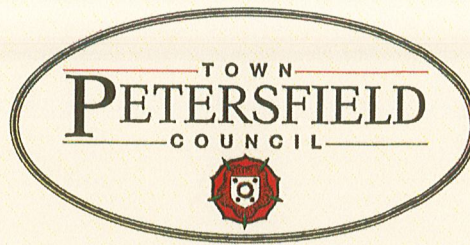


NEIL HITCH
Town Clerk
Tel. (01730) 264182



The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA

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

8th April 2021

Dear Councillor

I hereby summon you to attend a meeting of the Grounds Committee to be held on **Thursday 15th April 2021 at 6.30 p.m.** 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: 850 3407 3075 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk by 5.p.m on the day of the meeting for the password).

Yours sincerely,

A handwritten signature in black ink, appearing to be "Neil Hitch", written over a horizontal line.

Neil Hitch
Town Clerk

AGENDA

1. Chairman's comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a disclosable pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.
5. To approve the minutes of the Grounds Committee meeting held on 11th March 2021 (*previously distributed*).



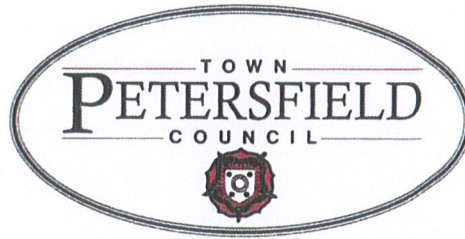
6. Public Representation - Councillors to receive representation (including items on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is three minutes, although this may be reduced if a large number of people express their wish to address Councillors.
7. To receive a presentation from the Arts Society Petersfield regarding the creation of heritage trails on the Heath and Goodyer Meadows.
8. To receive and note the Grounds Report (*to follow*).
9. To receive and consider quotations for remedial works to the path at the Heath (*to follow*).
10. To receive and consider quotations for the replacement of the sleepers and path at the skate park (*to follow*).
11. To receive and note an update regarding phase 3 of the Heath pond bank stabilisation works (*verbal*).
12. To review the situation with visitor numbers and the car parks at the Heath.
13. To review the Terms of Reference for the Grounds Committee (*attached*).
14. To review the Open Spaces Hiring Regulations (*attached*).
15. To review the Personal Protective Equipment Policy (*attached*).
16. To receive an update on issues relating to the Ramshill Estate (*verbal*).

Confidential

17. To receive and consider any staff or confidential matters.
18. To review and consider the future means of engagement between the Friends of Petersfield Heath and the Grounds Committee.

~ End





Grounds Committee

Terms of Reference

1. Membership of the Grounds Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected.
2. At the first meeting of the Committee following the Annual Meeting of the Council a Deputy Chairman shall be elected.
3. The Committee will generally meet on a monthly cycle except during August and December with all meeting dates being confirmed by the Annual Meeting of the Council.
4. The minutes of the Committee are to be reported to and received by the Council at each meeting of Council.
5. The principle purpose of the Committee is to manage and maintain all areas of public open space owned by the Council or managed by the Council as a Trustee.
6. The areas of land under the responsibility of the Committee are:
 - The Avenue playing fields
 - Love Lane Recreation Ground including Petersfield Town Football Club stadium
 - Penns Farm playing fields including optioned undeveloped land (Penns Field 'A') and Penns Field 'B'
 - Petersfield Heath (The Heath Charity) plus buildings known as The Little School, Cricket Pavilion, Public Toilets, Kiosk and Boat House
 - Bell Hill Recreation Ground
 - Bell Hill Common
 - Borough Road Recreation Ground
 - Woods Meadow
 - Paddock Way Recreation Ground (leased from Hampshire County Council)
 - The Spain Greensward
 - Tilmore Allotments
 - The Rotherlands Nature Reserve
 - Heathfield and Barnfield Road emergency link

