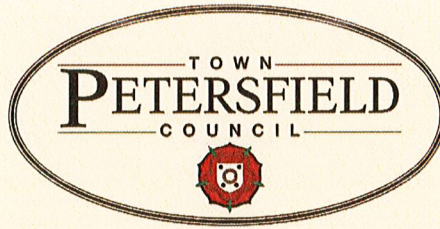


NEIL HITCH
Town Clerk

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

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



The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA

7th September 2023

Dear Councillor

I hereby summon you to attend a meeting of the Grounds Advisory Group to be held on **Thursday 14th September at 6.30 p.m.** via Microsoft Teams. The log in details to join via Teams are as follows: 394 703 240 212 (members of the public are asked to email admin@petersfield-tc.gov.uk by 5.p.m on the day of the meeting for the password).

Yours sincerely,

Neil Hitch
Town Clerk

AGENDA

1. Chairman's comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a disclosable pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.
5. To approve as correct the minutes of the Grounds Advisory Group held on 13th July 2023 (*previously circulated*).



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

6. Public Representation - Councillors to receive representation (including items on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is three minutes, although this may be reduced if a large number of people express their wish to address Councillors.
7. To consider budget items for the 1st draft budget for the next financial year
8. To receive a presentation from the Tree Council regarding the recent tree planting delivered by the Town Council Grounds Team at the Avenue Playing Fields (*verbal*)
9. To receive the latest report regarding green algae in the pond (*verbal*)
10. To receive and note a report detailing decisions made under delegated authority since the previous meeting on 13th July 2023 (*attached*).
11. To receive and note the Grounds Report (*attached*).
12. To receive and consider a report regarding the introduction of formal documentation and pricing for fitness and other activity groups utilising our green spaces (*attached*)
13. To receive and review the Infrastructure Delivery Plan (*attached*)
14. To discuss and agree a plan for tree replacing this autumn/winter (*verbal*)
15. To receive and consider an early design of the refurbishment of the Heath toilets (*attached*).
16. To receive and note minutes of the Friends of Petersfield Heath AGM held on 27th June 2023 (*attached*)
17. To consider the offer of land (Railway Sidings) located at Tor Way from HCC after the visit made at the beginning of July (*verbal*)
18. To discuss and consider the funding of cycle racks on the Heath (*verbal*)

Confidential

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

~ End



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

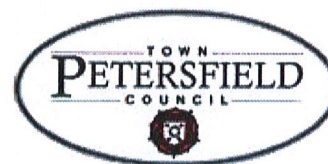
Steve Field
Projects and Office Manager
6th September 2023

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 Leader			
Tel No.		Email Address	

Address	Describe Activity & Equipment Used

Approximate size of group	Day	Time	
		From	To
Location you wish to use			

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: Landscaping 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 & CP5		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

Opportunity	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	CLL/106 bids
5	5	4	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

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 WMC 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.

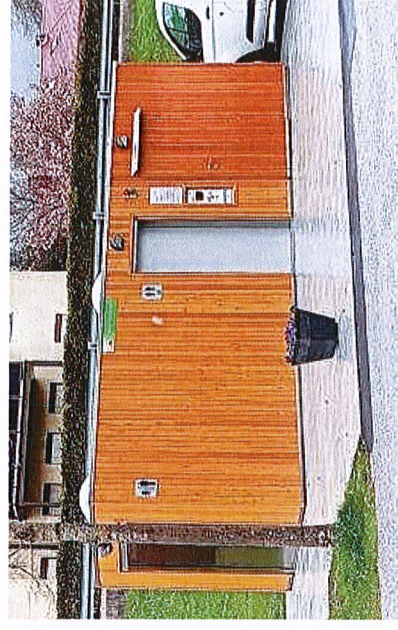
Cost: Retrofitting may prove more expensive than new build, potentially outweighing the benefits of reduced maintenance costs over time.

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.



