

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Leslie Campbell, Peter Gibbons, Bill Hatton, Darryl Sinclair and Ian Weir) 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 **Monday 30 January 2017 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

1. To accept Apologies for Absence.
2. To Accept Declarations of Interest.
3. MINUTES
 - 3.1 To accept Minutes of the Grounds and Environment Meeting held on 28 November 2016. (Previously circulated)
 - 3.2 Matters Arising.
4. PUBLIC PARTICIPATION.
5. OFFICER'S REPORT.(Appendix 1)
6. ADASTRA SKATEPARK AND PLAY FACILITIES. To update Members on the current situation and to consider approving the appointment of an independent consultant to support the progression of this project. (Appendix 2)
7. CHRISTMAS LIGHTS. To consider approving the continuation of the existing lighting contract for a further two years with Merlin Lighting (Appendix 3)
8. HASSOCKS OUTDOOR PERFORMANCE SPACE. To consider a request to make a financial contribution towards the creation of a community outdoor theatre on the site of Downlands Community School.(Appendix 4)
9. LONDON ROAD BUS SHELTERS. To consider approving an ongoing maintenance contract and a longer term project to replace two shelters. (Appendix 5)
10. JAPANESE KNOTWEED. To approve a quote for the associated work required for the treatment of Japanese Knotweed in Adastra Park. (Appendix 6)
11. STREET TREES. Update. (Oral report Phil Mead)
12. MID SUSSEX DISTRICT COUNCIL (MSDC) GRANTS: The Committee is asked to note MSDC grants for facilities projects. (Appendix 7)
13. PARKLANDS ROAD ALLOTMENTS. ALLOTMENT SECURITY. To update Members on the current situation and to discuss possible approaches to providing adequate security to the allotments.(Appendix 8)
14. PUBLIC RIGHTS OF WAY. Update. (Oral report Leslie Campbell)
15. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.
16. DATE OF NEXT MEETING. 27 February 2017 at 7.30pm.

EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

12. To accept the CONFIDENTIAL Grounds & Environment meeting Minutes held on 28 November 2016.

Clerk
25.1.17

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA
During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting

Please Note

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

Item 4 – 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.

Appendix 1

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 5

Date: 30 January 2017

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 28 November 2016.**
 - Adastra Pavilion Flooring. A site inspection has taken place by the contractor and due to the existing carpet tiles being fixed by a tackifier, the floor will need to be screeded prior to installation. This will be carried out at cost by the contractor for an additional charge of £400.00 inc. vat. The flooring will be installed in February.
 - Floral Baskets/ Hanging Displays. A works agreement has been drawn up for both projects and businesses have been contacted to finalise the number of hanging baskets to be installed.
 - Bridleway 3K. The specification for the improvement of this bridleway is currently being drawn up by West Sussex County Council and will be sent out for quote in around March 2017. The Public Rights of Way officer has expressed her thanks for the contribution towards this project.
 - Monday Group Annual Donation. John Card (Monday Group West Leader) has expressed his thanks on behalf of the Monday Group West for the donation of £750.00. The Monday Group have been asked about the possibility of installing a kissing gate on the footpath from Oldlands Mill towards Ditchling to enable wheelchair users to access this pathway. If this project is able to go ahead, the money from Hassocks Parish Council will be used for this.
3. **ADASTRA PARK PLAY EQUIPMENT.**
 - 3.1. An emergency repair has been carried out to the multi-point see saw in the children's playpark. The routine inspection picked up that the springs on this item had corroded and therefore required replacing. This has been carried out at a cost of £815.00.
Monthly inspections are continuing successfully.
 - 3.2 The annual insurance safety inspection report has been received from Zurich Insurance, and four items have been noted as having defects. All of which have been previously noted by the monthly reports and are awaiting repair.

- Some of the framework in the Multi Activity Unit in the centre of the Children's Playpark has corroded and requires replacement.
- The hand grips are missing from 2 items of the adult fitness equipment, however the advice received from the contractor is that these are not available nor required. This will be followed up with Zurich.
- Some of the surfacing on the skate park is worn/uneven and requires repair.

The contractor has been asked to look at these items and to provide quotes for repair.

