

PETERSFIELD TOWN COUNCIL
GROUNDS ADVISORY GROUP MINUTES
MEETING HELD 14th September 2023 at 6.30pm in the Council Chamber and via
Microsoft Teams

PRESENT: Cllr Mrs L Farrow (Chairman)
Cllr J Matthews
Cllr Ms L Bevan
Cllr D Petche

Also present: Cllr JC Crissey, Cllr P Shaw, Cllr C Paige, Cllr S Dewey, Cllr J Lees, Mr N Hitch (Town Clerk), Mr D Cole (Grounds Manager), Mr R Welch (Head Bailiff), Mr S Field (Projects Manager) and Ms A Tull (Minute taker). There were two members of the public and one member of the press present.

Members were advised that the meeting would be recorded, and the recording retained until the minutes of the meeting had been approved. There were no objections.

1. Chairman's comments

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence

Apologies were received from Cllr T Figgins.

3. Granting of Dispensation under section 33 of the Localism Act (2011)

There were no requests for dispensation.

4. Declarations of Interest

No declarations of interest were made.

5. Approval of minutes

The minutes of the Advisory Group meeting held on 13th July 2023 were approved.

Resolved under the Scheme of Delegation approved on 6th May 2021:
That the minutes of the Advisory Group meeting held on 13th July 2023 were approved.

6. Public representation

A member of the public spoke regarding the outdoor exercise groups at Love Lane Playing Fields. It was noted that since November 2022 the situation had improved regarding noise and disruption. The sessions are allowed to operate from 7am to 9pm on the grassed area only with handheld equipment. The car park is not to be used under any circumstances.

It was also mentioned that the hedge North of Love Lane has grown extremely high, restricting road space. It was agreed that the Grounds Team would cut this shortly as the hedge cutting season is imminent.

A second member of the public spoke about the antisocial behaviour in Love Lane Car Park especially late evening/overnight. There is lots of car noise with young drivers skidding and 'doughnutting'.

It was suggested that maybe the car park could be split into three smaller areas and kerbs and speed ramps could be installed to stop cars speeding. Also a barrier or bollards at the entrance on a timer.

The Town Clerk commented that any barrier or bollards on a timer might not be a good idea as the car park is used by Petersfield Football Club late into the evening. It was suggested that PTC speak to other councils who use the same equipment e.g. barriers and/or bollards in car parks.

The Chairman thanked the members of the public and will be taking their points on board.

7. Budget Items

The Grounds Manager commented that a cherry picker would be very helpful. It would be put to good use and frequently used.

Also the purchase of an ATV would be useful. This is a small tractor with various attachments, fitting into smaller areas than a normal tractor. Estimated second hand price is £15,000.

It was noted that there are no bins on the West side of Love Lane Playing Fields. This is a popular dog walking site and it was agreed they are needed.

Resolved under the Scheme of Delegation approved on 6th May 2021:
That bins be placed on the West side of Love Lane Playing Fields.

All car parks: Sussex Road, Bell Hill, Heath Road and Love Lane need a closing barrier. This needs to be a good facility. It was also suggested that trees could be planted in the car parks, dividing the areas and also supporting the Tree Planting Initiative.

£10,000 of £14,000 has been spent on barriers so far. It was suggested that £28,000 would be needed for next year.

The Sussex Road car park has a very old barrier which needs repairing with an estimate of £600. It is also in need of a new layout including the marking out of spaces. It was suggested a budget of £24,000 for safety and £2,000 for marking out/surfaces.

It was suggested that aeration pumps for the Heath Pond may be worth purchasing for ongoing prevention of algae but not for emergencies. In view of

the recent algae situation the pumps would be extremely beneficial in raising oxygen levels.

The main Grounds project is the replacement/refurbishment of the Heath toilets. £80,000 of Community S106 is available and it was suggested that PTC apply to other grant funds. The Town Clerk said he would look into this. A further £70,000 was budgeted for this work.

8. **Tree Council Presentation**

A member of the Tree Council was unavailable.

Resolved under the Scheme of Delegation approved on 6th May 2021:
That the Tree Council Presentation take place at the next Grounds committee meeting.

9. **Algae Report**

The Head Bailiff gave a very in-depth and informative report about the algae situation at the Heath Pond.

It is a rare event which has not happened for 10-11 years. This year's problem is caused by changing weather conditions and pollen. Pond areas are prone to this algae and there is only so much that can be done to prevent it.

The Head Bailiff is in constant contact with the Environmental Agency and is monitoring the water every day, testing oxygen, nitrate and nitrogen levels.

The Boardwalk area is particularly bad with virtually no flow of water. There is now scum which smells of sewage but is the algae dying off. The island nearest that area needs re-shaping to aid the flow of water.

Preventative measures are:

- re-dredging to reduce biomass
- re-locating fish and introducing predatory species
- introducing freshwater mussels
- lilies and reeds to provide more oxygen
- willow plants on the islands which are resilient and create shade

These all work together for a natural balance.

There is Section 106 money (£4-5,000) for improvements around the pond.

The Head Bailiff will produce a formal report for the next meeting.

10. **Decisions made under delegated authority**

These were received and noted (*see appendix A*)

11. Grounds Report

Several comments were made on this report:

- It was noted that Tilmore Allotments were not mentioned.
- It was confirmed that all bins are to be emptied every day.
- Speed camera batteries need replacing again.
- Thank you from Mr and Mrs McCrory for removing graffiti from a memorial bench at High Meadow.

It was also noted that a lot of work is carried out on non-PTC sites. This will be discussed with the Town Clerk. (*see appendix B*)

12. Outdoor Activity Groups Formal Documentation

It was agreed that this is a clear document which sets out all expectations.

The Code of Conduct applies to all and it was agreed that the hours from 7am to 9pm are acceptable.

The introduction of fees was supported due to the wear and tear of PTC land. This sets a good example and formalises the contract. An organised group needs to be licensed whether they are charging fees or not. If this was a local club, it could already be paying for a pitch licence so this needs clear definition. It was suggested that signs be installed on our green spaces encouraging groups to contact PTC for information if they wish to hold exercise activities.

Delegated officers would deal with the terms and conditions and confirm charges. Charges need to be reviewed depending on the size of the group and how often they meet. A comment was made that charges should be the same as indoor hire but this is debateable: indoor hire is exclusive, whereas outdoor hire is not. (*see appendix C*)

Resolved under the Scheme of Delegation approved on 6th May 2021:

To approve the introduction of a licensing system, to introduce charging, that Officers will deal with the Terms and Conditions based on the provided document.

13. Infrastructure Delivery Plan

It was commented that this was a 'Wish List' of potential projects that could be granted. Some could be linked to policies in the Neighbourhood Plan. The majority are ongoing but it was suggested that Merritts Meadow and Bell Hill Car Park be removed from the list.

Regarding Goodyer Meadow, it was suggested that Liss Archaeology Group be asked to do this or alternatively West Sussex Archaeology Group. A management plan could then be drawn up.

The second half of the plan is given an overall score by the TDC Committee. This involves a lot of work and some suggestions then become projects. (*see appendix D*)

14. Tree Plan for Autumn/Winter 2023

The Grounds Manager informed everyone that this work was always guided by the Tree Council.

Several trees have died and need to be replaced in Woods Meadow and the Avenue Playing Fields. Some vandalism has taken place in Borough Road and Paddock Way so these trees need to be planted in less accessible areas if possible. It was commented that 14 Elm trees were to be removed from Bell Hill. Replacing these would make a big difference and this needs to be discussed.

It was agreed that planting trees in car parks would be a very good idea and could be discussed with the Tree Council. There is a grant fund available for replacing trees. A separate meeting will take place with Mr Paolo and Mr Turner from the Tree Council and Councillors/Officers.

15. Early Design of Heath Toilets

The report was gladly received and thought to be excellent work.

After a lengthy discussion, the two main options are to demolish the existing building and build a new one or retrofit the existing one.

A new building would cost more money and is not so climate friendly. Though the site is large enough and self cleaning toilets and a Changing Places toilet could be incorporated.

Retrofitting the existing building would cost less and is more climate friendly as bricks and tiles could be recycled. It was questioned whether the current plumbing system would be sufficient. The Heath is bordering a Conservation Area so retrofitting would be more appropriate.

It was suggested we utilise the existing building to incorporate a Changing Places toilet where the Store is currently on the plan and moving the Store to the back of the building.

It would be helpful if the designer is able to supply a rough estimate of costs before any decision is made. It is thought that some funding will be available.

