

NEIL HITCH  
Town Clerk  
Tel. (01730) 264182



The Town Hall  
Heath Road  
Petersfield  
Hampshire  
GU31 4EA

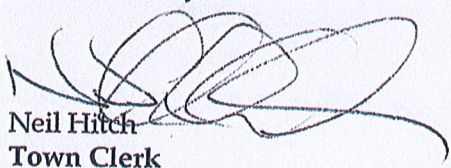
e-mail [admin@petersfield-tc.gov.uk](mailto:admin@petersfield-tc.gov.uk)  
[www.petersfield-tc.gov.uk](http://www.petersfield-tc.gov.uk)

7<sup>th</sup> January 2021

Dear Councillor

I hereby summon you to attend a meeting of the Grounds Committee to be held on **Thursday 14<sup>th</sup> January 2021** 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://zoom.us/> with meeting ID: 838 2361 1175 (members of the public are asked to email [committee.admin@petersfield-tc.gov.uk](mailto:committee.admin@petersfield-tc.gov.uk) by 5.p.m on the day of the meeting for the password).

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 appoint a new Deputy Chairman of the Grounds Committee.





6. To approve the minutes of the Grounds Committee meeting held on 12<sup>th</sup> November 2020 (*previously distributed*).
7. 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.
8. To receive an update from Petersfield Rugby Football Club regarding the Community Asset Transfer of the clubhouse land (*attached*).
9. To receive an update from Petersfield Rugby Football Club regarding the planning application to install floodlights on Pitch 4 at Penns Place (*attached*).
10. To consider a request for permission from the Petersfield Rugby Football Club to install some Static Work-Pout Stations on land around the clubhouse (*attached*).
11. To receive and note the Grounds Report (*attached*).
12. To consider whether to close the Town Council car parks during the current lockdown (*to follow*).
13. To receive and consider a report regarding charging fitness groups to use Town Council green spaces (*attached*).
14. To decide upon the name for the Meadows next to the Causeway following the public poll (*to follow*).
15. To consider matters relating to the future management of the Meadows next to the Causeway (*to follow*).
16. To consider the response to the public consultation on the draft Heath Management Plan (*to follow*).
17. To review and update the Anti-Social Behaviour Policy (*attached*).
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





8

Neil,

In advance of the Grounds Committee meeting for November, I noticed from the September minutes that there were some actions around the proposed Community Asset Transfer Agreement for the Land the Rugby Clubhouse is on at Penns Place.

Minute Ref: G0984

Three of those actions required the provision of additional information from the Rugby Club, which I attach:

**Item (II) – Provision of Outstanding Documentation**

From the meeting, I believe is the Business Plan which was not produced at the time, given the COVID uncertainty.

Things have now moved on since the original submission, with the Competitive Rugby Season cancelled and Lockdown 2 now in place.

Given this, please find attached document: *Petersfield RFC – Business Plan 2020-2022* covering this extraordinary year and next Season.

Given the situation, the club has wound down its costs as far as it can and is very much cutting its cloth to what it can afford.

**Item (III) – Confirmation regarding the boundary of the area of land to be transferred**

From the meeting, I believe this to be around the land at the rear of the clubhouse approaching the SINC and the requirement to be specific, not just run to the hedge line

I have measured this today with my meter and propose the edge of the land to be 19m from the rear of the clubhouse, this will line up well with some work we are looking to do on the adjacent EHDC field.

I attach Drawing: *2. PRFC Clubhouse Perimeter (2)* detailing this dimension as required

**Item (IV) – Further definition regarding the circumstances in which the Land would revert to the Town Council**

I attach document: *G0984 – IV Response* – which lays out our proposal for this requirement, which we believe to be very simple to administer

Could I please request that these items are brought to the Grounds Committee for consideration, such that the process of CAT can start to take place.

If you can please confirm receipt of this e-mail and documents

Best Regards

Stuart Barden

EHDC LAND

EHDC LAND

Petersfield Rugby Club

Pitchside Handrail

81.5m

52m

34.7m

19m

1. All new and existing building works, structures and equipment shall be constructed in accordance with the relevant building regulations.
2. All new and existing building works, structures and equipment shall be constructed in accordance with the relevant building regulations and shall be constructed in accordance with the relevant building regulations.
3. Existing structures and equipment shall be constructed in accordance with the relevant building regulations.
4. All existing building works, structures and equipment shall be constructed in accordance with the relevant building regulations.
5. The club shall be subject to planning and building regulations.
6. All buildings shall be constructed in accordance with the relevant building regulations.

Rev	Date	Amendment	By
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Site: Petersfield Rugby Club

Title: PPRC Clubhouse Extension

Client: Petersfield Rugby Club

Drawn by: PPRC-0045, J

Date: 21.03.2018

Scale: NTS



Petersfield Rugby Club  
The Clubhouse  
Petersfield  
GU31 4EP





## PETERSFIELD RUGBY FOOTBALL CLUB

### Petersfield Town Council – Grounds Committee Minutes 12.9.20

#### G0984 Item IV.

Further definition regarding the circumstances in which the Land would revert to the Town Council.

This is understood to relate as stated to the conditions by which the Land would revert back to PTC in the future.

