

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Leslie Campbell, Georgia Cheshire, Frances Gaudencio, Peter Gibbons, Bill Hatton, Sue Hatton Emma Wood and Ian Weir) and Co-Opted Members (Sally Booker, Tony Copeland 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 31 May 2018 at 7.30pm** in the Parish Centre, Adastra Park, Hassocks.

Parish Clerk
24 May 2018

1. **TO ACCEPT APOLOGIES FOR ABSENCE.**
2. **TO ACCEPT DECLARATIONS OF INTEREST.**
3. **ELECTION OF CHAIR AND VICE CHAIR.**
4. **MINUTES**
 - 4.1 To accept Minutes of the Grounds and Environment Meeting held on 29 March 2018. (Previously Circulated)
 - 4.2 Matters Arising.
5. **PUBLIC PARTICIPATION.**
6. **OFFICER'S REPORT.** (Appendix 1).
7. **PARKLANDS ROAD ALLOTMENTS.** Verbal Report (Tony Copeland, Chair of Hassocks Allotment Holders Association, HAHA)
8. **STREET TREES.** Verbal Update (Penny Wadsworth)
9. **FLORAL DISPLAYS** (Penny Wadsworth)
10. **ADASTRA PARK MASTERPLAN.** Verbal Update (Cllr Frances Gaudencio)
11. **ADASTRA SKATE PARK.** Members are invited to consider in principle a request to hire the Skate Park facility for commercial use. (Appendix 2)
12. **HEIGHT BARRIER INSTALLATION.** Members are invited to consider the installation of a height barriers at the entrance to the Adastra North Field Car Parks which is accessed from Orchard Lane. (Appendix 3)
13. **HASSOCKS MAY CELEBRATION.** Following the successful Community Mayday Event held recently in Adastra Park, Members are asked in principle to approve a request from Michelle Binks for a Community May Day Event to be held in Adastra Park on Monday 6th May 2019, including the use of the Pavilion and South Field on Sunday 5 May to allow for preparation.
14. **PROMS IN THE PARK.** Members are invited to consider a request from Michelle Binks to approve the use of Adastra Park South Field for a 'Proms in the Park' on Sunday 7 September 2019. (Appendix 4)
15. **BUS SHELTER CLEANING.** Members are invited to approve the continuation of the Bus Shelter Cleaning programme to the following bus shelters: Stonepound north, London Road east and Keymer Road, Spitalford Bridge at a total cost of £75 plus VAT per clean for all three shelters. (Appendix 5)
16. **BUSINESS PLAN.** Following a meeting of the Policy, Resources and Communications Committee held on 22 May 2018, Members are invited to note the four key objectives from the Business Plan (previously circulated) which were identified by the PR&C Committee to be the priorities for the Parish Council over the following two years. Members are also invited to consider any further priority areas from the Business Plan, in addition to those agreed by the PR&C Committee, and to identify those which could potentially be funded by S106 funding streams. (Appendix 6)
17. **TRAFFIC AND PARKING.** Verbal Report (Cllr Ian Weir)

18. **PUBLIC RIGHTS OF WAY.** Verbal Update – (Cllr Ian Weir/Cllr Leslie Campbell.)
19. **URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
20. **DATE OF NEXT MEETING** Thursday 28 June 2018 at 7.30pm

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 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

Date: 31 May 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 6 - **OFFICER'S REPORT**

1. The purpose of this report is to update the Committee on Grounds and Environment (G&E) Matters.
2. **Bus shelter damage.** The bus shelter on Hurst Road, Stonepound west received damage to both glass panes and the bus shelter on Ockley Lane had one pane damaged. These were repaired at a cost of £328 plus VAT.
3. **Burial Ground.** Two unrelated complaints have been made regarding the maintenance of the Burial Ground. These have both been followed up and responded to immediately, and both were isolated incidents. However a review of the maintenance programme is to be actioned as part of the on-going audit at the earliest opportunity.
4. **Allotment Break In.** The allotments were broken into sometime between 11-12 May. Several sheds were entered and a selection of tools stolen. The thefts have been reported to the Police and a crime number given. It appears that the thieves knew what they were looking for and a recent Police update reports that allotments were also broken into in Haywards Heath.

It is not certain how the thieves entered the allotments. It may have been through the main gate, and the padlock code has now been changed as a precaution. There is a damaged section to the southern boundary fence, however this may have been existing.

Tony Copeland (Chair of HAHA) has kept the office fully updated on the situation, and the allotment administrator has been liaising with him over the matter.

