

## HASSOCKS PARISH COUNCIL

Minutes of a meeting of the GROUNDS AND ENVIRONMENT Committee held on 31 May 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Attendees: Cllrs Jane Baker, Kate Bailey (from item 9), Georgia Cheshire (from item 3), Frances Gaudencio, Peter Gibbons, Ian Weir and Emma Wood.

In attendance: Tracy Bates – Deputy Clerk

GE18/01 APOLOGIES. Apologies were received from Cllrs Leslie Campbell, Bill Hatton, and Sue Hatton, and co-optees Sally Booker and Penny Wadsworth.

GE18/02 DECLARATIONS OF INTEREST. There were no declarations of interest.

Cllr Georgia Cheshire joined the meeting.

GE18/03 ELECTION OF CHAIR AND VICE CHAIR. Cllr Peter Gibbons indicated an interest in standing as Chair. There were no other Members who wished to stand. Cllr Ian Weir proposed that Cllr Gibbons continued as Chair of the Grounds and Environment Committee for 2018/19 and this was seconded by Cllr Frances Gaudencio. All Members voted in favour.

18/03.1 It was RESOLVED that Cllr Peter Gibbons was elected as Chair of the Grounds and Environment Committee for 2018/19.

18/03.2 Cllr Jane Baker indicated that she would be prepared to continue as Vice Chair. There were no other expressions of interest from the Committee to fulfil this role. Therefore Cllr Peter Gibbons proposed that Cllr Baker continued as Vice Chair of the Grounds and Environment Committee and this was seconded by Cllr Ian Weir. All Members voted in favour.

It was RESOLVED that Cllr Jane Baker was elected as Vice Chair of the Grounds and Environment Committee for 2018/19.

GE18/04 MINUTES.

RESOLVED to accept the minutes of the Grounds and Environment Committee meeting held on 29 March 2018.

There were no matters arising.

GE18/05 PUBLIC PARTICIPATION. There were no members of the public present.

GE18/06 OFFICER'S REPORT. Appendix 4 in the agenda. This was noted by the Committee.

GE18/07 PARKLANDS ROAD ALLOTMENTS. Verbal Report (Tony Copeland, Chair of Hassocks Allotment Holders Association, HAHA). Tony Copeland updated the Committee on the recent break in noted in the Officer's report. Several sheds had been smashed open and a significant number of tools had been stolen from allotment holders. A section of the fence on the Southern boundary had been damaged and it seems likely that this had been the place of entry. The theft had been reported to the Police and a crime number given. The blackthorn hedging planted to the northern boundary of the allotment seems to be an effective deterrent, and therefore Tony Copeland enquired about planting similar hedging along the southern fence and this was discussed by the Committee.

It was noted that there is some discrepancy about the ownership of this fence, and although planting outside of the fence would be preferable, it was recognised that this may not be permitted by the landowner.

It would be possible to plant along the allotment side of the fence, however this would impinge slightly on some plots. Nevertheless it was considered that plot holders may support such planting to improve the allotment security.

The Committee were in full agreement with the proposal to use defensive planting and it was AGREED that the following course of action would be applied:

- Cllr Jane Baker would contact the landowner to establish his position with regards to any planting to the south of the fence.
- Tony Copeland would discuss the option of planting along the inside of the fence with allotment holders and establish the general view on this.
- Tony Copeland and the Deputy Clerk would explore the opportunities for grants or funding streams to support this venture.

An update would be provided at the next G&E Meeting.

GE18/08 STREET TREES. In the absence of Penny Wadsworth, the Deputy Clerk informed the Committee that an article had been placed in the Talkabout by the Tree Group inviting expressions of interest from Hassocks residents to have a tree planted in the verge outside their house. The option for requests runs until the end of June. The office had been informed that to date there had been twelve expressions of interest – six for the replacement of previously planted trees which were damaged or dead and six for trees in new locations.

Cllr Kate Bailey joined the meeting.

GE18/09 FLORAL DISPLAYS. The Deputy Clerk informed the Committee that the hanging baskets and lamp post floral displays had all now been installed throughout the village.

GE18/10 ADASTRA PARK MASTERPLAN. Cllr Frances Gaudencio updated the Committee on the Adastra Park consultation. The public engagement held at the May Day event had been a successful day with many visitors and

questionnaires completed. The office is currently collating and analysing the responses received to date and will continue to do so until the consultation closes on 18 June 2018. After half term, Cllrs Kate Bailey and Georgia Cheshire will be going into Windmills Junior School to promote the consultation and encourage the pupils to take part by completing questionnaires

There are Consultation folders and questionnaires located at Hassocks Eye Care Centre, the Health Centre and Age Concern. A folder and some questionnaires have been given to the Keymer and Hassocks Sports and Social Club who have kindly agreed to share these with members of the club, and a folder is also to be put into the Pavilion and all users have been advised of this and invited to participate if they wish.