This item has been covered in Item 10 of the document provided:

#### ***8710673\_1\_Petersfield RFC - Community Asset Transfer - Application to Petersfield Town Council 9.9.2020***

10	<b>What is the length of time the Applicant is requesting the Asset to be transferred for?</b>	<input type="checkbox"/> 1– 7 years <input type="checkbox"/> 7-21 years <input type="checkbox"/> Over 21 years <input checked="" type="checkbox"/> Other  Please explain: Indefinite whilst the Club remains a Rugby Club
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This has been provided and interpreted at this time as a 'Rugby Club providing rugby for the Community of Petersfield'.

Should the Club fail to deliver in this primary requirement – then the Land would revert to PTC

**Stuart Barden**  
**Chairman - Petersfield RFC**  
**5.11.20**



# PETERSFIELD RFC BUSINESS PLAN 2020-22



Produced by: Stuart Barden 4.11.20

Business Plan for Petersfield RFC for period 2020-22

Based on anticipated Operating processes through 2020-21 restricted Season

Item	Description	Ant. 2021-22	Comments	Ant. 2020-21	Comments	2019-20	2018-19
<b>Clubhouse</b>							
1	Bar						
1.1	Bar Income	£71,000.00		£18,000.00		£55,166.00	£44,446.00
1.2	Bar Purchases	-£48,300.00		-£13,240.00		-£37,973.00	-£29,818.00
	Bar Contribution:	£22,700.00	See Notes 1.2	£4,760.00	See Notes 1.1	£17,193.00	£14,628.00
2	Catering						
2.1	Catering Income	£40,000.00		£10,000.00		£31,042.00	£28,032.00
2.2	Catering Purchases	-£27,000.00		-£7,500.00		-£18,627.00	-£20,747.00
	Catering Contribution:	£13,000.00	See Notes 2.2	£2,500.00	See Notes 2.1	£12,415.00	£7,285.00
3	Café						
3.1	Café Income	£13,500.00		£8,000.00		£13,044.00	£14,157.00
3.2	Café Purchases	-£1,700.00		-£800.00		-£1,888.00	-£543.00
	Cafe Contribution:	£11,800.00	See Notes 3.2	£7,200.00	See Notes 3.1	£11,156.00	£13,614.00
4	Shop						
4.1	Shop Income	£10,000.00		£10,000.00		£19,568.00	£10,716.00
4.2	Shop Purchases	-£8,500.00		-£8,500.00		-£18,549.00	-£8,645.00
	Shop Contribution:	£1,500.00	See Notes 4.2	£1,500.00	See Notes 4.1	£1,019.00	£2,071.00
5	Other Incomes						
5.1	Nett. Fundraising	£3,500.00		£500.00		£3,380.00	£3,743.00
5.2	Hiring Income	£8,000.00		£2,000.00		£8,445.00	£7,937.00
	'Other' Contribution:	£11,500.00	See Notes 5.2	£2,500.00	See Notes 5.1	£11,825.00	£11,680.00
	Clubhouse Gross Profit:	£60,500.00		£18,460.00		£53,608.00	£49,278.00
<b>Clubhouse Staff Costs</b>							
1	Bar	£10,500.00		£2,000.00		£9,438.00	£8,740.00
2	Catering	£12,500.00		£2,000.00		£12,906.00	£10,217.00
3	Café	£5,400.00		£3,000.00		£5,345.00	£4,779.00
4	Clubhouse Manager	£12,000.00		£12,000.00		£7,300.00	£16,800.00
5	Other	£3,000.00		£1,000.00		£2,869.00	£3,513.00
	Totals:	£43,400.00	See Notes 6.2	£20,000.00	See Notes 6.1	£37,858.00	£44,049.00
	Nett. Clubhouse Contribution :	£17,100.00		-£1,540.00		£15,750.00	£5,229.00
<b>Playing</b>							
7	Playing Income						
7.1	Subscriptions	£49,000.00		£30,000.00		£48,605.00	£44,425.00
7.2	Tournament Income	£1,500.00		£0.00		£0.00	£1,250.00
7.3	Sponsorship	£16,000.00		£4,000.00		£15,990.00	£13,236.00
7.4	Advertising	£4,500.00		£1,000.00		£3,325.00	£8,126.00
	Totals:	£71,000.00	See Notes 7.2	£35,000.00	See Notes 7.1	£67,920.00	£67,037.00
8	Playing Expenses						
8.1	Team Costs	£7,000.00		£1,000.00		£7,848.00	£5,655.00
8.2	Tournaments	£6,000.00		£0.00		£3,554.00	£7,023.00
8.3	Cleaning & Laundry	£10,000.00		£5,000.00		£10,323.00	£9,346.00
8.4	Pitch Rental & Maintenance	£12,000.00		£9,500.00		£8,096.00	£14,004.00
8.5	Referee & Coaching Costs	£4,000.00		£1,500.00		£3,940.00	£4,290.00
8.6	Insurance & Medical	£5,000.00		£3,000.00		£5,288.00	£3,848.00
8.7	Registration Fees	£1,000.00		£500.00		£1,038.00	£922.00
8.8	Miscellaneous	£10,000.00		£8,000.00		£14,143.00	£16,102.00
	Totals:	£55,000.00	See Notes 8.2	£28,500.00	See Notes 8.1	£54,230.00	£61,190.00
	Nett. Playing Contribution :	£16,000.00		£6,500.00		£13,690.00	£5,847.00