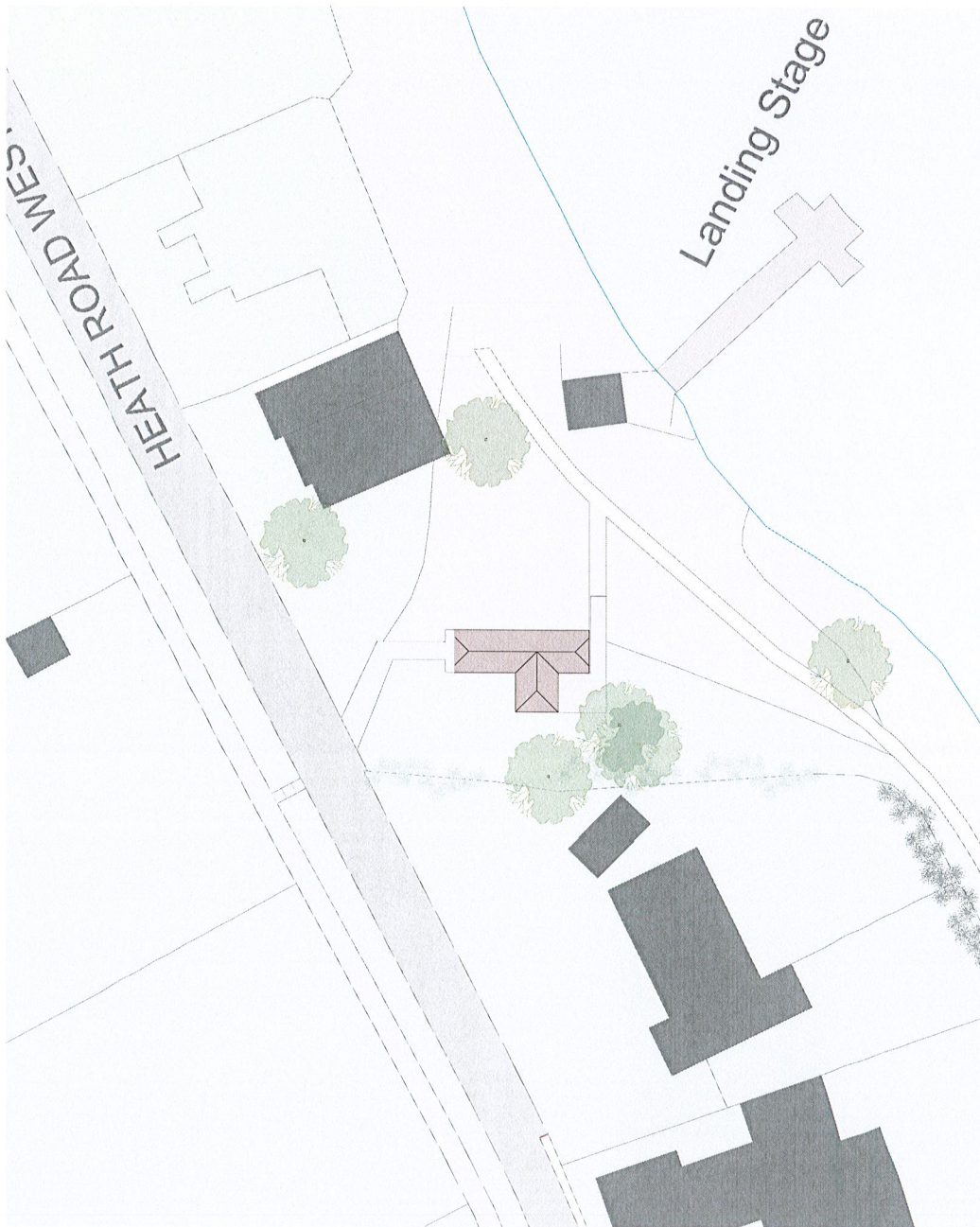
Danfo UK Public Toilets Refurbishment- Morecombe. Above: Before, Right: After



