

## HASSOCKS PARISH COUNCIL

### Minutes of a meeting of the **GROUND AND ENVIRONMENT** Committee held on 25 October 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Attendees: Cllrs Peter Gibbons, Jane Baker, Leslie Campbell, Ian Weir and Frances Gaudencio.

In attendance: Ian Cumberworth – Clerk.

**GE18/68 APOLOGIES.** Apologies were received from Cllrs Georgia Cheshire, Sue Hatton, Bill Hatton, Emma Wood, Kate Bailey and co-opted members Sally Booker, Tony Copeland and Penny Wadsworth

**GE18/69 DECLARATIONS OF INTEREST.** There were no declarations of interest.

**GE18/70 MINUTES.**

**RESOLVED** to accept the minutes of the Grounds and Environment Committee meeting held on 27 September 2018.

**GE18/71 PUBLIC PARTICIPATION.** There were no members of the public present.

**GE18/72 OFFICER'S REPORT.** Members noted the Officer's Report.

**GE18/73 PARKLANDS ROAD ALLOTMENTS.** – No items to report

**GE 18/74 MID SUSSEX PLAY, AMENITY GREEN SPACE & COMMUNITY BUILDINGS ASSESSMENT.**

MSDC are currently undertaking a survey on Play, Amenity green space & Community buildings within Mid Sussex. Hassocks Parish Council have secured an extension of time to complete this questionnaire until 2<sup>nd</sup> November if members wished to participate.

Members considered the content of the questionnaire and indicated that the Parish should participate in this initiative.

Members were invited to nominate a member(s) to submit a contribution on behalf of the Council in conjunction with the Clerk.

**RESOLVED** that all members present at the meeting would contribute towards the completion of the document and submit contributions to the Clerk by Monday 29<sup>th</sup> October. The Clerk will then co-ordinate the Councils submission in conjunction with Cllr Gaudencio.

**GE 18/75 ADASTRA PARK MASTERPLAN.**

75.1 **Rain Garden** - Members were advised that the Council had now received confirmation that work will commence on the rain garden between the 7<sup>th</sup> – 9<sup>th</sup> November. Once the ground has settled HKD will then undertake the planting of the garden based on the planting scheme & plants kindly donated by Garden Sage.

75.2 The Clerk informed Members that extensive work had been ongoing in the background to develop this initiative; this involved liaising with various suppliers to gauge potential interest. This has included not only skate park contractors but also play equipment providers/suppliers.

A number of site visits have occurred from suppliers and in some instances they have provided some suggested options ideas/designs/costs regarding the supply/installation of play equipment.

As part of this process various due diligence checks on the background on some of these companies has been undertaken. In the skate park market in particular a number of companies previously in the market have ceased to trade due to their financial standing. This includes the supplier(s) the Council previously liaised with when this initiative was first conceived.

The Council has currently allocated £165,000 of their own reserves to support the overall Adastra Park project delivery. In addition, earlier this year the Council was successful in securing additional external funding of £75,000 from s106 funds to specifically support the skate park/wheel park project.

Members were advised that to enable the scheme to progress to the next stage of tendering the contract and project managing and delivery of the project, additional support will be required to deliver this as at present there is limited capacity within the office.

The Clerk indicated that up until now within the overall Adastra Park plan project the only item that has been specifically allocated a budget is the skate park (£100,000) which is made up of £25,000 from our own reserves and £75,000 from external funding.

The Clerk therefore sought authorisation from the Committee to utilise funds allocated to the overall scheme to appoint external resources to support this process. The expenditure of the external funding is subject to a time limit (July 2019) therefore it was important that the scheme was progressed as soon as practical.

Members were provided with an outline of a typical tendering timeline process for this type of contract

End Nov: tender documents completed/advertisement

Dec /pre-tender meetings/site visits etc.

Early January – Returned documents/evaluation/selection

Mid-January consultation – on design with public

Installation commences April (approx. 8-week build) –

Completion June 19

Members were advised that it may also be feasible to run the installation of the older children's play equipment alongside this as a separate contract. However, the tender processes for this would be at a later point due to the available space only being

known once the final footprint of the skate park has been established and the selected play equipment chosen for installation. However, both projects would aim to be completed at and around the same finish point. To achieve this, we would need to acquire some external expertise/support.

The Clerk informed Members that he had been in discussion with some potential consultants who would be able to assist us. Although MSDC were also approached unfortunately they are not in a position to assist at present.

Members acknowledged that the Council would need external support to take this phase forward and were in favour of funds being made available to achieve this.

In accordance with financial regulations Procurement of Goods & Services 13.1 it would allow acceptance on behalf of the council by the clerk subject to budget approval allocation by members up to £5,500 without the need to obtain quotations. The overall scheme currently has an allocated budget of £165,000 plus £75,000 pending from external sources therefore an overall budget of £240,000

The Clerk advised Members that this element of work would meet the criteria set out in Financial Regulation 13.3 Exception to procedures.

