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9th September 2021

Dear Councillor

I hereby summon you to attend a meeting of the Grounds Advisory Group to be held on **Thursday 16<sup>th</sup> September 2021 at 6.30 p.m.** via Zoom teleconference/video-conference facility. The log in details to join via Zoom are as follows: <https://zoom.us/> with meeting ID: 844 0553 5440 (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

### A G E N D A

1. To elect a Chairman to chair the meeting.
2. Chairman's comments.
3. To receive and record apologies for absence.
4. 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.
5. 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.





6. To approve as correct the minutes of the Grounds Advisory Group held on 15<sup>th</sup> July 2021 (*previously circulated*).
  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 on the provision of allotments for the town (*see July 2021 Grounds meeting*) (*verbal*).
  9. To receive and note the Grounds Report (*attached*).
  10. To receive and consider the feedback from the archaeological associations regarding the draft Management Plan for the Heath (*attached*).
  11. To receive and note the minutes of the Grounds Policy Review Working Party meeting held on 19<sup>th</sup> August 2021 (*attached*).
  12. To receive and consider quotations for a new Grounds vehicle (*attached*).
  13. To receive and consider a proposal for refurbishment of Paddock Way play area and proposal for tree planting (*attached*).
  14. To receive and consider the options for tree planting at Borough Hill play area (*see July 2021 Grounds meeting*) (*attached*).
  15. To receive and consider the options for implementing a tree strategy following the recommendations made in the Petersfield Society Tree Survey (*see July 2021 Grounds meeting*).
  16. To receive and consider an initial proposal regarding the Goodyer Meadow (*verbal*).
  17. To consider items for inclusion in the first draft budget for 2022/23 (*verbal*).
  18. To receive and consider a draft Community Asset Transfer Policy (*to follow*).
  19. To review and consider the Fitness Groups Policy (*attached*).
- Confidential
20. To receive and consider any staff or confidential matters.

~ End



## Grounds Report

### September 2021

*This report seeks to inform councilors of matters of interest affecting any of the public open spaces land which we own or manage. Members are reminded that its contents are not open 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 Councilors 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.

Year 5 Coppicing works to start.

#### **Love Lane Playing Fields**

. September maintenance schedule including pitch markings.

New concrete path laying at skate park.

#### **Penn's Farm Playing Fields**

. September maintenance schedule including pitch markings.

#### **Bell Hill Recreation Ground**

. September maintenance schedule.

#### **Paddock Way**

. September maintenance schedule.

#### **Woods Meadow**

. Septembers maintenance schedule.

#### **Ramshill**

. September maintenance schedule

Tree works- removal of trees with ash Die back, removal of Dead wood from mature Oaks on site.

Obtaining quotes for bow top fencing (metal) to replace existing picket wood fence.

#### **Borough Rd**

. September maintenance schedule.

#### **High Meadow**

. September maintenance schedule.

#### **Avenue**

. September maintenance schedule.

#### **ASB**

. vandalism at Love Lane Skate park wooden fence ,that separates the skate park from the football club has been damaged this is an ongoing concern and I am currently in discussions with the local constabulary with other ways of prevention.

David Cole  
Grounds Manager  
09/09/2021



**From:**

**Sent:** 03 September 2021 09:00

**To:** Neil Hitch <[clerk@petersfield-tc.gov.uk](mailto:clerk@petersfield-tc.gov.uk)>

**Cc:** '

**Subject:** RE: Heath Management Plan

Dear Neil,

Herewith our response to the Management Plan and subsequent consultation comments/queries:

A general point first: Jenny Edbrooke's report was obviously completed before we had a firm timetable for the publication of the archaeological two volume monograph. However, that is now destined to be December of this year, so it would be good to cite the full reference and state that it is 'in press'. (see <https://www.sidestone.com/books/barrows-at-the-core-of-bronze-age-communities>).

