

**PETERSFIELD TOWN COUNCIL**

A meeting of the Grounds Committee was held at the Town Hall, Petersfield, on Thursday 15 February 2007 at 6.30 p.m.

**PRESENT:** Mr C Jenner (Chairman)  
Mrs L Daubney  
Mr B Dutton  
Mr H Sandeman  
Ms M Vincent (Deputy Chairman)

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk)  
Mrs S McMorrnan (Deputy Town Clerk)  
Mr P Jones (Maintenance/Contracts Officer)  
Mr V Clarke  
Petersfield Herald

1 member of the public

**G 0624      CHAIRMAN'S COMMENTS**

The Chairman made the following comments:

- South West Trains would be using Love Lane Car Park for Park and Ride from 15 - 19 March 2007 with a donation to be made to the Mayor's Charity
- The Chairman drew members' attention to the Anti-Social Behaviour Working Party agenda and expressed his concern that matters on the agenda were not in the Working Party's remit.

**G 0625      APOLOGIES FOR ABSENCE**

An apology for absence was received from Mrs Ayer and The Town Clerk advised those present that Mr Sandeman would be late.

**G 0626      APPROVAL OF MINUTES**

**RESOLVED** that the minutes of the meeting of the Grounds Committee held on 11 January 2007 be approved and signed as a correct record.

**G 0627      DECLARATIONS OF INTEREST**

No interests were declared.

Mr Sandeman joined the meeting at 6.40pm.

**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

Mr Ken Heppell asked if the final decision regarding the provision of Youth Shelters would be made by the Anti-Social Behaviour Working Party or by elected members. The Town Clerk advised that the working party recommendations would go to Full Council who could make a decision or refer back to the Grounds committee. He assured Mr Heppell that the Working Party could not make decisions.

**G 0628      MAINTENANCE CONTRACTS OFFICER'S REPORT**

Members received and noted the MCO's report; a copy is attached at Appendix A to these minutes for information. It was agreed that the subsidence at the Heath Pond and the additional costs for Penns Farm Playing Fields for maintenance of the additional football pitches be agenda items for the March meeting of committee.

**G 0629      BELL HILL RECREATION GROUND**

**A.      Water Charges**

Members received and noted a report from the RFO, copy attached to these minutes at Appendix B for information. It was also

**RESOLVED      that the standpipe be left in situ at Bell Hill Recreation Ground**

**B.      Round Table - Annual Bonfire**

Members received and considered a request from the Petersfield Round Table to hold the Annual Firework and Bonfire Event on Saturday 3 November 2007. Following consideration it was

**RESOLVED      that permission be given to Petersfield Round Table to hold the Annual Firework and Bonfire Event on Saturday 3 November 2007 at the price list charge for Bell Hill Recreation Ground. A time limit for re-instatement of the area after the event would also be set as a condition of the hire.**

**G 0630      SHEET GRAZING LAND**

The Town Clerk was asked if the previous discussion at Grounds had been legal, as this had been challenged at Full Council. The Town Clerk assured members that the item had been legal and that the Town Council owned the land concerned.

It was commented that the area should be defined as north, south, east and west and not right or left. The Chairman advised that this had not formed part

of the resolution made at the previous Grounds committee meeting. It was agreed that the map would be attached to these minutes to avoid any further confusion.

Members received details of the proposed type of fencing which would be stock fencing using high tensile fence wire comprising of two or three strands around the areas. Styles would incorporate dog gates. A plan of the proposed siting of fencing had also been provided and is attached to these minutes at Appendix C. Concern was raised regarding access for pushchairs and wheelchairs. Following further discussion it was

**RECOMMENDED** that approval be given for grazing on the land as per the attached plan marked in red at Appendix C. Suitable access for pushchairs and wheelchairs needed to be provided by the tenant, together with the necessary fencing and styles. The charge for the grazing rights to be set at £300 per annum.

G 0631

**DEVELOPER'S CONTRIBUTIONS**

**A. Erosion Control on The Heath**

The Maintenance Contracts Officer advised members that he had been unable to obtain any further written quotes in time for the meeting. He had however received two verbal quotes one in the sum of £65,000 and the other in the sum of £51,000. The original quotation had been in the sum of £41,000. This was for the area marked green on the previously distributed plan - copy attached to these minutes at Appendix D. All the quotations were for safe grass and no other alternatives had yet been suggested by contractors. Members were keen to have a site visit to view the system.