(vii) Contracts with professional persons or companies for the execution of work & for advice in which the personal skills of the person or company is of primary importance. In this instance we would not be a required to obtain 3 quotations.

On this basis selection can be made by the Clerk and Chair of either Council or appropriate Committee.

Members accepted that either of these Regulations could be applied and **RESOLVED** to authorise the Clerk to identify and appoint an appropriate consultant to support this project and that funds would be allocated from Adastra Park Masterplan budget.

Members also wished to place on record their appreciation for all the extensive work the Clerk has undertaken to date to progress the scheme to this stage.

**75.3 OART – Operation Watershed initiative works in the north field** - Members were informed that the Council is awaiting outline designs which were anticipated to have been received by now. The Clerk undertook to follow this matter up.

**75.4 Garden of Remembrance –** Cllr Baker updated Members that the volunteer group is progressing well and have worked regularly for the last 5 or so weeks in the garden usually on a Friday or Monday afternoon. It's already made a difference and some improvements can be seen and the volunteers remain enthusiastic.

At present no monies have been expended on the garden however some tree works will be required but this will be funded from existing tree maintenance budgets. Sessions will continue to be run for the next few weeks. The Rotary group have also attended a session and they have agreed to support some future sessions.

Cllr Baker also drew member's attention to an article in Sussex Living (November edition page 54) on the work being undertaken by the Parish Council in the Garden of Remembrance.

Cllr Gaudencio thanked Cllr Baker for all her efforts in overseeing this initiative and it's really positive to see the progress being made.

Members discussed the need to update the Community on the progress to date of the overall project, it was agreed that a press release would be drafted by Cllr Gaudencio and agreed by the Clerk for publication in Talkabout, HPC website, Facebook and Twitter etc.

**GE 18/76 HASSOCKS JUNIOR FOOTBALL CLUB SIGNAGE REQUEST.**

A letter (Appendix 3) had been received from HJFC requesting the Council to install club signage at the two entrances to Adastra Park. After careful consideration Members felt that as four other clubs also use facilities at the park (cricket/stool ball, tennis and bowls) this could set a precedent and result in a proliferation of signage which the Council would be keen to avoid. Members were reminded that the issue of signage within the park is also to be reviewed as part of the park masterplan. **RESOLVED** to decline the request to install club signage at the entrances of the park.

**GE 18/77 GROUNDS & ENVIRONMENT COMMITTEE BUDGET INITIATIVES 2019/20.**

Members discussed a number of potential areas they would like to see supported including Public Footpaths, Traffic calming, and Garden of Remembrance. Members were also informed by the Clerk that we have a number of areas where we may have to consider some remedial works such as surfacing in Orchard lane. Members felt that it would be helpful to allocate a sum annually into a repair sinking fund to assist in financing these types of works. To assist the budget setting process going forward Members were requested to review the detailed budget description codes to identify any specific areas members would wish to support to inform future budget setting discussions

**GE 18/78 REMEMBRANCE EVENTS.** The Clerk informed members that the Remembrance beacon lighting in Clayton event scheduled for the 11<sup>th</sup> November has been organised by Michelle Binks and is currently being promoted. It is understood the only remaining item to organise is the appropriate Public liability insurance.

**GE 18/79 TRAFFIC & PARKING MATTERS.** Cllr Ian Weir informed Members that Phase 1 of this initiative has now recently been completed with the introduction of various waiting restrictions and traffic calming measures within the village.

Proposals for Phase 2 of the scheme have now been submitted to WSCC; as Hassock Parish Council is sponsoring this scheme the responsibility of preparing all the appropriate papers has fallen on Cllr Weir and Sally Booker. This second phase will cover Woodlands Road, North Court, Stonepound Road, Downlands Road, Clayton Avenue, and Standford Avenue. This scheme has been informed by extensive consultation throughout this process and responsibility now lies with WSCC as to how and when they progress this.

Members asked whether there are any plans to improve the flow of traffic in the high street such as the realignment of the pathways. Cllr Weir confirmed that there is likely to be a Phase 3 which would look to address these very issues.

Members commended Cllr Weir and Sally Booker for the exceptional work they have undertaken on this initiative.

**GE 18/80 PUBLIC RIGHTS OF WAY.** Cllr Campbell informed Members that we should be receiving a copy of the recent inspection of PROW. No other points were raised.

**GE 18/81 URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda.

**GE18/82 DATE OF NEXT MEETING.** The date of the next meeting is Thursday 22 November 2018.

There being no other business the meeting closed at 9.20 pm

Signed .....Chairman Date.....