**Funding**

<b>9</b>	<b>Funding Income</b>						
9.1	Grants & Funding Received	£3,000.00		£4,000.00		£2,256.00	£3,016.00
9.2	Donations	£25,000.00		£8,000.00		£26,777.00	£38,650.00
	<b>Totals:</b>	<b>£28,000.00</b>	<i>See Notes 9.2</i>	<b>£12,000.00</b>	<i>See Notes 9.1</i>	<b>£29,033.00</b>	<b>£41,666.00</b>
	<b>Nett. Funding Contribution :</b>	<b>£28,000.00</b>		<b>£12,000.00</b>		<b>£29,033.00</b>	<b>£41,666.00</b>
	(Exc. Depreciation)						

**Overheads**

1	Rent & Rates	£0.00	<i>See Notes 11.1</i>	£978.00	<i>See Notes 10.1</i>	£978.00	£2,007.00
2	Light, Power & Heating	£10,000.00	<i>See Notes 11.2</i>	£4,000.00	<i>See Notes 10.2</i>	£11,026.00	£7,793.00
3	Repairs & Maintenance	£10,000.00	<i>See Notes 11.3</i>	£5,000.00	<i>See Notes 10.3</i>	£25,147.00	£13,667.00
4	Marketing & Promotion	£4,500.00	<i>See Notes 11.4</i>	£1,000.00	<i>See Notes 10.4</i>	£4,125.00	£5,260.00
5	Insurance	£1,454.00	<i>See Notes 11.5</i>	£1,450.00	<i>See Notes 10.5</i>	£1,454.00	£1,411.00
6	Other General Overheads	£5,500.00	<i>See Notes 11.6</i>	£5,000.00	<i>See Notes 10.6</i>	£6,704.00	£4,467.00
7	Legal & Accountancy	£0.00	<i>See Notes 11.7</i>	£0.00	<i>See Notes 10.7</i>	£0.00	£0.00
8	Bank Charges	£551.00	<i>See Notes 11.8</i>	£550.00	<i>See Notes 10.8</i>	£551.00	£580.00
9	Charitable Donations	£10,000.00	<i>See Notes 11.9</i>	£0.00	<i>See Notes 10.9</i>	£15,143.00	£6,500.00
	<b>Totals:</b>	<b>£42,005.00</b>		<b>£17,978.00</b>		<b>£65,128.00</b>	<b>£41,685.00</b>
	<b>Nett. Overhead Costs:</b>	<b>£42,005.00</b>		<b>£17,978.00</b>		<b>£65,128.00</b>	<b>£41,685.00</b>
	<b>Nett. Clubhouse Contribution :</b>	<b>£17,100.00</b>		<b>-£1,540.00</b>		<b>£15,750.00</b>	<b>£5,229.00</b>
	<b>Nett. Playing Contribution :</b>	<b>£16,000.00</b>		<b>£6,500.00</b>		<b>£13,690.00</b>	<b>£5,847.00</b>
	<b>Nett. Funding Contribution :</b>	<b>£28,000.00</b>		<b>£12,000.00</b>		<b>£29,033.00</b>	<b>£41,666.00</b>
	<b>Total:</b>	<b>£61,100.00</b>		<b>£16,960.00</b>		<b>£58,473.00</b>	<b>£52,742.00</b>
	<b>Profit &amp; Loss Totals:</b>	<b>£19,095.00</b>		<b>-£1,018.00</b>		<b>-£6,655.00</b>	<b>£11,057.00</b>
	(Exc. Depreciation)						



# PETERSFIELD RFC BUSIENSS PLAN 2020-22



## Notes:

### General

Plan produced on 4.11.20 - with COVID Restrictions in place including:

- Lockdown 5.11.20 - 2.12.20
- Cancellation of All competitive rugby for Season 2020-21
- Assumptions Made that Events will be able to take place from Easter 2020/21

### Bar

#### 1.1 Bar Income Comments 2020-21

- Income based on limited opening due to COVID
- Expenditure - based on similar % to previous years

#### 1.2 Bar Income Comments 2021-22

- Income based on 2019-20 + ant. Rugby Against Cancer Charity Day ant. Good Friday 2021
- Expenditure - based on similar % to previous Years

### Catering

#### 2.1 Catering Income Comments 2020-21

- With all competitive Rugby Cancelled - No Pre-match Lunches
- No Event Catering, with the possible exception of 'restricted' 6 Nations Viewing & catering
- General 'operational' catering to take place - Kitchen open Sundays (Youth & Mini Training) and other occasions to suit
- Expenditure proportion of Income - average of pervious Years

#### 2.2 Catering Income Comments 2020-21

- Assumes Full Competitive Season - Lunches to suit
- Assumes Lions Test Matches in SA televised with catering
- Additional Events as per ordinary Season - Charity Matches: Navy & Fireman, Hampshire Hosting with Catering
- Expenditure proportion of Income - average of pervious Years

### Café

#### 3.1 Cafe Income Comments 2020-21

- Café Open for socially distanced Sunday Youth & Mini Training
- Expenditure - based on similar % to previous Years

#### 3.2 Cafe Income Comments 2021-22

- Assumed no restrictions - so prediction based on previous Years performance
- Expenditure - based on similar % to previous Years

## Shop

### **4.1 Shop Income Comments 2020-21**

- 2018/19 saw transfer to Raging Bull as a Supplier and in crease in spend with sponsored kit purchases
- 2020/21 - anticipated return to 'normal purchases' for individual club kit
- Expenditure - based on similar % to previous Years

### **4.2 Shop Income Comments 2021-22**

- As Above

## Other

### **5.1 'Other' Income Comments 2020-21**

Fundraising is usually undertaken on the back of Lunches - spoofs/ raffles etc. - no Lunches this season - very limited fundraising opportunities