- Eastlake Close
 - St Peter's Churchyard
 - Causeway Field/Sussex Meadows
7. To approve quotations and estimates for work or projects within the revenue budget to be undertaken on any of the Council grounds provided all costs remain within the budget approved annually by Council. All quotations or estimates in excess of the budget approved for the work by Council should be considered by the Committee with any recommendations being submitted to the Finance & General Purposes Committee for approval.
 8. To consider quotations, estimates or tenders for all capital projects to be undertaken on any of the Council's grounds, submitting recommendations for approval to Council.
 9. In relation to The Heath Charity for which the Council is sole trustee, the Committee shall:
 - consider and approve all requests to undertake activities on The Heath unless it is considered to be of sufficient importance or have potential impact on The Heath that would merit the consideration of the whole Council;
 - consider and recommend to Council all proposed expenditure for The Heath.
 - consider and recommend to Council all potential activities anticipated to generate income in excess of £1,000 per annum.
 10. To produce a Policy Statement to be reviewed annually by the Committee.
 11. To produce and review a Policy Document on the use and future plans of all grounds owned and managed by the Council.
 12. To hold separate annual Users Meeting for all Grounds Users and Allotment Users with the dates of such meetings being approved annually by the Committee.
 13. To appoint Working Parties or Sub-Committees as considered appropriate, approving their Terms of Reference and Chairmen with all such Working Parties or Sub-Committees reporting back to the Grounds Committee on a regular basis.

Reviewed April 2019
Minute number G 0844 refers



**Open Spaces
Hiring Regulations**

August 2019 to Present

**Reviewed: March 2019
Minute number G0764 refers
Next review date: March 2021**

PETERSFIELD TOWN COUNCIL

Open Spaces Sites available:

- The Avenue Pavilion Playing fields
- The Heath
- Bell Hill Recreation Ground
- Penns Farm Playing Fields
- Love Lane Recreation Ground

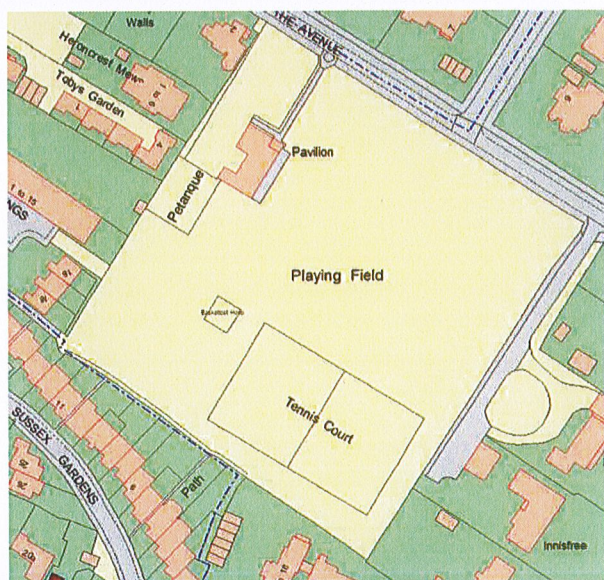
Please note that all these are public areas that can be used by members of the public.

The use of drones on Town Council owned land is subject to compliance with national regulations.



Avenue Pavilion Playing Fields

The Avenue Pavilion playing fields has vehicular and pedestrian access. It also has a water supply available on request. The sports equipment available for use is a basketball hoop and goal posts. The field can be booked together with the Avenue Pavilion Hall if additional facilities are required. There is a car park with approximately 20 spaces.



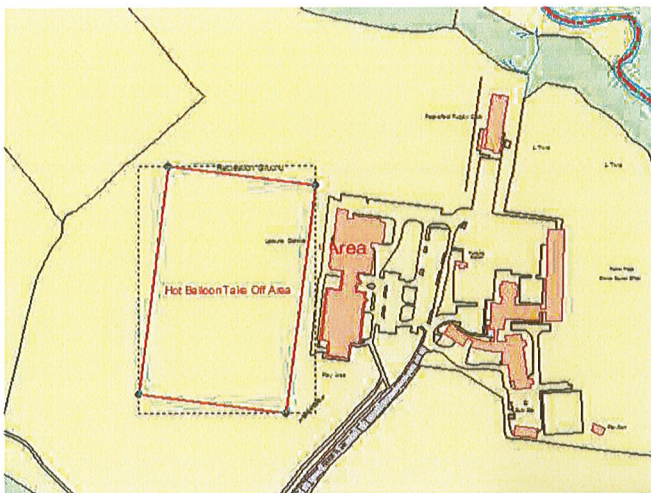
The Petanque terrain is available to hire by the hour or on a 5 hourly basis (please see the current price list for hire costs).