Concern was raised that the project would deplete the amount available in Developer's Contributions. The Chairman advised that this money was there to be used and that it had been available for some time.

Following further discussion it was

**RESOLVED** that the MCO organise a site visit with Voice Grounds Care to view the safe grass system in place.

**B. Paddock Way Drainage**

Members received and considered quotations for drainage works prior to the installation of the play

equipment. The MCO asked members to consider extending the area for drainage as the football area was often flooded. Members were advised that a sum of £8,600 had been awarded from developer's contributions for the drainage works. It was agreed that this was a very sensible suggestion and it was

**RECOMMENDED** that the quotation from R C D Hoare (Selborne) Ltd in the sum of £3872 be agreed and accepted with the MCO asking R C D Hoare (Selborne) Ltd to give an estimate for additional drainage at the site. The additional drainage should also be agreed and accepted if the total cost of both estimates was below the award from developer's contributions of £8,600.

**G 0632** ALLOTMENT ASSOCIATION - NEWSLETTER

Members received and noted copies of newsletters produced by the Allotment Association.

**G 0633** THE HEATH:

**A. Heath Management Plan - Quarterly Report**

Members received the quarterly report from the MCO a copy of which is attached at Appendix E. The Town Clerk advised that he and the MCO had discussed whether the report should continue. The Town Clerk advised that, in his opinion, it was necessary for the report to be made separately from the MCO's general grounds report.

It was

**RESOLVED** that the MCO continue to provide a quarterly report on the Heath Management Plan

**B. Heath Pond - Abstraction**

Members received and noted a report from the Environment Agency regarding abstraction, copy attached at Appendix F.

Members were advised that the siltation survey would be taking place in April 2007. The Chairman advised that he thought that abstraction should still be kept as a possibility. He also advised that an Aquatic expert had advised that the Pond was not lined and was a water table Pond. Therefore water levels would fluctuate depending on how much water went in.

It was agreed that the results of the siltation survey would be awaited before any further action on abstraction was taken.

**C. Friends of Petersfield Heath**

Members received and noted minutes of a meeting held on 9 January 2007.

Concern was raised that the Chairman of Grounds, who attended these meetings, was not passing on accurate information to the Friends of Petersfield Heath. The Chairman advised that information passed on had been obtained from the Chairman of the Anti-Social Behaviour working party. The Chairman was advised that all information was distributed in the notes of the Anti-Social Behaviour working party to all members.

**D. Boat House - Annual Review of Charge**

Following consideration it was

**RECOMMENDED** that the charge for the Boat House be increased by 3% for the year 1 April 2007 - 31 March 2008

**E. Boating Rights - Annual Review of Charge**

Following consideration it was

**RECOMMENDED** that the charge for Boating Rights be increased by 3% for the year 1 April 2007 - 31 March 2008

**F. Petersfield Cricket Club - Ground rent for Cricket Pavilion**

Members were asked to give consideration to the 10-year rent review for the ground rent for the Cricket Pavilion.

Following consideration it was

**RECOMMENDED** that the charge for ground rent for the Cricket Pavilion at The Heath, for the next 10 year period from 1 June 2007 - 31 May 2017 be set at £85 plus VAT with an annual increase of 3% each year for the following 9 years from 2008 - 2017.

**G. The Kings Arms**

Members received a request that the Heath be used on a Friday evening for outdoor games and a barbecue on either the 2<sup>nd</sup> 9<sup>th</sup> or 16<sup>th</sup> March 2007 by the 'Friday

Evening Club', which was aimed at young people, aged 14 - 16.

Following consideration it was

**RESOLVED** that permission be given to The Kings Arms 'Friday Evening Club' to use The Heath for outdoor games and a barbecue. The date in March to be confirmed. All arrangements to be agreed and approved by the MCO prior to the event.

G 0634

**LOVE LANE SPORTS GROUND**

**A. Petersfield Town Football Club - Rent Review**

Members were asked to give consideration to the three-year rent review for the football enclosure.

Following consideration it was

**RECOMMENDED** that the rental for the football enclosure at Love Lane Sports Ground be increased by 3% in 2007 and a further 3% in 2008 and 2009.

**B. Festival for Young People**

Members received a request to use Love Lane Sports Ground for the start and finish of a sponsored bike ride to be held on either 14 or 15 July 2007 in aid of the skate park plus a barbecue on the site after the bike ride.