### **5.2 'Other' Income Comments 2021-22**

- Season will hopefully be post COVID restrictions - figures based on recent years performance

## Clubhouse Staff Costs

### **6.1 Clubhouse Staff Costs 2020-21**

- Costs stated, based on percentage as per previous years

### **6.2 Clubhouse Staff Costs 2021-22**

- Costs stated, based on previous Full Trading Year costs
- Bar staff costs slightly higher due to increase in bar Turnover due to anticipated increase in events

## Playing Income

### **7.1 Playing Income 2020-21**

- Reduced Membership as no competitions - not Charging Seniors full membership
- Massively reduced Sponsorship due to COVID
- Massively reduced advertising and No Handbook and minimal Pitch side board contributions due to COVID

### **7.2 Playing Income 2021-22**

- Subscriptions increased - due to Full season and increase in Girl numbers (not charged membership at present)
- Club to run 2 tournament Sundays to generate income
- Increase in Sponsorship due to new Commercial Manager initiatives
- Increase in Advertising income due to new Commercial Manager initiatives



## **Playing Expenses**

### **8.1 Playing Expenses 2020-21**

- No Competition season - so reduced Expenses across the board
- Training still ongoing - so balls/ bibs First Aid kits etc. still purchased
- New Coaches involved - so Club Stash purchased
- Additional Cleaning costs around COVID requirements
- Pitch Rental already paid in full for Season 2020-21 as previous

### **8.2 Playing Expenses 2021-22**

- Totals based on 2019-20 Season

## **Funding**

### **9.1 Funding for 2020-21 Season**

- As part of the COVID support the Club received £3000 from Sport England for Grounds maintenance which was spent on Top Dressing as part of the agreed Pitch Maintenance Plan with PTC
- The Club received a further £380 from Hampshire RFU for Grounds Maintenance support.
- The Club has been awarded £10K from EHDC towards the cost of the proposed floodlights on Pitch 4 - this grant and project expenditure has been excluded from this Business Plan
- Club Vice Presidents (72) make a donation as part of their financial contribution to the club - estimated at £10K for this season
- General Donations received through the season at / from events - will not happen due to the competition cancellation

### **9.2 Funding for 2021-22 Season**

- Grants anticipated as previous full Playing years
- Donations anticipated as previous Playing Years

## **Overheads**

### **Overheads for 2020-21 Season**

- 10.1 Rent & Rates for Clubhouse - remains as previous and paid already for 2020-21 Season
- 10.2 - Changing Rooms Shut, Kitchen Shut, no big events, heating turned down to a minimum - estimated costs for tick over H/L/P
- 10.3 No projects planned for Season other than general makeover already undertaken - reduced Maintenance cost listed - no money - no works - apart from emergencies
- 10.4 - Basic posters and Website/ Social Media fees to be paid - no Handbook/ event covers as no competition this season
- 10.5 Insurance - as previous years
- 10.6 Other general Overheads - reduced and will be spent as required - items to wait if required for improved financing period
- 10.7 Legal and Accountancy - as other years
- 10.8 Bank Charges - as previous years
- 10.9 Charitable Donations - finance based around events - and no events planned due to COVID

#### **Overheads for 2021-22 Season**

- 11.1 Rent for Clubhouse removed and anticipated CAT for Clubhouse land would have gone through
- 11.2 H/L/P - similar to previous years as more events to take place, plus a competitive season
- 11.3 £10K allocated for potential Gym equipment expenditure/ Bar Partial Refurb / General updating
- 11.4 Handbook and Event Cover to be produced for the season
- 11.5 Insurance - as previous years
- 11.6 Other General Overheads - similar to previous years
- 11.7 Legal and Accountancy - as other years
- 11.8 Bank Charges - as previous years
- 11.9 Navy Match, Fireman's Match, Rugby Against Cancer Good Friday events planned - £10K charitable donation target



Dear Neil,

Further to our correspondence, and in advance of the November Grounds Committee meeting, I thought I would bring you up to date with development with respect to the potential floodlighting of Pitch 4 at Penns Place

A design has been undertaken to relocate (slightly) Pitch 4 in its current area and the documents attached **Pitch 4 – Floodlighting Layout** and **Petersfield RFC 100 Lux LED Spillage ISO Contours** show the revised location and light spillage.

As you can see – there is no light spillage into the adjacent hedge or SINC.

On top of this, the design uses LED lights, reducing the UV in the atmosphere – another previous Planner issue.

We have completed the Pre-Application paperwork and paid our money and been given Ref: SDNP/20/04566/PRE for this case.

I have a Teams meeting with the Case Officer – Nicky Powis on 12<sup>th</sup> November to go through the design and take feedback from her consultation with her ecologist colleagues

I have had a formal Quotation for the installation, which is considerably more expensive than the original single line of lights with the hedge removal

We have received some Grant funding from Third parties towards this project and I am now going to put together the information to seek further funding to fill the gap to the new costs.

I noticed from the Grounds Committee Meeting Minutes for October – Item G1086 – following a Public Presentation, that the Council wishes to further review Penns B in relation to its future use particularly in relation to ecology.

In my grant money hunting, I have extensive information with respect to the use of the land and the numbers or people involved, support from the local Schools which define the need for the proposed additional pitches and floodlights – and I also have lots of details around the ecology of the site, including details proposals produced as part of our initial Planning Application.

