaged wooden plank on the walk bridge should be replaced. The hole in the safety surfacing surrounding the play equipment requires remedial action.	None.	15/02/2007

00008	00008 General Play Area	Bell Hill Play Area Beckam lane	
15660387/10	(a) None. (b) The damaged and flattened sections of the perimeter fencing require remedial action. The ineffective entry gate auto close spring requires remedial action. The overhanging tree limbs and bushes at the entry gate should be suitably cut back.	It is recommended that signage is fitted displaying the following information: Owner's name address and telephone number. Location of the nearest telephone Location of the nearest First Aid Kit Location of the nearest Public	15/02/2007



ZURICH

REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL1220038733000 Schedule: L0002

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: BELL HILL RECREATION GROUND PETERSFIELD HAMPSHIRE GU32 2

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00009	00009 - Spring Mobile Motor bike. SOVE	Play Area	SOVE
23570387/8	(a) None. (b) None.	None.	15/02/2007
00010	00010 50162811/03 Spring Mobile Dog SOVE	Play Area	SOVE
23580387/8	(a) None. (b) None.	The mobile base fixing plate is loose in the ground which should be kept under observation.	15/02/2007
00011	00011 Playground Equipment: - Description Basketball Frame	Play Area	
19410549/6	(a) None. (b) None.	None.	15/02/2007

The equipment has been examined in accordance with the requirements of BSEN1176 Part 7 section 6(2)c and unless otherwise indicated was found to be free from any defect likely to affect its' continued safe usage. The above item was not in any way dismantled for the purpose of the examination but where it is considered that such action will be necessary for further examination, this is indicated in the report Observations.

Authenticated: Nicholas Jewson

Designation: ENGINEER SURVEYOR

Date: 15/02/2007



ZURICH

REPORT OF EXAMINATION OF PLAY EQUIPMENT

Policy / Contract No: YLL1220038733000 Schedule: L0001

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: THE HEATH HEATH ROAD PETERSFIELD GU31 4

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00006	00006 . Rocking Horse 5 Seat Wickstead	Play Area	Wickstead
934948203/16	(a) None. (b) The edge of the safety surfacing nearest the slide is lifting which requires remedial action.	None.	15/02/2007

00007	00007 . Round-a-bout Wickstead	Play Area	Wickstead
934958203/16	(a) None. (b) None.	None.	15/02/2007

00008	00008 . Set of Four Swings Cradle Wickstead	Play Area	Wickstead
934968203/16	(a) None. (b) None.	None.	15/02/2007

00009	00009 . Spring Mobile Horse Wickstead	Play Area	Wickstead
934978203/16	(a) None. (b) None.	None.	15/02/2007

00011	00011 . Multi Activity Units (playgrounds) 11+ activities Junior Wickstead	Play Area	Wickstead
934998203/16	(a) None. (b) The loose slide runout bottom fixing requires remedial action. The bent edge on the slide runout requires remedial action. The worn top fixed links and the suspension chain bottom links on the suspended bridge should be replaced.	None.	15/02/2007

The equipment has been examined in accordance with the requirements of BSEN1176 Part 7 section 6(2)c and unless otherwise indicated was found to be free from any defect likely to affect its' continued safe usage. The above item was not in any way dismantled for the purpose of the examination but where it is considered that such action will be necessary for further examination, this is indicated in the report Observations.

