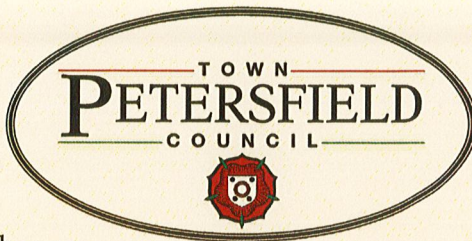


NEIL HITCH
Town Clerk

Tel. (01730) 264182
Fax. (01730) 231164

e-mail admin@petersfield-tc.gov.uk
www.petersfield-tc.gov.uk



*The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA*

10th September 2020

Dear Councillor

I hereby summon you to attend a meeting of the Grounds Committee to be held on **Thursday 17th September 2020 in the Town Hall Council Chamber, Heath Road, Petersfield, commencing at 6.30 p.m** and via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows:

<https://us02web.zoom.us/j/82069091774?pwd=eFpNLzRzVEEzbjVjeVUwUGZrZW1SUT09> and meeting ID: 820 6909 1774 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance for the password).

Yours sincerely,

Neil Hitch
Town Clerk

A G E N D A

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 12th March 2020 (*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 an update on the proposed Community Asset Transfer of land to the Petersfield Rugby Football Club (*verbal and attached*).
8. To receive and consider a presentation from Friends of Petersfield Heath to establish a wildflower area on at The Heath on land to the west of the car park (*verbal*).
9. To receive and note the Grounds Report (*attached*).
10. To receive an update on the possibility of a Community Asset Transfer of land from East Hampshire District Council at Penns Field and the Rotherlands (*verbal*).
11. To receive and consider an updated agreement with the Heath Pond Association regarding the management of the Heath Pond (*attached*).
12. To receive an update on the Heath Pond Bank Stabilisation project (*attached*).
13. To receive and consider a proposal from Merritts Meadow Residents Association regarding the creation of a charitable trust to manage North Merritts Meadow (*attached*).
14. To approve the investment of the Skinners Farm Lane commuted sum into the Local Authority Property Fund.
15. To consider the budget requirements for the Grounds committee for the year 2021-2022.
16. To consider approving the re-naming of Sussex Meadows as the John Goodyer Meadows.
17. To agree a new date for the Allotment Users' meeting which was due to take place on 17th September.
18. To receive an update on issues relating to the Ramshill Estate (*verbal*).

Confidential

19. To receive and consider any staff or confidential matters

~ End

Petersfield RFC – PTC – Community Asset Transfer of Clubhouse Land at Penns Place

The Current Position:

Back in 2016, as part of an MOU (item 5) between Petersfield Town Council and Petersfield RFC, it was agreed the land the Rugby Clubhouse was built on would be transferred to Petersfield RFC through a process known as Community Asset Transfer.

Several years and a slight amendment to the land have gone by and the issue was raised by Stuart Barden at the Grounds committee meeting in July 2019 – with the proposal of a working group being formed to sort out the process and transfer the land.

Subsequently a Club member and Solicitor - Matthew Needham-Laing of Katten – volunteered his services pro-bono to put together the documentation for this process to get things moving.

Matthew has written to both PTC and PRFC and has been engaged by the Club to provide the relative documentation – for which I attach a completed CAT Application Form and associated documentation

This has been produced from a combination of documents from other regions where CAT has been undertaken.

Having provided this Application and documentation, Petersfield RFC requests it is reviewed, and discussions/ agreements take place to undertake the transfer of the land.

Whilst a number of associated documents are provided, one that is missing is the Business Plan for Petersfield RFC – that currently is 'in progress' given the current COVID restrictions and limitations on what the club can and cannot do to generate revenue.

The Club however is currently in a good financial position, has locked down its costs and has undertaken the maintenance and improvement of the Clubhouse Facility since it was first opened in 1989 – and will continue to do so.

The Club intend to have a meaningful Business Plan in the very near future as more guidelines are issued in relation to its operation by the Government and a return to competitive sport is realised.

This is an Agreement/MoU between Petersfield Rugby Football Club (PRFC) and Petersfield Town Council (PTC).

Background

Over recent years there have been a number of disagreements between PRFC and PTC that have made working to a shared common goal difficult. RFC and PTC have recently made a solution to these issues such that the relationship can be put back on a more regular footing and both parties can move forward to mutual benefit.

This Agreement

The 8 points identified below out-line a mutually-agreed way forward and it is agreed that no other historic issues are out-standing nor will any be raised.

1. Independent Valuation of the Demise

It is agreed that an independent third party will be employed to value the Red and Green land identified as the Demise within the current Lease, taking into account the area, condition of the land and its level of maintenance. The club house land already has a provision within the Lease for arbitration and this method will be used for the Red & Green playing fields.

Improvements made by PRFC, such as the lighting etc, will be excluded from the valuation.

Currently the club house rent is increased according to the UK RPI whilst the rest of the land has a less defined method for increases. It is agreed that hence-forth, following the independent valuation, annual increases for the Red & Green areas will be linked to RPI and when the Lease is next drawn up (a new Lease is expected to be in place following a restructuring of the Demise) this will be reflected within it.

Costs will be split between the parties and both agree to abide by the findings.

Nothing in the above negates both parties agreeing a valuation without recourse to an independent opinion.

See point 5 below for further information on the ground upon which the Club House sits.

2. PRFC to pay outstanding sums

Upon signing of this Agreement, PRFC will pay all outstanding invoices from PTC. It is agreed that the valuation (point 1 above) will be used as the reference point from April 2013 and any over/under payments from that date will be paid by the relevant party.

3. Working together regarding Penns

It is likely that the whole of the Penns playing area will be restructured in the near future, with the addition of the area referred to as "Penns B". Whilst PRFC's ground area on the Lease will likely be similar in terms of area, restructuring the Demise has potential benefits to PRFC in terms of positioning and sizing of pitches.

It is anticipated that Petersfield Town Juniors Football Club (PTJFC) will have a number of pitches at Penns and it is agreed that both parties will work together, with PTJFC, to find a mutually beneficial structure to the ground area such that it benefits both PRFC, PTJFC and helps develop Penns Place as a sports hub..

4. Park the Hockey Pitch 1954 Tenancy Act issue "as-is"

There is an issue over PRFC's expressed rights to the old Hockey Pitch - also sometimes known as Pitch 4 - rights which PTC disputes.