More specifically, our recommendation with regard to the clearance around barrows would be for a 5m radius extending out from the foot of the barrow – as you know a number of the barrows have been shown to have ditches around their perimeters, but obviously we do not know how many more might have without further excavation, so I think it would be sensible to include a slightly wider area than the suggested 2m around them, not least because the ditch is sometimes separated from the foot of the mound by a 'berm', a feature seen at Petersfield Heath at Barrow 1.

In terms of the diameter of the trees on the barrows to be felled, the spirit behind our recommendation was that the deliberately planted conifers on the barrows should be retained until unstable, but that other smaller trees that have grown up as a result of natural processes should be removed. The documents that Stuart sent over to you in 25th March 2021 included our appendix on damage to the monuments, and as you will have seen one of the worst offenders was tree roots, therefore we would prefer that the threat is minimised as much as possible. In the light of this, we would prefer to see the 300mm recommendation retained. We understand this to mean that all trees up to 300mm in diameter at chest height would be treated as if they were saplings and thus be removed.

With regard to the management plan draft, we have the following comments/corrections:

p.11, para. 3 - The correct designation is now "Scheduled Monument" (SM), not "Scheduled Ancient Monument". The total number of barrows on the Heath itself is 24, with a further 4 that are now lost under housing to the east, making a total cemetery size of 28. I am not quite sure where the "Hampshire County Monument no.84" comes from. The individual SM nos. are given in Table 2.2 that Stuart sent to you, but it would be rather excessive to put them all in the Management Plan!

p.25, heading – the "project report" is now two monograph volumes collectively entitled "Barrows at the Core of Bronze Age Communities", as noted above. Note that George's surname is misspelled here.

p.25, para.1 – See above re. "scheduled ancient monuments" and "Hampshire no.84". The words "such as Mesolithic flint sites were found" - the last two words should be deleted, and technically the Mesolithic sites were not ones that were Scheduled as barrows and misidentified, it was in fact three barrows that turned out to be a natural mound and two army field kitchens respectively.

p.28, para 3 – see comments on barrow numbers above.

p.33, tables 1& 2, entry for Bronze Age Barrows – a surprising error is that the barrows are only down as of “local importance” – all Scheduled Monuments are automatically designated as of “national importance” and the unscheduled barrows would be considered as such too, a point we have made in our Appendix 1.1. It would perhaps be beneficial to combine these tables and order the entries according to importance, thereby placing the barrows at or near the top – that way it is made clear that Petersfield Heath is primarily significant because of its barrow cemetery, heathland, dry acid grassland and rush pasture/mire.

p.34, para. 3 – see above re. “SAM” and title of “report”.

p.37, Table 2 – see above re. Scheduled Ancient Monuments – these are defined by the Ancient Monuments and Archaeological Areas Act of 1979, which should be mentioned here.

p.39 Table 3 – we are pleased to see the suggestion that archaeologists be consulted regarding the cutting back of drainage ditch walls. We know that north of Barrow 11 and west of Barrow 24 relatively modern ditches may cut through ancient buried features, while another cuts through the recently discovered Barrow 31..

p.40, entry under “Archaeology” – the “report” here specifically referred to is that forming Appendix 1.1 of the forthcoming monograph (sent to you by Stuart in March).

p.51 & 56 & 61 entry for barrows – see above for comments on sapling size and diameter for removal.

Overall we feel there is still an imbalance between the Heath’s ecological importance and its archaeological significance (and indeed other factors). The Plan’s structure reflects this, and gives the overall impression that the Heath’s main attributes are its natural habitats rather than its barrow cemetery, or its recreational importance to the town. This will inevitably lead to a bias in its future management that may well be to the detriment of the latter two.

Many thanks for asking us to feed into this, and for your support over the past few years.