The proposal would then be taken to a Quantity Surveyor to compare a new building against refurbishment. (*see appendix E*)

16. Friends of Petersfield Heath AGM 27th June 2023

The minutes were received and noted.

17. **Offer of land located at Tor Way from HCC**

The land at Tor Way is currently neglected and is a liability to HCC because of fly tipping. It is full of litter and is home to a live badger sett, so work on it would be impossible at the moment.

It is also doubtful that a Community Group would come together and it would be a large amount of work for such a small area of land.

PTC does not wish to take this land on, there are no positives and it would not fit into any strategic plans.

Resolved under the Scheme of Delegation approved on 6th May 2021:

That the offer of the old embankment at Tor Way from Hampshire County Council not be accepted at the current time as it doesn't fit into the Council's current strategy.

18. **Funding of Cycle Racks on the Heath**

Installing cycle racks on the Heath would be beneficial. It was suggested that they be placed at the Heath Road entrance and not within car parks or behind the Pump Duck to discourage cycling on the Heath.

The budget is estimated to be around £2,000 for six racks.

Knee high fencing would be installed around the area before the work starts by the Grounds Team.

19. **To receive and consider staff or confidential matters**

No confidential matters.

The meeting finished at 20:56p.m.



Grounds Advisory Group

Scheme of Delegation Decision

Background

Members will be aware that under the Scheme of Delegation approved by Council at its Annual Meeting on 19th May 2022 all decisions made between Advisory Group meetings require reporting to the next available meeting on the grounds of openness and transparency. To this end the following decisions have been made since the last Advisory Group meeting in November 2022.

- The Heath Pond fishing bailiffs have proposed the purchase of various plants to enhance the appearance of the Pond. Approval has been given for the planting of 30 lilies at a cost of £594 to be from the Heath Management Plan budget in the vicinity around the boardwalk, around the new island created near the sluice gate and in the south east corner of the Pond near the car park. Planting will be done when the Pond water levels are reasonably low giving them the best chance of success.
- The cost of £8786.26 was approved to South Downs Landscaping to complete the play area safety surfacing work in Bell Hill toddler play area following the alterations made to the equipment as approved at the last meeting – that was the removal of the tunnel and installation of a slide.
- The policies for the keeping of bees and hens on the allotments were approved for review in 2 years in the absence of any legislative changes or practical difficulties experienced.
- The policy on Council Owned Land has been renewed with a review date in 2 years.

Neil Hitch
Town Clerk
7th September 2023

Grounds Report August-September 2023

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.

Tree and vegetation clearing programme on all sites to start September.

The Heath

- Scheduled maintenance/Grass cutting, Play park cleaning and sand pit preparation.
- General litter picking
- Emptying of bins every day
- Assisting the fishing bailiff with water testing's

Love Lane Playing Fields

- General litter picking and general grounds maintenance, grass cutting,
- Grass cutting
- Skate bowl fence repair
- Hight restriction barrier installed
- Bins emptied every day

Penns Farm Playing Fields

- General litter picking
- Grass cutting and pitch maintenance including seeding.
- Fertiliser treatment applied
- Bins emptied every day

Bell Hill Recreation Ground

- Scheduled maintenance and grass cutting.
- Ditch clearing
- Bins emptied every day

Paddock Way

- Grass cutting
- Football goals sanded and re-painted
- Football area re-seeded
- Hight restriction barrier installed
- Bins to be emptied every day

Woods Meadow

- Scheduled maintenance.
- Bins emptied every day
- Grass cutting

Ramshill

- Bins to be emptied every day

- Scheduled maintenance.
- Grass cutting
- Removal of dead Ash tree

Borough Rd

- Scheduled maintenance.
- Bins emptied every day
- Grass cutting
- Tree planting to be completed by the end of the month
- Re-instated gravel path

High Meadow

- Scheduled maintenance.
- Grass cutting
- Bins emptied every day

Avenue

- Scheduled maintenance.
- Overseeding of football area
- Bins emptied every day
- Car park vegetation cut back away from car park spaces

Goodyer Meadow

- Geology survey awaited

ASB

Fly tipping at Love lane no evidence of ownership was found.

Graffiti on bench at High Meadow

David Cole – Petersfield Town Council, Grounds Manager

September 2023



Grounds Committee

Fitness Groups – use of Town Council Land

Background

Members will recall recent events where residents were unhappy with levels of noise and activities at one of our green spaces, and PTC receiving advice from planning enforcement on what action should be taken. Further investigations between planning and the fitness group has resulted in the group being able to stay where they are currently situated, but it has led officers and members to recommend to this committee a further level of engagement with all activity groups who use our green spaces across the town, and in particular where it is an individual or organisation who are charging for their services. It is recommended that the revision of the engagement should include the following:

1. Registration of interest and approval
2. Licencing of activity
3. Code of Conduct
4. Charging

Charges

There are no current charges for any of the existing fitness groups, although most of them operate as a business, making charges to their members. The following list shows local groups that we are aware of:

Current Fitness Groups		
Name / Group Name	Where	Type of Activity
The Fit Bod Squad	Avenue Playing Fields	Boxercise / Kettlebells
Body Fitness Camp	Love Lane	Fitness Training with equipment
Gladiator Camp	Penns Place – Rugby Club	Fitness Training with equipment
Runnyhoneys	Heath	Running
Runnyhoneys	Love Lane – lower end	Fitness Training with equipment
Laura Keane	Avenue Playing Fields	Fitness Training with equipment

Steve Field
Projects and Office Manager
6th September 2023

Considerations and challenges

1. Our health and safety liabilities and responsibilities would increase
2. 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
3. We may lose some local Groups if charges are introduced to them
4. Exercise groups are a vital service to the health of our town
5. PTC did try and raise charges many years ago and this was dropped after a year of discussion. This was due to a consideration of how much admin would be involved, and it was considered not to be profitable
6. Other than groups and businesses that approach us, it is very difficult to maintain a log of who is actually using our green spaces, and for how long. Even with the current paperwork that is completed by groups who approach us, we have had an example of a group who had opened up additional sessions beyond the initial agreement. Numbers, times and even days changed from the original arrangements
7. 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

Methods of Charging

1. Charge on the basis of a number of sessions per week. One example from another Parish Council is as follows:
 - a. Single client (1 to 1) session Maximum of 8 sessions a week £15.00 (exc VAT)
 - b. Groups of up to 3 clients Maximum of 6 sessions a week £25.00 (exc VAT)
 - c. Groups of up to 10 clients Maximum of 3 sessions a week £50.00 (exc VAT)
2. Charge an annual modest flat rate. We are aware of one other council who are considering introducing nominal charges between £150-£250 p.a.

Recommendation

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 introduce charging to all groups based on a mixture of the two methods above.

One suggested matrix of charges is proposed as follows with an illustration of a group charging £5 per person per session, which also provides time off for holidays, sickness etc. (*see note below)

Number in group	Standard Charge per annum (inc up to 5 Sessions per week)	Over 5 Sessions per week (additional charge)	or Over 10 Sessions per week (additional charge)
2-5	£150	£100	£150
6-10	£300	£150	£250
11-15	£450	£225	£400
16-20+	£600	£300	£600

Steve Field
Projects and Office Manager
6th September 2023

An annual review will take place each year with the group to introduce revised charges each 1st April

*As an illustration, if a Fitness Group who is running a group once a week for 44 weeks of the year charges an average of 3 paying clients (£5 per client per session), this would generate an annual income of £660 for 1 session per week

Steve Field
Projects and Office Manager
6th September 2023

Outdoor Activity Groups -Application



Petersfield Town Council look after a number of green spaces in Petersfield, and these are used for sports and general leisure pursuits. In addition to this, there are a number of locations where an outdoor activity group can be licenced to hold fitness or other classes.

To apply for a licence, please complete the following information:

Activity Group Name	
Tel No.	
Email Address	

Address	Postcode

Name of Activity Group	Age	Date	
		Start	End

Signature	
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I confirm that I have read and agree to the **policy** and **code of conduct** for the use of Town Council outdoor spaces for a fitness group or activity.

I confirm that should any information shown above change, I will inform the Town Council immediately. I understand that failure to do so may result in the termination of my licence.

SIGNED _____ **DATED** _____

Once the form is completed, please return it with a copy of your public liability insurance and risk assessment to:

Petersfield Town Council
 The Town Hall
 Heath Road
 Petersfield, GU31 4EA

Telephone No. 01730 264182

We will advise you of the outcome of this application, and if successful we will send a signed copy for you to retain in your records.

Outdoor Activity Groups -Application



Office use only

Outdoor activity approval by Petersfield Town Council. Initial

Insurance Certificate Checked _____

Risk Assessment Checked _____

Signed..... Signed.....