- 3.3 The children's playpark is looking tired and requires some attention. Therefore an application is being submitted to Tesco Bags of Help for a grant towards the replacement of the Springy which was removed from the children's playpark last year, (approximately £900.00 plus VAT) for the renovation and repainting of the paintwork to the metal play equipment (cost awaited) and for the repainting of the balance beams and installation of matting around these (£677.00 plus VAT)
4. ADASTRA PARK BENCH. A bench in the children's playpark has several damaged slats and is beyond repair. A recycled replacement bench is on order at a cost of £305.00 plus VAT, plus installation at £245.00 plus VAT. The bench will be of the same design as a bench installed last year.
 5. ADASTRA PAVILION. The roof to the Pavilion was found to have developed a split – this appears to be due to natural wear. A temporary repair has been made by contractors and will be monitored.
 6. DOG BINS. A new dog bin is to be installed at the entrance to the Cinder Track, just up the steps from Keymer Road and collections to the dog bin on Ockley Lane opposite the Thatched Inn have been increased to twice weekly.

Appendix 2

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 6

Date: 30.1.17

Contact for this report: Deputy Clerk

Subject: Adastra Skatepark and Play Facilities

1. The purpose of this report is to update members on the current situation with the Skatepark project and to ask Members to consider a proposal to incorporate further facilities for older children within this location and project.
2. The Parish Council has agreed a total of £99,700.00 to be set aside towards the Skatepark project over the next two years, 2017-19.
3. There have been further requests to consider the provision of facilities for the wider population of young people in Hassocks aged 8 and over.
4. The Skatepark project was instigated by a group of young people who engaged independently and pro-actively with the Parish Council and it is important to recognise and value the effort these young people have put into getting this project off the ground. The Parish Council has been very clear in its commitment to this project and originally ear-marked £50,000.00 with a view to obtaining an equal amount from grants and external funding. However unfortunately due to a lack of external funding opportunities and internal staffing changes this project has been suspended over recent months.
5. In line with the commitment of the Parish Council to the Skatepark project, the Council has now agreed a total of £99,700.00 to be set aside in the budget towards the Skatepark project over the next two years, 2017-19. (HPC Meeting 13.12.16 minute ref:574.1).
6. The Grounds and Environment Committee has also recognised the need for improved facilities for over 8's in the village. Therefore it is suggested that the Committee considers the following two options:
 - 6.1 The appointment of an independent consultant through Play England to look at the existing Skatepark proposals and the current location of the Skatepark, and to provide advice and/or designs for utilising this location and including further facilities such as climbing structures, an outdoor table tennis table, basketball/netball hoops. There is scope to increase the footprint of this area and independent professional advice would be of great value. Members may decide there is a need to recommend an increase in

the funds to be ear-marked for this project, once a consultation has been completed and considered. Further information on the cost and format of the initial consultancy to follow.

Play England is an independent charity set up to promote the importance of play for children. Further details can be found on its website www.playengland.org.uk.

6.2 Given that Adastra Park is well used as a greenspace by residents of all ages and already provides a variety of sports facilities. The Committee may wish to consider extending the provision and support of play and leisure facilities for over 8's to more community wide projects in addition to the skatepark/play area above. This could involve exploring opportunities to work in partnership with Mid Sussex District Council (MSDC) in the provision of facilities at the MSDC recreation grounds at Belmont, Parklands Copse and Clayton.

7. Members may also like to note that Freedom Leisure in Hassocks offers indoor basketball, netball and badminton facilities and will very often offer a reduced rate for a group of young people during the day over the school holidays. The same applies for the use of the 3G pitch.

8. **RECOMMENDATION** 1. Members are recommended to approve the appointment of an independent consultant from Play England to investigate the opportunities and associated costings for the provision of play facilities for over 8's alongside the provision of a skate park. This will enable Members to make an informed and objective decision on how best to progress the project.

Appendix 3

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 7

Date: 30.1.17

Contact for this report: Deputy Clerk

Subject: Christmas Lights

1. The purpose of this report is to update members on the Christmas Lights project.
2. The current 3-year arrangement with Merlin Lighting was set up by Light Up Hassocks (LUH) and has come to an end this year.. The cost of this contract was £3,200.00 per annum plus VAT. Merlin install, remove, store and do a summer test on a total of 14 rented and 2 others not rented. They attend 'switch on' in the price (which is just Happy Xmas Hassocks at Hassocks Hardware). The remaining light columns are already in situ and turned on just before on the same day. He provides a 48 hour response time unless safety issue which is 4 hours.