When/if the restructuring of Penns (point 3 above) takes place it is anticipated that more efficient use of the land in respect to pitch sizes and positions will mean PRFC will no longer

need land in addition to that area within the existing Lease, and as such this 1954 issue will no longer be relevant.

Both parties therefore agree to "park" the the date of signing for a minimum period of 2 years, such that during these 2 years positions are protected without any change in either's legal position and no legal action will be taken.

5. Transfer of ground on which the Clubhouse stands

PTC will work with PRFC to find a suitable method to transfer the land on which the Club House sits to PRFC. It is currently envisaged that a Community Asset Transfer (CAT) may be most appropriate.

It should be noted that PTC has no intention to sell the land. Should PRFC cease to be a rugby club, or cease to exist, there must be a method for the land to revert back to public ownership via PTC.

6. Confirmation there are no other outstanding issues

Although mentioned above, PRFC and PTC agree that the above points summarise all outstanding issues and no others exist nor will any historical ones be raised subsequently to this Agreement.

7. PRFC invited to apply for future Grants

PTC confirm that once signed there are no reasons why PRFC should not apply for Grants from PTC in the normal way (indeed a Grant was recently given in July). This clause does not express or imply any preferential status of the Club or any assurances of a Grant being awarded, but rather expresses that PTC is open to approaches by the Club via the normal mechanisms and decision-making processes.


8). Timing

Both PTC and PRFC expect to resolve all these issues at the same time, and to do so in an amicable fashion which will be of benefit to all those involved and the wider community.

Signed on behalf of Petersfield Rugby Football Club

Signed on behalf of Petersfield Town Council

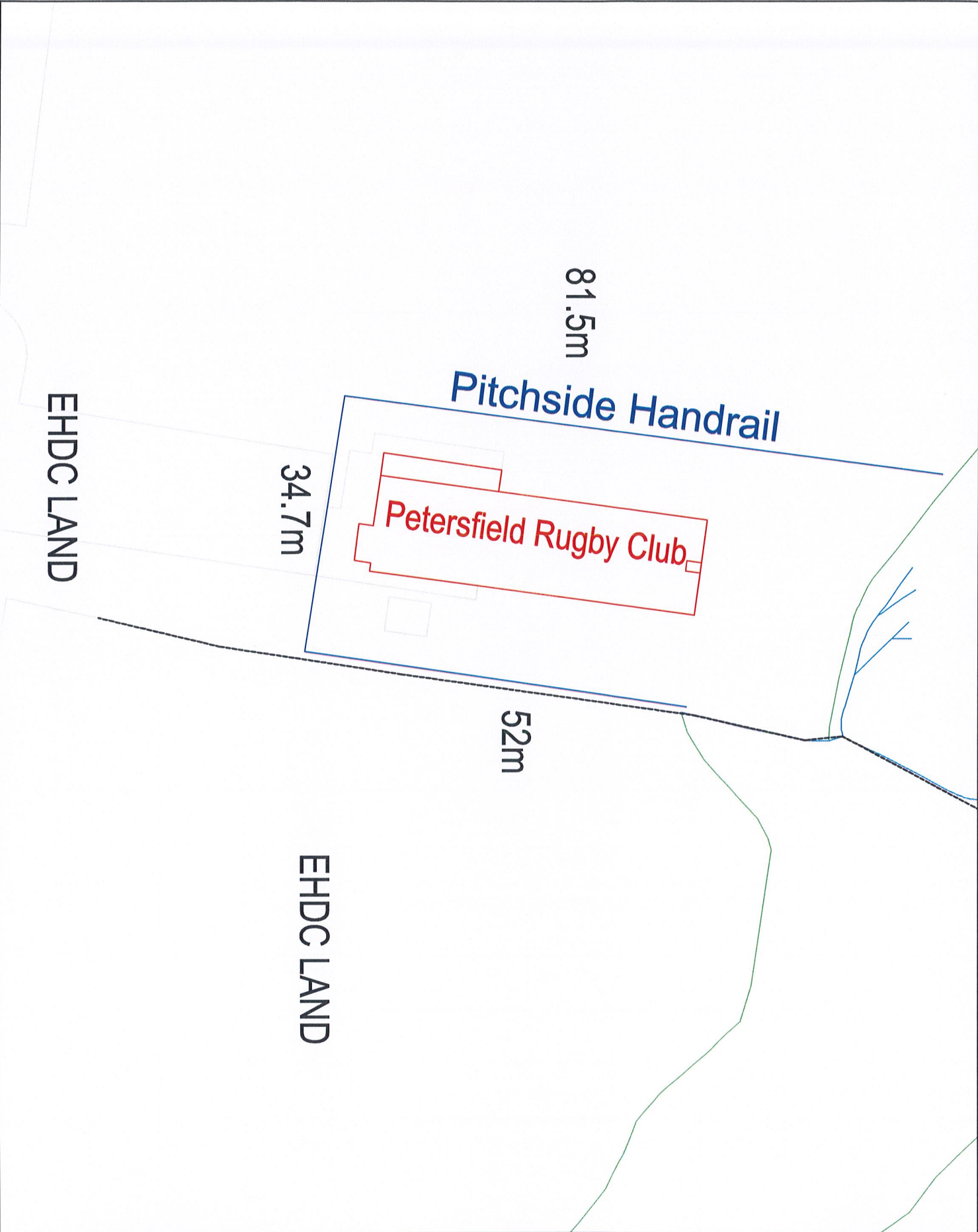
Mr Stuart Barden
Chairman


Date... 24/07/16
Mr James Deane
Mayor

Club Secretary


Date... 24/07/16
Mr Neil Hitch
Town Clerk

Date
Mr Gerry Devlin
Committee Member



1. All new and existing building work dimensions are official.
2. All building work shall be in accordance with the Building Regulations.
3. Preliminary drawings are not to be built or manufactured from.
4. Drawing dimensions and scales to be checked prior to commencement of any work.
5. All structural work shall be monitored on this drawing is subject to a qualified structural and civil engineer.
6. The design is subject to any necessary variations and alterations.
7. The design is subject to any necessary variations and alterations.
8. The design is subject to any necessary variations and alterations.
9. The design is subject to any necessary variations and alterations.
10. The design is subject to any necessary variations and alterations.