Regards,

George & Stuart

**From:** Neil Hitch <[clerk@petersfield-tc.gov.uk](mailto:clerk@petersfield-tc.gov.uk)>

**Sent:** 19 August 2021 10:50

**To:**

**Subject:** RE: Heath Management Plan

Morning George

Next meeting is 16<sup>th</sup> September. Agenda will be issued on 9<sup>th</sup> so it would be useful to know by then please

Kind regards

Neil R Hitch  
Town Clerk



Petersfield Town Council

**From:**

**Sent:** 19 August 2021 09:21

**To:** 'Neil Hitch' <[clerk@petersfield-tc.gov.uk](mailto:clerk@petersfield-tc.gov.uk)>;

**Subject:** RE: Heath Management Plan

Dear Neil,

We will have a look – just wondering when your next Grounds Meeting is, so that we know how long we have.

Regards,

George

**From:** Neil Hitch <[clerk@petersfield-tc.gov.uk](mailto:clerk@petersfield-tc.gov.uk)>

**Sent:** 18 August 2021 17:17

**To:** george

**Subject:** FW: Heath Management Plan

Afternoon George & Stuart

I believe you were both aware that the Council has been working on a new Management Plan for Petersfield Heath for some time which has been delayed somewhat by the Covid-19 outbreak. The draft Plan has been considered by a working party of the Committee and produced the attached response document to comments made as part of the public consultation on the draft Plan. These comments have been referred to the author of the Plan who has commented in respect to the section affecting the barrows, as follows:

1. Barrows

My advise on the size of sapling and the area to be cleared around each barrow was taken from the most recent management plan for the site, 2017-2021 by CJH Agri-Environment Consultants Ltd, commissioned by SDNPA. In my plan, I advise that the conservation of the barrows should be done in consultation with the archaeologists prior to work commencing, as at the time of writing, they were still compiling their definitive report following the People of the Heath Project. I therefore suggest you contact George Anelay and Stuart Needham for the latest specialist advise on these measurements.

Can either or both of you please advise on these comments so that the next Grounds Meeting can consider the responses and hopefully get us to a point of being able to adopt the Plan.

Kind regards

Neil R Hitch

Town Clerk

Petersfield Town Council

**From:** Neil Hitch <[clerk@petersfield-tc.gov.uk](mailto:clerk@petersfield-tc.gov.uk)>

**Sent:** 17 August 2021 10:36

**To:** 'Jenny Edbrooke' <

**Subject:** FW: Heath Management Plan

Good morning Jenny

Following my recent enquiry on the subject, please now find attached the document I referred to that councillors were seeking your comments and thoughts on.

I look forward to hearing from you shortly.

Kind regards

Neil R Hitch  
Town Clerk

# Minutes of the Grounds Policy Working Party



A meeting of the Grounds Policy Working Party was held on 19<sup>th</sup> August 2021

Attended by: Cllr Peter Clist (Chairman), Cllrs Peter Bissett, Jamie Matthews and Steve Field  
(Projects and Office Manager)

Apologies: There were no apologies

No	Item	Discussion	Decision/Action
1	Chairman's Comments	<p>Cllr Peter Clist took on the Chairmanship and welcomed everyone to the meeting. The Chairman gave an introduction to how he considered the terms of reference could be achieved. This would be by:</p> <ol style="list-style-type: none"> <li>1. Review and integrate</li> <li>2. Rewrite where needed</li> <li>3. Create new policies required</li> <li>4. Republish for feedback</li> </ol>	N/A
2	Consultation	<p>It was noted that formal consultation would not be required but other bodies such as stakeholders should be consulted for any feedback before the 'strategy' document is published. Consultation should be held with the following, but this is not an exhaustive list:</p> <ul style="list-style-type: none"> <li>• Petersfield Society</li> <li>• Plump Duck &amp; Boating Concessions</li> <li>• Cricket Club</li> <li>• Town Football Club</li> <li>• Town Juniors</li> <li>• Friends of Petersfield Heath</li> <li>• Heath Pond Association</li> <li>• Rugby Club</li> <li>• South Downs National Park</li> <li>• East Hampshire District Council</li> <li>• Hampshire County Council</li> </ul> <p>Social media could be used to address the wider public</p>	N/A
3	Documentation	An Overarching Strategy Document is to be produced to provide a high level 'painting the scene' picture of the	Cllr Peter Clist to draft an initial Overarching Strategy Document by 6 <sup>th</sup>