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



Proposals



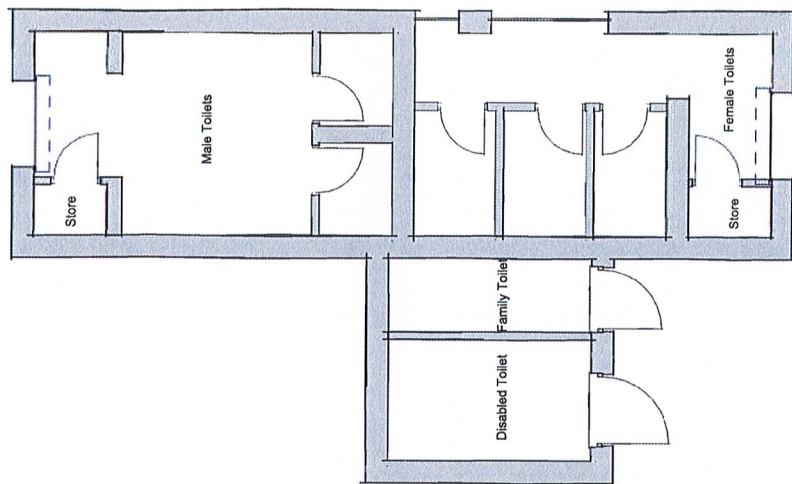
Existing Site Plan

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,

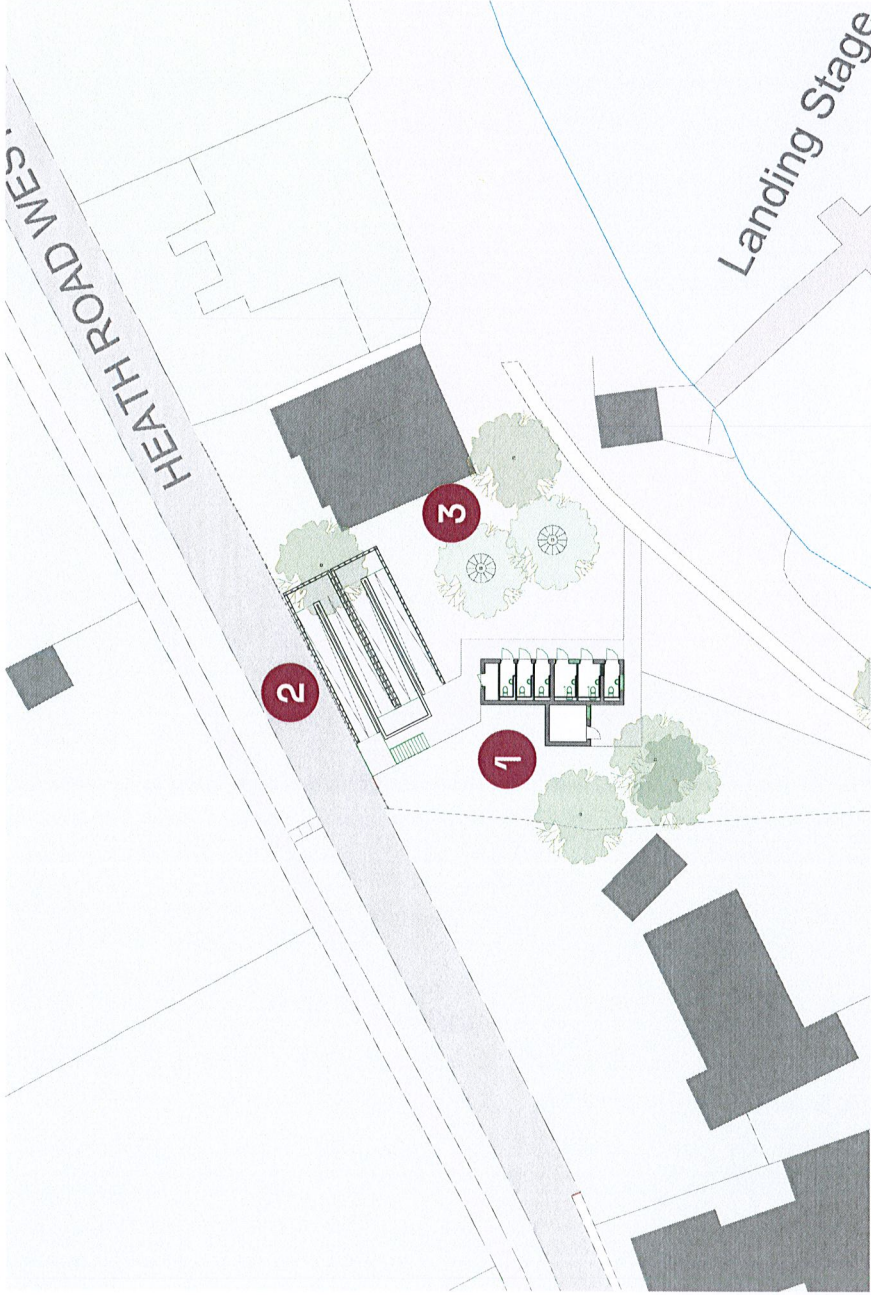
given the level difference of approximately 2m from the road to the WC building.

