NEIL HITCH
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The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA

4th October 2018

Dear Councillor

I hereby summon you to attend a meeting of the Grounds Committee to be held on **Thursday 11th October 2018 in the Town Hall Council Chamber, Heath Road, Petersfield, commencing at 6.30 p.m.**

Yours sincerely,

Neil Hitch
Town Clerk

AGENDA

1. Chairman's comments.

2. To receive and record apologies for absence

3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a disclosable pecuniary Interest and to confirm how long this dispensation may have effect.

4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.

5. To approve the minutes of the Grounds Committee meeting held on 13th September 2018 (*previously distributed*).

6. Public Representation - Councillors to receive representation (including items on the agenda) from members of the public provided they (public) have given due notice of

their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is three minutes, although this may be reduced if a large number of people express their wish to address Councillors.

7. To receive and note the Grounds Report *(attached)*

8. To consider Budget Items for the year 2019-20 *(attached)*

9. To receive and consider quotes for the implementation of CCTV at Love Lane, Avenue Pavilion and Bell Hill *(to follow)*

10. To receive and consider a revision for the policy of Council Owned Land *(attached)*

11. To receive notes from the Allotment and Association and Petersfield Town Council held on 13th September 2018 *(attached)*

12. To consider the purchase of notice boards at Penns Farm and Bell Hill from earmarked reserves.

13. To receive and consider a request from Petersfield Town Junior Football Club to place a defibrillator and case on the external wall at Love Lane Pavilion.

14. To receive and consider costs for Tree works at Penns Farm Playing Fields and Bell Hill Common *(attached)*

Confidential

15. To receive and consider any staff or confidential matters

~ End ~

Petersfield
WW1 CENTENARY
1914-1918
Remembering the past and looking to the future

Grounds Report
October 2018

This report seeks to inform councillors of matters of interest affecting any of the public open space land which we own or manage. Members are reminded that its contents are not available for debate, but questions can always be asked and we will seek to answer them, however it should be borne in mind that if they involve the need for investigation or would be complex or lengthy, answers will need to be given outside of the meeting. If councillors consider that any matter on the report is in need of debate, the subject can be added to a future meeting's agenda for this purpose.

The Heath

- October maintenance schedule.

Love Lane Playing Fields

- October maintenance schedule.

Penns Farm Playing Fields

- October maintenance schedule.

Bell Hill Recreation Ground

- October maintenance schedule

Paddock Way

- October maintenance schedule.

Woods Meadow

- October maintenance schedule.

General

- Roundabout replacement taking place Mid-October.
- Joe Allen undertaking trailer course (TBA)
- Paddock Way path replacement (TBA)

ASB

- Amber for love lane and The Avenue.
- GREEN for all other sites.

Dugg Budd
Senior Groundsman
1st October 2018

TOWN
PETERSFIELD
COUNCIL

Grounds Committee

Budget Items Removed from 2017/18

Capital

	£
Love Lane Car Park Vehicle Recognition	20,000

Revenue

None

Future Potential Projects

Penns Field 'B' Development – current funds held £26K
Grounds depot – current funds held £75K
Grounds Equipment
Grounds Equipment from 2020
Play Equipment – Penns Farm plus Heath plus any major repairs – current funds held pre payment for Woods Meadow & Borough Road £73K
Heath Pond Bank Stabilisation
Heath Visitor Surveys/Management Plans

Grounds Committee

CCTV – Love Lane, Avenue & Bell Hill

Background

Members will recall that there were concerns with anti social behaviour at Love Lane – in particular the Skate Park Area, and Avenue Pavilion, in particular, outside the main doors under the canopy.

Cllr P Strawbridge provided us with an idea of a specification which covered Love Lane and Avenue Pavilion as follows:

Petersfield Town Council (PTC) wish to install security cameras at, currently, two locations:

1. The Pavilion, The Avenue, Petersfield
2. Petersfield Town FC at Love Lane, Petersfield.

The following brief is intended as a guideline for formal responses/tenders. PTC recognises we are not experts in this field and strongly suggest site visits and are open to ideas and suggestions. We seek a response against the information within, with separate suggestions/costs for any changes you would recommend.

Objectives:

1. To store images of a high enough quality to allow recognition of people to such a level that prosecution would likely be possible.
2. "Live" motion capture is not a priority, so lower frames-per-second (perhaps 8fps) are envisaged.
3. Images to be stored for 1 month and then over-written automatically on a FIFO basis. Compression algorithms to at least H.264 (preferably higher) should be offered.
4. Good night-time images are required for some locations and this will likely be reflected in the choice of cameras. It is recognised that the night-time cameras may have reduced definition at further distances.
5. It is envisaged that both sites will have their own NVR, with reduced-quality images accessible remotely on-demand. High quality images will be retrieved either by direct connection to the NVR or via local WiFi.
6. These cameras will not be monitored in "real-time" so whilst a zoom capability is useful to establish the area to be covered, remote pan/tilt/zoom is not necessary.
7. Full supply, installation and configuration is required, including the remote access.

The Sites:

A. The Avenue
    1. This site is owned and run by PTC with a high quality BT Infinity Internet connection.
    2. Close-up coverage of the main entrance and its covered external area is required.

3. External coverage of the large doors facing the playing field is required
4. Coverage of the area to the west of the building (area around/beyond the "boulle" pitch). See comment in point 6 below with regards to night-time.
5. Coverage of the car park, in particular the entrance.
6. Coverage of the playing field to the south (entrance in The Avenue pedestrian fence and tennis courts. Whilst PTC are keen to have as wide a coverage as possible, our priority is the area within 50m of the building at night.
7. Coverage from the outside corner by the kitchen through the gates across the entrance to the public toilets.
8. Internal camera in the kitchen covering the door and window.

B. Love Lane
1. The Love Lane Pavilion is owned by PTC and utilized by a full time tenant. As such PTC are intending to work with the tenant to access this site and implement some of the equipment in the internal roof space.
2. An Internet service is available (details to follow).
3. The two area to be covered (by this tender) are
    1. The skate park and immediate surround to the south of the ground and the immediate boundary fence, and the SW corner of the boundary (in reality the trees along this boundary).
    2. The car park, particularly the norther sector/entrance.
4. The point made in A.6 above regarding night-time visibility is relevant for all of these cameras
5. PTC has assumed that cameras will be located on the flood light poles to the south of the pitch. We envisage 3 cameras here with one on the eaves of the club house covering the car park.
6. Whilst single-phase AC power is available at the base of the floodlights, provision to bring the data signals from the flood-light based cameras back to the club house will need to be made. Physical cables are not considered an option.
7. Similarly to Love Lane, PTC envisage an NVR within the club house (location to be agreed).
8. Whilst not part of this requirement, it should be noted that PFC may wish to add other cameras (up to four) to this system, however this will be by a separate agreement discussed once PTC have made a decision. It is recognised that this may have an impact on the size of the NVR (ports supported) and storage but this should be ignored for the purposes of this response.

