

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 **Monday 25 March 2019 at 7.30pm** in the Parish Centre, Adastra Park, Hassocks.

Parish Clerk
19 March 2019

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 21 February 2019. (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. **ADASTRA PARK TREES**
 - 7.1 **Hassocks WI 10th Anniversary.** Members are invited to consider a request from Hassocks WI to plant a tree in the Garden of Remembrance (Appendix 2)
 - 7.2 **Adastra Park Tree Work.** Members are invited to consider proposed tree works in Adastra Park. (Appendix 3)
8. **ADASTRA BENCHES.** Members are invited to approve the installation of two benches in Adastra Park.(Appendix 4)
9. **ADASTRA PARK FENCING REPAIRS.** Members are invited to approve repairs to the fencing around the Children's Playpark. (Appendix 5)
10. **GROUND EQUIPMENT.** Members are invited to approve the purchase of a Long Reach Hedge Trimmer to be used for grounds maintenance.(Appendix 6)
11. **ADASTRA FACILITIES HIRE FEES AND CHARGES.** To approve the fees and charges for the hire of Adastra Park facilities for 2019-20. (Appendix 7)
12. **TALBOT FIELD MANAGEMENT PLAN.** Members are invited to consider recommendations for the management of Talbot Field.(Appendix 8)
13. **OPERATION WATERSHED.** Update (Appendix 9)
14. **TRAFFIC AND PARKING.** Verbal Update (Cllr Ian Weir/Sally Booker)
15. **PUBLIC RIGHTS OF WAY (PROW)** Verbal Update. (Cllr Leslie Campbell)
16. **URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
17. **DATE OF NEXT MEETING** Tuesday 23 April 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

Appendix 1

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

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. **Parklands Road Allotments.** An application has been submitted to MSDC for Planning Permission for the installation of up to 20 Greenhouses on allotments.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

Contacts for this report: Deputy Clerk

Subject: Item 7.1 – **HASSOCKS WI 10th ANNIVERSARY**

1. The purpose of this report is to invite the Committee to consider a request from the Hassocks WI to plant a celebratory tree.
2. Correspondence has been received from the President of the Hassocks WI to enquire as to whether the Committee would consider approving the planting of a native tree, ideally in the Garden of Remembrance, to mark the 10th Anniversary of the group.
3. As the co-ordinating Member of the Garden of Remembrance Volunteer Group, advice was sought from Cllr Jane Baker as to this request and the preferred location and species of tree. Cllr Jane Baker has made a site visit and will update Members at the meeting.
4. It is recommended that if a plaque is to be displayed with the tree, then this should be of the same material and design as the plaque already on display with the Twinning Association tree planted in the Garden of Remembrance.
5. **OFFICER RECOMMENDATION.** Members are invited to consider the request to plant a tree by the Hassocks WI in the Garden of Remembrance, using the guidance of Cllr Baker to approve the species and location.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

Contacts for this report: Deputy Clerk

Subject: Item 7.2 - **ADASTRA PARK TREE WORK**

1. The purpose of this report is to invite Members to consider and approve the following proposed tree work to trees in Adastra Park.
 - An overhanging branch from a willow tree is resting on the post and rail fencing at the bottom of the North Field. This requires cutting back.
 -
 - Along the eastern edge of the North Field there is a tall rotting Poplar trunk which requires felling. The trunk will be left in the undergrowth to provide a natural habitat for wildlife.
 - Along the Northern boundary of the South Field two large Oak trees are significantly overhanging the park and cricket boundary. It is recommended that they are lifted by approximately 4 metres.
3. The total cost for the above work would be £400.00 excluding VAT. There is currently £1450.00 in the Adastra Park Tree Maintenance budget.
4. **OFFICER RECOMMENDATION.** Members are invited to approve the tree works as described above and the expenditure of £400.00 from the Adastra Park Tree Maintenance budget.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