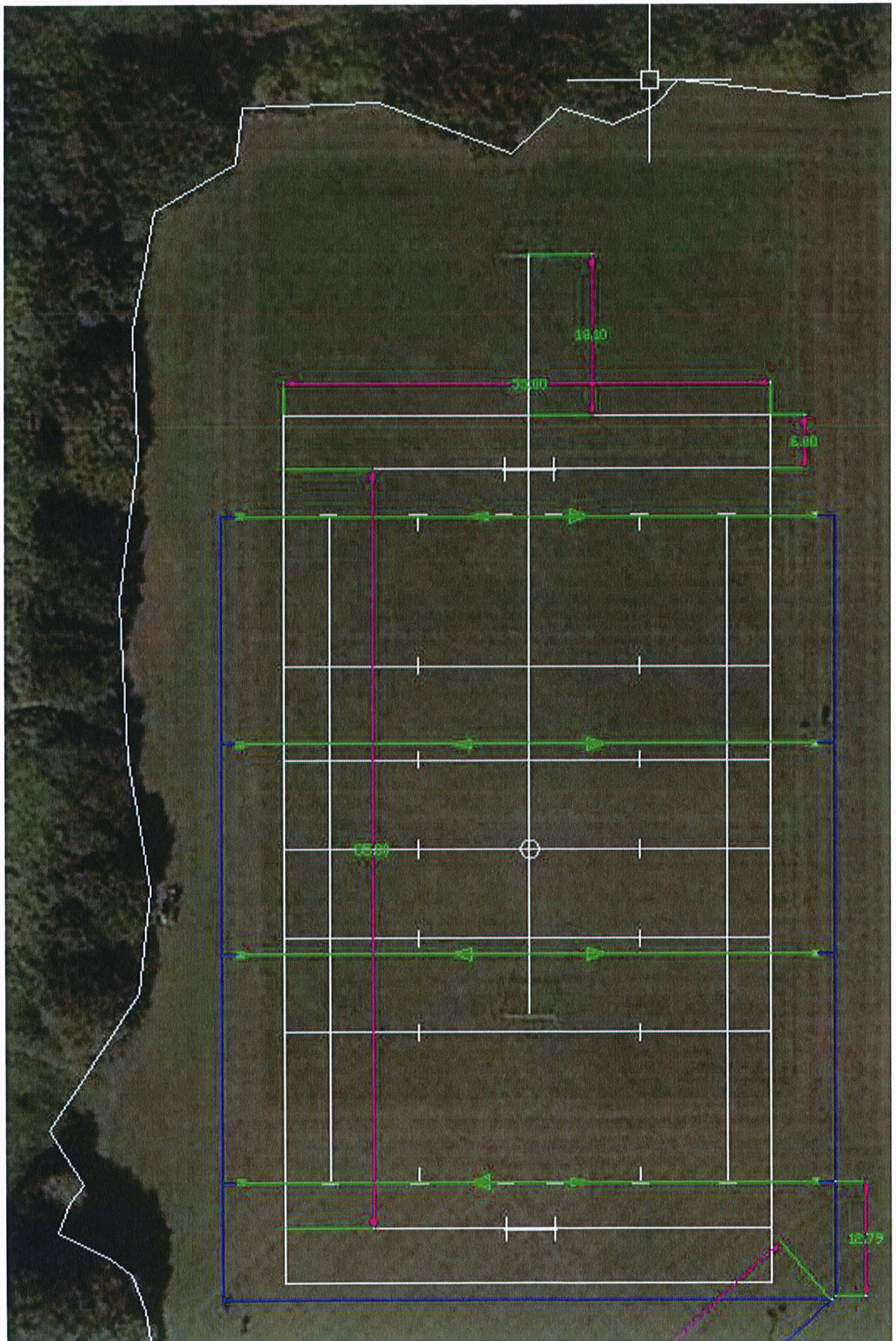
I would be happy to share this information and participate in any way such that informed decisions can be made from any future reviews.

If you could please come back to me on the above

Best Regards

Stuart Barden













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## PETERSFIELD RUGBY FOOTBALL CLUB

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

03.01.2021

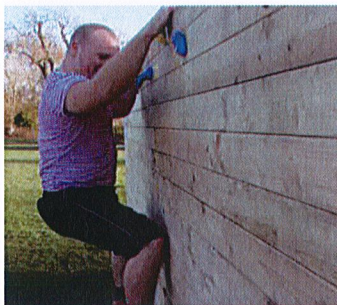
Dear Neil,

### **Re: Static Training Stations @ Penns Place**

I write with respect to seeking permission to explore the possibility of installing some static training stations on the land leased by Petersfield RFC at Penns Place.

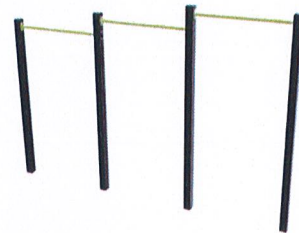
It is proposed to install 5 or 6 stations for club members and members of the public to use.

Currently our thoughts are along the lines of installing the following stations:



Small Climbing Wall

Chin Up Bars



Parallel Bars





## PETERSFIELD RUGBY FOOTBALL CLUB



Sit up Station



Pole Runs

These we propose to install at the rear of the Clubhouse (on Club CAT Land) and along a line between the end of Pitches 1 & 2 and the SINC Treeline.

Our intention would be to install Stations that comply with all current Legislation and are man enough for the 'heavier' rugby player. The club would also ensure the area around the Stations conforms to H&S requirements and Signage on use is displayed.

