

HASSOCKS PARISH COUNCIL

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

cc Richard Higgs

A meeting of the **GROUND AND ENVIRONMENT COMMITTEE** will be held on **Thursday 8 September 2016 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

1. To accept Apologies for Absence.
2. To Accept Declarations of Interest.
3. ELECTION OF VICE CHAIR FOR 2016/17
4. MINUTES
 - 4.1 To accept Minutes of the Grounds and Environment Meeting held on 30 June 2016. (Previously circulated)
 - 4.2 Matters Arising
5. PUBLIC PARTICIPATION.
6. OFFICER'S REPORT.
7. PLAY FACILITIES IN ADASTRA PARK. To note the report submitted by Chris Hobbs, Geoff Moore and Chris Lee on *Play Provision in Hassocks for over 8's*. (Officer's report attached)
8. ORCHARD LANE/ADASTRA PARK TREE PLANTING. To consider proposals as presented on 30 June 2016 by Phil Mead with regard to planting young trees on the Adastra Park/ Orchard Lane boundary. (Officer's report attached)
9. BOWLING GREEN. To consider a request from Adastra Bowling Club for the purchase of necessary ground maintenance supplies (Officer's report attached)
10. HANGING BASKETS. Update. (Oral report Penny Wadsworth)
11. STREET TREES. Update. (Oral report Phil Mead)
12. PARKLANDS ROAD ALLOTMENTS.
 - 12.1 Report from the Hassocks Allotment Holders Association. (Oral report Tony Copeland)
 - 12.2 Allotment Rent for 2016/17 and 2017/18.(Officer's report attached)
13. PUBLIC RIGHTS OF WAY.
 - 13.1 Update. (Oral report Leslie Campbell)
14. SKATEPARK UPDATE. To note that external funding opportunities continue to be explored.
15. DATE OF NEXT MEETING. To be agreed.

Jo Whitcombe
Parish Clerk

HASSOCKS PARISH COUNCIL

Please Note

All members of the public are welcome 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.

To: Grounds & Environment Committee

Agenda Item 6

Date: 8 September 2016

Contacts for this report: Acting Assistant Clerk

Subject: **OFFICER'S REPORT**

1. The purpose of this report is to update the Committee on Grounds and Environment (G&E) Matters.
2. **Update on Matters from G&E Meeting held on 30 June 2016.**
 - SGN Gas Works in Grand Avenue. A letter was sent to SGN on 21 July asking if consideration would be given to making a donation to the Village Tree Fund in lieu of any damage which may have been caused during the gas works carried out in Grand Avenue. To date no response has been received.
 - Public Rights Of Way.
 - Footpath 5K.** It was confirmed by Sue Phillipson, West Sussex County Council (WSCC) Access Ranger, on 22 July 2016 that the work to the steps on this footpath had been completed and the footpath re-opened.
 - Footpath 27C.** The landowner has carried out some surfacing works by Woodbine Cottage which will make initial access onto their land much better in wetter weather. The boardwalk has also been installed by WSCC contractors on the section of 27C which joins the Cinder Track.
 - Bridleway 3K.** Further information is awaited from the Bridleways Officer with regard to how partnership funding might work and the costs involved.
3. **ADASTRA PARK BENCHES.**
 - Seven seats have been removed from the South Field for safety reasons – these seats had been damaged beyond repair and posed a safety risk to the public. Two have been replaced like for like with new wooden slat benches and four new Monday Group seats are to be installed. A further bench has been repaired and a Memorial bench has been removed and re-installed after stripping. Instead of being re-varnished, this bench had been painted and had started to peel.
 - A damaged Perch Bench in the North Field will be removed and replaced with a new Monday Group bench.

Total Cost - £998.00 plus VAT for the removal & installation, and repair of benches
£498.00 plus VAT for materials for Monday Group benches
£962.00 plus VAT for replacement benches.

 - The Memorial Bench installed recently has developed a crack and has been removed and sent back to the manufacturers. The cracked section of the bench was replaced and it has now been re-installed. This incident may necessitate a review of the supplier of memorial benches selected in the future.

- A metal picnic bench has been removed from the top of the South Field due to corrosion and exposure of sharp metal sections.

4. ADASTRA PLAY EQUIPMENT.

- Following the Annual Insurance Safety Inspection, the following necessary safety work has been carried out:
 - i. The safety surface around the spinning bowl in the children's play area had shrunk back requiring the gaps to be refilled and made safe again.
 - ii. Missing/damaged rivets and fixings have been replaced in the Skatepark.
 - iii. The sign located at the adult gym equipment has been re-fixed.