Contractor A - Avenue Pavilion

Description
Camera 1 - Above Front entrance **SE-Mx-BC1A-4-IR Complete** **(Bullet Day/Night Camera-4MP-F1.7)** • Weatherproof ONVIF S/G bullet camera with integrated IR LED's upto 30metres • Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter • Remote Zoom, Focal Length 3-9mm • Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23° • Colour 0.01 lux, BW 0.01 lux in ambient light • Max. image size: H.264, MJPeg, 4MP (2688 X 1520) • Frame Rate 4MP/3MP @30FPS • IP66/IK10, -30 to 65°C (-22 to 149°F) • Internal DVR: No Sd Card • Weight 760g • Incl. Standard lens cover • WDR

Description
Camera 2– Below Canopy Entrance **SE-VD1A-4-IR Complete** **(Vandal Resistant Day/Night Dome-4MP-F1.7)** • Weatherproof ONVIF V/R dome camera with integrated IR LED's upto 30metres • Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter • Remote Zoom, Focal Length 3-9mm • Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23° • Colour 0.01 lux, BW 0.01 lux in ambient light • Max. image size: H.264, MJPeg, 4MP (2688 X 1520) • Frame Rate 4MP/3MP @30FPS • IP66/IK10, -30 to 65°C (-22 to 149°F) • Internal DVR: No Sd Card • Weight 760g • Incl. Standard lens cover • WDR

Camera 3 and 4 – L/H Side, R/H Side of The Pavilion

SE-VD1A-4-IR Complete

(Vandal Resistant Day/Night Dome-4MP-F1.7)

- Weatherproof ONVIF V/R dome camera with integrated IR LED's upto 30metres
- Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter
- Remote Zoom, Focal Length 3-9mm
- Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23°
- Colour 0.01 lux, BW 0.01 lux in ambient light
- Max. image size: H.264, MJPeg, 4MP (2688 X 1520)
- Frame Rate 4MP/3MP @30FPS
- IP66/IK10, -30 to 65°C (-22 to 149°F)
- Internal DVR: No Sd Card
- Weight 760g
- Incl. Standard lens cover
- WDR

Description

Camera 5 – L/H Side at high level to View Side Playing Fields and Tennis Courts

Q26 Complete Cam Q26A-6N016

- Hemispheric HD Premium Fish Eye Lens B016 (180 °X 180 °)
- Moonlight Sensor , colour (day)
- Internal DVR: 4GB Micro SD
- HD Audio with integrated microphone and speaker, temperature sensor
- MxActivity Sensor, MxAnalytics, ethernet patch cable 0.5 m/1.6 ft
- 6MP (3072 X 2048)
- IP66/IK06 -30 °to 50 °
- Interfaces: Ethernet 10/100 (RJ45), MxBus, USB; IO and RS232 via additional MX Interface Box
- Interfaces: Ethernet 10/100 (RJ45), MxBus, USB; IO and RS232 via additional MX Interface Box

MxManagementCentre – Video Management Software

- Device Bar with Tree Structure
- Easy navigation between cameras & views
- Comfortable search – simple location of cameras & groups
- Definition of favorites – fast access of frequently used cameras & groups
- New area to manage clips
- Device bar supports also Drag&Drop
- Additional Research Capability
- Irregularities visible in Histogram
- Enhanced Export Options
- Video formats: avi (mjpg), MxPEG
- Image area, resolution and frame rate can be defined individually for export
- Powerful & stable on Windows* and Mac OS-X* devices
- High-Speed-Search – 60-times playback and comfortable time lapse
  *(*pc required -not included)*

Final Fix and Commission

- engineer to final fix and commission system 1 day.

Contractor A - Love Lane

Our proposal is for 2 x AVB 4G wireless router boxes to be supplied, each with 1X VD1A Dome Camera Modules Complete with Infra Red providing 90° coverage from both cameras day/night. Each camera has the facility to store images on a MicroSD Card (Not Supplied).
We will also provide each wireless router box with a mounting bracket attached that will be used in conjunction with the Easyfit (TCAM) bracket for securing to the existing flood light columns.

Description

At rear on flood light columns for skate park

SE-VD1A-4-IR Complete Camera (Day/Night)

(Vandal Resistant Day/Night Dome-4MP-F1.7)

- Weatherproof ONVIF S/G dome camera with integrated IR LED's upto 30metres
- Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter
- Remote Zoom, Focal Length 3-9mm
- Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23°
- Colour 0.01 lux, BW 0.01 lux in ambient light
- Max. image size: H.264, MJPeg, 4MP (2688 X 1520)
- Frame Rate 4MP/3MP @30FPS
- IP66/IK10, -30 to 65°C (-22 to 149°F)
- Internal DVR: No Sd Card
- Weight 760g
- Incl. Standard lens cover
- WDR

Description

For front car park area and entrance

SE-Mx-BC1A-4-IR

(Bullet Day/Night Camera-4MP-F1.7)

- Weatherproof ONVIF S/G bullet camera with integrated IR LED's upto 30metres
- Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter
- Remote Zoom, Focal Length 3-9mm
- Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23°
- Colour 0.01 lux, BW 0.01 lux in ambient light
- Max. image size: H.264, MJPeg, 4MP (2688 X 1520)
- Frame Rate 4MP/3MP @30FPS
- IP66/IK10, -30 to 65°C (-22 to 149°F)
- Internal DVR: No Sd Card
- Weight 760g
- Incl. Standard lens cover
- WDR

AVB Easyfit Brkt

- AVB (easy fit) mounting bracket (for rear of AVB box)

Easy Fit Bracket (SE-TCAM-EBKT)

Easy Fit Bracket

AVB 200-4G/W

- 4G router/LTE with WiFi 2.401-2.495 GHz
- 12-volt DC input
- 2 off PoE ports IEEE802.3at
- 2 off LAN
- Alarm trigger

Commissioning of system

- Engineer to final fix and commission system 1 day.

MxManagementCentre – Video Management Software

- Device Bar with Tree Structure
- Easy navigation between cameras & views
- Comfortable search – simple location of cameras & groups
- Definition of favorites – fast access of frequently used cameras & groups
- New area to manage clips
- Device bar supports also Drag&Drop
- Additional Research Capability
- Irregularities visible in Histogram
- Enhanced Export Options
- Video formats: avi (mjpg), MxPEG
- Image area, resolution and frame rate can be defined individually for export
- Powerful & stable on Windows* and Mac OS-X* devices

High-Speed-Search – 60-times playback and comfortable time lapse

Contractor A - Bell Hill

Description
Camera 1 – Front Left Hand-side of Air Cadet Head Quarters **To give a wide-angle view of the car park area left hand-side** **SE-VD1A-4-IR Complete Camera (Day/Night)** **(Vandal Resistant Day/Night Dome-4MP-F1.7)** • Weatherproof ONVIF S/G dome camera with integrated IR LED's upto 30metres • Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter • Remote Zoom, Focal Length 3-9mm • Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23° • Colour 0.01 lux, BW 0.01 lux in ambient light • Max. image size: H.264, MJPeg, 4MP (2688 X 1520) • Frame Rate 4MP/3MP @30FPS • IP66/IK10, -30 to 65°C (-22 to 149°F) • Internal DVR: No Sd Card • Weight 760g • Incl. Standard lens cover • WDR

Description
Camera 2 – Front Right Hand-side of Air Cadet Head Quarters **To give a wide-angle view of car park area right hand-side** **SE-VD1A-4-IR Complete Camera (Day/Night)** **(Vandal Resistant Day/Night Dome-4MP-F1.7)** • Weatherproof ONVIF S/G dome camera with integrated IR LED's upto 30metres • Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter • Remote Zoom, Focal Length 3-9mm • Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23° • Colour 0.01 lux, BW 0.01 lux in ambient light • Max. image size: H.264, MJPeg, 4MP (2688 X 1520) • Frame Rate 4MP/3MP @30FPS • IP66/IK10, -30 to 65°C (-22 to 149°F) • Internal DVR: No Sd Card • Weight 760g • Incl. Standard lens cover • WDR

Camera 3 Front Right Hand-Side of Children's Playground Area

To give a general wide-angle view of the Children's Park Area R/H/S

SE-VD1A-4-IR Complete Camera (Day/Night)
(Vandal Resistant Day/Night Dome-4MP-F1.7)