Allotment holders have also been advised of additional measures which could be taken to discourage theft. Including marking tools in such a way that makes them distinctive and therefore less resaleable. i.e./ carving a post code onto wooden shafts or using a heavy duty marker, or using a bright coloured paint to mark a stripe or pattern on tools may help.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 31 May 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item: 11. ADASTRA SKATE PARK

1. The purpose of this report is to invite members to consider in principle a request to hire the Skate Park facility to a commercial enterprise.
2. A request has been received from an individual who wishes to run skateboard tuition for 5-10 year olds for approximately two hours per week at weekends.
3. For information, as part of the Conditions of Hire, any hirer using Parish Council facilities does so subject to the necessary health and safety, and insurance documentation being in place.
4. Members are asked to note that in hiring the Skatepark to a private user this would effectively close the facility to any other users for the duration of hire.
5. **OFFICER RECOMMENDATION.** Members are invited to consider in the first instance whether private hire of the Skate Park is an acceptable option for exploration to the Committee.

HASSOCKS PARISH COUNCIL

To: Grounds and Environment Committee

Appendix 3

Date: 31 May 2018.

Contact for this report: Deputy Clerk

Agenda Item: 12. Height Restriction Barrier

1. The purpose of this report is to invite Members to update members on recent matters in the North Field Car Park and to invite members to consider the installation of height restriction barriers.
2. Over recent weeks, it has been noticed that a mobile home has been parked up in the North Field Car Park on two consecutive Sunday nights. Some residents reported being disturbed by noise late into the night and security concerns, and it was observed that small motorbikes were being ridden all over the park later into the evening. The motorbikes appeared to be linked to the motorhome. On both occasions once the motorhome had vacated the site, the Groundsman found a large bin bag full of waste left in the hedge.
3. The car parks accessed via Orchard Lane into Adastra Park are easily accessible by high sided vehicles which makes the car parks more susceptible to long term parking. The North Field car park more so due to the enclosed nature of the car park. Therefore, enquiries have been made into the installation of Height Barriers as is common practice in most open spaces owned by Mid Sussex District Council. The contractor used by MSDC was approached to assess the two entrances to the Orchard Lane car parks and to provide a quote for the installation of these.
4. It is to be noted that the Car Park in the South Field between the Pavilion and the Keymer and Hassocks Sports and Social Club (KHSCC) is used for deliveries and collections to the KHSCC and therefore a height barrier could pose operational problems. Therefore, this would require consultation with the club beforehand. This car park has not been susceptible to any overnight parking from camper vans to date.
5. A quote for each car park entrance is below:

North Field Car Park: 6.0m Height barrier

To supply & install a 6.0m opening Defender height barrier c/w an integral lock.

The barrier to have a 2.1m headroom clearance.

The barrier to be constructed from 200x200x10mm SHS hanging post, 150x150x5mm SHS slam post, 100x100x4mm SHS keep open post, 80x80x3mm SHS barrier, 10mm plate steel lock box c/w integral lock & shrouded 30mm adjustable hinges.

All steelwork to be galvanised & powder coated a standard RAL colour.

Remove all arisings from site upon completion of the works £ 4930.00 plus VAT

South Field Car Park: 5.0m Height barrier

To supply & install a 5.0m opening Defender height barrier c/w an integral lock.

The barrier to have a 2.1m headroom clearance.

The barrier to be constructed from 200x200x8mm SHS hanging post, 150x150x5mm SHS slam post, 100x100x4mm SHS keep open post, 80x80x3mm SHS barrier, 10mm plate steel lock box c/w integral lock & shrouded 30mm adjustable hinges.

All steelwork to be galvanised & powder coated a standard RAL colour.

Remove all arisings from site upon completion of the works. £4770.00 plus VAT

A 2.5% discount would be applied if both barriers were installed at the same time.
£ 9457.50 plus VAT.



6. The cost of any height barriers would need to be funded from General Reserves.

7. **OFFICER RECOMMENDATION.** Members are requested:

1. In the first instance to consider:

- a. The level of risk associated to maintaining easy access to both car parks and to agree whether there is a need for the provision of further security **and**
- b. Whether the same level of risk applies to both car parks. It is considered that the North Field Car Park currently appears to be a higher risk due to being more enclosed and larger.

2. To consider the following options:

i) To agree to accept the current level of risk and not to install height barriers.