Name of Officer..... Name of Officer

Date Date



OUTDOOR FITNESS & ACTIVITY GROUPS

LICENCE TERMS & CONDITIONS

Draft August 2023

Minute number Grounds Advisory Group

Date of review: To be determined

1. Interpretation

In these Terms and Conditions:

"**Application**" means the application form submitted by the Licensee as varied by any amendment agreed by the Licensee and the Authority or any reasonable direction issued by the Authority.

"**Approval**" and "**Approved**" means the written acceptance by the Authority.

"**Authority**" means the Petersfield Town Council.

"**Authority's Property**" means all structures, including trees, playground equipment, furniture and all other such items located within the Green space.

"**Condition**" means a condition within these Terms and Conditions.

"**Licensee**" means the individual or group named in the Application.

"**Licence**" means the Approved Application and these Terms and Conditions read together.

"**Licence Period**" means the period running from the 1 April to the 31 March inclusive in any year.

"**Green Space**" means any green space named in the Approval.

"**Trainer**" means the Licensee or individuals employed or paid by the Licensee to carry out the training specified in the application form.

"**Client**" – a person participating in a training session supervised by the Trainer.

The interpretation and construction of the Licence shall be subject to the following provisions:

- statute, enactment, order, regulation or instrument as subsequently amended or re-enacted;
- the headings are for ease of reference only and shall not affect the interpretation or construction of these Terms & Conditions;
- references to Conditions are references to Conditions in the section of the Terms & Conditions in which they appear, unless otherwise stated.
- where the context allows, the masculine includes the feminine and the neuter, and the singular includes the plural and vice versa.

- any notice to be served on the Licensee shall be sent by letter or email to the contact details set out in the Application until the Authority confirms written receipt of notification of different contact details

2. Registration

2.1 The Licensee and any Trainers must be Approved by the Authority in order to carry out training sessions in the Green space.

2.2 In order to be Approved, the Licensee must:

a) Completed the online application form in full.

b) Pay the licence fee.

c) Provide evidence of:

- Current REPS level 3 fitness qualifications.
- Current public liability insurance a minimum of £2million, but a preferred £5m, valid for a minimum of 3 months at the point of application. It is the Licensee's responsibility to ensure that they always have valid insurance and that this covers any Trainer.
- A current risk assessment, signed and dated.
- First Aid provision and a process for accident reporting.
- Enhanced DBS check if training children or vulnerable adults.

2.3 Failure to comply with 2.2 shall entitle the Authority to terminate this Licence in accordance with Condition 8.

2.4 The Authority shall be under no obligation to Approve an Application.

2.5 The Authority reserves the right to limit the Licensee's access at any time to the Green space with written notice.

2.6 The Licensee and or Trainer must possess a copy of the Approval whilst carrying out training sessions in the Green space and produce it upon request by any officer or staff of the Authority.

2.7 Following Approval, the Licensee may carry out training sessions in the green space, during the hours which the Green space is open to members of the public or as specified in any direction issued by the Authority.

2.8 The Licensee acknowledges that:

2.8.1 This Licence does not guarantee that the Green space will be open or that there will be space in the Green space for the Trainer to carry out training sessions.

2.8.2 This Licence does not grant a Trainer priority over any other lawful user of the green space and that any pitch bookings, events or booked group activities will take priority over training sessions and the Trainer shall relocate if a conflict of use occurs.

3. Licence fee

3.1 The Licence fee payable by the Licensee shall be:

3.1.1 In accordance with the charging matrix as advertised on the Authority's website, together with any VAT on such fees.

3.1.2 If a Licensee wishes to conduct group and individual training sessions, they must apply for both and pay the relevant fees for each.

3.1.3 Payment for the Licence can be made for individual month periods during which the Licensee wishes to operate.

3.14 Licence fee payments must be made in advance.

4. Duration

Subject to Condition 8, this Licence shall continue until the end of the Licence Period, upon expiry the Licensee may re-apply for a licence to be approved for a further year but nothing in this Licence shall imply any obligation on the Authority to approve a further application.

5. Licensee obligations

5.1 The Licensee shall ensure that its Trainer will at all times exercise the rights and duties under this Licence in a proper and responsible way, having regard to the safety of users of the Green space, the Authority's staff and other third parties.

5.2 Any equipment used must be hand-held only; any equipment used or activities undertaken must not be detrimental to the Green space, the Authority's Property or any wildlife.

5.3 The Licensee shall ensure that the Authority's Property is not used for the purpose of fitness training unless it is specifically designated for such use.

5.4 No Trainer shall leave any equipment or rubbish in the Green space following a training session and ensure the Green space is left in the same condition that it is found. The Authority reserves the right to charge the Licensee the cost of reinstating the Green space to its original condition where substantial damage is caused as a result of the training sessions held by the Trainer.

5.5 Trainers shall not cause an annoyance or nuisance or interfere with the reasonable enjoyment of other persons using the Green space.

5.6 Trainers shall adhere to and always comply with the Authority's Code of Conduct whilst conducting training sessions within the Green space.

5.7 Every Trainer shall comply with Twyford Parish Council rules as stated on the main Green space entrance signboard and at locations around the Green space. Copies are obtainable on the Council's website.

5.8 This Licence does not allow or permit vehicle access into the Green space provided that this Condition does not prevent Trainers from green spacing in any car green space space within the Green space subject to the payment of any green spacing charges.

5.9 The Licensee shall not display, produce or distribute any sign or advertisement whilst within the Green space except to Clients undertaking training. The restriction of advertising applies to all boards, hoardings, flags, posters etc. displaying any organisation, company or brand name of any goods, including those of the Licensee. Trainers are permitted to wear branded clothing as part of a uniform if they so wish.

5.10 Trainers must not play any amplified music whilst in the Green space.

5.11 Trainers must not collect monies/fees from clients whilst in the Green space.

5.12 The Licensee must not operate outside of the agreed number of weekly sessions and / or the agreed group capacity size.

5.13 Each party shall notify the other of any health and safety hazards which may arise in connection with the performance of this Licence as soon as practical after they become aware of the hazard.

5.14 While on the Green space, the Licensee shall comply with any health and safety measures implemented by the Authority in respect of users of the Green space.

5.15 The Licensee shall notify the Authority immediately in the event of any incident occurring where that incident causes any personal injury or damage to Authority's Property and if requested by the Authority shall provide a copy of the incident investigation report.

6. Independent operator

Nothing in this agreement shall be construed as creating a partnership, contract of employment or relationship of principal and agent between the Authority and the Licensee.

7. Indemnity and insurance

7.1 The Licensee shall throughout the Licence Period maintain public liability insurance of not less than two million pounds (£2,000,000) however a five million (£5,000,000) level is considerably preferred. Copies of insurance documents must be submitted with the Application and a copy of the current policy must be available for inspection by the Authority at any time during the Licence Period upon request.

7.2 The Licensee shall indemnify the Authority fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities in respect of any death or personal injury, loss of or damage to Authority Property, which is caused directly or indirectly by any act or omission of the Licensee PROVIDED ALWAYS that the Authority shall be at liberty to settle as it may think fit after consultation with the Licensee any such actions claims or demands by payment of such sum or sums as it in the Authority's discretion may consider reasonable and it may in the Authority's discretion after giving notice in writing to the Licensee cause any such damage to be made good and the expenses incurred by the Authority in doing or in making any such payment shall be repaid by the Licensee to the Authority on demand PROVIDED NEVERTHELESS that the Licensee shall not be required to pay by way of indemnity any sum greater than that which would be reasonably payable in settlement having regard to the circumstances of the case and in particular (where the payment is legally enforceable) to the damages which might be recoverable at common law

7.3 Subject to clause 7.3, the Authority is not liable for: (a) the death of, or injury to the Licensee, its Trainers, Clients or invitees to the Green space; or (b) damage to any property of the Licensee or that of the Trainers, Clients or other invitees to the Green space; or (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee or the Trainer, clients or other invitees to the Green space in the exercise or purported exercise of the rights granted by this Licence.

7.4 Nothing in clause 7.3 will limit or exclude the Authority's liability for: (a) death or personal injury or damage to property caused by negligence on the part of the Authority or its employees or agents; or (b) any matter in respect of which it would be unlawful for the Authority to exclude or restrict liability.

8. Termination of agreement

8.1 The Authority may revoke this Licence with immediate effect where the Trainer:

8.1.1 Is in breach of their obligations under this Licence and, where the breach is capable of remedy, fails to remedy such breach to the satisfaction of the Authority within 7 calendar days of receipt of written notice to remedy the breach.