		<p>general direction of the council's aspirations in conjunction with more detailed existing and new policies. Both the strategy and policy documents would then be referenced to each of the Management Plan documents and vice versa.</p> <p>An alphabetical index would also be produced to enable quick reference to the area of interest</p>	<p>September, referring to existing documents such as Council Owned Land Policy</p>
4	On-line documents	<p>It is proposed that the on-line version of the documents should be cross-referenced (using hyperlinking) in as many places as possible, so that the strategy document refers to the individual policies and management plans, and that the policies and management plans can also refer to each other and the strategy document</p>	N/A
5	Other contents	<ul style="list-style-type: none"> <li>• 'Contentious' issues need to be dealt with within the policy and management documents</li> <li>• Include aspirations e.g. taking on Water Meadows</li> <li>• Include how we could work with other authorities</li> <li>• Refer to Neighbourhood Plan</li> </ul>	N/A
6	Date of Next Meeting	<p>Date of the next meeting 8<sup>th</sup> September at 3.30 pm</p>	<p>SF to send out Zoom details to Cllr P Clist</p>



## Grounds Advisory Group

### Grounds Vehicle

#### **Background**

Members may recall that in the budget for the current year, provision was made for the purchase of an additional vehicle for the grounds team. The existing two vehicles are heavily used and as grounds staffing increases with staff needing to work in different locations plus the need to service the contract work for other parishes, the need for an additional vehicle to support the operations has become apparent.

In searching for a suitable vehicle, the potential for purchasing an electric or hybrid vehicle has been explored. The problem that has occurred is that electric and/or hybrid vehicles do not have the capacity to tow a trailer loaded with material or a ride-on mower. All suppliers approached were asked about the specifications and capacity of electric or hybrid vehicles in this way, and all confirmed that in their view the vehicles would not be suitable for this type of use. This requirement is essential for the effective operations of the team so the purchase of this type of vehicle has not been considered further on this occasion. Other local councils in the sector have also been approached to establish how many are purchasing electric or hybrid vehicles and exclusively the answer has been that they are used as 'run-around' vehicles but not when heavy duty work is needed. It is hoped that as technology improves that this option will become viable in the not too distant future.

In the past, the Council has always sought to lease its vehicles, thereby enabling the vehicle to be updated at the end of the lease period. This does carry with it the almost inevitable cost at the end of the lease for repairs and/or bodywork restoration because of the nature of the terrain the vehicles have to negotiate and the type of work involved. This is being considered again but also the option of outright purchase has been explored. If this option is pursued then additional vehicle maintenance costs will need to be budgeted for in the next financial year.

The Grounds Manager has undertaken quite significant levels of research. The ideal specification required by the team would be an automatic gearbox which is better for towing, camera on the rear plus sensors, towing ability of 3.5 kg, also carry 1 kg in the back of vehicle simultaneously plus be 4-wheel drive. The purpose for the specification on the level of weight taken by the vehicle is to avoid the need for additional trips at the beginning and/or end of the day when material and equipment need transporting to/from the work site, thereby improving efficiency and saving time.



Previously the Council has procured Toyota Hilux vehicles which have been considered again along with alternatives from Ford, Renault and Mitsubishi. He has obtained the following quotations:

### Quote A

The Ssangyong Musso Rhino double cabbed pickup has been considered for possible purchase. The specification of this vehicle ideally meets the needs of the grounds team, meeting all of the requirements listed above and the vehicle is currently available. It also comes with a 7 year warranty.