Rev	Date	Amendment	By
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Site	Petersfield Rugby Club
Title	PRFC Clubhouse Perimeter
Client	Petersfield Rugby Club
Design By	PRFC-DMS_1
Drawn By	N.L.
Date	21.06.2018
Checked By	S.B.
Scale	NTS
Paper Size	A3



Petersfield Rugby Club
The Clubhouse
Penna Place
Petersfield
GU31 4EP



PETERSFIELD RUGBY FOOTBALL CLUB

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

6.6.18

Dear Neil,

MoU Item No. 5 – Transfer of Clubhouse Land under CAT to PRFC

Further to your e-mail from the Grounds Committee Meeting of 17.5.18, Item G0948, please find enclosed a Block Plan of the Area on which I have marked the exact area the Club would like to obtain through CAT

As previously stated, given the water tanks, pump hours, sewer pumps and electricity box that are on the land towards the EHDC boundary at the rear of the clubhouse, plus the Balcony extension, patio and concrete plinth which we hope to turn into a training area – it would make sense to include these areas that are very much clubhouse related.

If PTC could please consider this request

Yours sincerely

Stuart Barden
Chairman Petersfield RFC

DATED 9.9.2020

APPLICATION

**IN RESPECT OF THE COMMUNITY ASSET TRANSFER OF THE CLUBHOUSE, PENNS
PLACE, PETERSFIELD, GU31 4EP**

**SUBMITTED BY PETERSFIELD RUGBY FOOTBALL CLUB LIMITED
TO PETERSFIELD TOWN COUNCIL**

Paternoster House
65 St Paul's Churchyard
London EC4M 8AB
Tel: 020 7776 7620
Fax: 020 7776 7621

BACKGROUND

- (A) Pursuant to Point 5 of the Memorandum of Understanding between Petersfield Rugby Football Club (the “**Applicant**”) and Petersfield Town Council (the “**Council**”) dated **24.10.2016** (attached at Schedule 1) the Council agreed to work with the Applicant to find a suitable method to transfer the land on which the Clubhouse, Penns Place, Petersfield, GU31 4EP (the “**Clubhouse**”) sits and it was envisaged that a Community Asset Transfer (“**CAT**”) may be used.
- (B) By a letter dated 6 June 2018, Mr Stuart Barden (“**Mr Barden**”) (attached at Schedule 2) the Chairman of the Applicant, provided the Council with a plan detailing the exact land which the Club wishes to obtain via the CAT.
- (C) On 11 July 2019, Mr Barden addressed a meeting of the Grounds Committee of Petersfield Town Council. Amongst other things, it is noted in the minutes of that meeting (attached at Schedule 3) that:
- i. Mr Barden explained the proposal for the Council to transfer ownership of the clubhouse and land adjoining it to the Applicant under a CAT;
 - ii. Mr Barden suggested a working group be formed to agree the terms of the CAT and produce a draft agreement to be approved by the solicitors for the Council;
 - iii. Members expressed support for the CAT and the proposal of forming a sub-group;
 - iv. The issue of forming a sub-group would be added to the September Grounds meeting agenda; and
 - v. Members did not raise any objections to the Applicant’s proposed plan for development of the Clubhouse, outlined by Mr Barden.
- (D) Further to the above correspondence, the Applicant submits this Application as a formal application for a CAT of the Clubhouse.
- (E) This Application is intended to provide the Council with information that may be required by the Council in order for agreement to be reached on the terms of a CAT Agreement between (1) Petersfield Rugby Football Club Limited and (2) Petersfield Town Council.

1. THE APPLICANT’S DETAILS

- | | | |
|---|---|---|
| 1 | Name of Applicant | Petersfield Rugby Football Club Limited |
| 2 | Address of Applicant | The Clubhouse, Penns Place, Petersfield, GU31 4EP |
| 3 | Contact Person | Mr Stuart Barden |
| | Telephone number | 07899922252 |
| | Email address | sbarden@bardenfm.co.uk |
| 4 | Solicitors for the Applicant | Katten Muchin Rosenman (UK) LLP, Paternoster House, 65 St Paul’s Churchyard, London, EC4M 8AB |
| 5 | Legal Status of the Applicant | Limited Company (Company Registration number: IP29130R) |
| 6 | Is the organisation part of a bigger local or national organisation? If yes, please provide details. | Yes – Rugby Football Union |

7	What are the current services provided by the organisation?	<p>Rugby and social activities for its members and the Community</p> <p>Providing Rugby - playing/ coaching / managing for Children U5 – Veterans, of all genders</p> <p>Providing a facility to support local schools in the teaching of rugby and inter-school competitions</p> <p>Providing a Social Outlet for former players, parents, members and the community around the rugby calendar</p> <p>Provide physical support for its members and the Community through the use of the Club Gym, Physio and rehabilitation facilities</p> <p>Provide mental health support through links with MIND and Club MIND Ambassadors</p> <p>Providing a facility away from rugby for use by the community – Dementia Choir, Table Tennis Club etc.</p>
8	When was the organisation established?	1927
9	Does the organisation have a Business Plan or equivalent document?	<p>X Yes</p> <p>Please find enclosed at Schedule 4 a copy of the Applicant's Business Plan in respect of the CAT.</p> <p><input type="checkbox"/> No</p>
10	What is the length of time the Applicant is requesting the Asset to be transferred for?	<p><input type="checkbox"/> 1– 7 years</p> <p><input type="checkbox"/> 7-21 years</p> <p><input type="checkbox"/> Over 21 years</p> <p>X Other</p> <p>Please explain: Indefinite whilst the Club remains a Rugby Club</p>
11	Does the Applicant currently manage or have they previously managed any buildings and/or facilities?	<p>X Yes</p> <p>Please provide details; The Club has operated and maintained the Clubhouse since it was built in 1989. It has added to and enhanced the surrounding area (as shown on the Drawing provided) with a Changing Block extension and external training area in the last decade.</p> <p><input type="checkbox"/> No</p>
12	Is this a joint or partnership application?	<p><input type="checkbox"/> Yes</p> <p>Please provide details</p> <p>X No</p>
13	Does the Applicant's governing body endorse this	<input checked="" type="checkbox"/> Yes

application for Asset Transfer? Please find enclosed at **Schedule 5** a letter from Mr Jason Bowers of the Rugby Football Union ("RFU") dated 13 January 2020 to Mr Barden which states the support of the RFU for the proposed CAT.

☐ No

Please explain reason(s): .

2. THE APPLICANT'S GOVERNANCE ARRANGEMENTS

- 14 **What are the aims and objectives of the organisation?** To get more people playing more rugby more often
To provide a Community Club that provides and nurtures all people to be the best they can through team sport and associated activities.

In 2019, following a poll of all members the club defined its Mission Statement – Petersfield RFC – Our Club.
This document is enclosed as **Schedule 6** of this document.