Authenticated: Nicholas Jewson

Designation: ENGINEER SURVEYOR

Date: 15/02/2007

**REPORT OF EXAMINATION OF PLAY EQUIPMENT**

Policy / Contract No: YLL1220038733000 Schedule: L0001

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: THE HEATH HEATH ROAD PETERSFIELD GU31 4

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Examination
00012	00012 . Single Point Tyre Swing Wickstead	Play Area	Wickstead
935008203/16	(a) None. (b) The split suspension pivot bearing gaiter should be replaced.	None.	15/02/2007

00013	00013 . Multi Activity Units (playgrounds) 11+ activities Senior Wickstead	Play Area	Wickstead
935018203/16	(a) None. (b) The worn top suspension shackles on both hanging stirrups should be replaced.	None.	15/02/2007

00014	00014 . Slide Not available	Play Area	Not available
935028203/16	(a) None. (b) None.	None.	15/02/2007

00015	00015 General Play Area	The Heath Play Area	
15870387/10	(a) None. (b) The missing rubber buffer on the junior area entrance gate should be replaced. The safety surfacing is lifting around the rocking horse at the edge nearest the slide which requires remedial action.	It is recommended that signage is fitted displaying the following information: Owner's name address and telephone number. Location of the nearest telephone Location of the nearest First Aid Kit Location of the nearest Public Toilets Age Restrictions Prohibition of Wheeled Play Equipment.	15/02/2007

The equipment has been examined in accordance with the requirements of BSEN1176 Part 7 section 6(2)c and unless otherwise indicated was found to be free from any defect likely to affect its' continued safe usage. The above item was not in any way dismantled for the purpose of the examination but where it is considered that such action will be necessary for further examination, this is indicated in the report Observations.

Authenticated: Nicholas Jewson

Designation: ENGINEER SURVEYOR

Date: 15/02/2007



ZURICH

REPORT OF VISIT

Policy / Contract No: YLL1220038733000 Schedule: L0001

Policy / Contract Name: PETERSFIELD TOWN COUNCIL

Name of Occupier: PETERSFIELD TOWN COUNCIL

Address: THE HEATH HEATH ROAD PETERSFIELD GU31 4

1. ES Item No	2. Item Description	3. Situation	4. Manufacturer
5. Report No.	6 (a) Defects which require action before further use or before a specified date. 6 (b) Defects requiring corrective action as soon as reasonably practicable.	7. Other observations. If none, state 'none'.	8. Date of Visit
00010	00010 Spring Mobile Motor Bike Wickstead	Play Area	Wickstead
934988203/16	(a) See Observations. (b) See Observations.	It has not been possible to carry out a thorough examination as this item/or parts of this item have been removed for repair. The remaining base unit is a trip hazard.	15/02/2007

Authenticated: Nicholas Jewson

Designation: ENGINEER SURVEYOR

Date: 15/02/2007

## SKATEPARK WORKING GROUP

Notes of a Meeting held in the Town Council Chamber  
at 6.30pm on 20<sup>th</sup> February 2007

Present: Cllrs C Jenner, Mrs H Ayer, H Sandeman (Petersfield Town Council)  
Neil Hitch (Clerk), Peter Jones (MCO) (Petersfield Town Council)  
Chris Paterson (East Hampshire District Council)  
Alex Levitt, Nigel Wells, Roger Parkes (Festival of Young People)  
Joe Smithers, Grant Borthwick, George Podger, Marvin , Sam Wilkins, Elliot Kite)  
Geoff Kerr, Janice Harwood  
Nick Fyfe, Rob Gurney (Wheelscape)

The outcome of the previous meeting when 3 contractors had been proposed to quote for the provision of the skatepark was summarised as follows:

White Skate – poor plan, although material was good  
Bencrete – modular design was unpopular  
GBH – impressive first design at reasonable cost and listened to riders comments.

Visits were to be arranged to view skateparks built by Bencrete in Bournemouth and GBH.

The Bournemouth park had a poor finish which didn't meet with the approval of the riders. After much delay, the GBH visit never materialised as it transpired that they hadn't previously built a concrete skatepark.

Subsequently, on searching for an alternative provider, Wheelscape were willing to arrange a visit to London, and those attending were most impressed by the quality of their two skateparks observed.

It was clarified that the riders definitely wanted a concrete surface because of the improved riding surface, the quieter product, and ease of maintenance. A pre-cast skatepark was also not wanted as it gave an inferior riding surface to that gained by spraying the concrete in-situ.