The finance cost would be:

- Vehicle price £26,995 + VAT
- Deposit (equal to VAT) £5,399 with balance financed over 5 years at 5.9% APR.
- Finance cost **£519.65 per month**

Other finance sources are yet to be explored to see if the interest cost can be reduced further but if this is the chosen option by this meeting, then bank finance will also be considered and investigated.

### Quote B

This company has been used by the Council previously. There are potential issues with the availability of some of the makes and models – in particular the Nissan – and quotes have been provided for leasing the vehicles over both 4 and 5 years. The quotes are based on an annual mileage of £15,000 which has proved adequate in the past and also full servicing, maintenance, breakdown and recovery.

	4 years	5 years
Mitsubishi L200	£372.13	£381.93
Ssangyong Musso Rhino	£553.21	£514.94
Toyota Hilux Invincible	£396.29	£388.08

The Toyota Hilux & Mitsubishi Warrior are a little light on the desired specification in respect of the weight they can tow.

### Quote C

This company has quoted for the contract hire for a Ford Wildtrak vehicle over both 3 and 4 years including mileage up to 20,000 per annum and full servicing, maintenance, breakdown & recovery. Vehicles in black are currently in stock although other colours may take longer to become available.

Their quotation is as follows:

- 3 years - £464.99 per month
- 4 years - £449.99 per month

The vehicle specification is a little light on the gross weight with it only being able to tow 3.2kg.

## **Quote D**

This quotation is direct from Ford in respect of the Wildtrak vehicle. The leadtime for vehicle delivery is also longer, running at 16-18 weeks currently. The vehicle specification issues mentioned under Quote C also apply:

Contract Hire:

Deposit £2,600 plus VAT plus £433.33 per month + VAT

Lease:

Deposit £2,256.72 plus VAT plus £376.12 per month + VAT plus final balloon payment of £11,115 + VAT

Hire Purchase:

VAT used as a deposit (£6,525.60) plus monthly payments of £869.67 over 3 years at 0% finance

## **Financial Considerations**

Within the budget for the current year, the sum of £3,600 was allocated for potential finance or vehicle purchase costs. Flexibility exists if members are so minded to utilise either some of the additional Community Infrastructure Levy (CIL) funds received that have not yet been allocated towards a particular project or item, or to use some of the Capital Earmarked Reserves funds budgeted within the current financial year to go towards future grounds equipment replacement.

The requirements of the Council's Financial Standing Orders have been met in seeking 4 quotations for this work.

Under the Scheme of Delegation approved by the Council at the Annual Meeting, authority to commit to this work can be delegated to the Town Clerk unless the use of CIL or Capital Earmarked Reserves is proposed. In either of these cases, Council would need to approve the spending.

No investigations have been made into the financial standing of any of the contractors in view of the relatively modest cost of the proposed works.

The quotations above may not include all extras required such as protection of the pickup floor so should be used as an indication at this stage.

## **Environmental Considerations**

As mentioned in the body of the report, consideration has been given to the procurement of an electric or hybrid vehicle but unfortunately the workload capacity of these vehicles currently available is not sufficient to make this a viable option at the present time.

## **Recommendation**

The vehicle available that meets all of the specification requirements is the Ssangyong Musso Rhino. However, this vehicle is also the most expensive of those investigated. The decision



therefore is a balance; is the additional cost of the vehicle going to be saved by improved staff time and efficiency without the need for additional journeys when completing work? Comparing the costs for leasing the vehicle over 5 years this would be £135 per month or around 3 hours work per week. If the Ssangyong were to be purchased instead of leased, then an additional sum of approximately £60 per month would need to be budgeted towards maintenance and servicing in future years. There would though be no commitment to end of lease repair costs which can be quite substantial depending on the condition of the vehicle at the end of the lease term.