The club would look to fund these Stations through sponsorship and grant applications – with No cost to PTC.

We feel these Stations would be a major addition to the Wellbeing Programme the Club runs with the current Gladiator Camps and MIND Charity.

If PTC could please consider this request at the January Grounds Meeting

Yours sincerely

Stuart Barden  
**Chairman Petersfield RFC**

# Grounds Report

## January 2021

11

*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**

- January maintenance schedule.
- Flailing barrows and area around cricket club.
- Replace sleeper bridge.

### **Love Lane Playing Fields**

- January pitch maintenance rugby/football (conditions dependent)
- Install new security fence.

### **Penns Farm Playing Fields**

- January pitch maintenance schedule (conditions dependent).

### **Bell Hill Recreation Ground**

- January maintenance schedule

### **Paddock Way**

- January maintenance schedule.

### **Woods Meadow**

- January maintenance schedule.

### **Ramshill**

- January maintenance schedule

### **Borough Rd**

- January maintenance schedule

### **High Meadow**

- January maintenance schedule

### **Avenue**

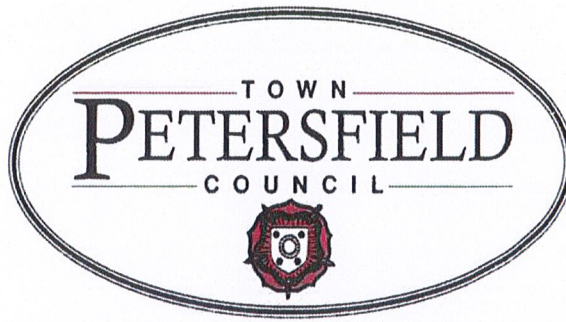
- January maintenance schedule

### **ASB**

- Green for all sites.

Dugg Budd  
Grounds Manager  
7<sup>th</sup> January 2021





## **Grounds Committee**

### **Open Spaces Revenue Opportunities**

#### **Background**

At the last Grounds Meeting in November, members were presented with some ideas put together by officers to consider in respect of some potential revenue opportunities.

Members requested more information in respect of Opportunity 1 - Fitness Groups, which was primarily raised due to the approach the commercial organisation BMF approaching the Town Council to explore ways of introducing their fitness training on a public space in Petersfield. The principle of this was approved by members, but no fees were discussed or indicated.

BMF have since informed us that they have set up in another location nearer to the trainer's home, and Petersfield may be reconsidered in the future. However, we are still receiving enquiries and the latest is attached as an example (*see appendix A*). This is the form that we ask each applicant to complete when they approach us, and we then decide whether this can go ahead, suggest alternative locations etc, or decline the group.

#### **Opportunity 1 – Fitness Group Enquiries**

Fitness Groups generally carry out their fitness training on any of our green spaces, but if we are made aware of them, or they approach us, we invite them to complete the Outdoor Fitness Group forms (see attached), provide their insurance and risk assessment. From the information they complete, we produce an agreement which contains the days, timings, size of group, contact details etc, along with a map showing the area or areas where we would recommend they carry out their fitness training.

#### **Charges**

There are no charges for any of the current fitness groups, and we are not aware that any of them operate as a business or franchise to make a profit. The following list shows local groups that we are aware of:

Steve Field  
Projects and Office Manager  
8<sup>th</sup> January 2021

<b>Current Fitness Groups</b>		
<b>Name / Group Name</b>	<b>Where</b>	<b>Type of Activity</b>
Private Trainer	Heath & Penns	One to one training
The Fit Bod Squad	Avenue	Boxercise / Kettlebells
Body Fitness Camp	Love Lane	Fitness Training
Activate	?	?
Gladiator Camp	Penns Place	Fitness Training
Runnyhoneys	Heath	Running

### **Methods of Charging**

1. Charge on the basis of income received. This could be a % of total income or an amount per person trained.
2. Charge an annual modest flat rate. We are aware of one other council who are considering introducing nominal charges next year of between £150-£250 p.a.
3. Charge only those who are operating as a business or franchise with a registered business address outside of the precept area. Members may recall that the idea of charging has been raised due to the interest of a franchised organisation potentially starting up on one of our green spaces. They have indicated that they would expect to be charged.
4. Invite donations as a contribution to maintaining the green spaces. One council suggests £25 per term.

### **Considerations and challenges**

5. Our health and safety liabilities and responsibilities would increase
6. Keeping and maintaining records, following up on paperwork, and raising charges is likely to be complicated and very time consuming, and primarily will rely on trust
7. We may lose some local Groups if charges are introduced to them
8. Exercise groups are a vital service to the health of our town
9. PTC did try and raise charges many years ago and this was dropped after a year of discussion, as considering all the admin involved, it would not be profitable
10. Other than groups and businesses that approach us, it is very difficult to maintain a log of who is actually using our green spaces, let-alone when and for how long. Even with the current paperwork that is completed by groups who approach us, we had an example of a group at Love Lane who had gone way beyond the initial agreement. Numbers, times and even days changed from the original arrangements
11. Green spaces are designed for people to exercise, so unless it is definitely a business wishing to use public space, it is difficult to support the idea of charging

### **Recommendation**

Steve Field  
Projects and Office Manager  
8<sup>th</sup> January 2021



**Method of charge** - after considering the efforts that would be involved in maintaining, pursuing and raising paperwork for these groups, it is our recommendation that we continue with option 3

**Basis of charge** – that the charge to businesses and franchises is based on option 2 – a modest flat rate per annum. A suggested matrix of charges is proposed as follows with an illustration of a business charging £5 for a 1hour session, taking into account a number of weeks off for holidays etc.

