

HASSOCKS PARISH COUNCIL

Minutes of a meeting of the **GROUNDS** Committee held on 23rd November 2015 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

PRESENT: Cllrs Jane Baker
Leslie Campbell
Justine Fisher
Peter Gibbons (Chair)
Bill Hatton
Darryl Sinclair

In attendance: Tony Copeland (Co-opted as Chair of Hassocks Allotment Holders Association)
Linda Butcher – Locum Parish Clerk
Tracy Bates – Acting Assistant Clerk
One member of the Public

APOLOGIES

Cllr Justine Fisher due to work commitments

DECLARATIONS OF INTEREST – None

At the start of the meeting the Chairman proposed a change to the agenda order with items 10 FINANCE and 9 OFFICER'S REPORT to be considered after item 5. This was AGREED by the committee.

MINUTES

Meeting 21st September 2015

15/144 **RESOLVED** to accept the minutes of the Grounds Committee meeting held on 21st September 2015

PUBLIC PARTICIPATION

Sian Phillips welcomed the opportunity to speak at the meeting. Sian asked the committee to consider budgeting for the allotments as a completely separate cost centre and not as part of the overall Grounds Budget. She pointed out that as the Parish Council has a statutory duty to provide allotments it would be good to see the income and expenditure clearly. Sian noted that the Parish Council should not make a profit from the allotments. Linda Butcher advised that the Council did keep the accounts separate within the main accounts and did not make a profit. She also reported that the Parish Council was considering a new finance package which would show all accounts in more detail.

SKATEPARK

It was AGREED that a Skatepark Sub-Committee would be formed to progress the project of refurbishing or replacing the Skatepark in Adastra Park. Tracy Bates reported that Malcom and Cam Roweth and Nick Kitchen had expressed that they would be happy to be part of the Sub-Committee. Cllrs Peter Gibbons, Leslie Campbell, Jane Baker and Darryl Sinclair also agreed to be part of the Committee.

TREE WORK

15/145 **RESOLVED** to approve the proposed tree work to 13 Fir Tree Way to be carried out by James Wilson at a cost of £100, the residents to contribute half of this cost. **[Action:Clerk]**

15/146 **RESOLVED** to approve the proposed tree work to 23 Fir Tree Way to be carried out by James Wilson at a cost of £300, the residents to contribute half of this cost. **[Action: Clerk]**

15/147 FINANCE

The Committee discussed the current budget report and the future items including suggestions that some items should be referred to the Policy, Resources and Communications committee; these include:

- i. Grounds Staff Costs (so individual staff salaries cannot be identified)
- ii. PWLB Loan for the Sports Pavilion (usually dealt with by an administration committee)
- iii. PWLB Loan for the Burial Ground (usually dealt with by an administration committee)
- iv. Subscription costs to Institution of Cemetery and Crematorium Management (usually all Council/committee subscriptions are paid by a central fund)

15/148 **RESOLVED** that the four items above should be moved to P.R and C committee for the reasons indicated.

Having discussed each item in detail the Committee

15/149 **RECOMMENDS** that the budget for 2016/16 for the Grounds Committee should be £37,860 as per the attached report. **[Action: PRC/Council/Clerk]**

OFFICER'S REPORT

On noting the Officer's Report the Committee asked the Clerk to contact other local councils to see what their arrangements are for holiday cover for Grounds Staff. **[Action: Clerk]**

SPORTS CLUBS

A request from Keymer and Hassocks Football Club for the provision of a spare set of goal nets was discussed.

- 15/150** **RESOLVED** to purchase a second set of goal nets at a cost of £178.00 plus VAT. The cost to be taken from the goal maintenance budget. **[Action: Clerk]**

The procedure for deciding whether the Adastra Pitches are suitable for play for Hassocks Junior Football Club was discussed. It was agreed that the Groundsman and HJFC are best placed to make the decision.

- 15/151** **RESOLVED** that in wet weather the Groundsman would make a pitch inspection on a Friday afternoon, accompanied if possible by a representative from Hassocks Junior Football Club and a decision would be made as to whether the pitches were playable. In the case of overnight rainfall a further inspection would be made at 8am on Saturday morning. **[Action: Clerk/Groundsman]**

To date Keymer and Hassocks Cricket Club have not been charged for using the pavilion during training sessions. Other sports clubs are charged for all Adastra Pavilion use and Mid Sussex District Council charge for the use of its pavilions during all training sessions.

- 15/152** **RESOLVED** that the Council applies the same charging structure to Keymer and Hassocks Cricket Club as to other sports club for use of the pavilion during training sessions. **[Action: Clerk]**

COMMUNITY PAVILION

A request from Hassocks Junior Football Club for the provision of crockery and cutlery for pavilion users was considered.

- 15/153** **RESOLVED** that crockery and cutlery would not be provided in the Pavilion kitchen in line with Mid Sussex Council hire conditions. However secure storage could be made available on request by agreement under certain conditions. **[Action: Clerk]**

A request from Lynsey Thompson, LT Fitness, for a review of the rate for community hire of the pavilion was considered.