Merlin has offered the Council the option to bolt on a further 2 years at the same price per annum for the same level of contract. Within this is the option to change the design of the lights if required. There is flexibility within the contract to add further lights at an extra cost.
3. Two other contractors were contacted by phone for a ball park figure, these came out at a similar price as Merlin, however, a like for like comparison is not possible without going out to full tender. Some contractors will charge for attending the 'light up' day, also the storage of HPC or LUH owned equipment could incur additional charges.
4. Some light columns have not worked over this Christmas period. This is due to the sockets on the lamp posts filling with rain water. It is understood that this was raised last year by LUH to SSE Enterprise who are responsible for the lighting columns, although it appears that no action was taken. This has now been followed up and SSE will now inspect the columns and advise.
5. The Committee is asked to consider agreeing a bolt on contract with Merlin Lighting until 2019.
6. **RECOMMENDATION:** To approve a bolt on contract with Merlin Lighting until 2019 at a cost of £3,200 plus VAT per annum under the current agreement, with an option to amend the contract at an additional cost if necessary

Appendix 4

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 8

Date: 30 January 2017

Contact for this report: Acting Assistant Clerk

Subject: Hassocks Outdoor Performance Space

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1. The purpose of this report is to inform Members of a project proposed by Mark Wignall, Headteacher of Downlands Community School, for the provision of an open air theatre on the Downlands School site. The theatre is to be called Hassocks Outdoor Performance Space. Members are also asked to consider supporting this project financially and by promoting the theatre once completed.
 2. A summary of the proposal has been provided by Mark Wignall as follows:

Hassocks Outdoor Performance Space (HOPS)

Downlands Community School would like to develop an open air theatre on the school site called HOPS (Hassocks Outdoor Performance Space). The school currently has no such facility apart from the school assembly hall. The facility would be used during the school day for music, drama, dance lessons and after school by music, arts, drama clubs. We hold a week long literary festival each summer for students, parents and the community and the recitals and activities relating to this would take place in the open air theatre. Students would use the space at break and lunchtimes for relaxation, eating and listening to recitals. The space would enable the school to extend its offer of evening performances to parents and the community.

The facility would be available to the community on school days, at weekends and during school holidays and could be used as rehearsal space and for productions by local groups as well as for touring groups and as part of local festivals for example the Brighton Festival and Brighton Fringe Festival. The population of Hassocks and its surrounding area is growing rapidly and at the moment there are no Arts amenities locally. We have highlighted an excellent location for the theatre and have spoken to an architect who has confirmed the feasibility of the project.

As a school we operate at the heart of our community and act as a leisure hub for community activity. We offer a floodlit all-weather 3G pitch, a sports hall, a fully equipped fitness suite, a community café and a bookable meeting space. We also open the school for meetings, conferences and competitions at evenings and weekends. Our site is open to the public 364 days a year and we estimate there were 50,000 visits by local people to the facilities last year.

Bookings for the theatre would be managed by freedom leisure, a not for profit trust who operate the schools current leisure facilities. As an organisation they have

experience operating arts facilities and will be available to take enquiries and make bookings between 7am and 9pm weekdays and at weekends between 9am and 5pm. Any increased costs incurred in operating the theatre will be funded from revenue generated by the facility.

Miller Bourne are the architects behind the Open-Air Theatre in Dyke Rd park in Brighton. They have visited the site and provided outline plans and approximate costings, free of charge. We have not committed to use Miller Hughes or any other companies in conjunction with this project. Costs are estimated to be in the region of £30-50,000 but no detailed work has taken place to confirm this.

Please do not hesitate to contact me if you have any further queries.

Mark Wignall, Headteacher.

Downlands Community School

3. It is considered that the project will be funded by a variety of sources including individual sponsorship of sleepers for seating, Arts funding streams, PTA funding, school budget funding, recycling of artificial pitch surface (due for replacement) for seating, support from local businesses and residents in labour, and possible section 106 money.
4. Members are asked to consider approving a donation of £10,000.00 towards the cost of building HOPS, in support of increasing provision for the Arts in Hassocks.

Appendix 5

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 9

Date: 30 January 2017

Contact for this report: Deputy Clerk

Subject: Japanese Knotweed

1. The purpose of this report is to inform the committee on the contract supplied to treat the Japanese Knotweed as reported in the previous G&E Officers report.
2. A joint investigation with Mid Sussex District Council has shown that a mother plant of Japanese Knotweed is growing at the bottom of the North Field. Hassocks Parish Council therefore has a duty of care to carry out treatment and to cover the costs of doing so.
3. A report and quotation has been provided by the Mid Sussex District Council contractor at a total cost of £2,550.00 (A copy of the report and quotation is available in the Parish Office, and will be available at the meeting). The treatment programme covers a duration of three years via chemical treatment with 2 years monitoring and MSDC have agreed to cover 25% of the costs as the knotweed has transferred to MSDC land.
4. **RECOMMENDATION.** Members are asked to agree the appointment of Sussex Environmental Pest Solutions Ltd to carry out treatment and monitoring of Japanese Knotweed in at the bottom of the North Field of Adastra Park at a cost to Hassocks Parish Council of £1,912.50.