Or

ii) To recommend to Full Council the installation of:

- one **height barrier** at a cost of £4770 plus VAT
- two height barriers at a cost of £9457.50 plus VAT.
The cost barriers to be funded from General Reserves.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 31 May 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item: 14 PROMS IN THE PARK

1. The purpose of this report is to consider a request from Michelle Binks to organise a 'Proms in the Park' on Saturday 7 September 2019 in Adastra Park.
2. The concept is to offer a fun family musical Proms for all ages of the community to come along to, between the times of 5pm-11pm. The event would incorporate a stage, with sound and lighting, to host a variety of music to include an orchestra, live band and vocals.

Facilities will be provided such as port-a-loos and commercial refreshment stalls. The appropriate documents will be provided in due course such as Premises License, Event Plan, Noise Pollution, Health and Safety, Risk Assessment, Public Liability Insurance, etc.

This would be a community event organised by Michelle Binks.

3. **OFFICER RECOMMENDATION.** Members are invited to consider approving the use of the South Field in Adastra Park on Saturday 7 September for a 'Proms in the Park'.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 31 May 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item: 15 **Bus Shelter Cleaning Programme**

1. The purpose of this report is to update Members on the current situation with the Bus Shelter cleaning programme and to invite a decision on a future programme.
2. Previous History: The two long standing wooden bus shelters on London Road are enclosed and therefore accumulate litter, leaf debris and unfortunately are used as a public toilet from time to time. Therefore, following concerns raised by residents in 2016 it was decided to instigate a monthly cleaning programme to be carried out by Burgess Hill Town Council (BHTC) maintenance team each month. The clear bus shelter on Keymer Road next to Spitalford Bridge was then added to the contract.

With the change in the Highways contract in April 2017, it was negotiated that the cleaning of the three shelters would be incorporated as part of the services contracted by HPC from BHTC under the revised Highways Contract. This contract came to an end in March 2018 and therefore currently the bus shelters are not being cleaned at all.

The two bus shelters in London Road have recently undergone considerable repairs and renovations at a cost of £1200 as agreed at the G&E Meeting held on 29 March 2018.

3. £500 has been allocated to the Bus Shelter Maintenance budget for 2018/19. £328 has been used to cover the cost of the recent repairs to the damaged glazing, £172 remains in the budget.

The cost of the bus shelter cleaning would be £78.28 for all three shelters. Therefore to continue the cleaning on a monthly basis starting June 2018 to March 2019 would cost approximately £782.80 plus VAT, as a bi-monthly programme the cost would be £391.40 plus VAT.

4. **OFFICER RECOMMENDATION.** Members are therefore invited to consider the following:
 - i. Approving the cleaning of the two wooden shelters on London Road and the Perspex shelter on Keymer Road, to be carried out by BHTC on a monthly or bi-monthly basis.
 - ii. If one of the above cleaning programmes is approved, Members are requested to resolve to recommend to Full Council the use of General Reserves to cover the additional funds required.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 31 May 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item: 16 **BUSINESS PLAN**

1. The purpose of the following report is to update Members on the current status of the Business Plan (previously circulated) and to invite Members to consider the key objectives within the plan for the Parish Council over the next two years. The final agreed priority areas will be used by the Clerk in planning future workloads to deliver the Business Plan.
2. Following a meeting of the Policy, Resources and Communications (PR&C) Committee held on 22 May 2018, the Committee identified four priority areas for the Parish Council from the Business Plan to be delivered over the following two years.
3. Members of the G&E Committee are invited to note that the PR&C Committee agreed the inclusion of an additional objective (objective 10) and the amendment of an existing objective (objective 7) under the heading 'Connecting Our Village' in the Business Plan. (These amendments are identified in italics below.) Members are therefore invited to note the four priority objectives agreed as below:
 - A GREAT PLACE TO WORK AND LIVE
Objective 1. **Research, develop and fund a master plan for Adastra Park and ensure that current and future needs of all residents are met. This will include undertaking a strategic review of public hire space and develop a plan for the next 5-10 years.**
 - CONNECTING OUR VILLAGE
Objective 7. **Explore the creation of a safe cycle way to the east of the railway between Hassocks and Burgess Hill, extending to various parts of Hassocks including to Downlands School.**
 - Objective 10. **To create a list of supporting infrastructure and services that should be part of any further growth to the village and to submit bids for s106 or other funding to finance these requisites.**
 - ENGAGING WITH THE COMMUNITY
Objective 4. **Review our branding and website and maximise its use as a communications tool.**
4. Members are requested to note that those areas identified are in addition to the day to day operations of the Parish Office.
5. **OFFICER RECOMMENDATION.** Members are also invited to consider any further priority areas from the Business Plan, in addition to those agreed by the PR&C Committee, and to identify those which could potentially be funded by S106 funding streams.