- 15 **Does the organisation have a set of governing documents?** X Yes

☐ No

If Yes, please advise on the name of the governing document

X Constitution – enclosed as **Schedule 7** of this document

☐ Articles

Other (please give details)

Please provide details on how often they are reviewed and the date they were last reviewed:

Frequency of review: Annually

Date last reviewed: 2.1.2020

- 16 **Does the Applicant have an established Management Committee or Board of Trustees/Directors?** X Yes

☐ No

If Yes, please advise on the type of governing body and how many people are on it:

X Management Committee

☐ Board of Trustees

☐ Board of Directors

		<input type="checkbox"/> Other please state:
		Number of people on the Governing Body: 28
		Every area of the club is represented
17	How often does the Governing Body meet?	Monthly through the Season
17a	Are minutes of meetings of the Governing Body taken?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17b	Are signed copies of minutes from meetings of the Governing body available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

3. EQUAL OPPORTUNITIES AND OTHER POLICIES

18	What policies does the Applicant have in place and when were they last reviewed?	<input checked="" type="checkbox"/> Equal Opportunities - enclosed as Schedule 8 of this document <input checked="" type="checkbox"/> Health & Safety – enclosed as Schedule 9 of this Document NO Volunteers – requirement being reviewed <input type="checkbox"/> Other (please state): Safeguarding – enclosed as Schedule 10 of this document
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4. FINANCIAL SUSTAINABILITY OF THE ORGANISATION

19	What is the annual income of the Applicant?	<input type="checkbox"/> Less than £10,000 <input type="checkbox"/> £10,000 to £30,000 <input type="checkbox"/> £30,000 to £50,000 <input type="checkbox"/> £50,000 to £100,000 <input checked="" type="checkbox"/> Over £100,000 <input type="checkbox"/> Other (please state)
20	What is the annual expenditure of the Applicant?	<input type="checkbox"/> Less than £10,000 <input type="checkbox"/> £10,000 to £30,000 <input type="checkbox"/> £30,000 to £50,000

		<input type="checkbox"/> £50,000 to £100,000 <input checked="" type="checkbox"/> Over £100,000 <input type="checkbox"/> Other (please state) .
21	How is the income generated?	<input checked="" type="checkbox"/> Room Hire <input checked="" type="checkbox"/> Fund Raising <input checked="" type="checkbox"/> Trading <input checked="" type="checkbox"/> Membership Fees <input checked="" type="checkbox"/> External Grant Funding <input type="checkbox"/> Contracts/commissioning <input checked="" type="checkbox"/> Other (please specify) - Sponsorship & Advertising
22	Does the Applicant have a bank account in the name of the Applicant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
23	Does the Applicant need at least two signatories to carry out transactions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
24	Are any of the signatories on the bank account related?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
25	Does the organisation have independently audited accounts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
26	Are the accounts audited and/or externally examined?	<input type="checkbox"/> Audited <input checked="" type="checkbox"/> Externally Examined
		Petersfield RFC Annual return (AR30) 31.3.20 included as Schedule 11 with this document Petersfield RFC Club Accounts for 2016-17, 2017-18 & 2018-19 are included in Schedule 12 of this document

5. REFEREES

In support of this Application, the Applicant provides the details of the following two independent referees:

Leroy Angel is a Past President of **Hampshire** and the **RFU** and has known Petersfield RFC since his playing days

Referee

Full Name: LeRoy Christopher Kenneth Angel, BEM., RIBA

Address: 1 Rochford Road, Basingstoke, Hampshire, RG21 7TQ

Occupation: Architect and RFU/RFF Administrator

Tel No: 07711185218 **Fax No:** N/A

E-mail address: leroyangel@rfu.com

Capacity in which known: Rugby Player and RFU/RFF Administrator

Length of time known: 59 years

Ian S Kerr OBE, is a Past President of Hampshire RFU and has known Petersfield since his playing days

Referee 2

Full Name: Ian S Kerr OBE

Address: 16 Princes Drive, Alton, Hampshire GU34 1QE

Occupation: Retired Senior Teacher

Tel No : 01420 88549 **Fax No:** N/A

E-mail address: kerri@lordwandsworth.org

Capacity in which known: Player, Referee, Administrator, Hampshire RFU

Length of time known: 50 Years+

6. DECLARATION

Declarer 1

I declare that as far as I know the information on this application is accurate and truthful. If any information change, I will notify Petersfield Town Council immediately in writing.

Signed

.. Dated: 9.9.20

Full Name: Stuart Barden

Position in Organisation: Chairman

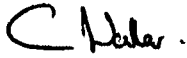
Tel No : 07899922252 / 01730 233778 Fax No: N/A

E-mail address:

Declarer 2

I declare that as far as I know the information on this application is accurate and truthful. If any information should change, I will notify Petersfield Town Council immediately in writing.

Signed:



Dated: 9.9.20

Full Name: Clive Waller

Position in Organisation: President

Tel No : 07710038520 / 01730 269629 Fax No: N/A

E-mail address:

To Be Completed By Receiving Officer of Petersfield Town Council:

Date Application Received by Petersfield Town Council:

SCHEDULE 1

MEMORANDUM OF UNDERSTANDING BETWEEN PETERSFIELD RFC AND PETERSFIELD TOWN COUNCIL

SCHEDULE 2

**LETTER DATED 6th JUNE 2018 FROM STUART BARDEN –
PROVIDING PTC WITH EXACT LAND FOR CAT
APPLICATION**

SCHEDULE 3

MINUTES OF PTC GROUNDS COMMITTEE MEETING 11.7.2019

SCHEDULE 4

PETERSFIELD RFC – BUSINESS PLAN TO SUPPORT CAT APPLICATION

SCHEDULE 5

RFU LETTER OF SUPPORT FOR CAT APPLICATION

SCHEDULE 6

PETERSFIELD RFC – OUR CLUB

SCHEDULE 7

PETERSFIELD RFC - CONSTITUTION

SCHEDULE 8

PETERSFIELD RFC - EQUAL OPPORTUNITIES POLICY

SCHEDULE 9

PETERSFIELD RFC - HEALTH & SAFETY POLICY

SCHEDULE 10

PETERSFIELD RFC – SAFEGUARDING POLICY

SCHEDULE 11

PETERSFIELD RFC – ANNUAL RETURN (AR30) 31.3.20

SCHEDULE 12

PETERSFIELD RFC – ANNUAL ACCOUNTS

- **2016-17**
- **2017-18**
- **2018-19**

Grounds Report September 2020

Agenda Item ⑨

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

- September maintenance schedule.