**Having considered all of the above, it is recommended that Quote A be chosen to purchase the Ssangyong Musso Rhino and that the option of bank finance be explored in completing the purchase before committing to the finance figures quoted by that supplier with the loan repayment costs being made from the revenue budget sum allocated for the new vehicle purchase.**

Neil Hitch  
Town Clerk  
8<sup>th</sup> September 2021



### **Grounds Advisory Group**

### **Paddock Way Recreation Ground**

#### **Background**

Members will be aware that this recreation ground is leased to the Town Council from Hampshire County Council. During 2019, the Council resolved to explore the potential for the land's freehold being transferred to the Town Council but this matter stalled partly as a result of the Covid-19 outbreak and is to be re-commenced shortly.

The Larcombe Road development site included within its Section 106 Agreement significant funding for the improvement of the Paddock Way recreation ground. The Agreement is very specific in that the funds have to be spent in improving this site. To date, the following work has been completed using these monies:

- Completing the drainage of the far side of the recreation ground
- Purchasing and installing the gate to deter travellers from entering the site
- Improvements to the surfaced path to the play area from the recreation ground entrance.

This leaves the sum of £26,828 available to improve the site.

Additionally, there are Developers Contributions available for Environmental Improvements from the South East Causeway development that could be utilised as part of this project.

#### **Proposed Project**

- To purchase and install a new sports wall, similar to that placed in the Woods Meadow play area during its refurbishment a couple of years ago from HAGS/SMP. Projected cost £18,500
- To replace the 2 existing football goalposts and sockets. Projected cost £1,500
- To purchase and plant hedging along the southern and eastern borders of the recreation ground interspersed with trees that will provide a more attractive and pleasant countryside appearance to the recreation ground from the current wire fencing that exists.
- To plant additional trees around the childrens play area to provide shade for people visiting the site and the children. This play area would be one of the two to be provided with additional tree planting following the decision made in the last Advisory Group meeting in July.



The Grounds Manager has undertaken some investigation over the costs of the plants and associated materials, such as stakes and tree guards as well as having discussed details of the type of tree to be planted with The Petersfield Society in response to their Tree Location Survey Report. An outline of the anticipated costs are as follows:

- Hedging & hedgerow tree purchase - £2,995
- Tree purchase – 14 trees £9,608
- Straps for trees - £38
- Stakes for tree support - £210
- Tree Guards - £192
- Digger hire for 4 days - £271
- Soil Conditioner - £73
- Total cost £13,387

The complete cost of these works is therefore anticipated to be £33,387. This figure is subject to confirmation of the price for the sports play wall.

### **Financial Considerations**

The entire project can be funded by the use of Developers Contributions. This will fully utilise the remaining sum of £26,828 allocated for improvements to this recreation ground from the Larcombe Road development with the remaining £6,559 being sought from the Public Open Space funds held from the Lavant Street development. The only financial implication to the Council is that it will involve using our own labour force to do the tree and hedge planting as a contribution to the project.

The Council has sought tree prices and associated items from one of its regular account suppliers. The play wall was installed following a full tender operation at Woods Meadow recreation ground and Council has previously requested that a second one be placed at Paddock Way. Goal posts will be sought from our usual suppliers. The requirements of the Council's Financial Standing Orders are therefore considered as having been met.

Use of Developers Contributions will require the approval of Council so a decision to approve these outline costs in principle and to submit an application for Developers Contributions to the South Downs National Park Authority will need to be recommended to the Finance & General Purposes Advisory Group and then on to Council.

### **Environmental Considerations**

The planting of additional trees forms part of the Town Council's response to The Petersfield Society's work in promoting this type of activity along with the comprehensive report that has previously been submitted to this Group. It also forms part of the Council's response to the Climate Emergency in seeking to reduce its carbon footprint.

The planting of trees around two of its play areas was approved at the Grounds Advisory Group meeting in July with this play area being one of those chosen. An element in opting for this play area was knowing the sum of Developers Contributions that were available for the site that needed spending.