Appendix 6

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 10

Date: 30 January 2017

Contact for this report: Deputy Clerk

Subject: BUS SHELTERS ON LONDON ROAD

1. The Purpose of this report is to draw member's attention to two bus shelters on London Road. One is located at the bus stop on the west of London Road just north of Stonepound crossroads (Shelter A), and the other on the east of London Road just south of Little Copse Road (Shelter B).
2. Both shelters are showing signs of deterioration and in need of attention either through maintenance and repair, or replacement. Both shelters are enclosed which makes it difficult for passengers to see buses coming and also provides an ideal environment for anti-social behaviour. The shelters also tend to collect litter and leaf/natural debris due to their closed in style.
3. Shelter B has frequently been a target for vandalism including the lighting of a small fire last year. Damaged wood has been removed from both sides of the shelter leaving the internal walls exposed to the elements.



4. Members are asked to consider planning for the replacement of the two shelters over the next two years with shelters which are more open and less inviting for anti-social behaviour, and will provide a more pleasant environment for waiting passengers. The proposed shelters matches those already installed at bus stops further north on London Road, west and at Stonepound west. A quote for the removal of an existing shelter, and the installation and supply of a new shelter is provided below.

5. **RECOMMENDATION.** In the interim, members are asked to approve a monthly maintenance cleaning schedule for both shelters by Burgess Hill Town Council at a current cost of £37.00 in total per month.

Members may find it useful to make a site visit to inspect the shelters referred to.

DATE 16th August 2016 Page 1 of 1

Littlethorpe Order No:

Customers order No:

Tel: 0116 260 3777



Quote No: Q-1406

Tracy Bates

Hassocks Parish Council
Parish Centre
Adastra Park
Keymer Hassocks
West Sussex
BN6 8QH

Tel: 01273 842714

E-mail: tracy.bates@hassocks-pc.gov.uk



The "Eaton" Bus Shelter

Product	Quantity	COST
"Eaton" style bus shelter	1	£4,580.00
To remove & dispose of the old shelter	1	£250.00
Delivery to site on a crane lorry	1	£715.00
Installation by Littlethorpe to include a new concrete base	1	£2,950.00
Sub Total		£8,495.00
VAT @ 20%		£1,699.00
Total (including vat *but not any optional extras chosen from below*)		

The shelter is guaranteed for 5 years against being burnt down or kicked in.
The 15mm (optional) toughened glass is guaranteed for 12 months against breakage.
A care and Graffiti pack is supplied free with every shelter.
All the hardwood we use comes from sustainable, well managed, FSC certified forests
Delivery address
London Road, Hassocks (adj. Little Copse Road).

***Parish Council to provide the statutory underground surveys**

Optional Extras	VAT needs to be added to the prices below	Quantity	COST	
15mm Toughened Glass Vision Panel @ £120 each		1	£120	Yes/No
Perforated steel glazing side vision panels @ £120 each		1	£120	Yes/No
Flag bracket to take "bus stop" plate		1	£500	Yes/No
Hardwood lockable notice board		1	£250	Yes/No
Metal display case in silver		1	£450	Yes/No
12 volt LED lighting including transformer (for mains power) Solar Powered lighting		1	£1,200	Yes/No
Plastic glazing (instead of 6.4mm laminated glass)			No extra charge	Yes/No
AutoCAD drawing of associated ground works			Free on request	Yes/No
				Yes/No
				Yes/No
				Yes

* To order the optional extras please initial in the yellow boxes above*

Appendix 7

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 12

Date: 30 January 2017

Contacts for this report: Deputy Clerk

Subject: MID SUSSEX DISTRICT COUNCIL – GRANTS

Grants MATTERS

At the recent grants meeting the following projects were agreed, supporting community groups and activities to help enhance the vibrancy of Mid Sussex.

Facility grants

Facility grants are wholly funded through developer contributions provided for community leisure capital projects.

