

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Leslie Campbell, Justine Fisher, Peter Gibbons, Bill Hatton, Nick Owen, Darryl Sinclair, Ian Weir, Carol Wise) and Co-Opted Members (Georgia Cheshire, Tony Copeland and Phil Mead) with copies to all other Councillors for information

cc Richard Higgs

A meeting of the **GROUND AND ENVIRONMENT COMMITTEE** will be held on **Thursday 28 April 2016 at 7.30pm in the Parish Centre, Adastra Park, Hassocks**

1. To accept Apologies for Absence.
2. To Accept Declarations of Interest.
3. MINUTES
To accept Minutes of the Grounds and Environment Meeting held on 25 January 2016. (previously circulated)
4. CO-OPTION
To agree the Co-option of Penny Wadsworth to serve on the Grounds and Environment Committee.
5. PUBLIC PARTICIPATION.
6. OFFICERS REPORT. (Attached)
7. FLORAL DISPLAYS.
To consider arrangements for 2017. (Report attached)
8. SKATEPARK SUB-COMMITTEE. Update. (Report attached)
9. COMMUNITY SPORTS PAVILION. (Report attached)
 - 9.1 New flooring update.
 - 9.2 Cleaning contract.
 - 9.3 To consider the replacement of existing furniture.
10. TREES
 - 10.1 Street Trees. Update. (oral report Phil Mead)
11. PARKLANDS ALLOTMENTS
 - 11.1 Report from the Hassocks Allotment Holders Association. (oral report Tony Copeland)
12. PUBLIC RIGHTS OF WAY. Update. (oral report Leslie Campbell)
13. FUTURE MEETING DATES. To consider reviewing the dates of future meetings.
14. Date of Next Meeting. To be decided.

Please Note

All members of the public are welcome to attend to attend meetings of the Parish Council and its Committees.

Item 5 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 6

Date: 28 April 2016

Contacts for this report: Parish Clerk and Acting Assistant Clerk

Subject: Officers Report

1. The purpose of this report is to update the Committee on Grounds and Environment Matters.
2. PREMISES LICENCE. At the Grounds and Environment meeting held on 25.1.16 it was resolved that the Parish Council would apply for a Premises Licence from Mid Sussex District Council. (Minute 16/209). Following discussions with the Licensing Team at Mid Sussex, the Clerk has decided that it is inadvisable for the Parish Council to pursue an application for a Premises Licence for the reasons as set out below:

A Premises Licence is required for a public event where 499 or more people are expected and alcohol will be sold or there will be music/entertainment. In order to have a Premises Licence and sell alcohol at an event, a Designated Premises Supervisor, or nominated person, must be present at the event and authorise every sale of alcohol. In the case of the Parish Council, the Clerk would be responsible for the licence and any issues arising from the event would come back to the holder of the Premises Licence. It is the responsibility of the Premises Licence holder to scrutinise event management plans in order to secure familiarity with the event and that actions to ensure the enforcement of licencing objectives are implemented.

A Premises Licence can be applied for by the Parish Council without permission to sell alcohol but this would mean that ANY event held at Adastra Park would be bound by this.

Therefore it has been agreed that organisers of any event held in the park which requires a Premises Licence for the sale of alcohol or for providing licensable entertainment will be asked to apply for a their own Premises Licence.

3. MAYDAY EVENT. To be held in Adastra Park on Monday 2 May 2016. It is understood that this event does not require a Premises Licence as the event is not selling alcohol nor providing licensable public entertainment.
4. ASSET MANAGEMENT REVIEW. A full review of the assets owned by Hassocks Parish Council is to be undertaken in 2016.
5. PLAY EQUIPMENT. A piece of play equipment has been removed from the children's play area. The equipment was a springy rocker and was removed as it was perished beyond repair and thus unsafe for use. Monthly playground inspections have been introduced for all play and fitness equipment in Adastra Park.

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HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 7

Date: 28 April 2016

Contact for this report: Parish Clerk

Subject: Floral Displays

1. The purpose of this report is to ask the Committee to consider the introduction of additional hanging baskets in Hassocks.

2. At a recent Economic Development and Tourism meeting it was proposed that additional hanging baskets would be the most effective way to enhance the street scene in the Village Centre, and to ask the G+E Committee to take the proposal forward.