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.

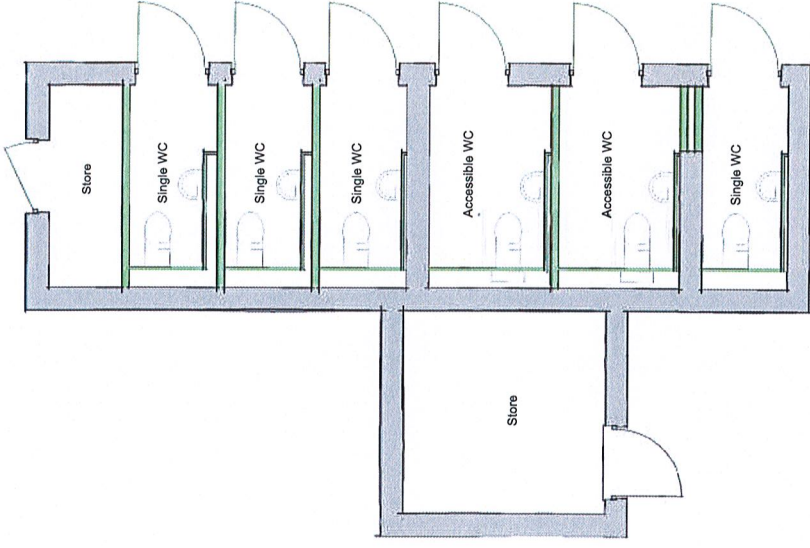
1 - Given the brick walls and pitched roof construction of the existing building, there are limitations on how it might be adapted while maintaining its appearance and character.

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.

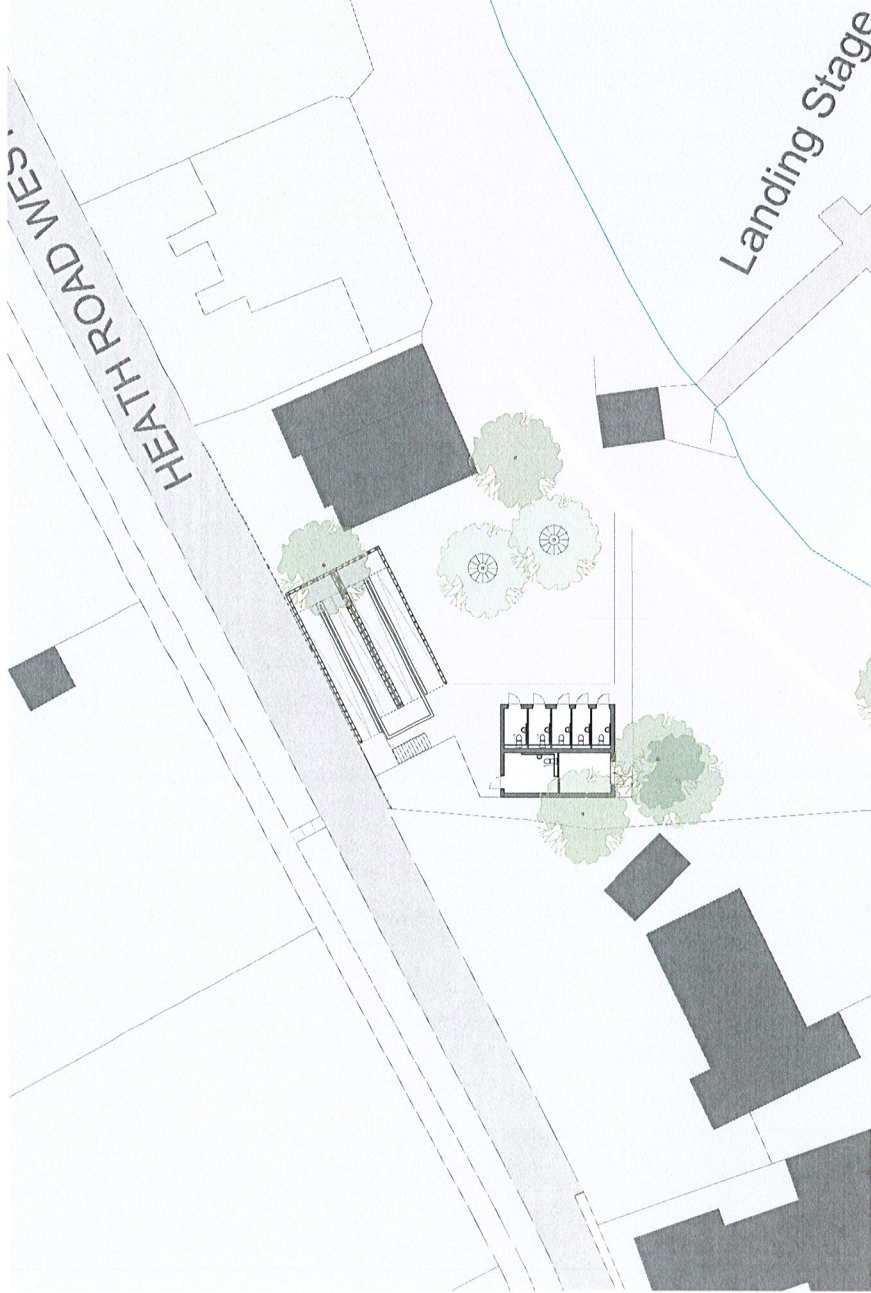
Should the Council wish to proceed with this option, we recommend procuring advice from a structural / civil engineer, as the foundation requirements would require expert input.