Tennis court hire is free but to gain access you need to register where you will be given a key code for the electronic gates. Please see our website or enquire at reception for more details.



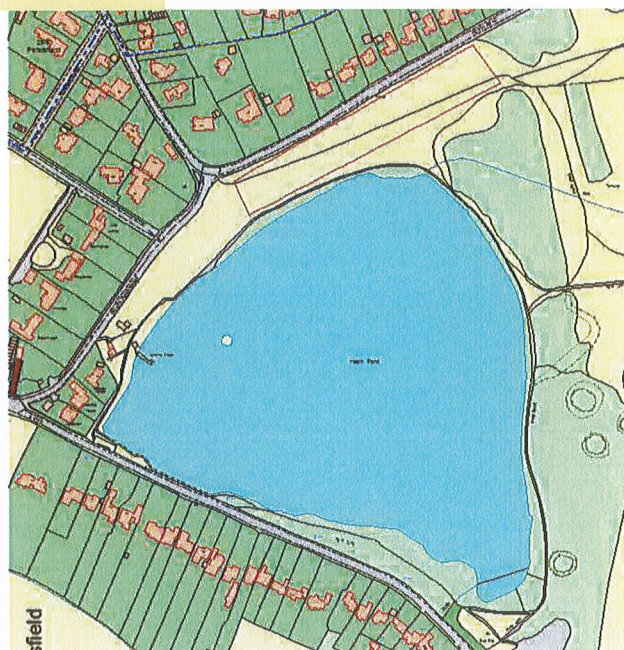
The Heath

The area of The Heath which is available to hire is accessed from Heath Road. There are two sets of double gates for vehicular access to this area. There are pedestrian access gates also located along this road. At the western end of the site there is a toilet



block (not open 24 hours), a café which is open 365 days of the year and a children's play area.

Vehicles are restricted to the allocated area only (please request a map) due to The Heath containing scheduled historical monuments. Vehicles require permission prior to entry.



Bell Hill Recreation Ground

The recreation ground at Bell Hill has vehicular access and pedestrian access. There is a small car park with up to 10 spaces. There is a children's play area at the southern end of the site.

Penns Farm Playing fields

Penns Farm has limited vehicular access as these areas contain sports pitches which can be used for football or rugby. There is a large free of charge car park which is shared with East Hampshire District Council and the Taro leisure centre. Toilets are located in the Taro centre during opening hours.

Hot air balloons are permitted to take off from this site within the area marked on the map to the left.





Love Lane Recreation Ground

Vehicular access to Love Lane recreation ground can be found at the end of Love Lane on the right hand side. There is also two pedestrian access gates from Moggs Mead which is to the south of the recreation ground.

Bookings

1. All hirers should complete the Open spaces booking form. This form can be obtained from our website www.petersfield-tc.gov.uk or from the Town Council Offices in Heath Road, Petersfield, GU31 4EA, Forms should be submitted, if possible, no later than 14 days before the hire date. Forms received 2 weeks or less before the required hire date will require full payment at the time that the booking is made. Applications will not be accepted from persons less than 18 years of age. Your booking shall be confirmed by email.
2. The tariff of charges includes the water supply if applicable.
3. The Council reserves the right to review hire charges annually for implementation on 1 April each year.
4. A damage deposit of £650.00 is applied to grounds bookings (with occasional exception).

Conditions of Hire

5. After the booking confirmation has been sent an invoice shall be raised 6 weeks before the event. No money is payable until the invoice is issued.
6. Hiring fees, and returnable damage deposits, are payable in advance and such fees must be paid not less than 14 days prior to the date for holding the event. In the case of bookings where payment has not been made the Council reserves the right to refuse admission.
7. The Council may require a returnable damage deposit which is to be paid as part of the invoice prior to the hire. When the hire period is over, the area will be inspected, and if all is left in a satisfactory condition, the deposit will be returned. This will be either in the form of an electronic payment using the bank details provided on the booking form or by cheque. Please be aware that it can take up to 14 days to process your deposit.
8. All hirers will require public liability insurance. Commercial hirers will require their own public liability insurance for all participants, all properties and equipment belonging to the hirer. The minimum level of public liability required is £2m (Two million). A copy of this will need to be produced and provided to

Petersfield Town Council. A copy of your risk assessment (event dependant) shall also be required.