- Weatherproof ONVIF S/G dome camera with integrated IR LED's upto 30metres
- Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter
- Remote Zoom, Focal Length 3-9mm
- Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23°
- Colour 0.01 lux, BW 0.01 lux in ambient light
- Max. image size: H.264, MJPeg, 4MP (2688 X 1520)
- Frame Rate 4MP/3MP @30FPS
- IP66/IK10, -30 to 65°C (-22 to 149°F)
- Internal DVR: No Sd Card
- Weight 760g
- Incl. Standard lens cover
- WDR

Description

Camera 4 – Left Right Hand-Side Side of Children's Playground Area

To give a general wide-angle view of the Children's Park Area L/H/S

SE-VD1A-4-IR Complete Camera (Day/Night)
(Vandal Resistant Day/Night Dome-4MP-F1.7)

- Weatherproof ONVIF S/G dome camera with integrated IR LED's upto 30metres
- Image sensor 4 megapixels, colour (day) and/or B/W (night) automatic day/nightswitching with mechanical blocking filter
- Remote Zoom, Focal Length 3-9mm
- Lens : horizontal image angle OF 103° to 35°, vertical 53° to 23°
- Colour 0.01 lux, BW 0.01 lux in ambient light
- Max. image size: H.264, MJPeg, 4MP (2688 X 1520)
- Frame Rate 4MP/3MP @30FPS
- IP66/IK10, -30 to 65°C (-22 to 149°F)
- Internal DVR: No Sd Card
- Weight 760g
- Incl. Standard lens cover
- WDR

NAS 2TB 5-Port Desktop Storage Device

- 2TB Hard Drive Storage
- 256GB RAM
- 5-Port PoE
- 5.12 watts Consumption
- 2 USB4863
- Free Standing / Desktop
- 1.8Kg

MxManagementCentre – Video Management Software

- Device Bar with Tree Structure
- Easy navigation between cameras & views
- Comfortable search – simple location of cameras & groups
- Definition of favorites – fast access of frequently used cameras & groups
- New area to manage clips
- Device bar supports also Drag&Drop
- Additional Research Capability
- Irregularities visible in Histogram
- Enhanced Export Options
- Video formats: avi (mjpg), MxPEG
- Image area, resolution and frame rate can be defined individually for export
- Powerful & stable on Windows* and Mac OS-X* devices
- High-Speed-Search – 60-times playback and comfortable time lapse

*(*existing PC to be used or customer to supply own)*

Final Fix and Commission

- engineer to final fix and commission system 1 day.

Contractor B - The Avenue

System Design

The following specification is for the installation by A1 Security Systems of a new IP CCTV system designed for the detection and prevention of crime and for the Health & Safety welfare monitoring of staff and visitors.

System Operation

The proposed system will provide external and internal coverage of the Pavilion building to include areas of identified risk and general surveillance.

Cameras

The following section details the type, location and coverage of the proposed cameras. Unless specified, all cameras are design to provide a General Observation View:

Camera 1 – Pedestrian Entrance

Camera 1 is to be installed externally to the main pedestrian entrance to the building, left hand side, at a height of approximately 2.5 metres, fixed to the brickwork, and angled to provide a view across the entrance door and adjacent area to include a proportion of the car parking area adjacent to the building.

Camera number 1 is to be a 1/3inch 4 megapixel CCD, vandal resistant dome type unit

fitted with a fixed 2.8mm wide angle lens and integral infra-red emitters with a range of 20 metres.

Camera 2 – Front Elevation

Camera 2 is to be installed on the front external elevation of the Pavilion, at a height of approximately 4.5 metres, fixed to the facia of the building, and angled to provide a view across the grassland and recreational area towards The Avenue.

Camera number 2 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Camera 3 – Front Elevation

Camera 3 is to be installed on the front external elevation of the Pavilion adjacent to Camera 2, at a height of approximately 4.5 metres, fixed to the facia of the building, and angled to provide a view across the recreational area towards the tennis court.

Camera number 3 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Camera 4 – WC Block

Camera 4 is to be installed on the rear external elevation of the WC Block, left hand side, at a height of approximately 4 metres, fixed to a new CCTV post, and angled to provide a view across the Boules area towards the rear left hand corner of the recreational grounds.

Camera number 4 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Camera 5 – WC Block

Camera 5 is to be installed on the rear external elevation of the WC Block at a height of approximately 4 metres (adjacent to camera 4), and angled to provide a view across the car park to include the vehicle entrance gate.

Camera number 6 is to be a 1/3inch 4 megapixel CCD dome type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Camera 6 – Rear Elevation

Camera 6 is to be installed on rear external elevation the building, at a height of approximately 2 metres, fixed to the brickwork, and angled to provide a view across the rear fire exit door and adjacent area.

Camera number 6 is to be a 1/3inch 4 megapixel CCD vandal resistant dome type unit fitted with a fixed 2.8mm lens and integral infra-red emitters with a range of 30 metres.

Camera 7 – Kitchen

Camera 7 is to be installed internally within the Kitchen, fitted at ceiling height and angled to provide a view across the kitchen towards the entrance/fire exit door.

Camera number 7 is to be a 1/3inch 4 megapixel CCD dome type unit fitted with a fixed 2.8mm lens and integral infra-red emitters with a range of 10 metres.

OPTIONAL Camera 8 – Front Elevation

Optional Camera 8 is to be installed on the front elevation of the building to the right hand side of the main hall windows, at a height of approximately 2 metres, and angled to provide a view across the front of the building.

Optional Camera number 8 is to be a 1/3inch 4 megapixel CCD vandal resistant dome type unit complete with a specialist wall bracket fitted with a fixed 2.8mm wide angle lens and integral infra-red emitters with a range of 30 metres.

Command and Control Equipment

The following section details the new recording, viewing and infrastructure equipment:

Network Video Recorder

Our proposal includes for the supply and installation of a new 16 channel IP Network Video Recorder (NVR). The NVR is to be installed in the loft/void space (access via a hatch in the kitchen/WC lobby). The unit will be installed within a wall mounted IT type cabinet with lockable panels. The recorder will have a total of 24 terabytes of HDD capacity and will provide POE power to a maximum of 16 cameras.

The NVR has a wide range of functionality and interconnectivity including the ability to view and replay images on tablets, PCs and smart phones using APPs via a broadband connection. To minimise the amount of non-impact recording (nothing occurring within the view of the camera) and maximise the duration of recording we can configure the system using Video Motion Detection (VMD) to record only when activity occurs within view of the cameras.

Estimate of Recording Duration

The following statement is our estimate of the achievable recording duration based on the following factors – size of HDD; size of image from the cameras; number of images to be recorded; and the level of activity on screen.

Size of Hard Disk Drive 24 terabytes
Number of Cameras 7
Images per second 15
Image Size 4 Megapixels
Activity on Screen (VMD) Medium
Compression H264h

Estimated Duration of Recording 21-25 days max.

Remote Access

Petersfield County Council are responsible for the provision of a suitable IP/ADSL/Broadband connection to the NVR.

Monitor

A 22inch LCD TFT monitor will be supplied with the system. The monitor will be installed adjacent to the NVR, switch off and disconnected until required.

CCTV Wall Mount Post

Our proposal includes for the supply and installation of a new 4m wall mounted CCTV post complete with anti-climb ring. The post is to be installed on the rear external elevation of the WC block for cameras 4 and 5

Cable

Cameras will be wired internally to the building using standard CTA5e cable. Cables will be terminated using RJ45 connectors. Cables in the hall area will be installed at high level within 20/25mm white plastic tube.

Please note – to provide a higher level of protection we do advise that the cables should be installed within 20-/25mm galvanised metal conduit (additional cost applies).

External BT/CAT5 Installation

Please note – the current CAT5/BT installation to the building is installed via an underground duct that terminates at the rear right hand corner of the building. The cable is unprotected from the duct to soffit level where it enters the building. We recommend the installation of a suitable metal duct to protect the cable from accidental or nefarious damage.