Contacts for this report: Deputy Clerk

Subject: Item 8 - **BENCH INSTALLATION**

1. The purpose of this report is to invite Members to consider proposals to install the two benches donated from Network Rail within Adastra Park.
2. The benches are 7ft solid teak seats which are very similar to the Roble range used by HPC for memorial benches.
3. The two suggested locations are as follows:
 - i. On the grassed area running N/S from the KHSSC and the Adastra pavilion, just in front of the car park.
 - ii. On the Northern boundary of the first section of the Garden of Remembrance, to replace the bench removed due to damage last year.
4. It is recommended that these benches are installed on a concrete base for security and maintenance reasons.
5. A quote has been received for the installation of the benches as follows:

To dig out and concrete two 240 x 90 cm plinths for the two benches. The benches will be attached to the plinths with metal straps fixed to the back of the bench legs, on the two back legs.

Total Cost £571.00 plus VAT (£685.20 inclusive).
6. **OFFICER RECOMMENDATIONS.**
 - i. Members are invited to approve the installation of two benches on concrete bases in the locations as described above.
 - ii. Members are invited to approve the expenditure of £571.00 to cover the cost of the installation, this expenditure would need to be funded from General Reserves as there is not sufficient funds remaining in the Repair and Renewals budget for Adastra Park for 2018/19.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

Contacts for this report: Deputy Clerk

Subject: Item 9 – **ADASTRA PARK FENCING REPAIRS**

1. The purpose of this report is to invite Members to approve repairs to the fencing surrounding the children's play park.
2. Following a safety inspection report some of the fence posts around the children's playpark have been reported as being in need of repair or renewal.
3. A quote has been sought from a local fencing contractor to carry out the necessary repairs as is as follows:
 - Straighten chain link cladding to fence and gates (as far as practicable) and reattach with galvanised staples.
 - Replace 7No. broken posts with treated softwood posts complete with 'post saver' sleeves, set into the ground and surrounded with concrete.
 - Excavate around 6No.loose posts and re-set upright in concrete.

For the sum of £685.70 plus VAT

4. **OFFICER RECOMMENDATION.** Members are invited to approve the required repairs and the expenditure of £685.70 excl VAT to be taken from the Play Equipment Repair and Renewals budget.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

Contacts for this report: Deputy Clerk

Subject: Agenda Item 10: **GROUNDS EQUIPMENT**

1. The purpose of this report is to invite the Committee to approve the purchase of a Long Reach Hedge Trimmer for the use of the Groundsman in the maintenance of hedges on HPC land.
2. The Groundsman currently uses a short hedge trimmer and accesses the tops of hedges by using a ladder. It is recommended that a long reach hedge trimmer should be used for increased safety.
3. A quote has been obtained to purchase a HL-92 Long Reach Hedge Trimmer at a cost of £600.00 incl. VAT.
4. **OFFICER RECOMMENDATION.** Members are invited to approve the expenditure of £600.00 incl. VAT for the purchase of a Long Reach Hedge Trimmer. Expenditure to be taken from the Grounds Machinery and Equipment budget.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

Contacts for this report: Deputy Clerk

Subject: Agenda Item 11: **ADASTRA FACILITIES HIRE FEES AND CHARGES**

1. The purpose of this report is to invite the Committee to consider and agree charges for the hire of Adastra Park Facilities from 1 April 2019 to 31 March 2020.
2. Charges have been currently calculated to date based on the Mid Sussex District Council (MSDC) charging structure in most cases. The proposed revised charges have been kept primarily in line with MSDC.
3. Attached is a copy of the Hassocks Parish Council charges for 2018 -19 and the proposed charges for 2019 -20.
4. Members are invited to consider the revised charges as provided with particular attention drawn to the following:

Tennis Charges

- i) It was agreed at the G&E Committee meeting held on 30 March 2017 not to increase casual hire charges for the Adastra Tennis Courts (Min ref 17/716). Members agreed to defer any changes to charges or booking arrangements until the Adastra Park review had been completed. As noted at that meeting, public hire charges have not been increased since 2011. Whereas Club Member charges have consistently increased in line with MSDC.
 - ii) At the G&E Committee meeting held on 26 February 2018 Members agreed that as the Park review was still underway, a sensible approach would be to continue to wait until decisions had been made as to the future plans for Adastra Park. It was therefore RESOLVED that the public hire charges for the Adastra Park Tennis Courts would remain unchanged for 2018-19. (Min ref 17/115.2).
 - iii) For 2019/20 MSDC has reduced its fees for the Casual Hire from £8.60 (Full Rate) to £6.50 (Full Rate). This was following advice from the LTA that the previous charge was considered too high for casual tennis.
5. **OFFICER RECOMMENDATIONS.**
 - i. It is recommended that the Committee approve the casual hire of the tennis courts remain unchanged at £7.00 (Full Rate).
 - ii. It is recommended that the Committee approve all other proposed increases in charges and fees for the use of Adastra Park facilities.

HASOCKS PARISH COUNCIL

Comparison of Adastra Park Sports Facilities Fees and Charges 2018/19 and proposed 2019/20

General Conditions

1. The charges included in this leaflet are effective from 1 April 2018 to 31 March 2019 in relation to the sports facilities operated by Hassocks Parish Council. Summer and Winter season dates are specific to each facility and activity.
2. All hirers must complete an official HPC application form and adhere to the Council's published Terms and Conditions of Hire prior to the booking period.
3. Payment for the hire of facilities must be made in advance unless otherwise are agreed.
4. Discounted Rates - where a discounted rate (50% of the full rate) is provided, the following conditions apply:
 Juniors - to qualify for the discounted rate, facility users must be under the age of 17 at the time of hire.
 Senior Citizens - to qualify for the discounted rate, facility users must be 60 or over at the time of hire.

	Current Full Rate	2019/20	Current Discounted Rate	2019/20
SPORTS HIRE - SUMMER				
Cricket Turf Wicket - per use	43.50	44.55	21.75	22.25
Cricket Turf Wicket - evening rate	22.85	23.40		
Juniors on Artificial Pitch			11.40	11.70
Cricket Net Practice				
Per session	22.85	23.40	11.40	11.70
Water for cricket square will be recharged at cost				
Stoolball - South Field per use	21.20	21.75	10.60	10.85
North Field	N/A		5.30	5.45
Bowls - Club Members	125.60	129.00	62.80	64.50
Water use will be recharged to the Bowling Club				
Tennis - Casual Hire per Court	7.00		3.50	
Key Deposit - returnable	5.00		5.00	
Tennis - Club Members	89.60	92.00	44.80	46.80
Couples	135.00	138.50	N/A	
Children of Adult Members			15.75	16.15
SUMMER PAVILION HIRE				
Changing Rooms/Toilets/Kitchen/Bar/Storage	37.00	37.90	N/A	
Changing Rooms/Toilets/Kitchen/Storage	25.00	25.60	12.50	12.80
Toilets/Kitchen/Storage	12.50	12.80	6.25	6.40
SPORTS HIRE - WINTER				
Football - per use	56.00	57.50		
Junior Football on Senior Pitch			28.00	28.75
Mini-Pitch			14.00	14.35
Training Session (per session)	14.40	14.80	7.20	7.40
WINTER PAVILION HIRE	30.50	31.25	15.25	15.65
Community Pavilion Hire	9.25 per hour	9.50 per hour		
Fitness Training Charges (4 hour session)	10.30	10.55		