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.



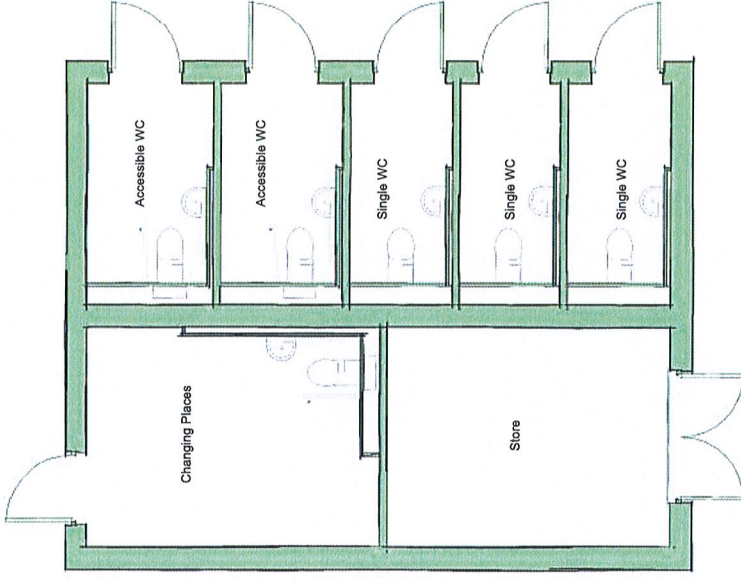
Proposed Site Plan - New Build Option

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, AWWW 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

Contact

Joe Oksien
Associate Director
joe.oksien@aww-uk.com
07702 919 259

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FRIENDS OF PETERSFIELD HEATH

MINUTES OF THE 21ST ANNUAL GENERAL MEETING HELD ON TUESDAY 27 JUNE 2023 AT 19.30 IN THE ROSE ROOM, PETERSFIELD FESTIVAL HALL

PRESENT

R. Warton (Chairman), T. Howes (Vice Chairman), G. Marris (Treasurer), R. Phillips (Secretary/Membership Secretary), J. Bleach (Committee Member/Volunteer Task Force Coordinator), R. Hart (Committee Member), M. Greef (Committee Member), G. Thomas (Committee Member), A. Smallbone (Committee Member).

N. Brooke, A. Brooks, C. Buckingham, J. Gummerson, L. Morgan, M. Morgan, T. Morris, M. Nelson, R. Nelson, M. Oxley, A. Phillips, A. Robinson, B. Walton, H. Warton, K. Wilson.

IN ATTENDANCE

A. Moffat (Petersfield Society), J. Oliver (Volunteer Coordinator RSPB Pulborough Brooks/ Speaker), Cllr. D. Podger (EHDC), D. Riva (SDNPA), A. Stephenson.