Mains Supply

The Client is to provide the following mains supplies:

- 1 x 3amp unswitched fused spur in the void space
- 1 x double socket within the void space

Contractor B - The Pavilion and Skate Park

System Design

The following specification is for the installation of a new IP CCTV system for the detection and prevention of crime and for the Health & Safety welfare monitoring of staff and visitors.

System Operation

The proposed system will provide external coverage of the skate park and the Pavilion. The cameras are to be recorded on a new 8 channel IP Network Video Recorder installed within the Pavilion building.

The skate park cameras are to be linked to the proposed NVR using a wireless IP link. The system is designed to provide coverage of areas of identified risk and general surveillance.

Cameras

Camera 1 - Pavilion

Camera 1 is to be installed on the left hand elevation of the Pavilion building, at a height of approximately 4 metres (directly above the side entrance door to the nursey) and positioned to provide a wide angle view across the recreational grounds towards the perimeter fence of the football club.

Camera number 1 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Camera 2 – Car Park

Camera 2 is to be fitted to the existing 6m external light post installed to the right hand side of the Pavilion building. The camera will be installed at a height of approximately 4.5metres and angle to provide a view of the car parking area.

Camera number 2 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Please note – the installation of camera 2 is subject to the availability of existing ducts
between the Pavilion building and the lighting column. In the event of ducts not being available then cables can be run via a catenary wire. Alternatively the camera can be mounted on the Pavilion building with a proportional loss of coverage.

Camera 3 – Skate Park

Camera 3 is to be fitted to a new 5m CCTV column (please refer to CCTV Column paragraph) located approx. half way along the skate park area. The camera is to be installed at a height of approx. 5 metres and angled to provide a view of the general skate park area to include the 'bowl'.

Camera number 3 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Camera 4 – Skate Park

Camera 4 is to be fitted to a new 5m CCTV column (please refer to CCTV Column paragraph) located approx. half way along the skate park area. The camera is to be installed at a height of approx. 5 metres and angled to provide a view of the general skate park area back towards the Pavilion.

Camera number 4 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Command and Control Equipment

Network Video Recorder

Our proposal includes for the supply and installation of a new 8 channel IP Network Video Recorder (NVR). The NVR is to be installed at high level within the Pavilions central corridor. The unit will be installed within a wall mounted IT type cabinet with lockable panels. The recorder will have a total of 12 terabytes of HDD capacity and will provide POE power to a maximum of 8 cameras.

The NVR has a wide range of functionality and interconnectivity including the ability to view and replay images on tablets, PCs and smart phones using APPs via a broadband connection. To minimise the amount of non-impact recording (nothing occurring within the view of the camera) and maximise the duration of recording we can configure the system using Video Motion Detection (VMD) to record only when activity occurs within view of the cameras.

Estimate of Recording Duration

The following statement is our estimate of the achievable recording duration based on the following factors – size of HDD; size of image from the cameras; number of images to be recorded; and the level of activity on screen.

Size of Hard Disk Drive 12 terabytes
Number of Cameras 4
Images per second 15
Image Size 4 Megapixels
Activity on Screen (VMD) Medium
Compression H264h
Estimated Duration of Recording 25-31 days max.

Remote Access

Petersfield County Council are responsible for the provision of a suitable IP/ADSL/Broadband connection to the NVR.

Monitor

A 22inch LCD TFT monitor will be supplied with the system. The monitor will be installed adjacent to the NVR, switch off and disconnected until required.

POE Switch

Cameras 3 and 4 will be connected to a new 4 channel POE switch to be installed within the base cabinet of the new 5m CCTV column. The switch will provide POE to the two new cameras and the proposed wireless IP link to the Pavilion building.

TCP/IP Wireless Transmission System

Our proposal includes for the supply and installation of a new TCP/IP wireless transmission system between the Skate Park and the Pavilion:

IP TX/RX Unit 1 – to be installed on a new 4 metre CCTV column (please refer to CCTV column section below) located within the perimeter fence of the football grounds.

IP TX/RX Unit 2 – to be installed on the left hand side external elevation of the Pavilion and connected to the new NVR.

CCTV Columns

Cameras 3 and 4 are to be installed on a suitable 5 metre high CCTV column located on the football grounds side of the perimeter fence. We recommend the installation of an Altron AW1545/5/BAS column which incorporates a cabinet base suitable for mounting

the proposed POE switch.
For the mounting of the wireless link transmitter, we are recommending the installation of a 4m Altron ACC1 4.5 fixed base column at the tree line perimeter of the football pitch facing towards the pavilion building. The column can be painted green to reduce its aesthetic and environmental impact.

Cable

Camera 1 is to be wired using internal CAT5e cable. Cameras 2, 3 and 4 are to be wired using external duct grade CAT5e cable.
The skate park section of the wireless link is to be wired in external duct grade CAT5e installed within a protective conduit. The conduit will be installed on to the football grounds side of the existing fence line.

Mains Supply

The Client is to provide the following mains supplies:
- 1 x 3amp unswitched fused spur at high level in the Pavilion Corridor
- 2 x 3amp sockets to be installed in the base of the 5m CCTV column.

Contractor B - Bell Hill

System Design

The following specification is for the installation of a new IP CCTV system at the Bell Hill site. The system is designed for the detection and prevention of crime and for the Health & Safety welfare monitoring of staff and visitors.

System Operation

The proposed system will provide external coverage of the playground area and the car park to the front of the building. The cameras are to be recorded on a new 8 channel IP Network Video Recorder installed within the building.

Cameras

Camera 1 – Car Park

Camera 1 is to be installed on the front external elevation of the building, right hand side, at a height of approximately 2.5 metres, fixed to the brickwork, and angled to provide a view across the front of the building and adjacent car parking area.
Camera number 1 is to be a 1/3inch 4 megapixel CCD, vandal resistant dome type unit fitted with a fixed 2.8mm wide angle lens and integral infra-red emitters with a range of 30 metres.

Camera 2 – Playground

Camera 2 is to be fitted to a new 4m CCTV column (please refer to CCTV Column paragraph) located centrally to the front of the area. The camera is to be installed at a height of approx. 4 metres and angled to provide a view of right hand side of the playground.
Camera number 2 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-12mm motorised lens and integral infra-red emitters with a range of 50 metres.

Camera 3 – Playground

Camera 3 is to be fitted to a new 4m CCTV column (please refer to CCTV Column paragraph) located centrally to the front of the area. The camera is to be installed at a height of approx. 4 metres and angled to provide a view of left hand side of the playground.
Camera number 3 is to be a 1/3inch 4 megapixel CCD bullet type unit fitted with a 2.7-

12mm motorised lens and integral infra-red emitters with a range of 50 metres.
Please note – images from cameras 2 and 3 will include adjacent residential buildings. As
part of the commissioning program A1 Security will install digital blocks across these areas
unless otherwise instructed in writing by Petersfield Town Council.

Command and Control Equipment

Network Video Recorder

Our proposal includes for the supply and installation of a new 8 channel IP Network Video Recorder (NVR). The NVR is to be installed within the Cadet Hut in a position to be agreed.. The unit will be installed within a wall mounted IT type cabinet with lockable panels. The recorder will have a total of 12 terabytes of HDD capacity and will provide POE power to a maximum of 8 cameras.
The NVR has a wide range of functionality and interconnectivity including the ability to view and replay images on tablets, PCs and smart phones using APPs via a broadband connection.
To minimise the amount of non-impact recording (nothing occurring within the view of the camera) and maximise the duration of recording we can configure the system using Video Motion Detection (VMD) to record only when activity occurs within view of the cameras.