## **Recommendation**

**It is recommended that the play area at Paddock Way be improved with the installation of the multi-sports play wall. It is also recommended that the existing football goalposts and sockets be replaced and hedgerows with trees incorporated be planted along the 2 sides of the recreation ground where wire mesh fencing currently exists at an initial anticipated cost of £33,387.**

**It is also recommended that the project be funded through the use of Developers Contributions from the Larcombe Road development totalling £26,828 and the balance of £6,559 from the Lavant Street public open space allocation subject to any price variation in the provision of the multi-sports wall and goalposts which would allow for an amendment to the final application sum.**

Neil Hitch  
Town Clerk  
9th September 2021





### Grounds Advisory Group

### Borough Road Play Area

#### **Background**

Members will be recall at the July meeting making the decision to plant tree cover at two of the Council's children's play areas this winter. Having had discussions with the Grounds Manager, it is considered most appropriate to select the play areas at Paddock Way (subject of a separate report on this agenda) and Borough Road as the two sites.

Borough Road play area is a very exposed site with no current tree cover around the play equipment although there are trees already in existence in other parts of the recreation ground and on neighbouring sites. It is therefore considered a suitable site for seeking tree planting to provide shade to those using the play area.

The South East Causeway development site included within its Section 106 Agreement specific funding towards tree planting and enhancement of various parts of the town, including Borough Road within the Environmental Improvement section of the Agreement. Developers Contributions can therefore be used to fund this particular project.

#### **Proposed Project**

The Grounds Manager has undertaken some investigation over the costs of the plants and associated materials, as well as having discussed details of the type of tree to be planted with The Petersfield Society in response to their Tree Location Survey Report. An outline of the anticipated costs are as follows:

- Tree purchase – 9 trees £6,177
- Straps for trees - £25
- Stakes for tree support - £135
- Tree Guards - £124
- Digger hire for 4 days - £174
- Soil Conditioner - £47
- **Total cost £6,682**

## **Financial Considerations**

The entire project can be funded by the use of Developers Contributions. This will utilise the Environmental Improvements section within the South East Causeway Section 106 Agreement where there is currently £32,000 available. The only financial implication to the Council is that it will involve using our own labour force to do the tree planting as a contribution to the project.

The Council has sought tree prices and associated items from one of its regular account suppliers. The requirements of the Council's Financial Standing Orders are therefore considered as having been met.

Use of Developers Contributions will require the approval of Council so a decision to approve these outline costs in principle and to submit an application for Developers Contributions to the South Downs National Park Authority will need to be recommended to the Finance & General Purposes Advisory Group and then on to Council.

## **Environmental Considerations**

The planting of additional trees forms part of the Town Council's response to The Petersfield Society's work in promoting this type of activity along with the comprehensive report that has previously been submitted to this Group. It also forms part of the Council's response to the Climate Emergency in seeking to reduce its carbon footprint.

The planting of trees around two of its play areas was approved at the Grounds Advisory Group meeting in July with this play area being one of those chosen.

## **Recommendation**

**It is recommended that the play area at Borough Road be improved with the planting of 9 trees to provide some shade and shelter as part of the Council's response to the Climate Action Plan at a cost of £6,682.**

**It is also recommended that the project be funded through the use of Developers Contributions from the South East Causeway development totalling £6,682.**

Neil Hitch  
Town Clerk  
9th September 2021



## **POLICY FOR USE OF OPEN SPACES**

### **FITNESS AND OTHER ORGANISED GROUPS**

Reviewed April 2019  
Minute number G0842 refers  
Date of review: April 2021

#### **Introduction**

It has become more and more popular for our open spaces to be used by organised groups of people, usually under the direction of a leader, to run, exercise, and operate other forms of physical activity.

It has therefore become important to monitor the level of activity, to ensure that general rules such as byelaws and local 'open space' rules are adhered to.

In addition to the current set of rules governing the use of an open space, it is Petersfield Town Council's intention to gain information regarding the use of open spaces by organised groups. This will ensure that we can regulate the number of groups meeting, and also be consciously aware of all activities taking place on our open spaces, as we often receive enquiries from the general public.