The Chairman welcomed members and guests to the AGM, noting that it was the first since 2019 because of the restrictions and constraints arising from the Covid pandemic.

He noted, with regret, that although several PTC councillors had originally been planning to attend the meeting, none had been able to do so because of an unfortunate clash with a PTC council meeting on the same evening. Cllr. David Petche, the new PTC Liaison for FoPH had been due to attend but was unwell and unable to come. The Chairman noted that David Petche had already been very supportive to the FoPH and that he looked forward to a much-improved future working relationship with the PTC.

The Chairman announced that the formal meeting would be preceded by a presentation by Mr John Oliver, Volunteer Team Manager at the RSPB's Pulborough Brooks site, entitled "Conservation Management of Wetland, Heathland and Countryside Habitats: The Experience of Pulborough Brooks."

Mr Oliver described the history of the Pulborough Brooks site from the Bronze Age onwards, noting that, like the Petersfield Heath, it contains ancient burial mounds. He went on to describe the different habitats of the site, their respective wildlife and the approaches adopted by the RSPB to habitat management. The talk was warmly received by the audience and generated a number of questions and comments. It was noted that there are some significant similarities in the habitats and wildlife of the Pulborough Brooks site and the Petersfield Heath. The Chairman thanked Mr Oliver for his excellent presentation.

1. Apologies for Absence

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a. The Secretary reported that apologies had been received from the following members and invited guests: Miss Arnold, Mr P. Bisset, Mr Crossen, Dr Everett, Mr & Mrs Glass, Mr Lugger, Mrs Nichols, Mr Nestor, Mr & Mrs Wallace.

b. Apologies were also received from PTC and EHDC councillors and staff due to a clash of dates and (from Cllr. David Petche, the PTC Liaison) because of illness.

2. Minutes of the 20th Annual General Meeting held on 21 May 2019 and of an Emergency General Meeting held by Zoom on 22 November 2022

a. Copies of minutes of the 20th Annual General Meeting held on 21 May 2019 were circulated to members in advance of the meeting and displayed on a screen. The minutes were approved unanimously as a correct record and a copy was signed by the Chairman.

b. Copies of minutes of the Emergency General Meeting held by Zoom on 22 November 2022 were also circulated to members in advance of the meeting and displayed on a screen. The minutes were approved unanimously as a correct record and a copy was signed by the Chairman.

3. Matters arising from the Minutes

a. There were no matters arising from the minutes of either the 20th Annual General Meeting held on 21 May 2019, or the Emergency General Meeting held by Zoom on 22 November 2022

4. Chairman's Report

a. The Chairman's report is appended to these minutes (Appendix 1).

b. The Chairman paid tribute to the two dedicated and hardworking members of the FoPH team, David Burstal and Les Bowden, who had passed away since the last AGM. He also thanked all members of the committee for their hard work and support, including Nevill Brooke and John Gummerson who had retired from the committee since the last AGM. He also thanked the work parties, under the able leadership of Jordan Bleach, for all of their hard work over the past four years. The Chairman also thanked the PTC for the use of Council facilities.

c. The Chairman expressed the hope that the FoPH would be able to work closely and productively with the PTC on all matters concerning the heath and the lake, particularly in resolving the current problems concerning the 'islands' and the intended reed plantings.

5. Accounts for the years ended 31 March 2020, 2021 and 2022.

a. The Treasurer, Mr Graham Marris, who had taken over the role from Mr Nevill Brooke 18 months previously, thanked his predecessor for handing over the accounts in a very clear and well-managed state.

b. The Treasurer presented a summary of the accounts for the financial years ending on 31 March 2020, 2021 and 2022, the years in which it had not been possible to hold AGMs

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(Appendix 2). The accounts for each of these years had been audited in the usual way. Copies of the summary were available at the meeting and displayed on a screen. He noted that annual income had progressively reduced over these years (£1,070 in 2019/20 to £900 in 2022/23) because of declining membership numbers but remained healthy and sufficient to meet the routine needs of the FoPH. There were no questions from members.

c. Approval and adoption of the accounts for 2019/20, 2020/21 and 2021/22 was proposed by J. Bleach, seconded by R. Phillips, and approved unanimously.