8.1.2 Acts in any way that is likely to bring the Authority into disrepute or damage its reputation or interests.

8.2 The Authority may terminate the Licence by giving not less than one week's written notice.

8.3 Where the Authority terminates this Licence under condition 8.1 the licensee shall not be entitled to receive any refund of the Licence fee or any compensation for any outlay made by the Licensee in connection with this Licence.

8.4 Where the Authority terminates this Licence under condition 8.2, the Authority shall refund the Licence fee on a pro-rata basis for the remaining duration of the Licence Period but without paying any compensation for any outlay made by the Licensee in connection with this Licence.

8.5 The Licensee must give not less than one week's written notice to terminate this Licence. No refund for termination of the Licence will be given in this instance and any monies outstanding by the Licensee to the Authority will be required to be paid in full.

8.6 For the avoidance of doubt, following termination of this Licence by either party, the Licensee and/or its Trainer shall no longer be licenced and therefore not permitted to run training sessions within the Green space.

9. General

9.1 Nothing in this Licence shall render or be deemed to render the Licensee or any Trainer an employee or agent of the Authority.

9.2 This Licence contains the entire understanding and agreement between the parties and supersedes all prior representations, documents, negotiations or understandings. The Licensee acknowledges that it has not entered into this Licence in reliance upon any representation by the Authority or anyone acting on its behalf.

9.3 Pursuant to the Freedom of Information Act 2000 the Authority is subject to certain legal obligations in relation to public disclosure of information. The Licensee shall co-operate with and assist the authority with any requests for disclosure which the Authority receives under the Freedom of Information Act 2000 which relate to this Licence. The Licensee understands and agrees that the Authority may be required to provide information relating to this Licence or the Licensee to a third party in order to comply with its obligations under these provisions.

9.4 Nothing in this Licence shall fetter the Authority in the exercise or discharge of its functions, powers and duties (including, without limitation, the power to close all or part of the Green space either on a permanent or temporary basis or to temporarily use all or part of the Green space for an event).

10. Disputes

10.1 In the event that any dispute arises between parties in connection with this Licence, the parties shall, in the first instance, use their reasonable endeavours to resolve it amicably themselves.

10.2 Disputes remaining unresolved shall, if parties agree, be referred to non-binding mediation.

10.3 In the event that the parties do not agree to non-binding mediation or if the dispute remains unresolved, the dispute shall be referred to the exclusive jurisdiction of the Courts of England pursuant to condition 11 below.

11. Law and jurisdiction

11.1 This Licence shall be governed by and construed in accordance with English Law and the Authority and Licensee hereby submit to the exclusive jurisdiction of the English courts.

12. Agreement and declaration

12.1 This Licence does not, nor is intended to confer, any legal or other tenancy estate or interest in respect of the Green space and that the Authority is not empowered to do so.

12.2 The benefit of this Licence is personal to the Licensee and is not capable of being claimed by any other person, body of persons, firm or corporation, whatsoever and shall not be assignable in whole or in part, by the Licensee to any such person, body, or persons, firm or corporation, and for the purposes hereof the parties agree that the Contract (Rights of Third Parties) Act 1999 shall not apply

12.3 The Licensee will submit any proposals for marketing and promotion of its services in the Green space for approval by The Authority. Use of The Authority's logo is by permission only and can only be used in connection with licensed fitness activities in Green space. The Authority retains all Intellectual Property Rights in its name and brand mark



OUTDOOR FITNESS & ACTIVITY GROUPS

CODE OF CONDUCT

Draft August 2023

Minute number Grounds Advisory Group

Date of review: To be determined

The purpose of the code of conduct

- To avoid conflict between those undertaking licensed fitness activities in the open spaces available for such activities
- To protect the open spaces
- To ensure use of any public open space is preserved for all visitors
- To provide an opportunity for visitors to engage in outdoor fitness training
- To work alongside a licence agreement to ensure fitness operators are following the current health and safety regulations and best industry practice for the safety and enjoyment of all participants
- To ensure that all licensed fitness operators are fully insured and hold liability for all participants safety

Petersfield Town Council will accept no liability for any activity related to outdoor fitness training as part of the licence

The Code

- The fitness operator / licensee shall not have exclusive rights over any area of the open space and shall ensure that right of way is given to members of the public visiting the open space
- No large items of keep fit equipment shall be used in the green space other than hand held equipment e.g. jogging weights, kettle bells and resistance bands unless specifically agreed with Petersfield Town Council
- Fitness operators / licensees shall leave the green space in a clean and tidy condition and shall be liable for any loss of or damage to any council property through their direct improper use
- The fitness licensee shall abide by the Petersfield Town Council policies and rules relating to Open Spaces as available on our website www.petersfield-tc.gov.uk

- The licensee shall ensure that any green space structures, such as other recreational areas e.g. skate park and netball pitches, other furniture and trees must not be used for training purposes and shall keep all pathways clear and accessible to all users
- The fitness operator / licensee shall ensure that no area of the green space is overused to the extent that it causes unreasonable wear and tear to the ground e.g. damage to the grass area or creating muddy waterlogged areas.

Green Space 'No Go' Areas

You are not permitted to use:

- Areas within the green spaces where training activities have a negative impact on other park users, and local residents e.g. intrusive noise, aggressive language etc
- Areas of high pedestrian activity such as pathways
- Areas clearly marked as sports fields such as football and rugby pitches
- Park sensitive locations such as picnic areas, long grass, conservation areas etc
- Areas closed for renovation or upgrading

The following activities are not to be conducted by personal trainers / group fitness licensees:

- Amplified music or audio equipment, whistles and loud shouting or other intrusive noise
- Aggressive, intimidating or unreasonably noisy training activities that interferes with the comfort of other visitors
- Use of objects that mark out an 'area of green space' to imply exclusive use
- Operation of sessions commencing before 7.00 am or continuing after 9.00 pm

As a license holder you always agree to abide by these guidelines. Non-compliance to the above Code of Conduct means you are at risk of losing your fitness licence and being asked to leave the green space with immediate effect.

SITE	PROJECT	COMMITTEE	STATUS	ESTIMATED COST	FUNDING SOURCES	START TARGET DATE	COMMENTS	PNP	Criteria 1 Positive Impact on the community (including different sections of the community)	Criteria 2: Landscapes and visual appearance
G2a Green Space east - Goodyer Meadow	NEP2 Green Network and Open spaces	G	Break down for SDNPA funding	£ 75,000	over 5 years	2023	New Allocation - drainage, planting, cycle access to TPS? (LCWIP), access to Sussex Road -	PTC IDP includes - G1, G3, G5, G7, G8, G9, G10 and G11 - need to rationalise and co-ordinate		5
The Heath	Refurbish and improve existing poor toilet facilities (Now on project list)	G	To Start	£ 100,000			Current toilets are very poor and do not reflect well on the town or the Council. The Heath is heavily used by visitors and improved facilities are required sooner rather than later. Planned for 2021-22. 106 Monies allocated. Work to start after Pond Bank Stabilisation - Self Cleaning, Changing Facilities			5
Avenue	Outdoor Exercise Gym Play Area	G	To Start	£ 60,000			New Play Area - no update			4
Penns Place Playing Fields	Extension to football pitches, provision of changing facilities	G	To Start	£ 2,000,000		2022	Penns Field B to be converted into new football pitches with a new changing facility for football to be provided plus an appropriate store for the Town Juniors and PTC grounds staff. Dependent on Penns Field B	CP4 & CPS		4
Penns Place Gym Playing Area	Create a playing area for Adult Gym exercises and fitness	G	To Start			2025				4
The Heath	Heath access	G	To Start	£ 70,000		2022	Heath Road car park surface is poor. No plans to tarmac surface as don't wish to urbanise the area. Sussex Road car park will need re-surfacing in the not too distant future. Desire to create a series of way-marked walks around the Heath taking in the points of interest (incl. Tumuli) and connecting with the footpath network leading out of town. Consider new cycle racks			4
G5 Merritts Meadow	NEP2 Green Network and Open spaces	G		£ 100,000		2022	New Allocation - drainage, renovat	PTC IDP includes - G1, G3, G5, G7, G8, G9, G10 and G11 - need to rationalise and co-ordinate		4
Merritts Meadow North	Renovation of derelict meadow and water courses through meadow	G		£ 50,000		??	Depending on when or whether area is transferred to PTC ownership. Currently in residential ownership			4
Various Ground Improvements	Fencing to Bell Hill play area	G				??				2
Penns Place Playing Fields	Provision of rugby club all-weather pitch	G		£ 400,000		2023	Funding required for project and precise site on the Penns Farm complex still to be agreed. Potentially could replace existing rugby training pitch. Dependent on Penns Field B	? Should this be removed		5
Bell Hill	Improvements to car park surface at Bell Hill, and install path from car park to road	G		£ 50,000		2022	Bell Hill car park resurfacing			3
Penns Play Area	Upgrade of all play areas	G	WIP	£ 175,000	Developers Contribution	2023	Penns Farm - Transfer to Projects?	CP 2 & 4		3
Love Lane Playing Fields	Construction of a community park	G		£ 250,000		2025	Planned to be constructed in conjunction with the new Youth/Community Facility Building to provide an attractive community park.			4
Love Lane Playing Fields	Refurbishment of Pavilion including sewerage and facilities	G		£ 50,000		2023	Pavilion currently used by Nursery and Juniors football club but not really suiting either group in present state. Planned re-organisation of internal aspects of building plus sewerage service and water drainage generally.			3

