

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 22 November 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

Parish Clerk
15 November 2018

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 October 2018. (Previously Circulated)
4. **PUBLIC PARTICIPATION.**
5. **OFFICER'S REPORT.** (Appendix 1)
6. **PARKLANDS ROAD ALLOTMENTS.** Verbal Report (Tony Copeland, Chair of Hassocks Allotment Holders Association)
7. **CHRISTMAS LIGHTS.**
 - 7.1 Members are invited to approve the continuation of the current Christmas Lighting Contract for an additional year to provide lights in 2019. (Appendix 2)
 - 7.2 Verbal update on Christmas Lights 2018. Deputy Clerk.
8. **ADASTRA PARK.** Members are invited to note an update on various matters regarding the Adastra Park masterplan. (Appendix 3)
9. **TRAFFIC AND PARKING.** Verbal Update (Cllr Ian Weir/Sally Booker)
10. **PUBLIC RIGHTS OF WAY.** Verbal Update. (Cllr Leslie Campbell)
11. **URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
12. **DATE OF NEXT MEETING** Thursday 24 January 2019 at 7.30pm

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. 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.

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.

Clerk: Ian Cumberworth, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH Tel: 01273 842714 email: info@hassocks-pc.gov.uk

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 22 November 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 5 - **OFFICER'S REPORT**

1. The purpose of this report is to update the Committee on Grounds and Environment (G&E) Matters.
2. **ADAstra PARK**
 - i. Litter Picking. A team of students from Downlands School Eco Club will be visiting Adastra Park to carry out a litter pick. Whilst litter is not a significant problem at this time of year, it is a positive step to raising awareness of the issue, as well as further enhancing a working partnership between the Parish Council and Downlands School.
 - ii. Damaged Bench. A memorial bench in the North Field has been damaged by anti-social behaviour. The Monday Group have inspected the bench and have been able to carry out necessary repairs.
3. **BURIAL GROUND**. The Monday Group have installed the new signage at the Burial Ground, and the Burial Ground Car Park will now be opened between 9am and 3.30pm on most weekdays.
4. **DOWNLANDS SCHOOL CHRISTMAS TREE EVENT**. Hassocks Parish Council will be participating again in the Downlands School Christmas Tree Forest – this is a partnership between local Hassocks businesses and associations and the young people of Downlands School. The theme of the tree this year will be centred on the Garden of Remembrance.
5. **FINGER POST - STONEPOUND**. The fixing of one arm of the fingerpost at Stonepound Crossroads has required remedial works due to the arm dropping. An inspection has shown that the post is starting to rot and will need replacing. Costs and options are being explored.
6. **AGREED ANNUAL DONATIONS**. Members are asked to note that the following agreed annual donations/grants are to be paid in November 2018.
 - £200 to Hassocks Allotment Holders Association. This is a contribution of £5 per half plot which is used by Haha towards materials and projects for improvements and maintenance on the allotment site. This procedure was reviewed and agreed at the G&E meeting held 23 November 2015. (Min ref: 15/167) and approved as part of the budget for 2018/19.
 - £750 to the Monday Group. The payment of an annual grant of £750 was agreed at the G&E Meeting held on 28 November 2016 (Min ref: 16/540) in recognition of the ongoing assistance the group provides in maintaining Council assets. This grant comes from Section 137 expenditure and was approved as part of the budget for 2018/19.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 22 November 2018

Contacts for this report: Deputy Clerk

Subject: Item 7 – **CHRISTMAS LIGHTS**

1. The purpose of this report is to invite members to approve the continuation of the current Christmas Lighting contract for a further year. The existing contract is due to end in January 2019.
2. At the G&E Meeting held on 28 June 2018. Members were informed that current Christmas Lights contract will come to an end in January 2019. Members were invited to consider approving the continuation of funding for Christmas Lights for Hassocks, and the instigation of seeking quotations for a new contract. Members were in favour of HPC continuing the funding and organisation of the Christmas Lights and it was AGREED that the Clerk/Deputy Clerk should obtain quotations for the continuation of this project. (Minute Ref: GE 18/30).
3. Approval is required from SSE, the WSCC Street Lighting contractor, for the installation of Christmas lights each year. This year, SSE has required an increased level of certification from the contractors installing the Christmas lights. Many of the contractors do not have this in place, and the request was made by SSE at very short notice, and in some cases after approval had been given. Therefore SSE agreed to waive the certification for this Christmas period. However it will be required for future years.
4. It appears that acquiring the certification is a lengthy process and the certification is not necessarily tailored to independent contractors. It is also understood that other authorities have not made the same requests, and that currently discussion is underway between Christmas light contractors and SSE about the future situation for the installation of Christmas lighting in 2019.
5. The contractor currently employed by Hassocks Parish Council has agreed to continue the Christmas lighting contract for a further year at the same cost to Hassocks Parish Council as the existing contract. The cost being £3200 plus VAT.
6. Given the uncertainty of the situation, Members are invited to consider approving the continuation of the existing Christmas lighting contract for a further year to provide the lighting for Christmas 2019. This will provide a period of time for contractors to establish clear guidelines of the new requirements for the installation of Christmas lights on lamp posts and to obtain the necessary certification. At this stage, going out to tender would not allow the Parish Council to establish which companies were correctly certified.
7. OFFICERS RECOMMENDATION. Members are invited to approve the continuation of the existing Christmas lighting contract for a further year to provide Christmas lights for Christmas 2019 at a cost of £3,200 plus VAT.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 22 November 2018

Contacts for this report: Parish Clerk

Subject: Item 8 – **ADASTRA PARK**

1. The purpose of this report is to update Members on various matters regarding the Adastra Park Masterplan.

2. Garden of Remembrance –

- a) As part of a programme of improvements to the Garden of Remembrance it is proposed to undertake some tree works in the sum of £700 in December which will be funded from the Adastra Park tree maintenance budget (180/465). This work will improve the level of light in areas of the Garden which at present is having a detrimental impact on areas of growth and in particular certain grass areas and flower beds. To improve the opportunities for planting the Clerk, Cllr Baker and the tree surgeon have met to identify a programme of works to improve the areas required, it is envisaged this will assist the volunteer group when undertaking future planting schemes and have a positive impact on the overall appearance of the Garden.

Members are requested to support this action.

- b) Oak Planters. It has been suggested that we consider installing two large oak planters either side of the Lych gate to enhance the entrance. Preliminary discussions have been held with the Monday group who have indicated to construct and install these would be around £300 for the pair. The initial suggestion came from discussions with the garden volunteers. Members are asked to consider this proposal, if Members were minded to approve this it could be funded from the park masterplan fund. At present no funds have been expended from this reserve on the garden although significant improvements have already been achieved by the volunteers.

Members are invited to approve the necessary expenditure for materials to build and install two oak planters, to be funded from the Adastra Park masterplan EMR.

3. **Rain garden** – The first stage of the installation of the rain garden in the South Field commenced during the week beginning 5/11/18. The garden will be planted up in due course.
4. **Skate park/Wheel park** – A consultant has now been appointed and progress has been made to finalise the tender documents. It is envisaged that the tender will be advertised by the end of November. On this basis it is anticipated the new facility will be completed by June/July next year which would be within the timeframe limits set out by the section 106 agreement.
5. **Operation Watershed** -North field. Some unforeseen external technical issues have arisen however we are working on ways with OART to resolve these where feasible.