Wheelscape's representatives were introduced to the meeting, and gave a brief history of the company dating back to the 1970's when they started making concrete skateparks. Various questions were asked on subjects ranging from the durability of the product, the design, available area for the skatepark, and stability of the soil.

The following points came out:

- a sprayed concrete skatepark would probably last 20 years
- a 2 year warranty would be available, following which it was strongly recommended that a maintenance contract was entered into
- repairs to gouges in the concrete were straightforward to effect
- any doubts over soil stability can be addressed with a soil survey or setting the skatepark on a bed of concrete
- design would need discussion to confirm the space and size of the facility
- essential that the end-product is publicly acceptable
- wheelscape would happily undertake the consultation process, if appointed

- need to avoid conflicts between bmx and skateboard users
- a facility with different areas depending on the users experience tend not to work, as nobody likes using the 'beginners' section. Wheelscape could integrate easier 'beginner and intermediate' areas into the facility to maximise overall usage
- likely cost £200 per square metre – maximum available area is 90 square metres (£180,000) but not all of this may be used
- Unable to approach funders until costs known
- Project could be completed in phases depending on availability of funds
- issues such as lighting, fencing, litter and seating still needed to be resolved

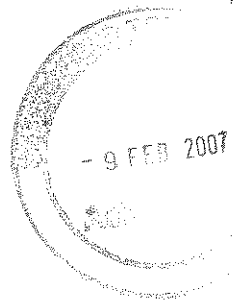
A lively and varied discussion followed, as a result of which the following decisions were made:

- 1. A recommendation would be made to the Town Council Grounds Committee to proceed with Wheelscape as the most suitable contractor**
- 2. The recommendation would include why Wheelscape were preferred**
- 3. The Town Council's Financial Regulations would need to be observed for a project of this size**
- 4. Wheelscape would work on the design of the skatepark with the young people to produce definite proposals that were costed**
- 5. A consultation process would be completed to ensure all parties were content with the proposals**

The meeting ended at 8.30pm

Grounds March 07.

APPENDIX D



**Rother House  
Mill Lane  
Sheet  
Petersfield  
Hampshire GU32 2AJ**

Cllr.

7<sup>th</sup> February 2007

Dear Councillor ,

**Re: The Millennium Meadow**

Following the Petersfield Town Council Meeting on February 5<sup>th</sup>, I am writing to all the Councillors about the long-term future of the Millennium Meadow. The council meeting has convinced me that the current stand-off between the Council and the community of Sheet is not sustainable and we must both work together to try and establish a long-term solution which works for all parties. Further escalation is in none of our interests and could be very damaging for the communities we seek to represent.

There seem to be two main issues at the heart of the dispute:

- i. A belief held by many (probably the majority of) Councillors that when the Millennium Meadow was established, it was understood and agreed that Petersfield Town Council would have no responsibility for maintaining it. This is not the recollection or opinion of the Sheet Village Association.
- ii. The Sheet Village Association is concerned that while Petersfield Town Council still owns the field, it is not committing to make any regular contributions to its maintenance and the meadow is regularly being treated less favourably with respect to grants than either the Friends of Petersfield Heath or the Rotherlands Conservation Group. This was demonstrated at Monday's meeting when a grant of £350 was awarded (representing 41% of the total requested), despite the other groups' having their awards met in full and the Town Council projecting an annual *under-spend* of £2,000. We would argue that the Town Council's position of holding an asset but not accepting the maintenance liabilities is not sustainable and is unprincipled. The Town Council clearly does not agree with our position.

The Sheet Village Association is now trying to identify a long-term solution to this problem that will satisfy all parties. As we consider our options, it would be helpful to have your views on which of the following three 'routes' you personally view to be acceptable. While any long-term settlement may be fairly complex, the basis for any agreement is likely to be founded on one of the following principles:

**Principle 1:**

Petersfield Town Council should be the long-term owner of the Millennium Meadow, with maintenance costs met by the local community of Sheet and not Petersfield Town Council.