3. A previous consultation with businesses showed that the majority would take part in a scheme involving baskets attached to premises and that the businesses would be prepared to obtain landlord permissions and to water the baskets during the summer. This would be in addition to the existing hanging baskets attached to lampposts which since the introduction of new LED lights are rather spread out and less visually effective.

4. A similar scheme has run successfully in Hurstpierpoint for several years and initial attempts to introduce a similar scheme in Hassocks, whilst fully approved by Council, suffered delays at the contract quotation stage such that it was too late to introduce in 2015. This new proposal would start in July 2016 with an objective of having everything in place by December so that the order for plants can be placed by January 2017 at the latest.

5. Penny Wadsworth who worked with businesses on the original scheme has agreed to help assist the Parish Clerk in rolling out this scheme and has agreed to be co-opted onto the G+E Committee.

6. The committee is invited to consider recommending this scheme for the approval of Full Council.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 8

Date: 28 April 2016

Contact for this report: Parish Clerk

Subject: SKATEPARK SUB-COMMITTEE UPDATE

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1. The purpose of this report is to update members on the progress of the work of the Skatepark Sub-Committee (SPSC)
 2. Members of the G&E Committee are advised that the SPSC has now met twice. Younger members of the group were asked to update and submit their initial concept design and put together a wish list of equipment that they would like to see incorporated in a renewed Skatepark.
 3. A representative from Freestyle Skateparks was asked to attend the last meeting of the SPSC and to bring some indicative designs along for the Group to discuss.
 4. Subsequently Hassocks Parish Council has agreed, in principal, to make a capital contribution of up to £50,000 subject to a final design and tendering process being undertaken and the Clerk is also exploring external funding opportunities.
 5. The SPSC is meeting on 9 May 2016 and will discuss further concept designs and a tendering process.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 9

Date: 28 April 2016

Contact for this report: Parish Clerk

Subject: Community Sports Pavilion

1. The purpose of this report is to update the Committee on improvements to the Pavilion and to request further funding to facilitate this.

9.1 REPLACEMENT FLOORING

1. Following the Full Council Meeting held on 8 March 2016

16/247 RESOLVED to replace the floor covering in the main hall and AGREED that the Clerk would explore options and costs.

2. Three quotes have been sought for this and different flooring options explored. It is proposed to replace the current carpet tiles with a hard wearing vinyl floor. The quotes provided cover the total cost of removal of the existing flooring and fitting the new flooring.

Company A: £1874.65 plus VAT

Company B: £1980.00 plus VAT

Company C: £1919.17 plus VAT

A full comparison of the three quotations has been undertaken by the Clerk including a review of the types of flooring to be used.

3. Officer Recommendations.

i. Company B, Disco Carpets, is invited to undertake the replacement flooring. There is currently £7000 in the budget for the Community Pavilion with £10,000 in earmarked reserves.

ii. An additional £280.00 is set aside for the purchase of barrier mats to protect high impact areas.

9.2 CLEANING CONTRACT.

1. Following the Full Council Meeting held on 8 March 2016

16/246 RESOLVED that an additional cleaning resource is required for the Pavilion and **AGREED** that the Clerk explore a cleaning contract and associated costs.

2. A quote has been obtained for regular cleaning of the pavilion adhering to a clear specification by a contract cleaner. The cost would be £45.00 plus VAT per clean.

3. The committee is invited to agree the engagement of the contractor on a once weekly basis initially subject to review after 3 months.

9.3 TO CONSIDER THE REPLACEMENT OF EXISTING FURNITURE.

1. The current provision of furniture in the pavilion consists of heavy fabric stacking chairs, four heavy wooden tables and a small number of residual folding plastic chairs which are of poor quality and have limited durability – many of the original stock having been damaged and removed.

2. The furniture is bulky and heavy, and takes up a considerable amount of floor space and there are safety issues around having this furniture stacked unprotected. These concerns have resulted in a lost potential regular hirer. The furniture is also worn and gives an unprofessional feel to the pavilion. This is not conducive to the aim to increase the number of bookings of the Pavilion and thus revenue for the Parish Council, nor to the aim to encourage current hirers to treat the pavilion with care and respect.

3. **Officer Recommendation.** To replace all the existing furniture with folding lightweight tables which can be stored safely on a trolley and lightweight durable stacking plastic chairs. Examples will be available at the meeting.

4. The committee is invited to approve expenditure of up to £1600 from the Pavilion Budget on suitable furniture and to instruct the Clerk to facilitate this.