Priority	Criteria 3: Deliverability	Criteria 4: Safety	Criteria 5: Carbon neutrality/sustainability	Criteria 6: Economic value	Criteria 7: Positive impact on neighbouring parishes	General Note	Total Score	Climate Plan Ref:	Climate Priority	CU/106 bids
5	5	4	4	4	5	Funding from SDNP to fund Management Plan Work	32	G36, G37	2	Potential 106 public open spaces or environmental improvements funds available
4	5	2	5	2	4	Petersfield Town Council Project	27	P11, P12, P13	1	Potential 106 monies identified
3.5	5	1	4	3.5	3		24	N/A		Potential 106 monies available
3	5	1	3.5	3	4	An active project	23.5	N/A		Potential 106 public open spaces or environmental improvements funds available
3.5	5	1	3	3.5	3	New	23	N/A		Potential 106 public open spaces or environmental improvements funds available
4	5	1	3	3	3		23	N/A		Potential 106 public open spaces or environmental improvements funds available
5	3.5	3	4	2	1	Score with next Merrits Meadow entry	22.5	Remove?		Potential 106 monies available
5	3.5	3	4	2	1	Currently unavailable to PTC and is being looked after by a residential group	22.5	Recommend PECAN to discuss with Resident Assoc		Potential 106 monies available
4	5	4	2	2	2	Now complete?	21			106 public open spaces or environmental improvements funds available
3	2.5	1	1	4	4	PTC not directly involved - recommend advice is sought from PECAN	20.5			106 public open spaces or environmental improvements funds available
3	4	3	2	3	2	Link to Buckmore Farm Development	20			Potential 106 public open spaces or environmental improvements funds available
2	5	1	2	3	3		19	G22, G23	2	Potential 106 public open spaces or environmental improvements funds available
2.5	1	1	4	2	4		18.5	G26, G27	3	Potential 106 public open spaces or environmental improvements funds available
1	4	1	3	2	4	Funds available for specification - budget requested	18	Is this still the intention?		Potential 106 public open spaces or environmental improvements funds available

A

W

Petersfield Heath Welfare
Initial Ideas Report
Petersfield Town Council

W

1.0 Introduction

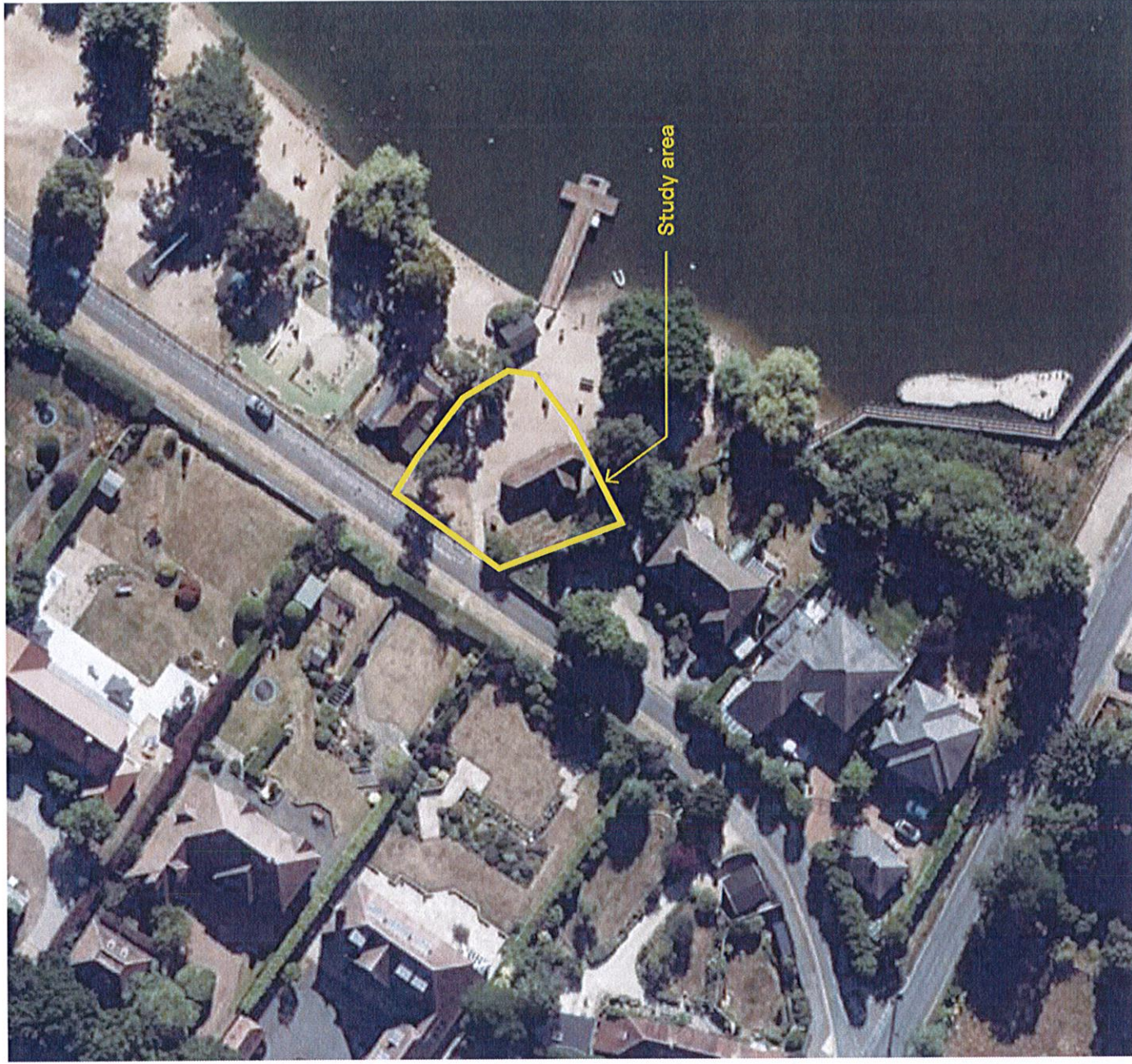
As part of Petersfield Town Council's ongoing redevelopment of its halls and buildings, they have asked AWW to present ideas in response to their brief to modernise and enhance the existing toilet facilities at the Heath.

The Brief suggests the opportunity to retain and refurbish the existing building, or to demolish the existing facility and construct a new building designed for the current requirements.

Design proposals should consider the following:

- Self-cleaning 'gender neutral' cubicle provision that are programmable to provide automatic locking and unlocking, and timing of internal lights being on or off. Alternatively lights could be on a sensor system
- Wash basin with sensor taps in each cubicle
- Disabled changing place provision (for children and adults)
- Carbon neutral strategy and plan as part of our response to the Climate Action Plan
- Solar panels and storage batteries for the provision of light, hot water and hand dryers
- Automated closing time set on a timer so that doors lock and lights turn off
- Adequate storage space for stock of toilet consumables
- Storage for the grounds team for hand tools and other equipment regular used on the Heath

This document aims to appraise the existing building and site, and present design options for consideration and potential 'next steps' for the council.