6. To approve and adopt the accounts for the year ended 31 March 2023

a. The Treasurer presented the audited income and expenditure statement for the financial year ended on 31 March 2023 (attached as separate file). As well as highlighting income and expenditure for the year and assets and general funds, he drew attention to the footpath reserve which currently shows a credit balance of £219.95.

b. In response to a question from the floor, the Treasurer clarified that the FoPH does not receive any income from the PTC for its routine expenditure, which it meets from subscriptions and other donations. However, it has received grants for specific projects such as for the footpaths (from PTC) and the container (from EHDC).

c. In response to a question from the floor concerning membership subscriptions (M. Oxley), the Secretary confirmed that, following the AGM, he would contact everyone who was on the membership list but who had not yet paid their subscriptions for 2023/24. The membership list would then be updated by removing non-active members.

d. Approval and adoption of the accounts for the year ended 31 March 2023 was proposed by G. Thomas, seconded by J. Gummerson and approved unanimously.

7. Election of Committee Members

a. The Chairman confirmed that Richard Warton, Tim Howes, Graham Marris, Richard Phillips, Jordan Bleach, Mark Greef, Robin Hart, Alf Smallbone and Gavin Thomas had all indicated their willingness to stand for election to the FoPH Committee the coming year. All were elected unanimously by the members present at the meeting.

b. The Chairman confirmed that the following Officers have indicated their willingness to serve for another year. Chairman: Richard Warton; Vice-Chairman: Tim Howes; Treasurer: Graham Marris; Secretary: Richard Phillips. Their re-appointments will be considered at the next Committee meeting:

c. The Chairman announced that the committee is seeking nominations for a new Committee Member to take the re-designed post of Membership Secretary (currently held by Richard Phillips concurrently with the post of Secretary) which will in future include responsibility for PR and publicity. He invited any members who may be interested in joining the committee and taking on this position to contact him.

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8. Any Other Business

a. Cllr. David Podger (EHDC), attending the meeting as a guest, apologised for the clash of dates which prevented most PTC and EHDC councillors from attending the AGM. He expressed the view that PTC Cllr. David Petche will be an excellent and supportive Liaison for the FoPH. He also stated that he and colleagues on the EHDC greatly valued the work of the FoPH and its important contribution not only to the town but to the district more widely.

b. There being no other business, the meeting closed at 21.05

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Appendix 1

2023 FoPH AGM CHAIRMANS REPORT

I must first apologise to all our members for not being able to have an AGM since 2019 due of course to the Covid restrictions. Nevertheless, your hard working Committee and dedicated volunteers have continued to put the Heath's best interests first and provide support to Petersfield Town Council in the management of this important recreational and environmental space.

I'm sure many of you know that two of our most dedicated and hardworking members of the team have passed away since our last AGM. David Burstal and Les Bowden are both very sadly missed, and their ever-insightful advice and good humour missed by the team.

There have been some changes to the Committee after the well-deserved retirement of long-standing Treasurer, Nevill Brooke, and John Gummerson, our worthy secretary. Their places have been ably filled by Richard Phillips as Secretary and Graham Marris as Treasurer. Although Richard initially only volunteered as Membership Secretary, he has nobly been carrying both roles since the secretary's post remained vacant. He is happy to continue as Secretary but would dearly like someone to take on the Membership Secretary role for him. We have thought this role could possibly be constructively combined with a new publicity role. So, if any of you fancy getting more involved or know of someone else who might, do let me or one of the Committee know.

So, after the initial Covid shutdown, our volunteers managed to start work on the Heath again in the Autumn of 2019, removing the ever-encroaching bracken and freeing and encouraging the patches of heather scattered across the Heath. You will have seen that the heather is slowly increasing together with the very rare lowland heathland habitat and, we hope, the flora and fauna associated with it. With the grateful support of your membership, we managed to purchase a mechanical scythe in 2020 for speeding up the cutting of bracken, bramble and rough pasture.