GE18/11 ADASTRA SKATE PARK. Members were informed that a request had been received from an individual who wishes to run skateboard tuition for 5-10 year olds for approximately two hours per week at weekends, and would therefore like to hire the Skatepark to carry out this activity. Members were invited to consider in the first instance whether private hire of the Skate Park is an acceptable option for exploration to the Committee

Members discussed this request in detail. There was active support for any enterprise which encourages physical activity and the development of skills. However it was noted that in hiring the Skatepark to a private user this would effectively close the facility to any other users for the duration of hire, and it was generally felt that the Committee was not comfortable with this being applied to the Skatepark, particularly on a regular basis. The Skatepark is a free facility for all residents and therefore some of the Committee felt a reluctance to make this available for hire for exclusive use.

After much consideration a vote was taken as to whether private hire of the Skate Park for a commercial enterprise was an acceptable option for exploration to the Committee. Three Members voted against, one Member voted in favour and three abstained.

18/11.1 It was therefore RESOLVED not to permit private hire of the Skate Park.

GE18/12 HEIGHT BARRIER INSTALLATION. Members were 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.

Members were informed 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 of having concerns over security. It was also reported that small motorbikes were being ridden over the park later into the evening and 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.

The car parks accessed via Orchard Lane into Adastra Park are easily accessible by high sided vehicles which means the car parks 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 (MSDC). 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.

Members were asked to note 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. Initial discussions have taken place with a club representative and it is thought that any problems posed could be overcome. However should the Committee decide to progress with a barrier for this car park, this would be discussed further with the club. This car park has not been susceptible to any overnight parking from camper vans to date and is far more exposed than the north field car park, as well as being smaller.

Members discussed the options for barriers and it was agreed that whilst the installation of barriers is a costly measure, it was the only way to ensure the security of the car parks from unwanted vehicles. A query was raised as to allowing access to permitted high vehicles and the Deputy Clerk explained that contractors would be given a key, along with the groundsman and the Bowls Club and KHSSC to ensure the barriers could be opened to allow access for deliveries and contractors.

Members were informed that the cost to install a barrier to the North Field car park only would be £4770 plus VAT, and the cost to install barriers to both car parks would be £9457.50 plus VAT. This included a 2.5% discount on the total cost for two barriers. The cost of the barriers would need to be covered from General Reserves.

Members discussed the various options and:

- 18/12.1 It was RESOLVED to RECOMMEND to Full Council the installation of two height barriers – one at the entrance of the North Field Car Park and one at the entrance of the South Field car park (between the Pavilion and KHSSC) – at a total cost of £9457.50 plus VAT to be funded from General Reserves.

It was noted that any impact on the clubs using the car park would be explored in the meantime and this would be reported back at the Full Council meeting and that the Parish Clerk would also give more detail on the impact of taking £9457.50 from General Reserves.

- GE18/13 HASSOCKS MAY DAY CELEBRATION. Following the successful Community Mayday event held recently in Adastra Park, Members were asked in principle to approve a request from Michelle Binks to hold a Community May Day Event in Adastra Park on Monday 6 May 2019 and to have full use of facilities on Sunday 5 May to allow for preparation. The use of the Pavilion and South Field would be required on both dates.

Cllr Kate Bailey declared an interest in this item and the following item – Proms in the Park.

It was noted that this had been a very successful and enjoyable community event and that the Parish Council were pleased to support such events. Cllr Bailey was able to respond to a question raised as to whether the event was commercial. She informed the Committee that the aim of the event had been a community event which also allowed charities to raise funds for their cause. It had been organised under the umbrella of the newly formed Hassocks Community Organisation (HCO) and the accounts of the event are held with HCO. The Parish Council had allowed the use of the Park and the Pavilion free of charge on this basis. A small amount of money was raised by the organisers by charging stall holders for a pitch, holding a dog show and through running a Pimms tent. A financial contribution had also been made by KHSSC. The only commercial enterprises were food sellers and these paid 10% of their takings at the event. All money raised from the event was used to cover costs, and there was approximately £100 left over. This would be put towards the next May Day event.

Cllr Bailey then refrained from any further contribution to the discussion.

The Committee were fully in support of a May Day event in 2019.

18/13.1 It was RESOLVED that the park and the pavilion would be reserved at no charge on Sunday 5 May and Monday 6 May 2019 to allow a Community May Day event to be held. This would be subject to meeting the same terms and conditions as have previously been applied to such events.

GE18/14 PROMS IN THE PARK. Members were invited to consider a request from Michelle Binks to approve the use of Adastral Park South Field for a 'Proms in the Park' on Saturday 7 September 2019. The concept of the event 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.