Estimate of Recording Duration

The following statement is our estimate of the achievable recording duration based on the following factors – size of HDD; size of image from the cameras; number of images to be recorded; and the level of activity on screen.
Size of Hard Disk Drive 12 terabytes
Number of Cameras 4
Images per second 20
Image Size 4 Megapixels
Activity on Screen (VMD) Medium/High
Compression H264h
Estimated Duration of Recording 25-31 days max.

Remote Access

Petersfield County Council are responsible for the provision of a suitable IP/ADSL/Broadband connection to the NVR.

Monitor

A 22inch LCD TFT monitor will be supplied with the system. The monitor will be installed adjacent to the NVR, switch off and disconnected until required.

CCTV Columns

Cameras 2 and 3 are to be installed on a new 4 metre high CCTV column located on the football grounds side of the perimeter fence. We recommend the installation of an Altron AW1545/4/BAS column which incorporates a cabinet base.

Cable

Camera 1 is to be wired using internal CAT5e cable. Cameras 2, 3 are to be wired using external duct grade CAT5e cable.

Duct

A 50mm polycarbonate duct to be installed (by Others) between the new CCTV column and the Cadet Hut.

Mains Supply

The Client is to provide the following mains supplies:

- 1 x 3amp unswitched fused spur within the Cadet Hut.

Contractor C - The Avenue

Quantity	Standard Items
3.00	CAT5e 4PR UTP Unscreened cable.
3.00	IPC-STAN-9600IR 2Mpix Bullet Camera with Motorised lens and 100m Infra-red
1.00	HD-STANMON-22 22" Full HD Monitor
6.00	CCTV (Corex) Operation Signage To Satisfy Data Protection Act
1.00	NACOSS Certificate
1.00	One electronic and one hard copy of the O&M Manual
10.00	MK Mini Trunking 3 Metre Length 38 x 25mm White
22.00	8 Way 8 Contact CAT5E Modular Data RJ45 Plugs
1.00	Cable Power 2 Metre HDMi Cable

Quantity	Non Standard Items
1.00	16CH 4K NVR + 16 Ports PoE, 1080p Realtime, 200 Mbps Incoming Bandwidth, 12TB HDD
3.00	Bullet camera mounting box
5.00	4MP IP IR (30m) Eyeball Dome Camera, 2.8mm Lens, WDR(120db), PoE/12VDC, IP67, SD Card
5.00	Fixed Dome camera wall mount bracket
2.00	4MP IP IR (50m) Turret Dome Camera, 2.7-13.5mm Motorized Lens, ePoE/ 12VDC, WDR, IP67
2.00	Dome camera mounting bracket

Contractor C - Love Lane

Quantity	Standard Items
1.00	CAT5e 4PR UTP Unscreened Cable
1.00	IPC-STAN-9600IR 2 Mpix Bullet Camera wit 100 metre IR
1.00	10M Length 20mm Flexible Conduit
1.00	HD-STANMON-22 22" Full HD Standard Monitor
6.00	CCTV (Corex) Operation Signage To Satisfy Data Protection Act
1.00	NACOSS Certificate
1.00	One electronic and one hard copy of the O&M Manual
10.00	MK Mini Trunking 3 Metre Length 38 x 25mm White
20.00	8 Way 8 Contact CAT5E Modular Data RJ45 Plugs
1.00	Cable Power 2 Metre HDMi Cable

Quantity	Non Standard Items
4.00	Dome camera mounting bracket
4.00	4MP IP IR (50m) Turret Dome Camera, 2.7-13.5mm Motorized Lens, ePoE/ 12VDC, WDR, IP67
4.00	Universal Antennna mount for Nano Station
1.00	16CH 4K NVR + 16 Ports PoE, 1080p Realtime, 200 Mbps Incoming Bandwidth, 12TB HDD
1.00	800mm Template & Bolts
1.00	380Wx380Hx210D IP66 BOX
4.00	Ubiquiti NanoStation M5 5.8Ghz
1.00	Bullet camera mounting box
1.00	Twin Camera Bracket for Domes
1.00	Anti-Climb Guard to suit ACC4/HD – 200mm SQ Box
1.00	Demountable Winch for ACC4HD, 12 & 15
1.00	10m Heavy Duty Modular Tilt-Down Square Section Column with Lockable Access.
1.00	8 Channel: PoE+ Network Switch with 8 10/100Mbps RJ45 Ports and 2 10/1000Mbps

Contractor C – Bell Hill

Quantity	Standard Items
1.00	CAT5e 4PR UTP Unscreened Cable
1.00	10M Length 20mm Flexible Conduit
1.00	HD-STANMON-22 22" Full HD Monitor
4.00	CCTV (Corex) Operation Signage To Satisfy Data Protection Act
1.00	NACOSS Certificate
1.00	One electronic and one hard copy of the O&M Manual
1.00	CAT5 4PR UTP Duct Grade Cable
10.00	8 Way 8 Contact CAT5E Modular Data RJ45 Plugs
1.00	Cable Power 2 Metre HDMi Cable

Quantity	Non Standard Items
1.00	Anti-Climb Guard to suit ACC1
1.00	Demountable Winch for ACC1 + ACC2
1.00	16CH 4K NVR + 16 Ports PoE, 1080p Realtime, 200 Mbps Incoming Bandwidth, 6TB HDD
4.00	Camera mounting bracket
1.00	510mm Template & Bolts
1.00	4.5m Modular Tilt-Down Square Section Column with Lockable Access
1.00	Twin Camera Bracket for Domes
4.00	4MP IP IR (50m) Turret Dome Cameras, 2.7-13.5mm Motorized Lens, ePoE/ 12VDC, WDR, IP67

Summary of Costs

	Avenue Pavilion	Love Lane	Bell Hill	Total
Contractor A:	£ 5,351	£ 6,141	£ 3,693	£ 15,185
Contractor B:	£ 7,861	£ 6,832	£ 3,866	£ 18,559
Contractor C:	£ 6,385	£ 9,339	£ 4,798	£ 20,522

Summary of Annual Maintenance

Contractor A			
Contractor B	£240	£220	£180
Contractor C (3 yrs)	£10 pm	£10 pm	£7.50 pm

Notes

Bell Hill was added to this requirement in June 2018, and all contractors have quoted the same equipment

Steve Field
Office & Committees Manager
4th October 2018

Petersfield Town Council

Notes from a Meeting of the Allotment Association and Petersfield Town Council held at the Town Hall at 17:30 on Thursday 13th September 2018

Present: Cllr Lesley Farrow (Chairman of Grounds Committee)
Dugg Budd (Senior Groundsman)
Kathryn Ellis-Blandford (Office Administrator/ Allotment Officer)
Steven Field (Petersfield Town Council)
Vanessa Harvey (Plot 10b, Allotment Association)
Liz Lumb (Plot 36, 37a)
Ros Smith (Allotment Holder)
Paul & Dorothy Barton (Plot 18a)
Tim Dilks (Plot 16)
Julie Yardley (Plot 34)
Kevin MacDonald (Plot 31c)
John Deavin (Plot 24a)

Last meeting minutes were accepted as a good representation of proceedings.

Main Gate

It was suggested that the main gate might be moved to provide a level entry and avoid any possibility of accidents from vehicles rolling backwards on gradient. There was no previous record of such an incident occurring, but it was agreed that the grounds team would consider. It was also noted that it was difficult for mobility scooters.

The padlock on the main gate is difficult to decipher especially when the chain is wrapped around multiple times. It was requested that we might replace it with one which was easier to read. This was agreed and groundsman will action. Same entry code will apply.

North Gate

Difficult to use. Can we investigate a way to make it easier to open.

Rotovation

Allotment Association to gauge interest in individual plot rotovation in springtime. Will submit requirement to Petersfield Town Council. Potential charge £3 per rod. Actual price to be sent to Alison for member distribution.