9. Hirers will be responsible for covering the cost to replace or repair any damage, breakage or theft that has occurred during the hire period, and will be charged the cost of repair, or replacement as determined by Petersfield Town Council. Any deposit will be retained and an additional invoice will be raised to cover the full replacement/repairs of any damage if required.
10. All refuse must be removed and disposed of away from the area immediately after the hire. The open space must be left in a clean and tidy condition. Failure to clear up and remove/dispose of all refuse will lead to the hirer having less or no deposit returned and if necessary being charged for that work to be undertaken.
11. Any equipment, properties etc., brought onto the hired area for use in connection with a booking must be removed immediately after the booking has ended, unless previous arrangements have been made for such equipment, properties etc., to be left, and the appropriate charge has been paid if applicable. The Council will not be responsible for loss or damage to property belonging to any person using any open space.
12. The Council recommends that hirers take out Event Cancellation Insurance in the event that we have to cancel the hire agreement due to unforeseen circumstances including extreme weather condition.
13. The Council reserves the right to cancel any hire if it should so desire, subject only to the return of the fees paid and to no other claim.
14. The Council reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation.
15. Where the hirer wishes to cancel a booking, the following Cancellation Charges apply:-

Notification period	Charge
Notified 8 weeks in advance:	No charge
Notified less than 8 weeks in advance:	50% charge
Less than 2 weeks in advance:	100% charge

16. Hirers are responsible for providing their own First Aid cover as necessary. All accidents must be recorded immediately. The Town Council must be informed of any accidents or incidents at the earliest opportunity.
17. The Council has the right to limit or restrict the use of any part of the area hired at any time. This includes preventing vehicles entering the sites due to adverse weather conditions prior to hire dates.

Fire Safety & Health & Safety

18. Hirers are responsible for ensuring that all entrances to the site are kept clear at all times for the emergency services to access all areas in an emergency. Under no circumstances must these routes be obstructed. [For large public events we strongly recommend that you take advice from the emergency services]
19. Hirers are responsible for the safety of all persons using the site at all times.
20. In addition, the expectation of the Hirers 'Nominated Responsible Person' is to ensure that
 - they are aware of the escape routes on to and off the site. If applicable the position of hand held fire extinguishers and their operation
 - In the case of outbreak of fire, evacuate the area and call 999 for appropriate services
 - ensuring that no overcrowding occurs in any part of the site
 - being aware of any special requirements needed to ensure safe evacuation of all persons in an emergency

Child Protection Act – requirements

21. The hirer shall strictly observe and perform the relevant provisions contained in the Children and Young Persons Act, 1933 as amended, or any statutory modifications or re-enactment thereof. If children are to perform then the regulations and requirements as specified in the Town Council's Child protection policy must be adhered to. A copy of this policy is available from the Town Council offices..
22. The Town Council reserves the right to amend/alter these hiring regulations without notice.

Neil Hitch Town Clerk
**LARGE PRINT VERSION OF THIS DOCUMENT
IS AVAILABLE UPON REQUEST**

OPEN SPACES BOOKING FORM

Please note: Dates will only be reserved for 14 days.
If booking form is not received, the booking will be cancelled



Invoice No.
Acc No.:

For office use
only

Name of Applicant: Mr/Mrs/Miss/Ms		Date of Event:	Entered on booking system
Access to site requirements Date & Time from:		Date & Time to:	Checked by
Address of Applicant: (block letters):		Event Details:	Public Liability received: Y/N
Post Code:			Personal licence received: Y/N
Tel:			Risk assessment required: Y/N
E-mail:			
The Avenue Playing Fields	Tick <input type="checkbox"/>	Tick if yes Will this event involve the use of Fireworks? <input type="checkbox"/> Will you be using live entertainers/music? <input type="checkbox"/> Do you hold public liability insurance cover to a minimum of £2M <input type="checkbox"/> Do you require access to water? <input type="checkbox"/> Will a risk assessment be carried out prior to event? <input type="checkbox"/> Estimated number of cars on site(if Applicable): <input type="checkbox"/>	Deposit Return
Bell Hill Recreation Ground	<input type="checkbox"/>		
Love Lane Recreation Ground	<input type="checkbox"/>		
The Heath	<input type="checkbox"/>		
Penns Farm Playing fields	<input type="checkbox"/>		
Other area: Please state	<input type="checkbox"/>		
Invoice sent by email: Y/N			