Members discussed this request in detail. Whilst support was expressed for the concept, it was recognised that this would be a more ambitious event than the May Day and would potentially involve charging an entrance fee. This would thus exclude some residents from accessing the park and therefore the Committee agreed that this event could be viewed as a potentially commercial enterprise and as such a charge may be applied. It was recognised that at this stage the event planning is still in its infancy, however the need to reserve the facilities early on was important to allow affected Sports Clubs sufficient notice

when planning fixtures. It was however agreed that more details would be required to make a final decision.

Some concern was raised that reserving the South Field only on the Saturday would not allow sufficient time for preparation and setting up. It was also considered that the pavilion might be required.

Members recognised the achievement in organising such events and commended those that undertake to do so. The need to encourage forward planning and good communication of information was agreed as vital to ensuring effective partnership between HPC and community groups. The Parish Council needs to have clear information and full details of events being held on its land, to ensure the Council is meeting its responsibilities.

18/14.1 It was **proposed** to reserve the Adastra park south field and Pavilion on Friday 5 September and Saturday 6 September 2019 to allow the holding of a Proms in the Park. However this reservation is subject to full details and information being provided to the Council six months prior to the event and this information meeting with the approval of the Council. It is also subject to the understanding that a charge maybe applied for the use of the facilities.

Sports clubs are to be informed of this date and that Adastra Park facilities will not be available for use. However should the above conditions not be met six months prior to the event, the Parish Council reserves the right to cancel the booking and to make the facilities re-available to the sports clubs.

Cllr Bailey did not participate in this vote.

This proposal was unanimously AGREED for the use of Adastra Park facilities on 5 and 6 September 2019 to hold a Proms in the Park.

GE18/15 BUS SHELTER CLEANING. Members were 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 £78.28 plus VAT per clean for all three shelters.

The Deputy Clerk asked members to note that the cost of £75.00 on the cover sheet of the agenda was incorrect and £78.28 per clean was the correct amount.

Members were very much in favour of continuing the Bus Shelter cleaning programme and agreed it was a necessary service to the community. It was noted that a budget had not been allocated for the continuation of this service, and that therefore funds would need to come from General Reserves. However it was thought that a budget had been allocated for the continuation of the Burgess Hill Town Council reactive service which had now ended. The Deputy Clerk to confirm this with the Clerk.

18/15.1 It was **RESOLVED TO RECOMMEND** to Full Council the continuation of the bus shelter cleaning programme for the shelters at Stonepound north, London

Road east and Keymer Road, Spitalford Bridge on a monthly basis at a total cost of £782.80 from June 2018 to March 2019. Subject to clarity being provided on whether this could be funded from the BHTC Reactive Works budget.

GE18/16 BUSINESS PLAN. Cllr Frances Gaudencio updated the Committee on the Business Plan and explained that at the recent Policy, Resources and Communications Committee meeting held on 22 May 2018, Members agreed the following four key objectives from the Business Plan (previously circulated) to be the priorities for the Parish Council over the following two years:

- A GREAT PLACE TO WORK AND LIVE

Objective 1. (BP) 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. (BP) 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.(BP) 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. (BP) Review our branding and website and maximise its use as a communications tool.

Members of the G&E Committee were invited to consider whether the Committee wished to add 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.

Cllr Gaudencio expressed the importance of the Council being pro-active and having a list with possible areas for S106 funding prepared in advance.

Cllr Wood queried the limitations of Objective 7 regarding a cycle way to the east of the railway only. Cllr Weir explained that this was a longstanding project and had been part of the Business Plan objectives over a long period of time. However it did not mean that other cycle ways were excluded and it was noted that Objective 10 allowed for the inclusion of various other projects. It was also noted that the Parish Council had been and will continue to be involved with various other community groups aiming to improve cycle ways throughout the village.

After a full discussion, the Committee expressed full AGREEMENT of the four key objectives as proposed by the PR&C Committee and did not wish to add any further areas.

Cllr Frances Gaudencio and Tony Copeland left the meeting.

- GE18/17 TRAFFIC AND PARKING. Cllr Ian Weir updated the Committee on the recent consultation held by Hassocks Parish Council Parking Group. The responses from the consultation had been collated and alterations made to the original proposals. The revised proposals have submitted to West Sussex County Council (WSCC) via Cllr Kirsty Lord. A meeting is to be arranged between WSCC representatives and Cllr Ian Weir to review the proposals and responses in line with WSCC Highways guidance. The proposals will then be finalised to be presented to the West Sussex County Local Committee meeting in October 2018. If the proposals are agreed, a formal consultation will then be held by WSCC.
- GE18/18 PUBLIC RIGHTS OF WAY. Cllr Ian Weir informed the Committee there was nothing to report.
- GE18/19 URGENT MATTERS at the discretion of the Chairman for noting and/or inclusion on a future agenda. There were no urgent matters
- GE18/20 DATE OF NEXT MEETING. Thursday 28 June 2018 at 7.30pm.

There being no other business the meeting closed at 9pm..

Signed .....Chairman

Date.....