Site Appraisal

September 2023

Petersfield Heath Welfare | Initial Ideas Report

Page 4

Character building form - a distinctive building in the landscape recognisable to local people

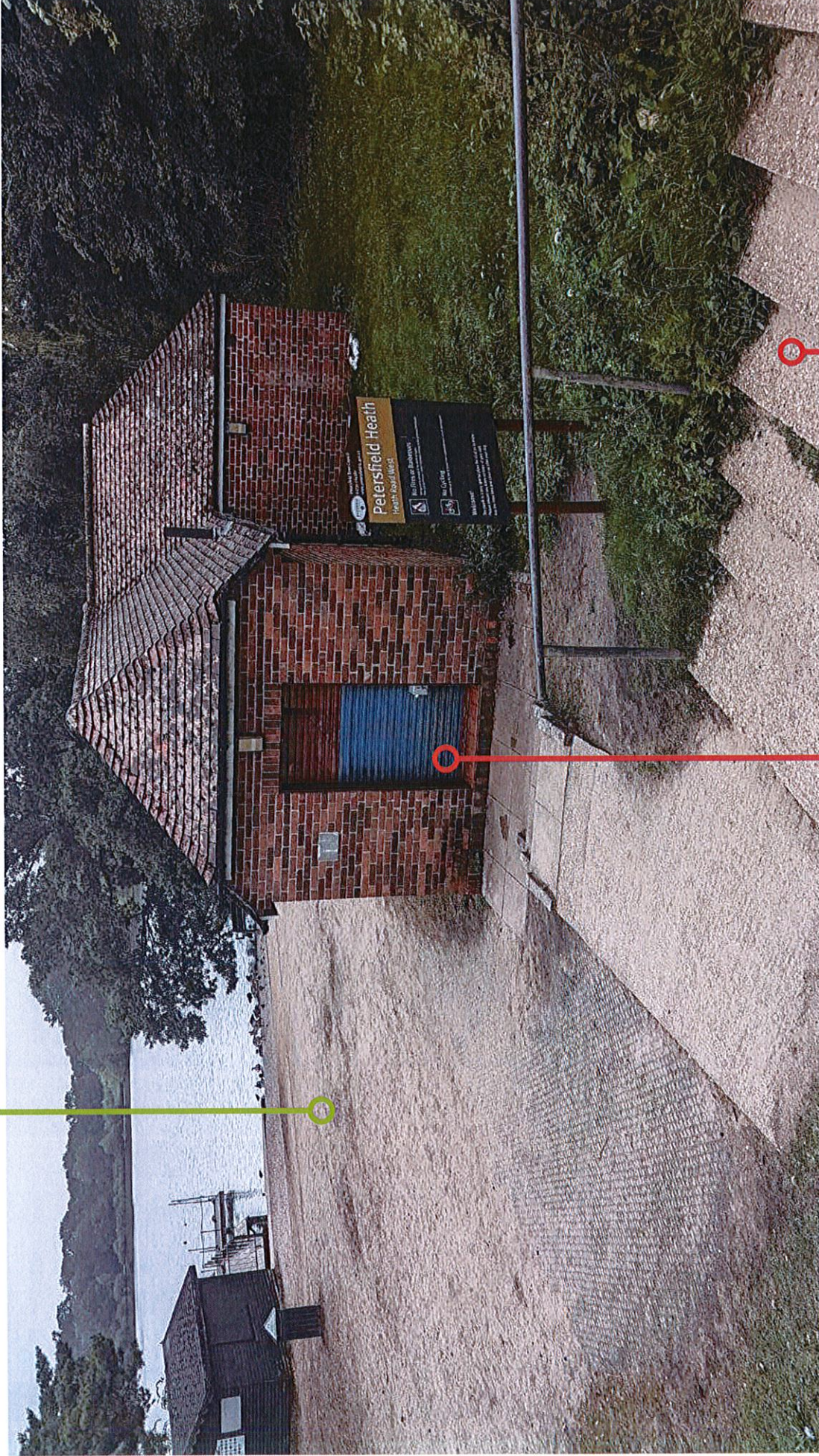
Direct access from Heath Road West challenging due to c. 2m level difference



No lighting or passive surveillance to rear of building - potential for anti-social behaviour

Sandy open space between WC block and plump duck could be used more effectively

Building is well positioned to serve visitors to the lake and cafe



Manual security controls

Stepped access does not meet current standards

Roof tiles slipping - potential for leaks etc

Eaves level appropriate for doors to be installed along side elevation

Character brick building. Structure assumed to be sound and suitable for refurbishment



Research

Self Cleaning Public Toilets in the UK

In recent years, the United Kingdom has seen growing interest in self-cleaning technologies for public toilet facilities.

Such examples appear to be more prevalent in the US and Europe, and are more widely seen in urban areas.

Initial research has shown that there are at least two companies in the UK offering purpose-made new-build self cleaning toilet units however, there appear to be fewer options available for retrofitting.

As the brief calls for self-cleaning toilets, it is worth exploring some of the benefits of this approach:

Enhanced Hygiene: Facilities are equipped with automated cleaning systems, reducing the risk of bacterial transmission.

Improved User Experience: Simple interfaces, touchless controls, and features like heated seats, make the experience more comfortable for a wider range of users.

Sustainability: Many self cleaning toilets are designed with eco-friendly features, such as water-saving mechanisms and efficient energy usage, aligning with the Council's Climate Action Plan.

Cost Savings: Over the long term, smart toilets can reduce maintenance and cleaning costs and save on procurement costs for specialist contractors.

As mentioned previously, there appear to be limitations on the ability to retrofit self cleaning toilets into existing facilities. Some of the potential challenges are list below:

Infrastructure: Retrofitting existing toilet facilities with self-cleaning technology can be complex, as it often requires substantial modifications to plumbing and electrical systems.

Space Constraints: Although the existing building can be modified to accommodate new cubicles, the space requirements of self cleaning toilets may impact on the number of cubicles that can be installed.

Cost: Retrofitting may prove more expensive than new build, potentially outweighing the benefits of reduced maintenance costs over time.

Due to the apparent market limitations on retrofit options, there may be a trade-off to be considered between the benefits of a new-build self cleaning facility, versus the sustainability advantages of retrofitting the existing building with regular sanitary fittings.

Challenges around New build include:

Design Limitations: Units appear to be prefabricated and are "off-the-shelf" designs. Further research and liaison with self-cleaning toilet providers would be required to explore the potential designs available.

Carbon Cost: As a general rule, refurbishment of existing buildings requires less carbon than new build, so a further emphasis on carbon capture and on-site energy generation would be required



Sano2 S5 Self Cleaning Toilet

Public Facilities Specialists

Having conducted research into the pre-fabricated self-cleaning toilet units that are available, we decided to look for examples of similar buildings to the Heath toilet block that have been successfully refurbished.

One UK company's work stood out, with numerous examples of bringing long-standing existing buildings up to current standards: that company is called Danfo.

We have selected the examples opposite as the buildings in question appear similar to the toilet block on the Heath.

Should the retrofit option be explored further, we suggest making contact with Danfo and other specialists to learn for their experiences and receive a more technical appraisal of the existing building.