Following consideration it was

**RECOMMENDED** that permission be given for the Festival for Young People to use Love Lane Sports Ground for the start and finish of the sponsored bike ride together with a barbecue after the event on either the 14 or 15 July free of charge. Liaison for the event to be with the MCO.

G 0635

**INCOME AND EXPENDITURE REPORTS**

Members received and noted expenditure reports up to 31 December 2006.

G 0636

**PENNS FARM PLAYING FIELDS**

Members received a request from EHDC for permission to use Penns Farm Playing Fields for a Festival of Play on 28 July 2007.

The Town Clerk advised that the Town Council had been invited to take part in this event. It was thought it would provide useful consultation regarding the provision of play equipment for the

Town Council. Members agreed this was an excellent idea.

Following consideration it was

**RESOLVED** that permission be given for EHDC to use Penns Farm Playing Fields at the normal price list charge for a Festival of Play on 28 July 2007 and that the Town Council take part in the Festival.

**G 0637**      **OPEN SPACE, SPORT AND RECREATION STUDY**

Members received a survey from Inspace Planning limited on behalf of Winchester City Council and East Hampshire District Council.

Following consideration it was

**RESOLVED** that the completion of the Open Space, Sport and Recreation Study survey be delegated to the Town Clerk and The Chairman.

**G 0638**      **ALLOTMENT USERS MEETING**

Members were asked to set a date for the Users Meeting, suggested dates were 4, 11 or 18 September at Sheet Village Hall commencing at 7 pm.

**RESOLVED** that the Allotment Users meeting be held on 18 September 2007 at Sheet Village Hall commencing at 7 pm.

There being no further business the meeting closed at 8.20 pm

Maintenance & Contracts Officer's Report  
to PTC Grounds Committee.

February 2007

Peter Jones.

Appendix  
A.

**Grounds & Litter Maintenance contracts:**

High winds, very soft ground and the abundance of rain, while excellent as far as the pond water level is concerned, has made things quite difficult for our grounds maintenance. Despite this we appear to be managing reasonably well overall. Work schedules are generally on target and within the specifications detailed in both our grounds and litter contracts.

**Heath & Pond:**

*Bank subsidence.*

A dangerous hole, in the vicinity of the play area, has appeared between the footpath and pond edge. On further investigation it seems that the hole exposes what is potentially a serious and extensive problem along this part of the bank. Discovering that there appear to be fairly large water filled voids below the surface we have made a number of exploratory "digs" along this section of the bank i.e. from the boathouse along to the first swim (C.100M) and there is evidence that this section of bank is being undermined by pond water, in some places this could be as much as two or three meters inland.

Clearly we need to address the problem as soon as possible and in the long term this will certainly require work to renovate or replace the existing timber sleepers or even substitute a different scheme for stabilisation of this section of bank. In the short term more investigation is required and all voids removed by filling with suitable medium and the ground consolidated to render it stable and safe. This work will require specialised equipment, plant and expertise, which is beyond the scope and capabilities of our regular grounds contractor. I am, therefore, seeking consultation with a suitable contractor who can advise us and carry out this work. I will of course welcome any constructive suggestions from Members on this issue. In the meantime I have cordoned off what we believe to be the worst sections and will continue to closely monitor the situation with particular regard to the safety of the public.

Our contractor has twice attempted to remove a hole hazard at swim 29 on the opposite side of the pond but each time the swim was occupied by anglers and the contractor felt unable to disturb them. I have now scheduled this work to take place on 21<sup>st</sup> February and have asked PDAC to ensure that this swim is left vacant on this date I shall also place a notice on the swim to this effect.

*Trees:*

A large tree has fallen (split trunk) on the "badger barrow" near to Durford Road crossroads. I do not feel that this tree presents any immediate danger to the public nor is it causing any obstruction and so, for the time being at least, I intend to leave the fallen tree where it lies.

The large tree that fell across the entrance path leading from Sussex Rd car park (near disabled spaces) to the Millennium Path has now been completely removed. The unsafe, low leaning tree adjacent to the electrical sub-station has also been removed.

I still intend some more consultation with other interested parties before actioning any work resulting from my recent pond bank tree & sapling survey, it is hoped that I can accomplish this within the next few weeks.

*Access Bollards:*

An order to replace damaged bollards at Heath Road/Heath Road West has been placed with a contractor. The cost of this item is being born by the fairground operator's insurers.