Love Lane Playing Fields

- September maintenance schedule.

Penns Farm Playing Fields

- September maintenance schedule.

Bell Hill Recreation Ground

- September maintenance schedule

Paddock Way

- September maintenance schedule.

Woods Meadow

- September maintenance schedule.

Ramshill

- September maintenance schedule

Borough Rd

- September maintenance schedule

High Meadow

- September maintenance schedule

Avenue

- September maintenance schedule

ASB

- Verbal update of sites up to present day

Dugg Budd
Grounds Manager
10th September 2020

MANAGEMENT OF HEATH POND

BY

HEATH POND ASSOCIATION



August 2020

Heath Pond Association

Management of Heath Pond, Petersfield

The following people listed below provide their services to Petersfield Town Council as volunteers to police all angling activities on Petersfield Heath Lake. In return it is agreed that they are reimbursed for any reasonable expenses incurred and are exempt from any permit charges.

Mr. Barry Quinton of 1 Queens Road, GU32 3BB Telephone: 01730 262325/07754683222

Mr. Adrian Tipper of 11 Grange Road, GU32 3LY Telephone: 07840848716.

Mr. David Chambers of 67 Highfield Road, GU32 2HL Telephone: 01730 302004.

Mr. Mike Hall of 31 Balmoral Way, GU32 2HE Telephone: 07956558770.

Mr. Grant White Telephone 07833 511142

Mr. Malcolm Cornwall - Bailiff

1. Policing The Pond (* Denotes additional information in next section)

- a. This will entail regular bailiff patrols around the lake (at least twice a day).
- b. The sale of day tickets and season permits. *
- c. The operation of a phone booking system for night fishing. *
- d. Dealing with any minor bank side disputes that may occur and ensuring that anglers behave appropriately at all times. *
- e. To liaise at all times with the Town Council on all matters relating to the lake, bank side and surrounding vegetation. *
- f. To liaise with the Friends of Petersfield Heath and Grounds Maintenance Team
- h. To carry out an effective fishery management program to ensure that fish stocks are maintained at a realistic level. *
- g. Carry out any general maintenance required. *

2. Additional Notes

- a. All monies from the sale of permits will be handed to Petersfield Town Council. These will be collected from bailiffs by Mr. Malcolm Cornwall who will be responsible for paying in on the last date of each month.
- b. The phone booking system will be operated by Mr. Adrian Tipper. Anglers will be able to book their nights fishing between the hours of 10.00 to 20.00. A mobile phone is provided by the Town Council for this purpose.
- c. At times bailiffs may have to deal with a variety of problems including disputes between anglers and/ or members of the public. Also there may be times when an angler who is breaking the rules has to be expelled from the Pond. Should there be any threatening behavior towards bailiffs then the Police will be called to deal with the situation. Links are in place with the local constabulary and the PCSO who are happy to assist.
- d. Mr David Chambers would represent HPA to discuss any matters arising with the Town Council, such as the need to carry out any remedial works to the bank side or adjacent vegetation, before any such work be undertaken.

- e. The Heath Pond Association agree to monitor the levels of dissolved oxygen in the pond, and support the Town Council in matters relating to fishery management. A PH Kit is available from the Town Council.
- f. HPA will endeavor to monitor the fish population by appropriate means.
- g. Any final resolutions in respect of a dispute is to be the responsibility of the Town Council e.g. an angler that is dismissed.

3. Night Rules

- a. Up to 70 night season permits in any one year can be issued (*agreed an increase of 20 from 50 additional permits with PTC on 14 July 2020*)
- b. Only 10 permit holders will be allowed to fish on any one night + bailiffs
- c. Only anglers over the age of 18 will be eligible for a night season permit.
- d. Anglers may book no more than 7 days in advance.
- e. Initial booking will be for a one 24 hour period (for any additional hours anglers must contact the night bailiff after 12 noon on the same day).
- f. Night permit holders will provide a passport photo for their membership card and this will need to be shown when required
- g. All other Petersfield Heath rules will apply.
- h. Guest tickets only available from the night bailiff with his permission; monies to be collected the same night by a bailiff

4. Petersfield Heath Rules

- a. Bailiffs reserve the right to interpret the rules according to circumstances or anti social behavior.
- b. Swims must be kept tidy whilst fishing and all litter to be removed and disposed of appropriately when leaving.
- c. Unhooking mats must be used; landing nets must be a minimum of 24 inches diameter. NO keep nets, sacks, gaffs or tailers to be used at any time. Anglers are advised to carry a carp care kit and disgorgers / artery forceps. ALL FISH to be returned to the water.
- d. NO nut baits or floating baits, properly prepared particles only.
- e. NO fishing from boats or by wading. NO boats remote or otherwise. NO fishing from the jetty or signposted areas, fishing from defined swims only.
- f. NO bent hooks or fixed rigs of any kind, only semi fixed or running rigs are permitted.
- g. Only authentic angling shelters to be used.
- h. Juniors under the age of 16 must be accompanied by an adult. Anglers over the age of 18 may use a 3rd rod providing they have the correct rod licenses and that it does not interfere with other anglers.

- i. NO parking across entrances to the Heath or on grass verges surrounding the Heath. NO unauthorised vehicles anywhere on the Heath at any time.
- j. Anglers must take due care when water fowl are present. The same applies to any rowing boats.
- k. NO fires or barbeques allowed.
- l. Anglers must behave appropriately at all times. Anti-social behavior will not be tolerated.
- m. NO trees, reeds or other bank side vegetation to be trimmed. If there is a problem, please inform a bailiff.
- n. Anglers may use a maximum of 3kgs of bait. NO spodding between the 1st June and September 15th if water levels are low.
- o. All anglers must be in possession of a valid Environment Agency rod license.
- p. Audio visual equipment may be used at very low volume or with headphones.
- q. Memberships to run from date of issue to 30th June of each calendar year.
- r. Pike season runs from 1st October to 14th March NO pike fishing from 15th March to 30th September

Rules are to be displayed on the reverse of day tickets and day season permits. Night anglers will be issued with a separate rule sheet.