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

Contacts for this report: Parish Clerk

Subject: Agenda Item 12: **TALBOT FIELD MANAGEMENT PLAN**

1. Earlier in the year the Council took up the offer from The Woodland, Flora & Fauna Group (TWFFG) to undertake some improvement /renovations to Talbot Field to enhance its appearance and improve the wildlife environment. The Council has worked with this group over a number of years and they have installed a number of bat and bird boxes on site to encourage wildlife. This initiative has been highly successful in encouraging wildlife into the field and the Council has previously received annual reports on the species occupying the site.
2. A number of years ago the Council determined to reduce the level of maintenance of the field for it to become a more 'natural' environment. At the time advice was sought from Sussex Wildlife Trust as to how the site should be maintained, however it appears that few of the recommendations were actually implemented. During the time since the decision to create a nature area, the site has been allowed to mature naturally with limited remedial maintenance work, consequently the woodland area had become significantly overgrown and wide spread self- seeding white poplar trees in the main field which if left unchecked would have taken over the field.
3. The TWFFG volunteers have undertaken a programme of improvement/clearance works including significant bramble clearance in the woodland area and removal of the self-seeded trees which has significantly opened up the site. The bramble clearance has revealed the path that was originally laid many years ago and has also allowed the bluebells previously impeded by the brambles to thrive. Although the weed membrane beneath the path is in good order the bark chippings laid to cover the membrane have been dispersed.
4. Discussions have been ongoing with the group as to whether they would be prepared to consider to work in partnership with the Council to maintain the site and enhance its wild life value. The group have indicated that they would be very happy to do so; on this basis that their advice was sought as to the type of management regime they would recommend to maintain and enhance the nature value of the site.
5. The suggested maintenance regime is as follows:
 - The woodland would benefit from having the bramble under-storey cut annually at the end of the summer when the flora has come to the end of its growing season.
 - To remove any fallen branches and the random growth of tree seedlings that may have occurred during the summer months in preparation for the coming spring.
 - Annual grass cut of the field at the end of July by contractors to keep the grass in a good condition, prevent the re-infestation of tree seedlings and restrict any outward spread of bramble from the woodland. The timing of this after the flower growing season will allow any flora to emerge, flourish and decline naturally.

- The field would benefit from the introduction of some wild flower species to make of more value to nature and to increase its value to that of a meadow. This could be tried gradually as such introduction is often difficult where coarse grass already exists. The best method would be by plug-planting a few at a time so that their progress could be individually monitored and nurtured. It could therefore take a few years before the improved appearance and increased nature value became obvious. The timing and duration of this would be during the spring and summer months each year.
- The brush growth around the perimeter would be cut annually by TWFFG at the end of the summer. This would halt the inward spread of bramble and nettle into the field and hopefully prevent any complaints from the neighbouring properties whose owners currently appear delighted with the work already carried out in this respect.
- The existing woodland has 8 bat and 8 bird boxes in it. They are highly used by both bats and birds and are cleaned out by the TWFFG group in late summer/early autumn in readiness for occupation the following year. The bat boxes are monitored by a licenced team and the results are forwarded to the Parish Council and *Natural England (this is a statutory requirement placed on the licence holder). The boxes have an extremely high occupancy compared to many other locations and the woodland and bats would benefit from additional boxes being mounted high in the trees.

It is recommended that the Council consider acquiring and installing an extra 6 wood Crete (a mixture of wood-pulp and concrete for improved durability and thermal insulation properties) bat boxes with the option to install a further 4 bird boxes mounted on the trees in the eastern end of the field could be beneficial to the bird population. The installation and maintenance would be undertaken by TWFFG.

Bat Boxes

3 boxes of type 2F Schwegler Bat Box at £29.00 each (net)
 1 box of type 1FD Schwegler Bat Box at £51.65 (net)
 1 box of type 2FN Schwegler Bat Box at £37.50 (net).
 1 box of type 2F DFP Schwegler Bat Box (with double-fronted panel) at £37.50(net)
 Total net cost £213.65.

Bird Boxes for the smaller new woodland at the eastern end,

2 of type 1B Schwegler Nest Box at £23.30 each (net).
 2 of type 2GR Schwegler Nest Box (with oval entrance) at £29.15 each. (Net)
 Total net cost £104.90.