Total Cost - £676.00 plus VAT

5. ADASTRA PARK SAFETY REPORTS

- Post and Rail fencing has been erected around a section of the North Field adjacent to the stream which had developed a deep gauge into the field causing a significant slip and fall risk, plus the installation of two signs warning the public of the steep bank and water.

Total Cost - £395.00 plus VAT for the infill of the gauge, erection of fencing and installation of signs.
£151.00 plus VAT for signage.

- The wire fencing and posts around the children's playpark have been repaired and made safe. The fence had gaps, sharp edges and loose fixings. Protruding steel work has been removed from the area between the playpark and the Tennis Courts and the access gate to this area has been repaired.

Total Cost - £382.50 plus VAT including materials.

6. ADASTRA PAVILION

- A complete review of Maintenance Schedules and Contracts is being undertaken to ensure all necessary procedures and maintenance actions are in place.

7. ADASTRA BOWLING GREEN.

Following necessary repairs to the pressure release valve on the sprinkler system on the bowling green in 2015, the system developed a leak in July 2016 which rendered the system as unusable. The pipework is of a significant age and consequently turns brittle over time, disturbance to the pipework last year possibly resulted in fractures developing elsewhere in the system. July is at the height of the bowling season and it is essential that the green can be watered in hot weather to maintain its condition. The bowling green is a valued asset of Hassocks Parish Council and watering the green is part of the necessary maintenance. The contractor who repaired the valve last year was asked to quote and subsequently repair the pipework as a matter of urgency to ensure that the green could be adequately maintained.

Total Cost - £625.00 plus VAT

8. PARISH OFFICE

- The stair lift has been serviced and full instructions are now situated at the base of the stairs along with a remote handset.
- Panic Alarm and necessary checks of the Fire Alarm and Intruder Alarms are now in place.

9. BUS SHELTER CLEANING

- A thorough clean of the bus shelter by Spitalford Bridge and the two wooden bus shelters on London Road has been carried out by Burgess Hill Town Council Maintenance Team.
- A contract has been set up for a monthly clean of the Bus Shelter by Spitalford Bridge at £37 plus VAT per clean, with a view to extending this to other bus shelters once a full review of the asset list is completed.

10. LITTER BIN.

- A new post mounted litter bin has been installed to replace the broken bin situated at the bus stop outside the Solicitors on Keymer Road.

11. BURIAL GROUND

- The Clerk is currently undertaking a full review of the Burial Ground administration and procedures.

12. GROUNDS MAINTENANCE

- The Clerk is currently undertaking a full review of Grounds Maintenance contracts and schedules.

13. **OFFICER RECOMMENDATION.** Members are asked to note the contents of this report.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 7

Date: 8 September 2016

Contact for this report: Acting Assistant Clerk/Parish Clerk

Subject: **PLAY FACILITIES IN ADASTRA PARK**

1. The purpose of this report is to ask Members to note various requests from some residents to review and improve facilities for children and young people in Adastra Park. Specific requests previously circulated to Members include:
 - Open sided shelter/pavilion for young people to meet up.
 - Picnic tables
 - A zip wire
 - Multi-functional football, cricket, baseball and netball resource
 - Netball resources
 - Table tennis
 - A sprinkler park
 - An all-weather path which goes around the border of both fields and provides a year round exercise route.
 - A play area for 9 – 12 year olds.
 - A complete review of the play equipment in the current play area in terms of safety and suitability of provision.
2. The Committee is also asked to note a full report submitted by Mr Chris Hobbs, Mr Geoff Moore and Mr Chris Lee on **Play Provision in Hassocks for over 8's**. (Previously circulated)
3. **OFFICER RECOMMENDATION.** It is recommended that the Committee consider the contents of this submitted report and that the Clerk be asked to arrange a meeting with the authors.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 8