5. Expenses – it is proposed that Heath Pond Association be reimbursed for reasonable expenses or the Town Council provide, for example:

- a. All day permit book to be printed with number sequence and VAT number + night guest ticket box added with stub
- b. Ticket printing
- c. Chest Waders
- e. Diary for night bailiff
- f. Litter Picker

6. Ticket Prices

Day ticket tariffs would be set by the Town Council. However we would suggest that the following price guide would be satisfactory for the first year given the uncertainty surrounding the remaining fish stocks.

a.	Adult Day	£5.00
b.	Adult Day season	£30.00
c.	Night season	£50.00
d.	Junior and concession day	£ 3.00
e.	Junior and concession season	£22.00
f.	guest night ticket	£15.00
g.	Members	£55.00 per year

7. Constitution

- a. We shall be known as the Heath Pond Association.

- b. We shall operate as a committee of 5 persons where 3 votes for would carry a motion.
- c. In the event of someone leaving the vacancy is to be filled by another suitable candidate who shall be elected by the remaining committee members.
- d. The committee will meet on a monthly basis.
- e. The committee would reserve the right to amend the rules as they see fit should the need arise.

<END>



Grounds Committee

Heath Pond Phase 2 Update

Background

Due to the COVID-19 lockdown, some of the work that Five Rivers would have carried out in March was not able to be completed, so the plan was to come back when the situation got back to some normality. Five Rivers have been back with us for 5 weeks from 10th August until 4th September to complete the work.

Work Carried Out in Phase 2

During the five weeks that Five Rivers have been with us, they have completed the following work:

1. Further Bathymetry Survey carried out – (we are waiting for results)
2. Cladding near to the Plump Duck and Boat House (see picture below)
3. Flex MSE bags installed along the east bank where concrete areas were originally re-enforced with sleepers – old sleepers and iron works removed (see picture below)
4. Hydro-seeding of all newly reclaimed banks and new Islands (see picture below)
5. Netting to keep birds and humans off of the hydro-seeded areas (see picture below)
6. Heat treatment to all Nicospan to stop further fraying of the material and injuring wildlife
7. Levelling off sand humps that had been formed during previous Five Rivers visit
8. Completed snag list on Boardwalk presented by our Play Inspection Contractor

Steve Field
Projects and Office Manager
9th September 2020



Example of Cladding and gravel near to Plump Duck

What is Flex MSE?

Flex MSE is a revolutionary Geomodular building technology consisting of two components, our Flex MSE Bag and our Patented Interlocking Plate. These leverage existing advanced soft armour systems to create an even stronger solution.

Soft armour segmental systems allow for construction of permanent slope, wall and shoreline protection installations while allowing for full vegetation of the wall face. No concrete, no rebar, no forming, and often no levelling pad are needed.

Flex MSE improves on earlier systems by offering greater geogrid compatibility and increased contact friction between the geotextile Bags



What is hydroseeding process?

Steve Field
Projects and Office Manager
9th September 2020

Hydroseeding (or hydraulic mulch seeding, hydro-mulching, hydroseeding) is a planting process that uses a slurry of seed and mulch. It is often used as an erosion control technique on construction sites, as an alternative to the traditional process of broadcasting or sowing dry seed.



Other Information

1. The Planning Application has been submitted and notices are placed all around the heath. Planning comments can be made until 16th September (*see appendix A*)
2. Investigations are still being carried out on the pistol that was found when silt was being pulled out of the pond

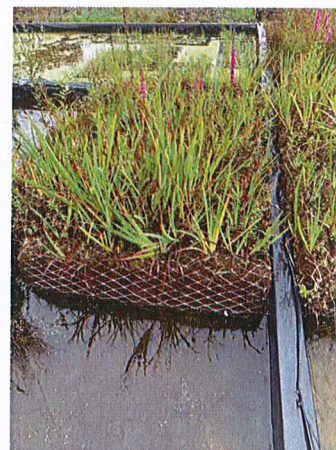
Next Steps

Five Rivers will be returning in the Spring of 2021 to carry out planting and re-planting as follows:

1. Re-plant between Boardwalk and Sussex Road with reed plants
2. Re-plant Reed Bed Islands on the pond side of the Boardwalk
3. Plant Reed Bed Islands in the Sussex Road Car Park corner.
4. Coir Sods along Sussex Road Nicospan for the length of the Boardwalk. This is to re-enforce the Nicospan and also provide a margin of vegetation (see appendix B). Five Rivers are proposing the following to be planted next spring.

20 No. Common reed (*Phragmites australis*)
5 No. Lesser pond sedge (*Carex acutiformis*)
5 No. Yellow iris (*Iris pseudacorus*)

Steve Field
Projects and Office Manager
9th September 2020



Petersfield Town Council decisions/considerations

1. To open up Duck Island to the public. Signs and fencing are being discussed and agreed
2. To weed out willow shoots in all the new and existing areas
3. To agree the Five Rivers proposal for Coir Sods along Sussex Road (as above)
4. To decide whether we want to consider other areas where coir sod could be introduced
5. To consider whether we wish to instruct Five Rivers to carry out a Vertebrae Survey
6. To retain netting around hydroseeded areas until at least February 2021

Steve Field
Projects and Office Manager
9th September 2020

PLANNING NOTICE

Town and Country Planning Act (1990) as amended

Application Reference: SDNP/20/03195/FUL

Proposed Development at: Heath Lake, Heath Road, Petersfield, Hampshire,

NOTICE IS HEREBY GIVEN that **Petersfield Town Council** is applying to the **South Downs National Park Authority** for planning permission to/for **Retrospective application for replacement of boardwalk, construction of islands, launch, bridge, remodelling and stabilisation of banks, regrading of slipway, remodelling of lake bed and creation of fish nurseries, with associated landscaping** for the reason of:

- **Major Development**

Copies of the application, plans and other documents may be inspected at <http://planningpublicaccess.southdowns.gov.uk/online-applications/>, or at the offices of **East Hampshire District Council**, who are acting as the agent for the South Downs National Park Authority.

Representations about this application can be made on-line at the website <http://planningpublicaccess.southdowns.gov.uk/online-applications/>, quoting the case reference **SDNP/20/03195/FUL**, in writing to:

**East Hampshire District Council, Penns Place,
Petersfield, Hampshire, GU31 4EX**
Tel: 01730 266551 Email: planningdev@easthants.gov.uk

to arrive no later than: **18th September 2020.**

TIM SLANEY, Director of Planning, South Downs National Park Authority

Date of Site Notice:

All written representations received from the public about an application will be made available on the South Downs National Park website. If an Appeal is lodged with the Planning Inspectorate against the decision, any representations will be forwarded to the Planning Inspectorate and the appellant.