Number in group	Charge per annum	Review Date	Notes
2-5	£100	Annually on 31 <sup>st</sup> March	Income is based on a Fitness Group running at least once a week for 44 weeks of the year so for example, a group with 3 paying clients (£5 per client) would generate an annual income of £660
6-10	£150		
11-15	£200		
16-20	£250		

However, one example of charges sourced from BMF (Be Military Fit) charge their clients the following rates:

### MEMBERSHIPS

Take unlimited classes and gain full access to the BMF community.

**Super Value: 12 Month Contract - Paid in Advance**  
£539.99 - Valid for 12 months

**Purchase**

**Value: 12 Month Contract - Paid Monthly**  
£47.99 - Billed every 1 month

**Purchase**

**Flexi: Paid Monthly (90 Day Notice Period)**  
£49.99 - Billed every 1 month

**Purchase**

**Rolling: Paid Monthly**  
£52.99 - Billed every 1 month

**Purchase**

### PACKAGES

No membership fees, you pay per class or buy a pack of ten classes.

**Single Class**  
£14.99 - 1 Credits

**Purchase**

**Ten Classes**  
£134.99 - 10 Credits

**Purchase**

Steve Field  
Projects and Office Manager  
8<sup>th</sup> January 2021



## Outdoor Activity Groups

Activity Group Leader BILLIE-LEIGH ROBERTS

Address	Describe Activity + equipment
[REDACTED]	
PORTSMOUTH	Group fitness classes
[REDACTED]	- Bands / cones
Number	[REDACTED]
Email	

Where do we meet?	DAY	TIME	
Heath Pond	MON - WED / FRI	7am -	9.45am
	"	5.30pm -	7.15pm
	SAT	8.30am -	10.15am
	SUN	10am -	10.45am

I confirm that I have read and agree to the policy for the use of Town Council outdoor spaces

SIGNED [Signature]

DATED 29/12/20

This form should be completed and returned with a copy of your public liability insurance to:  
Petersfield Town Council

The Town Hall  
Heath Road  
Petersfield  
GU31 4EA

Telephone No. 01730 264182

Once approved, you will receive a signed copy by return to retain for your records.

---

Office use only

Outdoor activity approved by Petersfield Town Council.

Signed..... Dated.....

(map of designated area attached where appropriate.)





## PREVENTING ANTI-SOCIAL BEHAVIOUR IN PUBLIC OPEN SPACES

**Review date: November 2019**  
**Minute number G0540 refers**  
**Next review date: November 2020**

This objective of this policy is to ensure that PTC's public open spaces and playgrounds are safe places to visit, build a sense of community, provide opportunities for relaxation and escape, and the spaces they provide for exercise and recreation can be enjoyed without the fear of experiencing antisocial behaviour (ASB) or the results of ASB.

There are three main sections to this policy, the first is set out principles of acceptable use of public open spaces within the ownership of PTC, which are not already governed by existing rules or by-laws. The second to provide policy guidance to officers in adopting a best practice approach to managing the maintenance of open spaces in the context or preventing antisocial behaviour. The third is to work with community partners to address and report ASB on a ongoing basis.

Generally the incidences of ASB in open spaces is not that high; however there are significant 'hot spots'. Most notable, Love Lane Playing Fields, Bell Hill Recreation Ground and The Avenue Pavilion and Playing Fields. Significant ASB is associated with areas where young people gather, particularly at night. Much youth ASB is alcohol and drug fuelled. However reported incidents of ASB are not restricted to the night time or the youth. Low level ASB (i.e. littering, dog fouling, drinking, taking drugs etc.) can significantly affect quality of open spaces and affect the surrounding community.

### 1. Acceptable Use of Open Spaces

Generally access to public open spaces is available 24 hours a day. However there is not necessarily a need for certain facilities, e.g. car parks and children's playgrounds to be accessible for all of that time, especially during the night when such facilities are subject to incidents of ASB. Therefore this policy allows for specific rules relating the acceptable behaviour of users of open spaces to be implemented across all PTC own open spaces. These rules, which are supplementary to any existing rules and by-laws, include:

- (a) Use of the Car Parks is for the sole purpose of visitors to the open space and facilities.
- (b) Access to Car Parks is not permitted during the hours of darkness with the exception of access or activities authorised by the Town Council.
- (c) Smoking, drinking of alcohol, playing of music and loitering are all prohibited activities within Car Parks.
- (d) Children's playground areas are provided for the enjoyment of families and children under 15 years of age. Access to children's playgrounds is not permitted during the hours of darkness.



- (e) No person may smoke in any playground or other place in any open space in contravention of a notice prohibiting smoking.
- (f) No person may consume alcohol in any playground or other place in any open space in contravention of a notice prohibiting consumption of alcohol.
- (g) No person may behave in a manner likely to cause a nuisance to or intimidate other users of the open space and playgrounds.

By making a demonstrable statement, which could be supported by high profile publicity of the rules, about the acceptable behaviour it allows open space users, residents and council officers to be clear in what is considered anti-social and whether to challenge or report such behaviour. It also sets a baseline to report against such that if Council was to consider the introduction of by-laws or ask the relevant authorities (e.g. EHDC) to investigate implementing Public Spaces Protection Orders there would be good supporting evidence.