Date: 8 September 2016

Contact for this report: Acting Assistant Clerk

Subject: **TREE PLANTING IN ORCHARD LANE/ADASTRA PARK**

1. The purpose of this report is to ask Members to consider proposals as presented by Phil Mead at the Grounds & Environment meeting on 30 June 2016 regarding the planting of young Oaks and Scotts Pines on the boundary of Adastra Park and Orchard Lane in preparation for the future loss of aging trees.
2. David Brown, Hassocks Parish Council Tree Warden, made a site visit with Phil Mead and reported that he would be in full support of the proposal to plant two young Oaks and three Scotts Pines as presented by Phil Mead.
3. David Brown also requested that consideration be given to the planting of an additional Oak to fill a gap in the boundary tree canopy behind the storage garages between the Sports Pavilion and the Bowling Club.
4. Following a site visit prior to the meeting on 8 September 2016, Members are asked to consider the approval of the proposed locations and number of trees to be planted, and if approved to consider the consultation with adjacent neighbours as proposed at the meeting on 30 June 2016.
5. **OFFICER RECOMMENDATION.** The views of the Committee are sought.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 9

Date: 8 September 2016

Contact for this report: Parish Clerk

Subject: **BOWLING GREEN SUPPLIES**

1. The purpose of this report is for the Committee to consider a funding request from the Adastra Bowls Club (ABC) for materials required to prepare the green for 2017.
2. Required materials and costs (net) as below:

60 kg of Award Ultima 6-4-12+2%mg @ £32.00 per 20kg	£ 96.00
60 kg of Award Nutri Pro 4-0-10+10%fe @ £24.00 per 20kg	£ 72.00
10ltr of Award Surf to Turf 14-0-10 @ £53.90 per 10l	£ 53.90
6 Tonne 50/50 Sand/Soil Top Soil Dressing for Fine Turf Bowling Green (Bulk Bag) @ £118.00 per tonne	<u>£708.00</u>

Total

£929.90 plus VAT

Members of the Committee will be interested to know that the Club has been busy this year organising Open Days, Fun Days, Junior events and tournaments and over 100 people from Hassocks and surrounding villages have visited the club where members were proud to show their local facilities and surrounding areas. Adastra players have also represented Sussex against neighbouring Counties and reached the National Finals Competition.

The ABC is proud to be an active part of the Hassocks Community and following the Club Championships Finals held on Sunday 28 August and the closing of the bowling season, members are now starting to organise the social programme for winter 2016/17 where many of the bowlers come together with their families and friends for quizzes, bingo, whist drives and many other activities. They also look after members past and present who perhaps have lost someone, undertake hospital visits and actively promote a fit and healthy lifestyle.

The Grounds Team continue to meet twice a week once the season is over and work hard throughout the winter to get the Green ready for the next year and attend to the club house and surrounding area. The Grounds Team has also offered their assistance by maintaining the Memorial Seats in Adastra Park that have recently been installed.

3. **OFFICER RECOMMENDATION.** It is recommended that the Committee approve the expenditure of £929.90 plus VAT on materials as listed above to maintain and treat the Bowling Green.

HAS SOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 12.2

Date: 8 September 2016

Contact for this report: Acting Assistant Clerk

Subject: **PARKLANDS ALLOTMENT RENT REVIEW**

1. The purpose of this report is to inform Members about the current situation regarding allotment rent and to agree the rent for 16/17 and 17/18.
2. At a meeting of the Grounds Committee on 11 March 2015, a formula as proposed by Hassocks Allotment Holders Association was agreed for calculating allotment rents which composes of three elements, plot rent, water installation, and water charges. (minute 7b)

The formula was as follows:

1. **Plot Rent** 2013-14 Plot Rent £18.50 – increased annually based on inflation.
2. **Water Installation.** 2011 an addition of £10 per annum for water installation costs to run for 21 years until 2032.
3. **Water Charges.** The charges for water usage were agreed as £5 per annum until 2016 when water charges would be reviewed to take into account any variations in water costs or usage.

October 2015	Rent (14/15)	£ 18.85
	Inflation increase	.19
	Water Installation	£ 10.00
	Water usage	<u>£ 5.00</u>
Total		£ 34.04

2015 rent rounded to nearest pound: **£34.00 per annum per half plot**

4. **OFFICER RECOMMENDATION.** Using the agreed formulae, applying inflation to the rent for a half plot for 206/17 would make a total increase of 23p bringing the rent to £34.23.

October 2016	Rent (15/16)	£19.04
	Inflation increase	£ .19
	Water installation	£ 10.00
	Water Usage	<u>£ 5.00</u>
Total		£ 34.23

It is recommended that the rent for a half plot remains at £34.00 for 2016/17.

5. **Allotment Rent 2017/18.** Water charges review. Water usage and charges have not shown any significant variation since 2013.
6. **OFFICER RECOMMENDATION.** It is therefore recommended that for 2017/18 the water charge remains at £5.00 per annum with a further review in October 2017.