This notice can be removed after: **18th September 2020**

This application lies within the South Downs National Park. It will be determined by East Hampshire District Council, acting as the agent for the South Downs National Park Authority (SDNPA), unless it is 'called in' by the SDNPA. Further details regarding this agency agreement can be found on the SDNPA website at www.southdowns.gov.uk.

East Hampshire District Council, Penns Place,
Petersfield, Hampshire, GU31 4EX
Tel: 01730 266551 Email: planningdev@easthants.gov.uk



Coir Edge Sod Specification Sheet

Vegetated Edge Sod's are the green way of maintaining or improving the environment.

A healthy stand of vigorous vegetative cover along the top front edge or upper face of a hard structure at the water line can create an attractive soft engineering finish to hard engineering solutions.

This innovative, green erosion control system from Verdant Solutions, will help when the stability of engineering with gabions is combined with the benefits of immediate vegetation to provide rapid environmental and ecological regeneration.

Verdant Solution's unique system gives:

- Low detrimental impact on the environment
- Rapid return of bio-diversity
- Aesthetically pleasing finish

Gabions with pre-planted edge sods can be a solution for the majority of projects and for clients who require non-standard components these can often be supplied quickly and economically.

Specially shaped edge sods of compressed coir fibre are grown with emergent aquatic plants in our wetland nurseries and supplied ready for immediate installation.

Coir (Edge Sod): Compressed and encased in a knotted polyethylene with either 6 pre drilled planting holes or none.

- | | |
|-----------|---|
| Size: | 1m long x 300mm high x 100mm thick |
| Weight: | minimum (wet) 10kg/m (dry) 5kg/m approx. |
| Size: | 1m long x 400mm high x 100mm thick |
| Weight: | minimum (wet) 13 kg (dry) 6.5kg/m approx. |
| Density: | 5kg /m ² approx. |
| Netting: | woven polyethylene with 50mm x 50mm mesh size |
| Supplied: | Pre established with UK native species |



Verdant Solution's unique system incorporates pre-established vegetation within the face of stone filled gabions. Well rooted vegetation pre-grown in coir modules is an integral part of Verdant Solution's Green Systems of erosion control. We help Clients to incorporate well established vegetation at the waters edge even where the projects require hard engineering solutions.

Specialists in Geosynthetics & Erosion Control

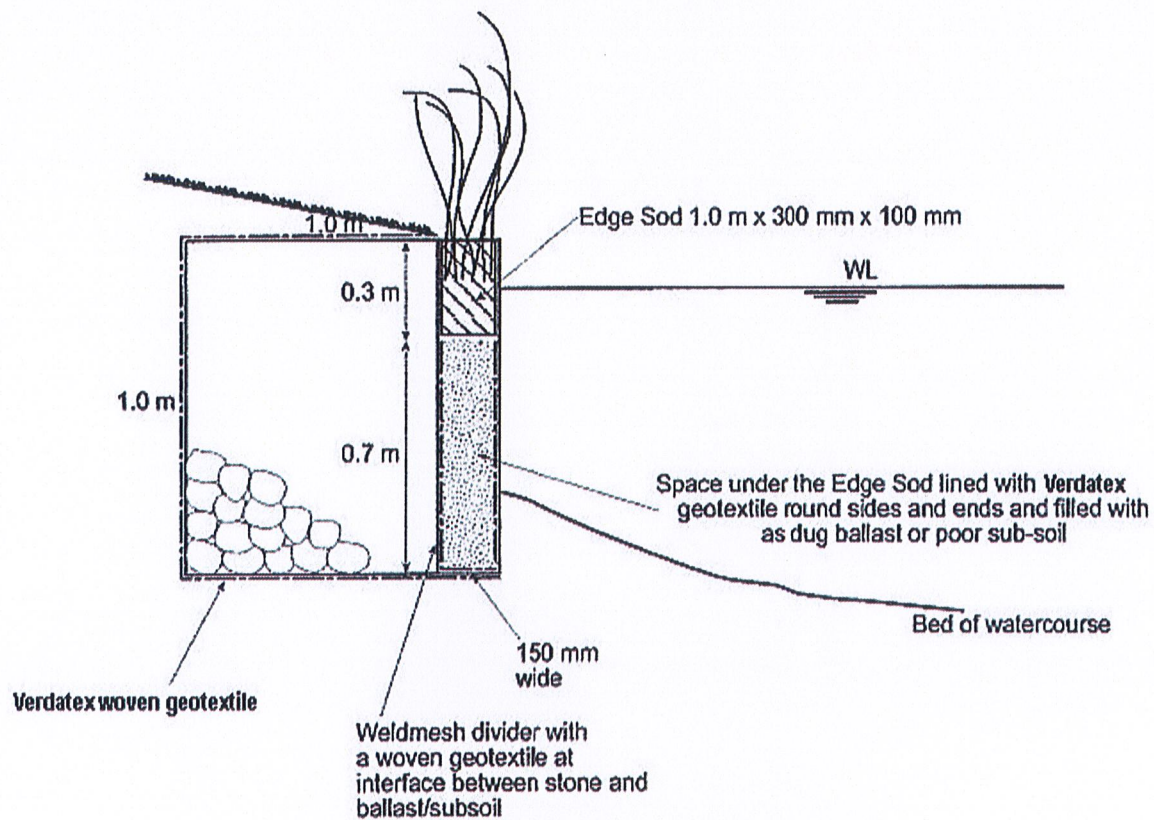
High Street, Hartfield, East Sussex TN7 4AE
Tel: 01892 770470 Fax: 01892 770760

Email: office@verdantsolutions.ltd.uk
www.verdantsolutions.ltd.uk



Coir Fibre Edge Sod Specification Sheet continued.....

Our Edge-Sod gabions are supplied in flat form ready to erect into 1m³ units on site. Each basket provides a divider to separate the stone fill from the vegetation materials at the front. Typical layout is shown below.



Specialists in Geosynthetics & Erosion Control

High Street, Hartfield, East Sussex TN7 4AE
Tel: 01892 770470 Fax: 01892 770760

Email: office@verdantsolutions.ltd.uk
www.verdantsolutions.ltd.uk



Draft proposal for the creation of Merritts Meadow Conservation Area

Background

North Merritts Meadow is an area of grassland and deciduous woodland of approx.1.5 hectares. It is situated to the north of Merritts Meadow residential area, bordered by North Road to the west and the Cemetery to the east. At the North end of the meadow on the other side of a footpath and railway tunnel is a Council recreational and play area.

Merritts Meadow Residents Association (MMRA Ltd) bought the freehold to this land from Spire in 2018 and a permissive footpath runs across it from north to south into the residential area under the old embankment. This path is very well used by the local community, particularly in the summer. In the winter, much of the path becomes very muddy making access more difficult.