## **2. Maintenance of Open Spaces**

Well maintained facilities can discourage ASB by encouraging their patronage. An open space that is well used and busy is safer as a result of self-policing by the open space users. Encouraging greater use of open spaces allows the community to take back its green spaces from the minority who misuse them, and a greater sense of ownership and responsibility brings a reduction in other forms of antisocial behaviour such as graffiti, drinking drug taking and littering.

- 2.1. Council will respond rapidly to problems such as vandalism, this sends a clear message that such abuse will not be tolerated. Council Officers have delegated responsibility to authorise repair to such malicious damage up to a cost of £2,000 per incident to ensure open spaces are kept in a well presented state. Repairs which cost in excess of £2,000 must also be approved by the Town Mayor and Chairman of both the Grounds Committee and Finance & General Purposes Committee. Such incidents will be logged in accordance with section 4(b).
- 2.2. The presence of people who are perceived to be custodians of an open space acts as a strong deterrent to antisocial behaviour, and also as a reassurance to park users that a particular space is safe. Grounds Staff carrying out their work in the parks can also give a sense of security, particularly when they wear a recognisable uniform, their presence discouraging anti-social behaviour. Consideration should be given to complementing the Grounds Staff with volunteers from the community.
- 2.3. Even in the absence of a 'custodian', clearly displayed details of someone to contact to respond to antisocial behaviour allow members of the public to take action against this problem. In addition, Council should ensure that it is easy and straightforward to report incidents of ASB through the Council's website and social media pages.
- 2.4. Reasserting the clarity of design with open vistas and clear sight lines. This means ensuring that hedgerows, trees, signs and any buildings do not create areas that are hidden from view, which could encourage ASB to develop. Therefore the scheduled maintenance of trees, hedgerows, bushes and brambles should take specific account of this requirement. Areas not already on routine maintenance schedules should be added where the possibility of creating such hidden areas is identified. If, through reports from the police or members of the community, areas are identified as harbouring ASB, they should be assessed and treated with priority by officers of the Council. Future infrastructure modifications that are undertaken on open spaces must also take this requirement into account during the design process.
- 2.5. Regular, scheduled patrols, to clear areas of litter, along with frequent emptying of bins promotes a tidy image and sense of ownership of open spaces.
  - a) Litter Bins should not be allowed to overflow and contribute towards an untidy

appearance. During foreseeable busy periods, for example, events or seasonal periods, additional plans must be put in place by officers to ensure that this work is resourced appropriately.

- b) Tenants and concession holders of facilities within PTC's open spaces must ensure that refuse arrangements do not contribute towards an untidy appearance.
- c) The placing of litter bins shall be optimised for maximum footfall. Council officers should pay due regard to the positioning of both new litter bins and when replacements are required, taking into account that an existing location might not always be the most effective. Litter bins should, primarily be sited adjacent to paths and entrance/exit points to open spaces.

### **3. Security Measures**

Target hardening (the redesign of facilities and equipment to make them near indestructible, and less susceptible to theft, vandalism and abuse) should not be used as the only response to problems of anti-social behaviour in public space, but should be employed selectively where they will be effective, and as part of a co-ordinated approach. Such measures include:

- (a) The installation of CCTV at the Avenue pavilion, Love Lane Playing Fields and Bell Hill Recreation Ground.
- (b) The installation of fencing and physical 'padlocking' of open spaces, or parts of, children's playgrounds outside of the hours of acceptable use.
- (c) The installation of barriers or gates which can be secured to prevent access to car parks outside of the hours of acceptable use.
- (d) To removal or redesign of facilities or equipment which is subjected to repeated incidents of vandalism.

### **4. Reporting and working with partners**

Work with partners towards reducing antisocial behaviour and crime in open spaces.

Tackling the issue of anti-social behaviour is a complex and difficult job, and requires involvement of a number of groups. When these groups work together, particularly when there is community involvement, many of these issues can be reduced or eliminated. Council should proactively work with other partners, EHDC, the police, community residents in seeking to manage ASB. At a more strategic level, regular meetings should place between the police, community wardens and officers from EHDC and others to discuss ways of tackling specific problems, and providing support to the community by engaging young people who are often involved in antisocial behaviour.

- (a) Council representatives should attend the meetings of the Community Tasking and Co-ordinating Group (CTCG), led by EDHC, to both report and understand action being taken by the statutory authorities on ASB issues. Reports from CTCG should be presented to the Grounds Committee or Full Council.
- (b) Council Officers must maintain an incident log of all ASB incidents reported by members of the community, council officers or council members. Regular reports of the incident log will be presented to the Grounds Committee by the Senior Groundsman on at least a quarterly basis.

### **5. Policy Review**

This policy will be reviewed in November 2020



## Appendix A

Open Spaces and Car Parks owned or managed by PTC to which this policy is applicable

- ▶ Bell Hill Common
- ▶ Bell Hill Recreation Ground
- ▶ Bell Hill Recreation Ground Car Park
- ▶ Woods Meadow
- ▶ Tilmore Allotments
- ▶ Borough Road Recreation Ground
- ▶ High Meadow
- ▶ Paddock Way Recreation Ground
- ▶ The Heath
- ▶ Sussex Road Car Park
- ▶ Heath Road Car Park
- ▶ The Avenue Recreation Ground
- ▶ Love Lane Playing Fields
- ▶ Love Lane Playing Fields Car Park
- ▶ Penns Farm Playing Fields
- ▶ St. Peter's Churchyard
- ▶ Rotherlands Conservation Area
- ▶ Barnfield / Heathfield Link road