Poisons & Pesticides

A request was made to inform plot holders as and when pesticides were due to be sprayed and the possibility of giving individuals the option to decline. Some individuals would like to avoid poisons entirely and raise awareness across the allotments in regard to investigating alternatives.

Dogs, Children & Bicycles

A conversation was had in regard to dogs being kept on leads, children not wandering onto neighbouring plots or playing ball games and bicycles keeping to the main paths, but not to use narrow paths.

Rodents

Some plot holders reported that they have experienced damage caused by rodents, burying tunnels under plastic sheeting, gnawing netting etc. Rules in dealing with vermin to be investigated by allotment officer.

Once again there were some objections to the use of poisons.

It was agreed that each tenant should generally be responsible for his/her plot.

Hornets

A hornet was encountered by a plot holder when it was disturbed. A conversation ensured regarding wasps and Asian hornets. It was agreed that hornets much like rats do not wish to frequent where they may be disturbed so a regular presence should prevent them becoming established.

Petersfield Town Council would clear any hornets nests that were a nuisance.

Wood Chippings

Plot holders requested the possibility of a regular supply of wood chippings. Groundsman to make arrangements.

All members were reminded that they could report problems and discuss issues as and when they arise.

The meeting came to a close at 18:30.

A reminder of certain terms and conditions for Having Your Allotment Garden

The main points are:

- You agree to pay a deposit for your allotment garden. This is returned to you if your allotment garden is left in good condition. If the allotment garden is left overgrown, or with rubbish and needs to be cleared, then the deposit is kept and put towards the cost of this work
- You may grow fruit, vegetables and flowers. You may have a lawn or a play area for your children on your allotment garden (maximum 5% of your plot). You are expected to care for ALL of your allotment garden, not just part of it and let the rest grow weedy
- You do not bring onto your allotment garden any harmful things such as banned chemicals, asbestos, builder's rubble, man made carpets that do not rot away etc.
- You keep the soil free from harmful things such as glass, plastic waste, builder's rubble etc.
- You show care and consideration to other allotment users and the people around the allotment site. This means that you do not do things that may upset people around you e.g. have a smouldering smoky bonfire, play music loudly, let your dog bark or off the lead
- You can only keep hens on your allotment garden (with permission from the Town Council) – no Cockerels
- You are responsible for the boundaries of your allotment garden. You are responsible for cutting your half of the grass path running beside your allotment garden
- You are responsible for any structure on your allotment garden. You must either remove it when you leave your allotment garden or pass it on to the next tenant. You are responsible for keeping any structures safe and well maintained
- You must display the number of your plot on your allotment garden at all times

In addition and in direct response to points raised at meeting

- Please ensure only suitable waste is put on compost heaps and that they are regularly turned
- Please ensure that rubbish piles do not accumulate as this can provide shelter

POLICY FOR COUNCIL OWNED LAND IN PETERSFIELD

1. Background

1.1 The Town Council (PTC) owns and manages considerable areas of land in the town and to have a policy for Council owned land is considered to be a positive management tool in the development of the Petersfield Neighbourhood Plan under the auspices of the newly Formed Town Development Committee.

1.2 PTC's view is that the best way to be sure to protect the land against unwanted development, or to ensure that the land remains available potentially for all sections of the community, is for the land to remain in the ownership of the Town Council.

1.3 The Council has decided that sales though the Community Asset Transfer legislation is not appropriate for the town's playing fields and it is the intention to retain the land in public ownership. However, long leases (an option within the CAT legislation) have been granted and will be considered for appropriate organisations.

2. Purpose

2.1 To consider all land owned by Petersfield Town Council and to recommend a strategy to Council for the use of this land.

2.2 To consider a strategy for the acquisition of land within the Parish of Petersfield for the purpose of protecting and preserving green spaces for the benefit of the community.

3. PTC Sites

3.1 Petersfield Heath

3.1.1 The current strategy is to support the provision of visitor facilities on the west side of the Heath. These consist of the children's play area; toilets; a kiosk (currently operating as the Plump Duck café); hire of pleasure boats; fishing rights and space for regular events including fairs, circuses and special events.

3.1.2 The east side of the Heath consists of a wooded area and heathland of ecological interest. It has also a cricket pitch. It is also home to the

barrows, historic sites of architectural significance, and events such as the Secrets of the Heath.

3.1.3 It is proposed that the Heath and Pond area should have a more "hands-on" management by PTC. It is recommended that the Chairman of the Grounds Committee and the Town Clerk jointly take ultimate responsibility for all activity on the Heath with the Town Councillor representative on the FOPH Committee able to advise the FOPH Committee appropriately.

3.1.4 PTC should take a pro-active role in the development of the Heath Management Plan and its implementation, particularly in regard to maintenance programmes, pollarding, and improvement programmes, with a closer relationship with the Friends of the Heath.

3.1.5 It is proposed that the heathland and barrows become more of a feature open to the general public by the establishment of mown paths and the provision of information boards giving the history and general information about the various sites.

3.1.6 Occasionally PTC receives requests for large groups to utilise the Heath and Pond for appropriate purposes. PTC is keen to support activities and charitable events provided the event is safe, will not deteriorate the ground or vegetation and be for a good purpose in pursuit of recreation and charity however each request would be individually on a case by case basis determined as suitable by the Town Clerk, Chairman of Grounds and the FoPH Councillor. It is possible that some such request may require to be placed before full Council. It is not a policy to accept requests for purely private functions.

3.2 Penns Farm Playing Fields, including Penns Field B

3.2.1 This land is allocated in the PNP for sports & recreation purposes. This will support the vision of creating a Sports Hub in the area, encompassing adjacent sports and leisure facilities owned by others.

3.2.2 It is intended that more permanent provision be made for Petersfield Town Juniors at Penns such that they can move from Love Lane. There is an aspiration that a pavilion with changing facilities be available, probably though the club's resources. This will be a move towards the Neighbourhood Plan objective of Town Council land at Penns Field becoming a Sports Hub for Petersfield.

3.2.3 It is recognized that playing fields are in short supply within the town and that we benefit from a number of popular and thriving clubs which continue to put loads on these areas. It is proposed that, with the addition of the Penns B area becoming available for sports, the whole area be re-assessed in conjunction with the stakeholders, in particular Petersfield Rugby Club and Petersfield Town Juniors, such that space

can be used as efficiently as possible when trying to meet, and compromise between, the objectives of the users.

3.2.4 It is proposed that Penns Field B be a site for further playing fields suitable for both rugby and football pitches. Additional football pitches on the Penns Farm site will allow the Town Junior Football Club to be transferred from the Love Lane site in the future.

3.3 Love Lane Recreation Ground

3.3.1 It has already been suggested, and is supported in the Petersfield Neighbourhood Plan, that the Love Lane recreation ground, potentially, should be the site for a new multi-purpose community facility for Petersfield. The preferred site would be the North East corner of the site so that the existing entrance and car park may be retained.

3.3.2 Petersfield does not have a quality park with ornamental shrubs, flower gardens, all weather paths and seating. It is proposed that the balance of the Love Lane recreation ground would be very suitable for such facilities.

3.3.3 It is assumed that it will be possible for the Town Juniors football club to relocate to Penns Field and organise games to suit the availability of the space at Penns Field. This may mean that Love Lane recreation ground will no longer be available for football and this will need to be discussed with the Town Juniors club.

3.3.4 It has already been approved that an extension to the skate park be constructed. Planning permission will be required and funding for the work is to be done through the Festival for Young People.

3.3.5 There is an urgent need for the whole of the Love Lane recreation ground to be part of a new Master Plan which could include the football stadium, second phase of the skate park, new community facilities and a new Park.