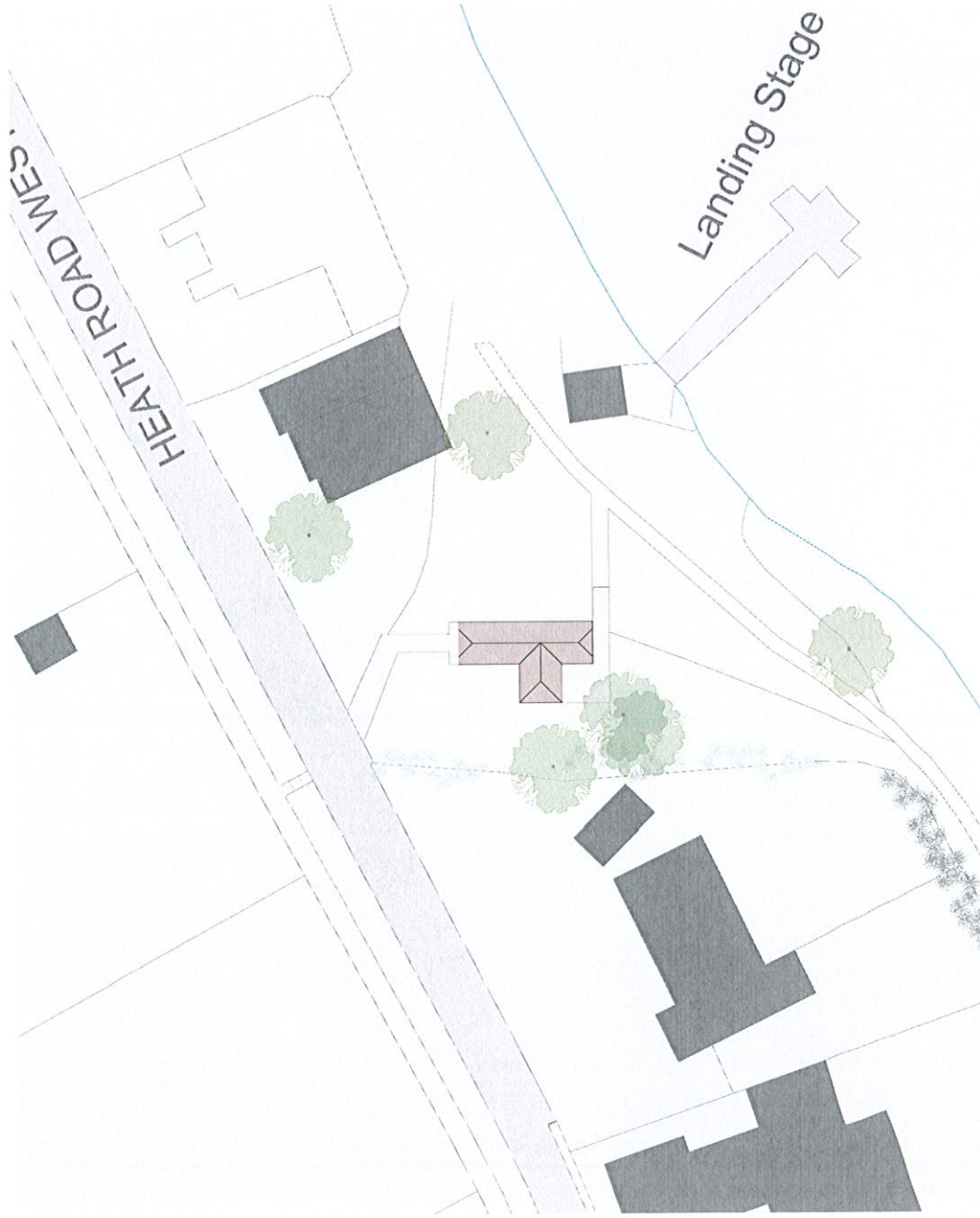


Danfo UK Public Toilets Refurbishment - Morecombe. Above: Before, Right: After



Danfo UK Public Toilets Refurbishment - New Forest. Above: Before, Right: After

Proposals



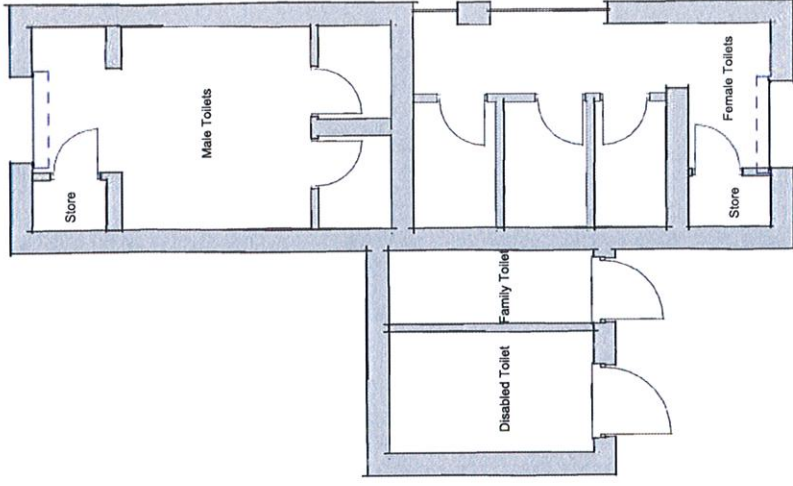
Existing Site Plan

As discussed in the site appraisal section, there are numerous opportunities to enhance the existing building and surrounding site.

In addition to refreshing the fabric of the existing toilet block building, this project could seek to address the access arrangements from Heath Road West,

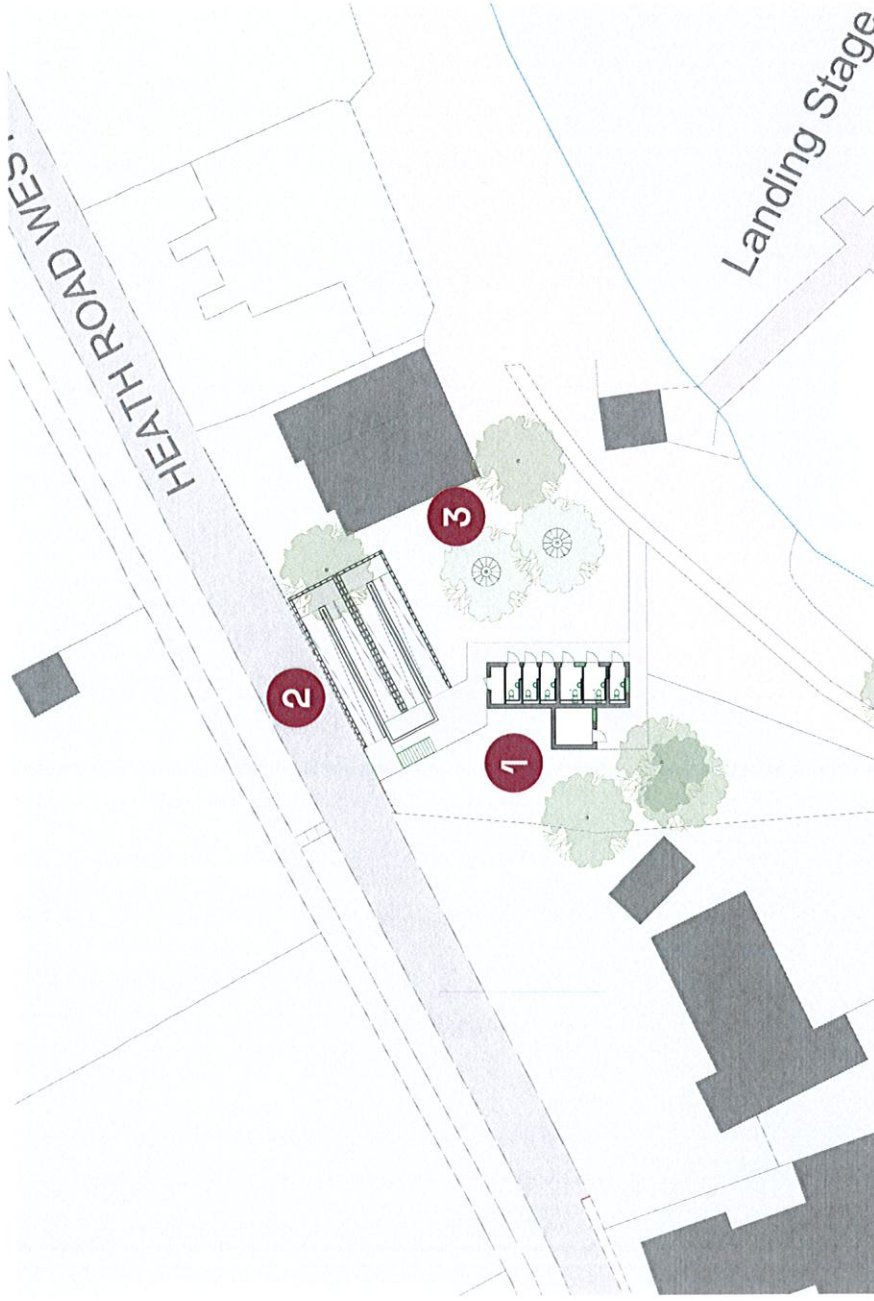
given the level difference of approximately 2m from the road to the WC building.

The area of land immediately opposite the existing toilet block is also an under-utilised and sandy space. This project could also provide an opportunity to improve this area.



Existing Toilet Block Plan

The toilet block itself is segregated into Male and Female facilities. There are additional disabled and family toilets accessed from a set-back entrance that could be considered difficult to locate and access for disabled visitors.



Proposed Site Plan - Refurbishment Option

Refurbishment Option

The site plan and building layout shown above is an initial sketch for how the brief might be met while retaining the existing toilet block.

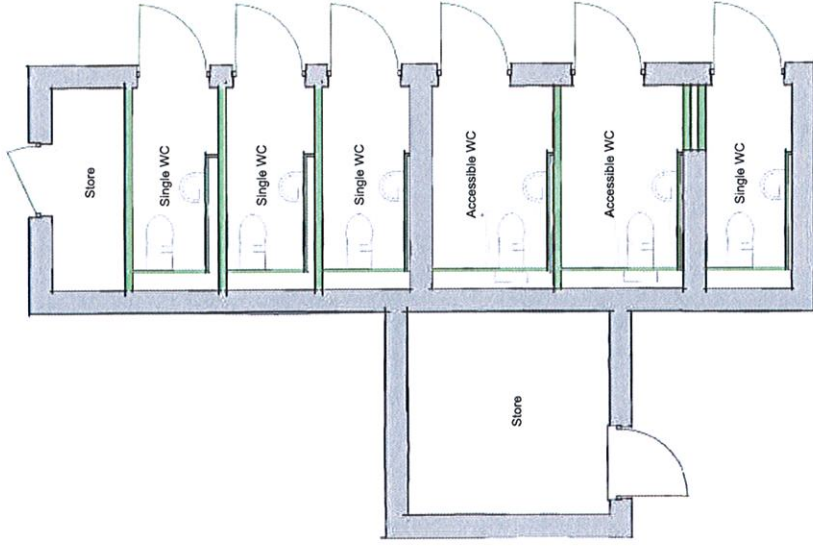
1 - Given the brick walls and pitched roof construction of the existing building, there are limitations on how it might be adapted while maintaining its appearance and character.