Over the last few years, for a variety of reasons, there has been a question mark over the future management of North Merritts Meadow. Transferring the land into public ownership was discussed but nothing agreed and eventually in March this year MMRA Ltd talked to two Town Councillors about a different idea proposed and agreed by Merritts Meadow residents.

MMRA Ltd hope that this new plan will be a solution that can satisfy all stakeholders and ensure that North Merritts Meadow is preserved as a valuable asset for the improvement and preservation of the environment and the enjoyment of the local community for many years to come.

Objective

Our objective is to set up a structure through which can successfully manage the North Meadow as a conservation and wildlife area for the local community. We know that in 2011 a variety of wildlife, including 143 slow worms and 57 common lizards was carefully transferred from the South to the North Meadow. Slow worms have been recently spotted in the meadow and our hope is that with careful land management, these and other species can be encouraged with the aim of eventually achieving the status of a Site for Importance for Nature Conservation

Strategy.

In order to achieve this, MMRA Ltd proposes that we lease the land on a long term, zero rent, lease to a Charitable Trust set up under the name of Merritts Meadow Conservation Area Trust. We would like to invite a broad spectrum of organisations to be represented on the Board of Trustees alongside the Trustees from Merritts Meadow. Petersfield Town Council, South Downs National Park Authority, Hampshire and Isle of Wight Wildlife Trust and The Petersfield Society would be our initial thoughts. Our hope is that with the resources available to these organisations plus funding that can be applied for as a charitable trust, we will be able to manage the land at least adequately initially but to a high standard eventually.

Suggested Actions

There will be experts amongst Trustees who know what will be required to be done practically to improve the land and encourage a diversity of habitat and wildlife but here are some initial

suggestions pulled from a commissioned ecological report and management plan written several years ago as well as a short recent report from the Wildlife Trust.

1. Access and Boundaries

- Clearly define the boundaries to the conservation area and ensure clear and welcoming signage is at all agreed entrance points.
- Realign entrance path at north entrance, moving current barrier.
- Review the route of current permissive path- is it currently in the best place to minimise impact on wildlife/maximise user enjoyment of the site?
- Improve the path(taking into account the needs of wildlife) to allow better access in the winter

2. Habitat Management

- Make a plan for appropriate clearing of brambles etc and the cutting of grassland to provide more open land with sunlight
- Carry out a tree survey both from the safety point of view but also to agree which trees need thinning /coppicing to allow more light
- Clear the Himalayan Balsam
- Make a plan for management of the stream, clearing where necessary to achieve a better balance of light and shade.

3. Wildlife management

- Make a plan (probably after initial improvements) for monitoring wildlife e.g. flowering plants, birds and butterflies, reptiles and mammals.
- Add bird boxes/ bat boxes to mature trees
- Plant hedgerows at the boundary of the site e.g. hazel, hawthorn, blackthorn for wildlife shelter

4. Marketing and PR

- Once boundaries are agreed and signage completed, ensure communication via local media channels.
- Encourage use of site for nature projects by interested local organisations

Notes

First trustees. Insert full names and addresses. (Clause 4 specifies the minimum number of trustees.) The first trustees should be the same people whose signatures are witnessed at the end of this declaration of trust and whose names appear on the application for charity registration. Trustees Declaration: the charity trustees will be subject to a number of legal duties, which are set out as our guidance. The Trustee Trustee: What you need to know (C13). All prospective charity trustees should read that guidance before taking up office.

Charitable sum. Insert a description of the money or other property held. A trust cannot exist unless there is some money or property that is subject to it. A token sum of money is sufficient to create a charitable trust, but may not be enough to enable the trust to qualify for registration (see Registering as a charity (C17)).

Clause 2 The power in this clause can be exercised whenever the trustees think that the charity's interests will be served by changing its name. In general, the commission will object to a new name only if it infringes the principles set out in section 42 of the Charities Act 2011 (briefly, if the name is too similar to that of another charity, or is in some other way misleading or unrepresentative, or is offensive).

DRAFT

THIS DECLARATION OF TRUST IS MADE

the day of 20 by

WE SUGGEST:

3 TRUSTEES FROM MMRA LTO

4 + TRUSTEES FROM TOWN COUNCIL, SDNP,

WILDLIFE TRUST ETC

(the first trustees')

The first trustees hold the sum of

£

on the trusts declared in this deed and they expect that more money or assets will be acquired by them on the same trusts.

NOW THIS DEED WITNESSES AS FOLLOWS:

1. Administration

The charitable trust created by this deed ('the charity') shall be administered by the trustees. (In this deed, the expression 'the trustees' refers to the individuals who are the trustees of the charity at any given time. It includes the first trustees and their successors. The word 'trustee' is used to refer to any one of the trustees.)

2. Name

The charity shall be called

MERRITT'S MEADOW CONSERVATION
AREA TRUST

Notes

Clause 3 Describe here clearly what it is that you intend that your charity should set out to achieve. A charity's object must be expressed in exclusively charitable terms and this can be quite difficult. Guidance is available in our guidance Choosing and Preparing a Governing Document (8.22) and on our website where we have provided some basic model objects. The key elements to include are:

- the purpose itself (eg establishing and running a school);
- the people who can benefit (in our example, school age children), and, if appropriate
- any geographic limits which may be needed to define the area of benefit. This will not always be necessary. If you do include an area of benefit, it is common to define it by reference to a local government area; this has the advantage of clarity and simplicity, but can create problems if the area is subsequently altered or abolished.

If the charity will operate in Scotland and/or Northern Ireland you should include the wording in square brackets to meet the requirements of charity law in that/those countries, deleting as required if the charity works in one of those two countries.

3. Objects

The objects of the charity ('the objects') are:

TO PROMOTE, FOR THE BENEFIT OF
THE LOCAL COMMUNITY, THE CONSERVATION,
PROTECTION AND IMPROVEMENT OF
THE PHYSICAL AND NATURAL ENVIRONMENT
OF NORTH MORRIS MEADOW, PETERSFIELD

[Nothing in this deed shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.]

4. Application of income and capital

The trustees must apply the income and, at their discretion all or part of the capital, of the charity in furthering the objects.

Clause 4 This provision enables the Trustees to spend the charity's capital, but doesn't oblige them to do so (it is only the charity's income that must be applied). This makes clear that the charity's capital is not 'permanent endowment' and can be spent as income if required.