**Principle 2:**

Petersfield Town Council should be the long-term owner of the Millennium Meadow and should agree to pay a percentage of the maintenance costs that is agreed with the Sheet Village Association as part of a binding long-term undertaking that lasts for 5 years and is then renegotiated for every subsequent 5 year period.

**Principle 3:**

Petersfield Town Council agrees that it has no desire to be the long-term owner of the Millennium Meadow and that it will agree to pass the title at no cost to the community of Sheet, if a suitable ownership vehicle can be established. In return, Petersfield Town Council will receive a binding commitment that the Council has no financial obligations with respect to the meadow and that the people of Petersfield will continue to have full access as at present.

I would welcome your views on which (if any - or indeed all) of the above principles you feel are acceptable. I re-iterate that we are simply trying to identify a way through this troublesome issue and are only seeking your high-level opinions, rather than any formal commitment to one route or another. We hope that you will be happy to work with us on this collaborative basis so that we can eliminate the need for ever-more heated discussions on this matter every time the Town Council meets.

Yours sincerely



Andrew Platt  
Chairman Sheet Village Association

## MCO - March 2007

**Report:**

Grounds Committee 15<sup>th</sup> March agenda Item 9(A)

Costs of providing additional pitches at Penns Farm Playing Fields.

When the original contract was agreed and signed there only existed one football pitch at Penns Farm Playing fields. The existing Grounds Maintenance contract has not been priced for and does not allow for the individual maintenance of more than one football pitch at this site.

The obvious way of working out the cost to maintain the three additional pitches would be to compare with Love Lane where maintenance of similar pitches is already priced and accounted for within the exiting contract. The original prices (quoted in the schedule at the rear of the contract) have been adjusted by 8.32% to reflect the yearly uplift.

I have therefore lifted the relevant sections from the Love Lane Bill of Quantities to achieve a price for the pitches at Penn's and, where relevant, I have put an explanation for my reasons as to why the cost has been included.

It should be noted that when contract is re-written and amended we should perhaps observe these areas (Penn's and Love Lane) as a whole rather than per pitch which would, hopefully avoid similar problems in future contracts. Although individual accurate prices for works such as goalmouth renovation should be quoted per Goal and therefore no one is tied in to the spec as per contract.

Depending on how the contract is interpreted these cost could actually be nearly £1500.00 higher but I felt that an overview based on my and our contractors experience could remove some of the cost.

Costs (as per contract: prices as per 19-02-07)

<i>Item / Description</i>	<i>Cost as per 19-02-07</i>	<i>Comments / Why included</i>
Grass Cutting (23.a)	2209.73	Pitches have different cutting spec. to what was there before pitches
Roll Pitches (23.b)	324.96	Extra Pitches so must be rolled
Aerate Pitches (23.c)	519.94	As above
Sockets (23.e)	64.99	Extra sockets so must be checked
Erect Goals (23.f)	324.96	These are PTC's goals and are looked after by the contractor for PTC.
Dismantle Goals (23.g)	324.96	As above
Reseed Goals (23.i)	487.44	The goalmouths will need renovation.
Roll Goals (23.j)	32.50	Again as above
Fertilise Pitches (23.k)	541.60	These pitches are not included in the Fertilising of Penn's
Sanding (23.l)	487.44	Goals will need this
Infill (23.m)	324.96	As above

Total: £ 5643.48

Everything included in the list above is pitch specific and these costs are laid out in the contract.

There is nothing to offset the cost's as these pitches are extra and not replacing anything.

I have left out the cost of initial mark and painting the goal posts as PJFC have said they will do the marking (if they don't we will be billed separately) and the Goals need not be painted as they are now aluminium goals and would need to be sanded and powder coated if deemed necessary at a future date.

Do we maintain these extra pitches at Penns to the same enhanced standard as Love Lane or do we continue with minimal maintenance as set out in the existing contract?