As such, the proposed refurbishment plan allows for the maximum number of single-occupancy WCs while re-purposing the remaining spaces as storage.

2 - To provide an accessible route from Heath Road West down to the toilet block level in accordance with BS 8300 would require a ramp approximately 40m in length.

The site plan above shows how this might be laid out in four runs of 10m. The ramp would require handrails and be 1500mm wide.

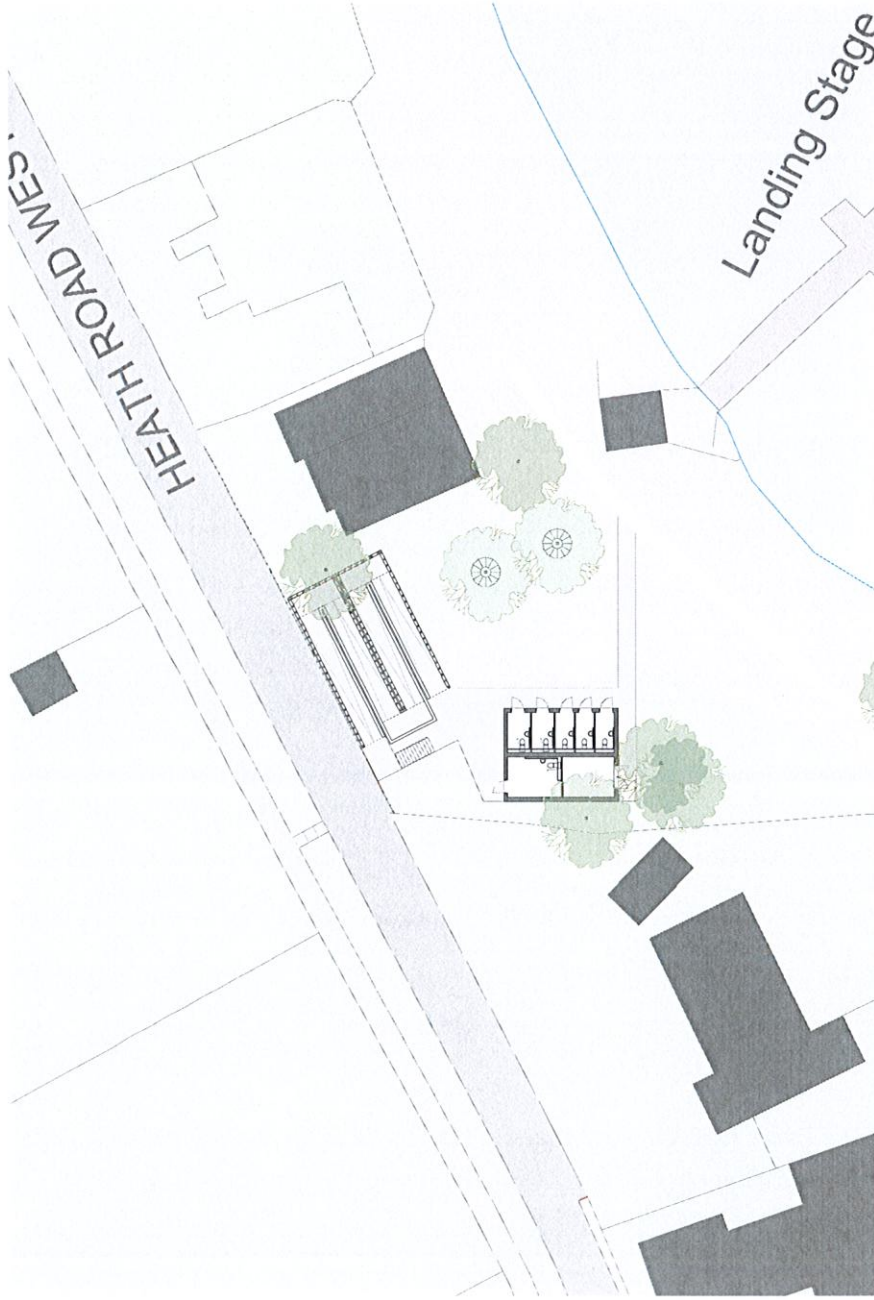
Should the Council wish to proceed with this option, we recommend procuring advice from a structural / civil engineer, as the foundation requirements would require expert input.



Proposed Toilet Block Plan - Refurbishment Option

3 - For the central sandy area, we have shown newly planted trees with circular benches at the base. The sandy soil would be an appropriate substrate for Silver Birches, as there are other examples nearby, and they are recognised as a good species for carbon capture and removal of particulates in the air.

In response to the changing climate, the provision of shady areas in public spaces will become increasingly important, so we feel that planting new trees in the area would have numerous benefits regardless of the proposal that the Council chooses to proceed with.



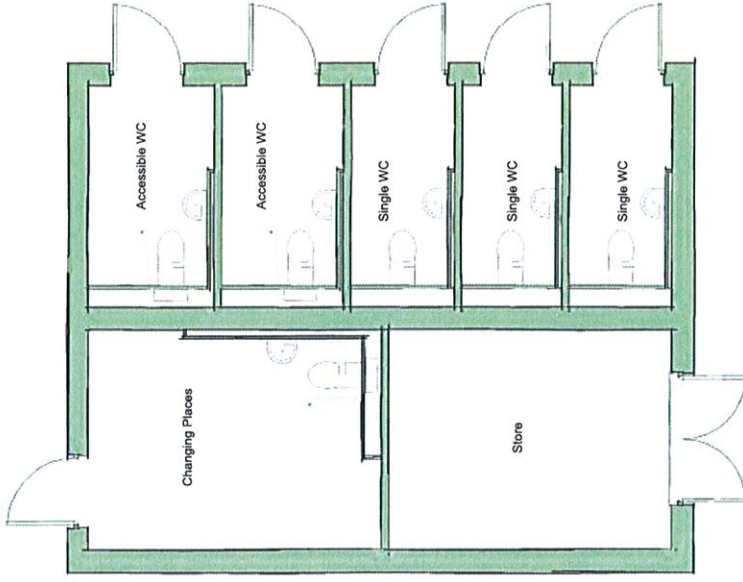
Proposed Site Plan - New Build Option

New Build Option

As noted in the research section earlier, we suggest seeking advice from a specialist supplier in relation to self-cleaning toilets.

For the sake of this document, we have provided a suggested layout to fit within the site and surrounding landscape.

This gives an idea of the size of building that might fit comfortably and provide the accommodation to meet the Council's brief.



Proposed Toilet Block Plan - New Build Option

Building a new block would also enable the building to be re-sited to close off the rear of the building and reduce the potential for antisocial behaviour.

The surrounding landscaping and access arrangement including ramp and stairs would remain the same as the Refurbishment option.

In contrast to the retrofit option, a new build would allow the opportunity to provide a Changing Places facility. In order to meet the requirements of a CP toilet including a changing bench and appropriate space for hoists, assistants and peninsular toilet, these rooms need to be 3m x 4m in size.

This option also allows space for a store, and results in a simple rectangular block which can be detailed to suit a range of aesthetic styles.

Next Steps



The scope of this document has been to research pertinent elements of the Brief and present initial ideas for how it might be met.

The conclusion we have drawn is that the decision to either refurbish the existing building, or to demolish and rebuild will depend on the technical solutions available.

We recommend the next step being to seek advice from a specialist Public WC supplier who will be able to give more certainty to the Council. It may be that PTC has worked with such suppliers in the past, or have a preferred supplier.

If not, AMW can provide assistance in liaising with such companies should this be agreed.

In the meantime, we understand that measurements are being taken on site to record the number of visitors to the existing facility.

If these have been in place during the summer months and the school holidays, then the results should reveal the high-end of existing demand.

We thank the council for the opportunity to present these initial ideas, and welcome any comments from the Council.

AWW

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Contact