The current open spaces are The Heath, Bell Hill Recreation Ground, Love Lane playing fields, Avenue Playing Fields, Penns Farm, Borough Road recreation ground, High Meadow, Woods Meadow or Paddock Way

#### **General rules that apply to all groups**

1. All groups must adhere to the rules and guidelines of the open space they are using. These are available from the Town Council, or can be found on our website [www.petersfield-tc.gov.uk](http://www.petersfield-tc.gov.uk)
2. All groups of 15 or more should complete the 'Open Space Group User' form, which requires some basic information about the group. Copies are available from Petersfield Town Council or the Web Site [www.petersfield-tc.gov.uk](http://www.petersfield-tc.gov.uk)
3. All groups of 4-14 should inform Petersfield Town Council of their existence for reference only. No official registration is required for these groups
4. Any group discovered, who have not registered their activity with Petersfield Town Council, will be asked to register immediately
5. All groups must have their own liability and professional indemnity insurance



6. All groups are required to undertake a risk assessment for their activities
7. All serious injuries are to be reported to the Town Clerk within 24 Hours



## **Grounds Advisory Group**

### **Borough Road Play Area**

#### **Background**

Members will be recall at the July meeting making the decision to plant tree cover at two of the Council's children's play areas this winter. Having had discussions with the Grounds Manager, it is considered most appropriate to select the play areas at Paddock Way (subject of a separate report on this agenda) and Borough Road as the two sites.

Borough Road play area is a very exposed site with no current tree cover around the play equipment although there are trees already in existence in other parts of the recreation ground and on neighbouring sites. It is therefore considered a suitable site for seeking tree planting to provide shade to those using the play area.

The South East Causeway development site included within its Section 106 Agreement specific funding towards tree planting and enhancement of various parts of the town, including Borough Road within the Environmental Improvement section of the Agreement. Developers Contributions can therefore be used to fund this particular project.

#### **Proposed Project**

The Grounds Manager has undertaken some investigation over the costs of the plants and associated materials, as well as having discussed details of the type of tree to be planted with The Petersfield Society in response to their Tree Location Survey Report. An outline of the anticipated costs are as follows:

- Tree purchase – 9 trees £6,177
- Straps for trees - £25
- Stakes for tree support - £135
- Tree Guards - £124
- Digger hire for 4 days - £174
- Soil Conditioner - £47
- **Total cost £6,682**

## **Financial Considerations**

The entire project can be funded by the use of Developers Contributions. This will utilise the Environmental Improvements section within the South East Causeway Section 106 Agreement where there is currently £32,000 available. The only financial implication to the Council is that it will involve using our own labour force to do the tree planting as a contribution to the project.

The Council has sought tree prices and associated items from one of its regular account suppliers. The requirements of the Council's Financial Standing Orders are therefore considered as having been met.

Use of Developers Contributions will require the approval of Council so a decision to approve these outline costs in principle and to submit an application for Developers Contributions to the South Downs National Park Authority will need to be recommended to the Finance & General Purposes Advisory Group and then on to Council.

## **Environmental Considerations**

The planting of additional trees forms part of the Town Council's response to The Petersfield Society's work in promoting this type of activity along with the comprehensive report that has previously been submitted to this Group. It also forms part of the Council's response to the Climate Emergency in seeking to reduce its carbon footprint.

The planting of trees around two of its play areas was approved at the Grounds Advisory Group meeting in July with this play area being one of those chosen.

## **Recommendation**

**It is recommended that the play area at Borough Road be improved with the planting of 9 trees to provide some shade and shelter as part of the Council's response to the Climate Action Plan at a cost of £6,682.**

**It is also recommended that the project be funded through the use of Developers Contributions from the South East Causeway development totalling £6,682.**

Neil Hitch  
Town Clerk  
9th September 2021