

HASSOCKS PARISH COUNCIL

Minutes of the Grounds Committee Meeting held on 26 September 2012 at 7.30 pm in the Parish Centre, Adastra Park, Hassocks.

Present: Chris Bere (Chairman) Frank Rylance
 Alan Berry Murray Thomson
 Phil Mead

Clerk: Linda Baker

Also present was the Groundsman, Richard Higgs and one member of the public.

1. **Apology for Absence.** An apology for absence was received from Paul King.
2. **Declarations of Interest.** Chris Bere declared an interest in items 4 (f) and (g) as a sponsor of the Adastra Bowling Club.
3. **Minutes of the Meeting held on 25 July 2012.** The minutes were taken as read, agreed by the meeting and signed by the Chairman as a correct record.
4. **Adastra Park.**
 - (a) **Play Equipment Engineering Inspection and Repairs.** The Groundsman reported that he was unable to carry out any of the repairs identified in the engineering inspection, and Foster Playscapes had been asked to deal with all the items listed. The small Chipman unit in the children's play area was over thirty years old and the metal was corroding. Fosters had been asked to quote for repairs and it was agreed that quotations for replacing the unit would be obtained and considered at the next meeting.
 - (b) **Cycling in Adastra Park.** Councillors had raised the possibility of notices being erected in Adastra Park banning cycling following their observation in July 2012 of a group of children, under supervision, cycling in the area of the skatepark and on the cricket pitch. It was agreed that a ban would be impossible to enforce, and that there was no reason for children not to cycle in the park provided they did not interfere with other park users and activities. It was agreed that no action would be taken but the situation would be reviewed in six months if cycling proved a problem.
 - (c) **Position of the Croquet Lawns.** Two letters, one undated and one dated 12 September 2012 from the Hassocks Croquet Club, concerning the positioning of the croquet lawns in Adastra Park were considered. It was agreed that a response would be sent indicating that the committee would consider the positioning of all sports pitches

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in the Aداstra Park in March 2013. It was noted that the junior football pitch had been sited adjacent to the Aداstra Park Community Pavilion because there was insufficient space to the east of the cricket squares to site it there.

(d) KHCC Email regarding the Siting of the Junior Football Pitch.

The email from KHCC dated 16 September 2012 regarding the siting of the junior football pitch was considered. It was agreed that a response would be sent as above (paragraph 4 (c) refers)

(e) WSCC Request for Use of the Aداstra Park on 25 October 2012.

It was agreed that the charge for hire would be £15.

(f) Aداstra Bowling Club Request for Payment of Materials.

It was agreed that the council would pay the Aداstra Bowling Club £1101.90 in respect of materials used on the bowling green in 2011/12, and the committee agreed to the Aداstra Bowling Club ordering materials to the value of £491.50, as detailed in the email from the club dated 26 August 2012, and that the council would meet the cost.

(g) Request from the Aداstra Bowling Club for a further meeting with the Grounds Committee.

The committee agreed to meet the Aداstra Bowling Club representatives to finalise the new Heads of Terms with the club, and to discuss the club transferring its replacement green reserve to the council. The Clerk would canvas a suitable date for committee members to put to the club.

5. Aداstra Park Community Pavilion.

(a) Damage to Glass Sliding Doors. The Green Building Store had attended on 4 September 2012 to repair the glass sliding doors as two runners had been sheared off. The engineers indicated that excessive force must have been applied to the doors when opening or closing them to cause the damage. It was agreed that Alan Berry, Chris Bere, Bill Hatton and Frank Rylance would meet representatives of KHCC to discuss any issues regarding the pavilion. KHCC would be asked to suggest suitable dates. It was agreed that it would be suggested at the meeting that a plaque be put up in the pavilion acknowledging the KHCC contribution to the rebuilding cost.

(b) Routine and Preventative Maintenance.

i. Inspection of Electrical Works. The quotation dated 5 September 2012 from CLR for routine inspection and maintenance of the electrical equipment was accepted.

ii. Legionella Testing. Frank Rylance had obtained details of two companies in the area who carried out Legionella testing, and he would pass details to the Clerk who would obtain quotations for testing in the pavilion, for consideration at the next meeting.

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(c) Viridor Grant. A balance of £18,509 of the Viridor grant was still outstanding. Invoices and details of the building work had been submitted to Viridor, but they had asked for a further, very detailed breakdown of the building costs, which had now been sent with a further request for payment.

6. Talbot Field.

(a) Maintenance. The report on the council's agreement on the management of the field in 2010 was noted. The hedges had been cut last week as part of the two year cycle. The bench in the field, and the style to the north gate needed some repair and it was agreed that the Groundsman would draw up a list of items which required maintenance, to be considered at the next meeting.

It was suggested that a permanent sign could be erected advising visitors of the council's management scheme, with bird silhouettes on the reverse. Phil Mead would draw up a design, wording and cost estimate for a sign for consideration at the next meeting.

(b) Hedge to the Eastern Boundary. Two letters from Ufton Associates, Loss Adjusters acting on behalf of the council's insurers, dated 7 and 31 August 2012 were considered. The committee was not satisfied with the conclusion of the loss adjuster, and it was agreed that a letter would be sent to the council's insurers indicating that the council was not satisfied with the loss adjuster's investigation in that no independent evidence had been produced to prove that the hedge to the east of Talbot Field had caused subsidence, and no legal proof had been provided that the hedge was in the ownership of Westwards. The Clerk expressed concern that if the council did not accept the advice of loss adjusters acting on behalf of the council's insurers, this could affect the council's insurance cover as the insurer had the right under the terms of the policy to take control of any negotiations and proceedings relating to a claim.

7. Budget 2013/14. The draft budget was considered and approved, with the addition of £500 for the erection of a notice in Talbot Field (item 6 (a) above refers)

8. Allotments.

A report on the allotment allocation, inspection and administration was considered. The amount of time spent on administration had increased considerably, and with monthly plot inspections, subdivision of plots, and a number of advisory and warning letters being sent to tenants, some inconsistencies and confusion had arisen in the administration of the allotments.

It was agreed that in future three inspections would be carried out annually, in April, June and August. The inspections would be carried out by the Chairman of the Grounds Committee and a representative of the HAA, and a written report would be sent to the Parish Office indicating

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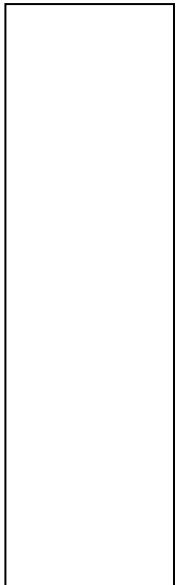
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any plots which were not in a satisfactory condition. At any time when a plot was not in a satisfactory condition, a warning letter would be sent to the tenant, asking them to make improvements. If improvements were not made, a letter would be sent giving a month's notice advising the tenant that the tenancy was being terminated. Correspondence with tenants would be the responsibility of the parish council, but the Haha would be sent a list of plots where warning or termination letters had been issued.

The Haha "starter" plot, 19A would be discontinued and would be let in two quarter plots. Plots 5A, 12B, and 18A, would be split into quarter plots. The quarter plots would be let on a permanent basis and not as an interim measure while tenants waited for a half plot to become available. Plot 2B would be let as a quarter plot as half of it was unworkable.

9. Date of Next Meeting. 28 November 2012 at 7.30 pm.



There being no other business, the Chairman closed the meeting at 10.00 pm.

Chairman.....

Date.....