*Sapling, gorse & bramble clearance etc:*

Two voluntary work parties have unfortunately had to be cancelled due to bad weather. The next Heath work party is due to be held on Sunday 25<sup>th</sup> February – fingers crossed weather-wise!

As always any volunteers who are prepared to come along and get "stuck in" will be most welcome.

### **Penns Playing fields.**

#### *Rugby pitch hazard.*

A large old concrete rugby post socket has worked itself to the surface near one of the rugby pitches and has become an H&S issue. The hazard is too big and heavy to be dealt with our usual contractors and I will need to have it removed with a JCB.

#### *Football pitches Maintenance Contract additions.*

PTC resolved that three extra football pitches be permanently provided for use by PTJFC at Penns Playing fields. This requires an uplift to the existing grounds maintenance contract since it is based on maintaining three rugby pitches and only one football pitch at Penns. The detail of the contract will need to be revisited and adjustments made if the pitches are to be maintained to a reasonable standard.

While Voice Grounds Care Ltd have been, so far, willing to bear the burden of the increased maintenance at their cost they have done so on the understanding that this arrangement would be temporary.

Clearly and quite understandably VGC cannot continue to maintain these extra pitches at the required standard unless an agreement can be reached regarding payment additional to the existing contract.

Within the contract it can be seen that Love Lane contains costings for the maintenance of three pitches and so if these parameters are used as an indicator of cost for the three extra pitches at Penns then it suggests there is likely to be a shortfall of some £5600 (£5800 after April 1<sup>st</sup>). Obviously it was not possible to forecast this when the 2007/2008 budget calculations were being made and extra money will have to be found. I am currently in discussions with VGC and have asked that this item be put on the agenda for discussion at the next meeting of the Grounds Committee when we will be able to present more detailed figures.

### **Woods Meadow.**

#### *Stream.*

The outfall to the stream had become blocked causing it to overflow in parts and causing distress to the banks. The blockage was cleared but on inspection it is apparent that parts of the bank have become unstable, in some places it has collapsed into the stream. At this time I am unsure if there is a risk to the public and am keeping a close eye on it. I may have to erect some form of fencing until the situation is improved.

#### *Trees.*

Recent combination of high winds and soft ground has unfortunately led to the loss of four more of the ornamental cherries. The fallen trees have been removed from site and the stumps removed.

### **Borough Hill.**

Vandals have destroyed one of our waste bins. The bin has been completely dug out of the ground and both the basket and liner are burnt out. I do not yet know whether it is possible to salvage what remains.

A large hole has also been dug, not far from the play equipment; I have ordered these to be filled in asap.

### **Avenue Playing fields**

The shrub beds along the path leading to the pavilion are traditional scruffy and difficult to maintain. I am suggesting that we dig out and remove brambles and weeds, plant small flowering ornamental cherries and grass over below. I feel this would not only look much more attractive but would be much easier to maintain and keep looking nice. This can be done within existing budget. I would welcome Members thoughts on this suggestion.

Bulbs are starting to appear as a result of the work carried out by the volunteers last year. The "sensory garden" has survived against all odds but needs minor maintenance. Mrs Barnfield of the "Petersfield In Between Club" has agreed that the children will take on the task of maintaining this little garden.

### **Town Planting Scheme.**

Our grounds contractor, having come to the end of their first year of planting the town have made their preparations for this 2nd year. I believe that overall they have achieved very good results and I have received several positive comments from members of the public. Last year we lost at least 60 plants through vandalism and these were replaced by the contractor with cordylenes, burberus and cornus etc. all at his own cost. VGC have obtained sponsorship for 'sheet link' roundabout from Jacob Hunt estate agents, so this site will now be planted. They also have renewed sponsorship from Agincore Builders for Bell Hill roundabout. Sponsorship will enable extra planting and offset the cost of vandalism and failed plants.

# Appendix B

## Memorandum

To:

N. Hitch  
S. McMorran  
Grounds committee

From: Susan Watts

Date: 02 February 2007

Re: Water rates at Bell Hill Common

Southern Water was asked to show us where the water standpipe is at Bell Hill Common. The standpipe has been found (Contracts Officer attended).

The pipe is still there but no tap is connected so no one can use the water. If council were to remove the standpipe it would cost the Council a lot of money if in the future it were reconnected.

All the time the standpipe is there; council must pay the £7.50.