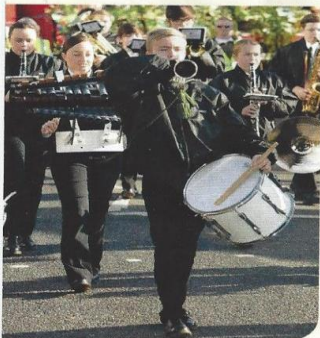
Burgess Hill Town Council	Funding the creation of five original artworks to celebrate the history and growth of Burgess Hill around the Green Circle. £75,500
Copthorne Sports and Community Association	Levelling and improving playing pitch drainage at King Georges Field, Copthorne Bank. £35,000
East Grinstead Town Council	To enhance existing play equipment and accessibility for disabled children at East Court. £8,787
Jubilee Community Centre	To help install a changing places disability toilet. £10,000

Community and Economic Development grants

Haywards Heath Youth CIC	Supporting a young people's gardening project to plan, prepare and work an allotment. £606
Kangaroos	Helping to fund the 'BreakAway' Saturday and holiday club for young people with learning difficulties. £5,000
Mill Hill Residents Association	Towards a defibrillator for use in retirement/sheltered housing. £1,370
Revitalise Respite Holidays	To help subsidise Mid Sussex guests and carers on respite carers breaks. £3,540
Summerhaven	Supporting mental health drop-in sessions. £1,000

Spotlight grants

Burgess Hill Marching Youth	Towards band uniforms for performances. £480
Handcross Rosemary Club	Towards a Christmas celebration for 50 elderly, isolated and disabled people living locally. £500



Burgess Hill Marching Youth

Formed in 1986 the band has 37 regular members under 25 years old who meet to rehearse for 2-4 hours each week, plus a junior cadets section for 7-9 year olds. The members take part in performances at contests, fetes, bonfire processions, massed band events and annual residential trips.

BHTC Green Circle Artwork

There will be five commissions to enhance the Green Circle walking trail, to be placed at:

- Grassmere Meadow - celebrating the engineering work of the Norris Brothers who created the Bluebird CN7 car with which they secured the land-speed record.
- Malthouse Lane Meadow - focusing on Emily Temple (1811-74) who built the St John's Working Man's Institute (Park Centre), helped fund the building of St John's Church and bequeathed the land for St Johns Park to the town.
- Hammonds Ridge Meadow - based on the life of John Charles Bee-Mason (1875-1957) who was a filmmaker, explorer and naturalist.
- Nightingale Lane Meadow - commemorating John Saxby (1821-1913) who was instrumental in bringing in new railway signalling techniques to improve safety.
- Bedelands - based on the local flora and fauna found in the Green Circle.

10 MID SUSSEX MATTERS | WINTER 2016

Appendix 8

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 13

Date: 30 January 2017

Contacts for this report: Deputy Clerk

Subject: PARKLANDS ROAD ALLOTMENT SECURITY

1. The purpose of this report is to update Members on the current situation with Parklands Road allotment security and to ask members to consider possible methods of improving security.

In the last year the allotment site has been broken into on several occasions resulting in theft and damage to sheds and equipment. Blackthorns have been planted along the northern boundary although these will take some years to grow to become an effective deterrent.

Entry has also occurred over the fence on the southern border of Parklands Copse Play area, which has been damaged by people climbing through the fence to walk and enter/exit the adjacent field. This allows access to the Allotments by entering the field and walking east to reach the fencing bordering the allotments. MSDC have advised that all fences bordering Parklands Copse are the responsibility of the surrounding land owners. However, this is disputed by the landowner to the south of Parklands Play Area.

2. Tony Copeland, Chair of Hassocks Allotment Holders Association, has made the following recommendations:
 - To request the removal of the small Oak tree which is growing hard against the perimeter fence, and seems to be the main entry point.
 - To investigate the possibility of tough (difficult to cut) wire fencing to be laid against the sections of the fence not protected by Blackthorn. These are on the Northern perimeter on the border with Parklands Copse and would give a double layer of fencing. Hopefully this will be enough of a deterrent until the Blackthorn establishes itself. Two sections; 1 – about 20 metres long near the entrance gate. 2 – about 10 metres where the digger had access from the allotment to Parklands copse when work was carried out in Parklands Copse. This section has the start of a fresh cutting; the cut is hidden behind a compost bin. So maybe perpetrators aim to return and finish cutting an entry hole at some later date
 - Photographs will be circulated at the meeting.

3. Advice has been sought from a neighbouring council who have reported similar problems and have found that it is very difficult to stop a determined entry onto allotment land.
 - Padlocks are on site entrances (which have been cut with bolt cutters in the past) and palisade fencing (pointed spike fencing) has been installed, however entry has still been gained by climbing over. Lockable benches do not seem to be targeted as much as sheds, and barrier planting is in place.
 - Since the last break in the allotment holders have decided not to lock their sheds as more damage is caused if they are locked and not to leave valuable equipment in them.
4. **RECOMMENDATION.** The Committee is invited to discuss the above and consider suggestions for improving allotment security.