Other regular seasonal tasks have been removing saplings from the old fairways to prevent recolonisation of the open areas, maintenance of the pond overflow ditch and dead hedges seen along the ditch and on boundaries in various places. There are plans to replace some of these hedges with living hedges of indigenous species, particularly along Heath Road East. We also intend to continue to encourage the new wildflower patch close to the Sussex Road car park with autumn cutting and clearing and possibly seeding in due course. In recent years we have been fortunate in being supported by both Churcher's College students helping with path regeneration, Duke of Edinburgh Award Scheme students working with our regular winter Sunday volunteers and staff from Aspire Pharma who have helped with working parties on summer bracken bashing and clearing. It is with all of these amazing volunteers that we are able to keep important habitat available to wildlife, as well as supporting the ever-increasing demand on the Heath by visitors.

Last summer we took part in the Eco Fair jointly put on by Petersfield Town Council and PeCan, Petersfield Climate Action Network. Our stall, manned by our volunteers, was very successful in highlighting the work we do, the pressure on wildlife and in recruiting some new members.

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Future plans, apart from regularly keeping on top of bracken growth and brambles in the patches of heather, hedge planting and encouraging wildflowers will hopefully also include a look at the Heath Pond reed plantings and island management. A proposal to modify the islands into the originally designed reed beds has been submitted to the PTC Grounds Committee for consideration.

Finally, I would like to thank all our members for their continuing support, our Committee for their hard work and our band of stalwart volunteers over this difficult period, with particular thanks to Graham for stepping in to the Treasurer post and Richard for extra thanks for taking on the Secretary post as well as the Membership Secretary. I must also give a huge vote of thanks to Jordan for all his hard work in organising and supervising our worthy band of volunteers, every Sunday through the winter and targeted days in the summer months.

Thanks must also go Petersfield Town Council for their continuing support and use of meeting rooms and the Rose Room for our AGM, John Gummerson for running our website with the support of Tracy Howe and Alastair Stewart for auditing our accounts.

As you can see, with the members support, it takes the collaboration and commitment of quite an army of volunteers that enables the Friends to continue their important conservation work on the Heath and help, advise and support the Town Council in looking after Petersfield's Jewel in the Crown.

Thank you.

DRAFT

Appendix 2

Accounts Summary 2019/20 to 2022/23

	31.3.2020	31.3.2021	31.3.2022	31.3.2023
INCOME				
Subscriptions	1045	1035	910	895
Other	25	20	0	5
TOTAL	1070	1055	910	900
EXPENDITURE				
First Aid Course	223			
Tools & Mtce	207	801	116	361
Insurance	101	151	202	202
Zoom			115	
Retirement gifts			201	
Website/Domain				116
TOTAL	780	1074	751	794
Excess of income				
Over expenditure	290	[19]	159	106
Bank Balance	2668	2313	2472	2578
including				
Footpath reserve	554	220	220	220

Friends of Petersfield Heath
Accounts for the Year Ended 31 March 2023
Income and Expenditure Account

Income	£	£	Year to 31 Mar 2022	
			£	£
Subscriptions:				
1st April 2022 to 31st March 2023	895.00		910.00	
		895.00		910.00
Other income:				
Donations	5.00		0.00	
		5.00		0.00
Total Income		900.00		910.00
 Expenditure				
Refreshments for working parties	17.43		14.00	
General printing costs	0.00		8.97	
Zoom	0.00		115.12	
Postage	46.19		0.00	
Website hosting/Domain name	116.14		45.47	
Stationery	4.99		0.00	
Tools & Maintenance	361.41		115.89	
Retirement gifts	0.00		200.98	
Zurich Insurance	202.36		202.36	
Miscellaneous	45.40		48.80	
Total Expenditure	793.92	793.92	751.59	751.59
Excess Income		106.08		158.41

Balance Sheet

Assets				
Balance at Bank	2,578.10		2,472.02	
Sundry Debtor	0.00		0	
		<u>2,578.10</u>		<u>2,472.02</u>
Represented by				
General Funds				
Opening balance	2,252.07		2,093.66	
Excess Income	106.08		158.41	
Balance carried forward		2,358.15		2,252.07
Footpath Reserve - opening balance	219.95		219.95	
Expenditure	0.00		0.00	
Closing balance		219.95		219.95
		<u>2,578.10</u>		<u>2,472.02</u>

G K MARRIS Hon Treasurer 25/04/2023

I have examined the accounts for the year ended 31 March 2023 and confirm that they are a fair and accurate representation of the bank statements and other supporting documentation presented to me.

R.A.Stewart 25 /04 /2023

51 Woodbury Avenue, Petersfield GU32 2ED