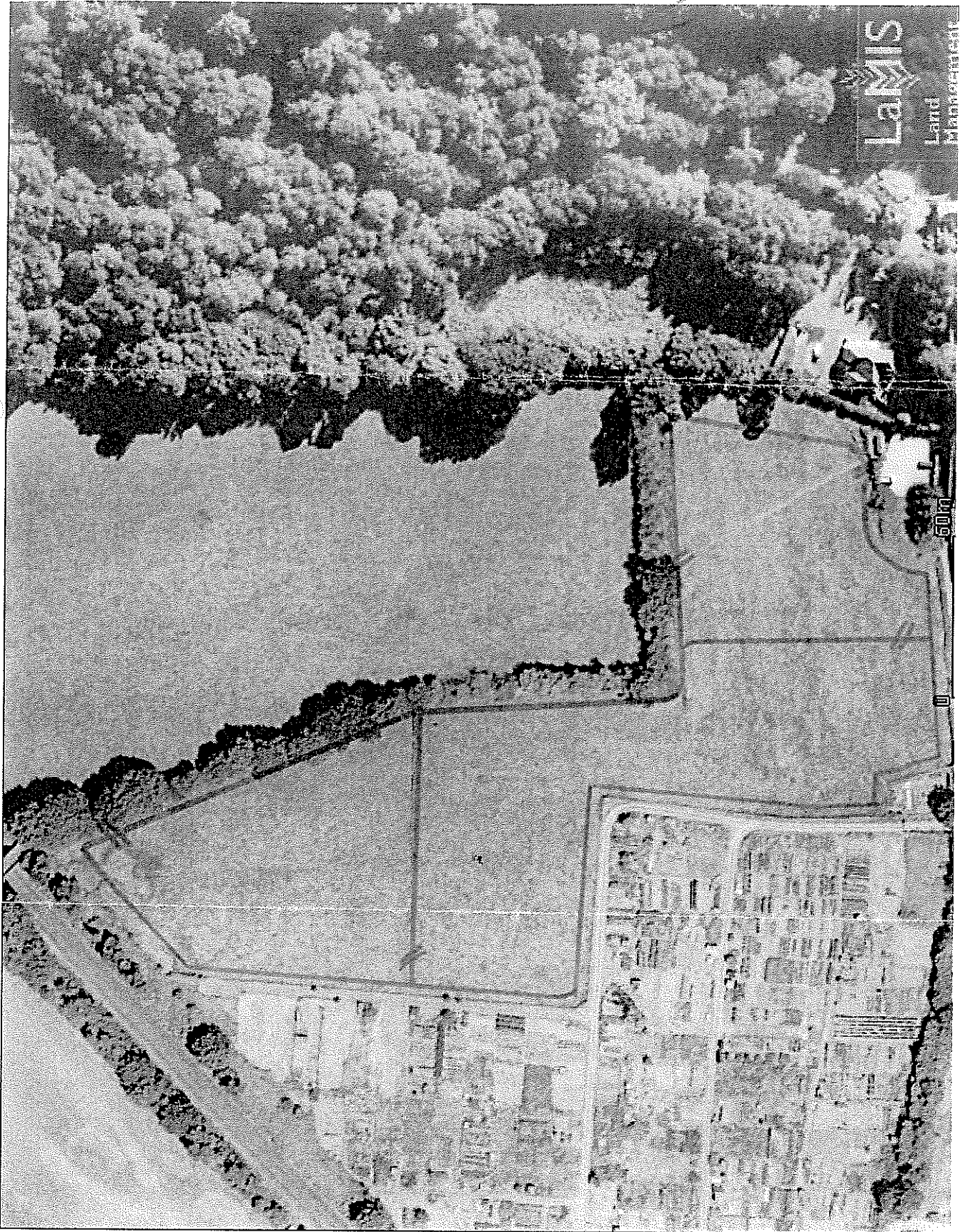
I recommend the standpipe be left because council would have to pay to have it disconnected and it cost thousands to have reconnected at a later date if needed. At the present time all that is needed to be able to run water is a tap to be connected.



Susan Watts  
R.F.O.