- 15/154** **RESOLVED** that the community hire charge for the Pavilion to be changed from £25.00 per session to £8.80 per hour in line with MSDC. The charge will also apply to sports clubs when hiring the pavilion for non-sports activities i.e fundraising events, with the exception of Keymer and Hassocks Cricket Club, where appropriate, who have a separate charge due to the use of the bar. **[Action: Clerk]**

PAVILION REDECORATION

Three quotations were considered for the internal decoration of the pavilion.

- 15/155** **RESOLVED** that the quotation from Pierpoint Décor should be accepted at a cost of £1580.00.

PAVILION KEYS

It was noted that Keymer and Hassocks Cricket Club have returned 11 keys, however 2 keys remain unaccounted for. The Cricket Club have accepted responsibility for this and are aware that it may be liable for the cost of replacing the locks as agreed at the Grounds Meeting 21.9.15 Item 6 (c). Consideration was given as to whether the Cricket Club would be asked to pay this cost and to the procedure of replacing keys for all users. It was noted that a more positive relationship is developing with the Cricket Club, and that the club contributes positively to the community. However it was felt that more care needs to be taken over the keys and the pavilion in general and that it was important for the Parish Council to encourage tighter procedures.

- 15/156** **RESOLVED** that Keymer and Hassocks Cricket Club are to be charged for the cost of replacing the lock on the main pavilion door. The Parish Council will cover the cost of all replacements for keys currently held by all sports clubs. However the Cricket Club will be required to provide an £8 returnable deposit for each key. Future keys will be numbered and clubs will be required to provide a name, contact details and signature for the key holder of each numbered key.

PARKLANDS ROAD ALLOTMENTS

Report from Hassocks Allotment Holders Association

Tony Copeland, Chair of Hassocks Allotment Holders Association (HAHA), introduced himself to the committee and gave a brief report

- HAHA have been working hard to improve the allotment site. A memorial bench has been restored and the main project has been the extension to the car park. Thanks were extended to the Parish Council for enabling the foundations to be dug out by digger working on Parklands Copse, this saved an enormous amount of manpower and time. The MOT1, sand and interlocking plates had been laid and the new area of car park had been completed

- A further project was to improve the drainage on the allotments. The aim is to dig three channels across the path and to put in a pipe to drain excess water into Parklands Copse.
- There has been a change to the officers on HAHA.

Allotment Drive and Car Park

Consideration was given to a request from HAHA for additional funding and practical assistance in the provision of a digger to further extend the Allotment Car Park. HAHA members would provide labour. A comprehensive report had been circulated to committee members with the agenda. It was noted that no further projects involving a digger were planned by the Parish Council and the possibility of the hire of a digger with or without a driver was discussed. Tony Copeland had estimated that the materials would cost around £2000. It was **AGREED** that the cost of hiring a digger and man to excavate 123 sq metres should be researched and that this could be covered by the Parish Council. **[Action: Clerk]**

15/157

RESOLVED that some of the funds in the Grounds Project Budget from 2015/16 could be used to pay for the hire of a digger and man and to cover the cost of materials to extend the Allotment Car Park as requested by HAHA. It was **AGREED** that if the clerk considers the cost to be reasonable this work can be actioned by the office and met by the Council. **[Action: Clerk/TC]**

Allotment Security

Tony Copeland explained that the use of a combination lock had resulted in failure on three occasions this year. He had provided a report to the committee with the agenda which provided possible alternatives to be considered. The advantages and disadvantages of these were discussed, as was the level of security around the Allotments. It was **AGREED** in principle to consider changing the lock, however this needed to be done in consultation with allotment users. Tony Copeland is to discuss this further with the members of HAHA and the matter is to remain an agenda item for the next meeting. **[Action: TC]**

Splitting of allotment plots

A report by Tony Copeland had been circulated with the agenda requesting an increase in the number of quarter plots made available in order to reduce the allotment plot waiting list. The proposal was to:

- Continue increasing the number of quarter plots with the aim of reaching 50/50 split of quarter to half plots.
- To split suitable half plots when the current plot holder's tenancy ends

- iii. Set an upper limit of 27 quarter plots
- iv. Allow the splitting of the plots at any time a suitable half plot becomes available, and until the upper limit of 27 has been reached.
- v. That the above is trialled for a year and reviewed.

15/158 The above proposal was **AGREED**.

Hassocks Parish Council contribution to HAHA

Currently HPC makes a contribution of £5 per half plot to HAHA. A request was made to increase this to £10 per half plot and £5 per quarter plot.

15/159 **RESOLVED** that the contribution made to HAHA would remain at £5 per half plot. Additional funds could be requested by HAHA for specific projects.

DATE OF NEXT MEETING

Peter Gibbons had proposed suggested meeting dates. These are to be reviewed by the office and a date for the next meeting will be confirmed.

The meeting closed at 10.00pm

Chairman.....

Date.....