Any additional comments or requirements: e.g. Particular gate access.

A damage deposit of £650 is applicable to the hiring of open spaces. This is returned if the site is left in a satisfactory condition. A price list is available from the website www.petersfield-tc.gov.uk.

Your booking shall be confirmed by email. All gate keys are collected from the Petersfield Town Council reception in the Town Hall.

PLEASE DO NOT SEND ANY MONEY/CHEQUES WITH THIS FORM, YOU WILL BE INVOICED PRIOR TO THE HIRE (INCLUDING DEPOSIT) If the invoice is to be paid by someone other than the person stated on the booking form please advise us in writing at the time of booking.

FOR FULL HIRING CONDITIONS, PLEASE READ THE ATTACHED OPEN SPACES HIRING REGULATIONS.

Please complete:

Organisation: (if applicable)	
Event:	
Name of Nominated Responsible Person:	
Address: (if different to first page)	
Telephone Daytime:	
Telephone Evening:	
E-mail:	

I confirm that I have read and agree to "The Open Spaces Hiring Regulations". These can be viewed at www.petersfield-tc.gov.uk or obtained from the Town Council offices. I am over 18 years old.

I undertake to reimburse the Town Council for the cost of repairing or replacing any damage or breakage by reason of my hiring the open space.

I also undertake to leave the area clean and tidy. I understand that I am to remove all rubbish from the site. I understand that my deposit may be withheld if the site is not left in a satisfactory condition.

I confirm that I would like my returnable deposit to be paid into: Name of Bank

Name of Account: _____ **Account Number** _____
Sort Code _____

Print: _____

Signed _____

Date

PLEASE RETURN THIS COMPLETED BOOKING FORM TO PETERSFIELD TOWN COUNCIL

For office use only:

P Number:

Invoice No:

Site Checked: (Please

Tick) ☐

Site Checked by whom:

Date deposit returned:

Amount deposit returned:

Method: (Please circle)

BACS/Cheque

Entered on to accounts system:

Entered on to bank

system:

(Stamp)

(Stamp)

Councillor authorisation: _____

Councillor authorisation: _____



Personal Protective Equipment (PPE) Policy

**Reviewed March 2019
Minute GO765 refers
Review date: March 2021**

Purpose

This policy has been developed to protect all our employees and to assist compliance with the Health Act 2006, Health and Safety at Work Act 1974 and the Personal Protective Equipment Regulations 1992 as amended.

Reference in this policy to employees includes reference to volunteers acting on behalf of or under the instructions of the Council.

It is the responsibility of the Council to ensure that an adequate risk assessment is carried out to identify whether personal protective equipment (PPE) should be provided to employees to ensure work activities are carried out in a manner which work is as safe as is reasonably practicable.

All employees have duties under the Health and Safety at Work etc. Act 1974, to take due care for their own health and safety. They must also co-operate with the company in order that it can comply with legislation, and in the implementation of this policy. Employees are required to wear the correct PPE as instructed and to report defective or damaged PPE to their Manager for replacement to be issued.

All PPE necessary, will be provided free of charge to employees. Training and advice will be given to employees on who has to wear the PPE, activity for which protection is required, usage and correct fit of PPE and the environment/areas where PPE usage is mandatory.

In order to ensure that PPE provided is worn and in condition which is fit for purpose, inspections will be carried out by the Senior Groundsman, who is responsible for the implementation of this policy. Records of PPE inspection will be maintained as part of the Council's safety management system records. Records of PPE issued will be maintained by the Council.

All items of PPE are to be returned to the Council when they are damaged for disposal.

To be reviewed March 2021