Appendix  
C

23 JAN 2007



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Appendix

D

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15

THE AVENUE

Little Lumley

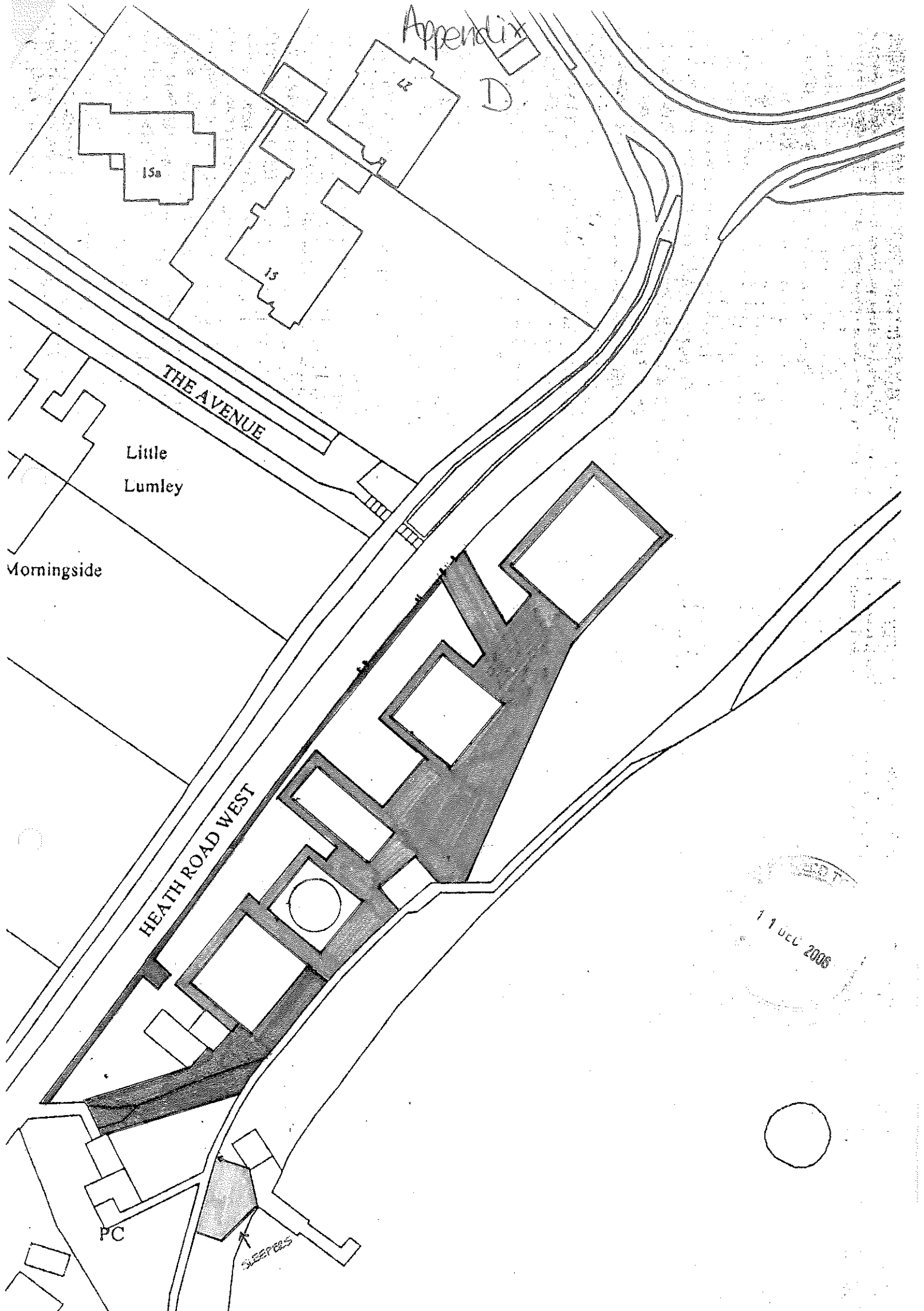
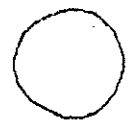
Morningside

HEATH ROAD WEST

PC

SLEEPERS

11 DEC 2005



# Appendix E

## Heath Management Plan.

MCO 15/02/07

The heath management plan is, of course, primarily a guidance tool for "best practice" and an aid to management of the heath. It is not a set of instructions to be rigidly adhered to and, as always many factors need to be considered on a day to day basis, not the least of these considerations is available budget, particularly as we approach our financial year end.

The management tool is ongoing and it is difficult at any one moment in time to give a definitive indication of exactly "where we are"

Suffice it to say that we continue to follow the guidelines set out within the plan and generally I can say that we are 'on target' especially as far as tree work, sapling, scrub, gorse and bramble is concerned. We are still struggling with monitoring some areas but there are indications that this will soon be improved.