6. OFFICER RECOMMENDATIONS. Members are requested to consider the following proposals:

- i) To continue to work in partnership with The Woodland, Flora & Fauna Group to maintain Talbot field to enhance the wildlife value of the site.
- ii) To adopt the proposed maintenance regime from the group, who will undertake the maintenance work on our behalf.
- iii) Consider the acquisition of the additional bat boxes/bird boxes in the sum of £ 318.55 (net).

Due to the excellent work undertaken by the Woodland, Flora & Fauna Group on behalf of the Council it has realised an underspend on the current budgets in relation to grounds maintenance and tree maintenance for Talbot Field cost centre therefore in accordance with Financial Regulation this expenditure could be met within the total net cost centre budget if Members were minded to agree this proposal.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 March 2019

Contacts for this report: Parish Clerk

Subject: Agenda Item 13: **OPERATION WATERSHED**

1. The purpose of this report is to update Members on matters regarding Operation Watershed in Adastra Park and to invite Members to consider the future course of action.
2. Last year the Council received £15,433 grant funding from Operation Watershed towards developing a number of flood prevention initiatives within Adastra Park.
3. At Grounds & Environment Committee 24th January 2019 (GE18/101.2) members were advised that a meeting had recently been held with representatives from WSCC (Operation Watershed), Ouse & Adur Rivers Trust (OART) the Clerk, Cllrs Gaudencio, Baker and Bill Hatton. Following this meeting, the attendees representing HPC were of the view that after establishing further detailed information on the impact of a scrape within the North field this would impact adversely on the useable space of the park. Members expressed the view that it was important for the look and feel of the park to be preserved. The HPC representatives indicated that they were minded to write to OART informing them that the Council would not like to progress this element of the scheme. Grounds and Environment members discussed the merits or otherwise of a scrape and agreed to support the sub groups view not to progress this aspect of work.
4. The Clerk subsequently contacted OART to inform them of the Council's decision and sought clarification on the viability of the other elements initially proposed in the event of the scrape not being installed. Extracts from OART's response are set out below.

Without some form of area to capture or hold water there is a dramatically reduced benefit in terms of flood management for homes downstream. Installing the debris dams in the channel would slow the flow slightly and take some of the peak off of the movement of water which would have a positive impact, although it was the combination of measures that would have produced the intended result.

The cost of doing these in-channel structures, including the materials, out time in installing them and the consent we would need from Mid Sussex would be around £1500. There have been concerns raised over these from members of the Council in the past in terms of deeper water levels (especially where the children cross the stream), upstream effects etc. so maybe this is something which the Parish Council need to give further consideration to before moving it forward?

There is no real benefit to planting 50-100 trees in the field corner but there would be a benefit to widening the northern boundary hedge between the field and the stream, this would slow water down and absorb it as well but it would need to be 3-5m thicker to have a positive impact. Of course doing this would also keep the ground at the northern end of the field wetter which I assume would not be

acceptable to the Council (in effect you would still have less room to play with and the ground would still get wetter but across a wider area).

If the Council went down the line of thickening the border or planting the trees it does seem, to me, to be a waste of the funding to pay OART to co-ordinate this as the plants would be cheap but we would be charging for our time. It seems to make sense, if acceptable, to integrate this into the Adastra Masterplan and get it done at the same time.

Without a holding area for surface water I have no real suggestions as to how the grant might be used for a flood mitigation benefit, I am assuming that the grant is location specific to the Adastra Park area.

I am more than happy to discuss other ideas that the Parish Council may have in terms of flood management but having spent a long time in the past looking at the park and how a grant like this might help I honestly can't think of any other way of achieving the benefits we desire. I am also more than happy to progress with the in-stream structures should there be a unanimous decision within the Parish Council to undertake that work.

5. To date the Council has incurred expenditure of £1,018 for work undertaken by OART on behalf of the Council to date leaving a balance of £14,415.
6. **OFFICER RECOMMENDATION.** In light of the advice provided by OART, members are requested to consider whether it wishes to return the balance of funds to Operation Watershed to reallocate to another scheme within the County or progress the installation of channel structures.