3.4 Bell Hill Recreation Ground

3.4.1 With over 100 houses being proposed in the Neighbourhood Plan in the private land at the western end of the Bell Hill Recreation Ground, it may be appropriate to enlarge the Play Area.

3.4.2 The site is used by the Round Table to operate the annual town fireworks display in November and is the only public site for this facility and should be retained. PTC should work closely with the Round Table to ensure that facilities are suitable to support this event.

3.4.3 It is suggested that the recreation ground should be improved by the planting of additional low maintenance trees and shrubs. This could

enhance the little used section towards the east of the site (access from Bell Hill).

3.4.4 PTC should work closely with the developers of the adjacent land allocated for housing development to ensure that such development doesn't compromise the facilities offered on the recreation ground and that the future development offers an enhancement to the existing recreation ground.

3.4.5 The site has suffered from a backlog of maintenance over a period of decades and as a result there are many overgrown hedges. Regular maintenance of the hedges will increase the appearance of the area and discourage anti-social activities.

3.4.6 A new gate further towards the top the lane would improve access and potentially limit damage to the lower areas when heavy plant need access. It would also make the fencing and parking areas at the lower end easier to design, install and maintain.

3.5 Bell Hill Common

3.5.1 This area is larger than immediately apparent. In addition to the grass verge, there is an area of woodland and dense undergrowth leading to a small pond on the right hand side of Bell Hill Ridge.

This area can be significantly improved. There are two bench seats in poor condition which could be replaced. The dense undergrowth could be cleared to provide a small but more interesting walk through the wooded area, particularly towards the pond.

3.5.2 PTC should work with SDNPA to develop a Management Plan for this area.

3.6 Woods Meadow Recreation Ground

3.6.1 Woods Meadow forms part of what has been identified as a "Green Finger" from Tilmore Road and points north to Steep, into Petersfield. This idea should be developed further by the acquisition of the privately owned land to the north and south.

3.6.2 There is a small children's play area near the railway line. This is to be extended and re-furbished in line with the public consultation previously undertaken.

3.6.3 A small football kick about area is provided on the northern side of the recreation ground. The goalpost is in poor condition and is due for replacement shortly.

3.6.4 On the north side of Woods Meadow is a strip of land which is subject to flooding and is currently lying fallow and is overgrown. It is land which is not included in the Neighbourhood Plan as suitable for housing development. It is recommended that PTC make an offer for this land on the basis of the land being preserved as Green Space.

3.6.5 On the south side of the railway line is North Field, part of Merritts Meadow, which has been specifically excluded for Housing development in the Neighbourhood Plan. It is not looked after and PTC has already expressed an interest in acquiring this land, to be held as Green Space.

3.7 Borough Road Recreation Ground

3.7.1 This is a small site with a children's play area which is due for refurbishment shortly in line with the consultation previously undertaken with the public.

3.7.2 The site could do with improvements and some replanting of trees and shrubs.

3.7.3 The land to the south of the site forms part of the Borough Road water meadows. It may be possible for PTC to acquire this site and improve it for the benefit of local residents.

3.8 Paddock Way Recreation Ground

3.8.1 This land is leased from the Hampshire County Council.

3.8.2 There is a children's play area provided at the southern end of the recreation ground.

3.8.3 The Neighbourhood Plan calls for a significant amount of housing to be built to the east of the site, at Larcombe Road and on land south of Larcombe Road.

3.8.4 This site may come under pressure in the future and it is proposed that PTC looks to acquire this land to ensure a Green Space between the housing to the north and potential building land further south.

3.9 The Spain Greensward

3.9.1 This is open land unsuitable for any other use. There are no suggestions for this land.

3.9.2 The land is part of the ancient historic core of the town of Petersfield and should continue to be maintained in such a way as to promote and enhance the appearance of this part of the town within the Conservation Area.

3.10 High Meadow

3.10.1 This land is held in trust by PTC as Green Space. No changes are suggested at this time.

3.11 Tilmore Allotments

3.11.1 These are the only allotments in Petersfield and should be kept as such.

3.12 Heathfield – Barnfield Link

3.12.1 This land is to be retained as it currently is.

3.13 The Avenue Playing Fields

3.13.1 The pavilion on the site is used by the community. There are also tennis courts which are free, unless for hire by approved commercial coaching operatives, and a football field for informal and casual use. The football field could be used as an overflow from Penns Field if needed.

3.13.2 PTC shall explore enhancements to the existing sporting facilities on the playing fields.

3.14 St Peter's Churchyard

3.14.1 PTC has a responsibility to maintain the site but not to improve it.

3.15 Rotherlands Nature Reserve

3.15.1 This is an attractive woodland walk along the banks of the River Rother. This is classed as a Nature Reserve with interested parties such as The South Downs National Park (SDNP) and the Hampshire Wildlife Trust (HWT). Until January 2016 the maintenance role has been largely undertaken under the Petersfield and local area based volunteers "The Rotherlands Conservation Group". This Group at the time of writing is likely to fold in April 2016 due to lack of active volunteers and a more direct management of the area may need to be undertaken by PTC in partnership with EHDC utilising expertise and possibly funding from HWT and SDNP but also open to expertise and work (such as surveying wildlife) from local volunteers.

3.16 Eastlake Close

3.16.1 There is a small strip of land at the end of the cul-de-sac at the east end of Eastlake Close

3.16.2 It is recommended that the owners of nearby properties be approached to acquire the land.

Note: Possible improvements or additional facilities for the people of the town.

3.17 Merritts Meadow

3.17.1 At the time of this review negotiations are ongoing concerning the handover of land between the new builds and Tilmore which is currently impassable on foot. The aim following any such takeover would be to maintain this link under the auspices of the PTC.

3.18 Ramshill Play and Green Spaces Areas

3.18.1 At the time of this Review negotiations are on-going with the Developers of the Ramshill Estate for PTC to take forward the maintenance of these areas.

3.18.2 In the event of a takeover PTC should receive a proportionate sum of Section 106 monies in order to offset costs of maintaining in perpetuity. Thus the Playground and green areas would become a PTC asset and come under the management of PTC

4 Recommendations

4.1 The pressures previously placed on the Neighbourhood Plan Steering Group to find land suitable for the building of more than 700 homes in Petersfield shows that the PTC cannot be complacent when it comes to preserving the green spaces in the town. The suggestions and recommendations made in this paper are intended to focus attention on where there may be opportunities to acquire and preserve additional land in Petersfield and how some of the sites may be improved to provide additional facilities for the people of the town.

4.2 With the sale of Penns Field A to Kebbell Homes, PTC has a unique opportunity to fund some of the proposals included in this paper. Although it would be expected that the major part of the receipts from the sale of this land may need to be invested, at the same time some real improvements to our existing sites can be made and therefore Petersfield's residents will see and obtain some real benefits from the release of the land.

4.3 PTC should review this policy on a regular basis and at least annually.

Approved: Town Council Grounds Meeting held on17th March 2016

Next review: by Grounds Committee February 2018

Grounds Committee

Tree Works

Background

The hot dry summer has led to some concerns over the safety of some of the trees on the Council's land. Members will be aware that the Council is responsible for many trees on the various recreation grounds, sports grounds and other areas of public open space that are owned and managed by the council.

The Senior Groundsman has visited the areas where he is most concerned about the trees with Robin Burleigh, the contractor that the Council uses to undertake its tree maintenance work.

Whilst there may be more works to follow during the winter, there are currently two areas where there are specific concerns:

Penns Farm Playing Fields
To the rear of Clare Gardens there is an area that contains a blanket Tree Preservation Order. Within this space there are three silver birch trees that are in poor condition as well as an oak tree that is significantly over-hanging the garden of one of the properties. There is a concern that the oak could drop its branches within the Clare Garden properties garden and it is recommended that these branches are cut back to avoid this risk. It is proposed to fell the three silver birches.