All aspects of the management plan are included in my monthly report to Grounds whenever appropriate and individual items are also reported through the minutes of the Friends of Petersfield Heath.

With the foregoing in mind I would ask this Committee if it is necessary or indeed relevant for me to continue to report separately on this item.

Peter Jones.

# Appendix F

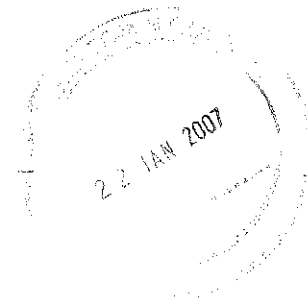
creating a better place



Environment  
Agency

Mr Neil Hitch  
Town Clerk  
Petersfield Town Council  
The Town Hall  
Heath Road  
Petersfield  
Hampshire GU31 4EA

Date: 18 January 2007



Dear Neil

## PETERSFIELD HEATH POND

Thank you for your letter of 20 December 2006 outlining the background to the Petersfield Heath Pond and the current problems you face.

As we have discussed, there is very little technical information on the Pond and the nearby watercourses for us to use in assessing the feasibility of augmenting the Pond. Therefore our comments are based on what you have detailed in your letter, Charles Bacchus's recent knowledge of the Pond, and our professional judgement. Below are a few comments on the proposed option.

- a) The volume of water that would be required could be large. The Pond is 22 acres, approximately  $89,100\text{m}^2$  ( $4,050\text{m}^2 \times 22$ ). Your letter states that at times of the blue-green algae "infestation" the water level was almost 3 feet (approximately 0.9m) below normal levels. The volume of water therefore that could be required to increase the water level for a "worst case" scenario is in the order of  $80,190\text{m}^3$ , though of course in reality all of this water would not be required at once if the Pond was regularly topped up.
- b) The proposed sources of water, Stan Brook and Tilmore Brook, will not provide sufficient quantities of water except in periods of spate. These situations may not occur when the water is needed for topping up the Pond.
- c) Petersfield is in an area where the surface water resource availability status is "Over Abstracted" according to the Environment Agency's "Arun and Western Streams Catchment Abstraction Management Strategy (CAMS)". This means that existing abstraction in the area is causing an unacceptable environmental impact. The ecology of the Upper Rother catchment is known to be very sensitive to changes in flow conditions and there is concern that damage is occurring to aqueous flora and

Saxon House, Little High Street, Worthing, West Sussex, BN11 1DH.  
Customer services line: 08708 506 506  
Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

fauna, especially at times of low flows. There are a number of large public water supply abstractions in the vicinity of Petersfield and these represent a net loss of water from the catchment. The licensing strategy for this area is to reduce the degree of over abstraction and over licensing; unfortunately the proposal from Petersfield Town Council does not comply with this. A copy of the Arun & Western Streams CAMS is available on request.

d) Any abstraction licence, should one be granted, would have conditions attached to it severely limiting when abstraction could take place, eg abstraction is only allowed when flow in the watercourse is above a set rate. In addition, any abstraction licence will be time limited, in this case to 2016.

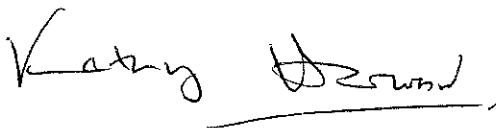
e) In support of any abstraction licence application, we would require flow data for both of the watercourses, ie the flows would have to be measured for a period of time. In addition, we would need to ensure that the ecology would not be harmed in anyway by the proposed abstraction, or the outlet into the Pond. This may require further site investigation.

f) We would need to be satisfied that any abstraction is being used efficiently and not being wasted, eg the water is not draining away, or that the lake is being properly managed. Your letter states that you are not sure whether the Pond is lined, and that it was last dredged during the 1980s. It might be prudent to further investigate the Pond and clarify if its only source of water really is from rainfall, or from groundwater, as you have stated. I understand you have budgeted for a siltation survey during next the financial year; this will provide some useful data.

As an aside, it is worth noting any scheme will also involve other costs. For example, buying and maintaining a pump, power for the pump, the pipework, security of any works.

I hope this helps in your decision on how to manage the long term future and viability of the Pond. If there are any further queries, please do call me.

Yours sincerely



**Kathy Howard**  
**Technical Specialist (Water Resources)**

Direct dial 01903 703814

Direct e-mail [kathy.howard@environment-agency.gov.uk](mailto:kathy.howard@environment-agency.gov.uk)