A Planning Application has been submitted with Mr Burleigh's recommendation for works within the Tree Preservation Order area and the District Council officer has been met on site to discuss the proposed works.

The cost of this work is £450 and it is recommended that, subject to the successful outcome of the Planning Application, that this be approved.

Bell Hill Common
There are signs of 'Ash Die-back Disease' amongst the trees on Bell Hill Common. It is recommended that the affected trees be cut down as soon as possible to control the disease and hopefully stop it from spreading further in the town.

The cost of removing the nine affected trees is £2,025.

Summary

The Council's Financial Regulations state that for contracts between £2,000 and £5,000 that the aim is to 'strive for three quotations' although the primary aim is to ensure that the Council is obtaining good value for money for the work. Mr Burleigh has become recognised as the Council's regular tree maintenance contractor for in excess of twelve years and during this period of time has won any competitive quotation exercise undertaken for tree works on the Council's land. It has therefore been established in the past that he offers the Council good value for money which satisfies the requirements of the Council's Financial Regulations.

The budget for tree works for the year is £5,500 and there remains capacity to meet the cost of these two items of work within that budget. The committee can therefore approve these works under its Terms of Reference.

Recommendation

That the Council approve the tree works required at Penns Farm Playing Fields and Bell Hill Common to be undertaken by Robin Burleigh at a total cost of £2,475 with the works at Penns Farm Playing Fields being subject to the already submitted Tree Preservation Order Planning Application.

Neil Hitch
Town Clerk
2nd October 2018

Review of PTC Policy on Council Owned Land

(Comments by Cllr J Deane)

General Comment

My view that it is probably time to re-vitalise this document as a Policy which is agreed by the Grounds Committee. Bearing in mind the original document was written as a proposal and recommendation this should no longer be the case and should be geared in 'policy-speak'.

This is the basis for most of my comments. Very happy for words to be further tinkered with.

Purpose

Para 2.1: Suggest

To consider all land owned by Petersfield Town Council and to provide a policy on the current strategy to be applied by the Council for the use of these land areas.

Para 2.2: Suggest

To make public the aim to continue seeking acquisition of land within the Parish of Petersfield for the purpose of protecting and preserving green spaces for the benefit of the community.

The Heath & Lake

Para 3.1.3: Suggest:

In pursuance of robust stewardship of this area PTC, as Trustees, determine the ultimate and hands on management. This is exercised ostensibly by the Chairman of the Grounds Committee, the Town Mayor and the Town Clerk who take day to day responsibility for activities and plans for grounds work.

Para 3.1.4: Suggest

PTC takes a pro-active role in the development of the Heath Management Plan and its implementation, particularly in regard to maintenance programmes, pollarding, and improvement programmes. The Town Council liaison representative on the FOPH Committee is entrusted to advise and seek comments from the Friends of the Heath appropriately.

Para 3.1.5: Suggest

The Heathland and Barrows have become more of a feature open to the general public by the establishment of mown paths and the provision of information boards giving the history and general information about the various sites. Such features continue to be considered as highly important by PTC. Work to protect and provide access is part of the routine maintenance schedules.

Para 3.16: Insert new para:

PTC acknowledges and appreciates advice, input and work recommendations provided by the volunteer group Friends of Petersfield Heath.

Penns Field Playing Fields, including Penns Field B

Para 3.2.1 Suggest

PTC continues to view that the use of this land is for sports purposes and pursue the objective of Leases or Licences that are fit for purpose.

Para 3.2.1: Suggest (now contains Para 3.2.2)

Penns Field B is considered to be a site which along with other arrangements for the whole area of Penns Playing Fields to allow for the transference of Petersfield Town Junior Football Club from Love Lane. This forms the objective from the Petersfield Neighbourhood Plan for Penns Field becoming a Sports Hub for Petersfield.

Para 3.2.2: Suggest new para (now contains para 3.2.3 and 3.2.4)

PTC sees the only way to be sure to protect the land against unwanted development, or to ensure that the land remains available potentially for all sections of the Community and for the land to remain in the ownership of the Town Council.

Para 3.2.3: Delete in entirety

Para 3.2.4: Delete in entirety

Love Lane Recreation Ground

Para 3.3.1: Suggest

Petersfield Neighbourhood Plan in line with historical views, that the Love Lane Grounds is potentially a site for a new multi-purpose Community Centre for Petersfield. The preferred site would be the North East corner of the site so that the existing entrance and car park may be retained.

Para 3.3.2: Suggest

Petersfield does not have a quality park with ornamental shrubs, flower gardens, all weather paths and seating. It is considered that the balance of the Love Lane site could be very suitable for such facilities.

Para 3.3.3: Suggest

On the assumption that it will be possible for the Town Juniors football club to relocate to Penns Field and organise games to suit the availability of the space at Penns Field. It may also be possible for extra space to be made available if required at the existing football ground at The Avenue. This

may mean that Love Lane will no longer be available for football with the need to consult with the Town Juniors.

Para 3.3.4: Suggest

It is recognised that there is a need for the whole of the Love Lane recreation area to be part of a new Master Plan for the area which would include the Football Club, the two phases of the Skate Park, a new Community Centre facility and a new Park.

Bell Hill Recreation Ground

Para 3.4.1: Suggest

With over 100 houses being proposed in the Neighbourhood Plan in the private land at the western end of the Bell Hill Recreation Ground, it is considered appropriate to enlarge the Play Area.

Para 3.4.3: Suggest

The Recreation Ground should be improved by the planting of additional low maintenance trees and shrubs.

Woods Meadow Recreation Ground

Para 3.6.2: Suggest

On the north side of Woods Meadow is a strip of land which is subject to flooding and is currently lying fallow and is overgrown. It is land which is not included in the Neighbourhood Plan as suitable for housing development. PTC considers potential for making an offer for this land on the basis of the land being preserved as Green Space.

Paddock Way Recreation Ground

Para 3.8.2: Suggest

A significant amount of housing is being developed to the east of the site, at Larcombe Road and on land south of Larcombe Road.

Para 3.8.3: Suggest

This site may come under pressure in the future. PTC should look to acquire this land to ensure a Green Space between the housing to the north and potential building land further south.

The Avenue Playing Fields

Para 3.13.1: Suggest

The pavilion on the site is used by the community. There are also tennis courts which are currently free, unless for hire by an approved commercial coaching operatives, and a football field for informal and casual use. The football field could be used as an overflow from Penns Field if needed.

Rotherlands Nature Reserve

Para 3.15.1: Suggest

This is an attractive woodland walk along the banks of the River Rother. PTC take a leadership role in managing this area and working with the Rotherlands volunteers.

Eastlake Close

Para 3.16.2 Suggest

PTC remains open to offers of purchase of this land by nearby residents.

Recommendations

Redefine as follows:

Summary Comments on this Polices

4.1 The pressures on the Neighbourhood Plan Steering Group to find land suitable for the building of more than 700 homes in Petersfield, including initially building on the Love Lane and Bell Hill Recreation Grounds, demonstrates that the PTC cannot be complacent when it comes to preserving the Green Spaces in the town. The suggestions and recommendations made in this policy paper are intended to focus attention on where there may be opportunities to acquire and preserve additional land in Petersfield and how some of the sites may be improved to provide additional facilities for the people of the town.

4.2 With the sale of Penns Field A to Kebbell Homes, PTC has been given a unique opportunity to fund the proposals included in the paper over time and on receipts of annual dividends. At the same time some real improvements to existing sites can be made and therefore Petersfield's residents' will see and obtain some real benefits from the release of Penns 'A'.

4.3 PTC reviews this policy on a regular basis and at least annually.

Approved:

Next Review: February 2019