

## HASSOCKS PARISH COUNCIL

### Minutes of a meeting of the **GROUND AND ENVIRONMENT** Committee held on 21 January 2020 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Attendees: Cllrs Jane Baker, Kate Bailey (from item 8), Kristian Berggreen, Leslie Campbell, Frances Gaudencio, Peter Gibbons, David Hammond, Bill Hatton, Frank Rylance and Alex Simmons (from item 5).

In attendance: Ian Cumberworth – Parish Clerk  
Tracy Forte – Deputy Clerk  
Chris Hobbs – Adastra Park Working Group.  
Michael Carter – Sports & Play Consulting Ltd

**GE19/84 APOLOGIES.** Cllr Georgia Cheshire and co-opted member Tony Copeland.

**GE19/85 DECLARATIONS OF INTEREST.** There were no declarations of interest.

**GE19/86 MINUTES.**

**GE19/86.1** It was noted that Cllr Bill Hatton was included as an attendee and as having apologised. Cllr Bill Hatton had not attended the meeting and the attendees list was amended to reflect this.

**GE19/86.2** Subject to the deletion of Cllr Bill Hatton as an attendee Members **RESOLVED** to accept the minutes of the Grounds and Environment Committee meeting held on 28 November 2019.

**GE19/87 PUBLIC PARTICIPATION.** There were no members of the Public present.

**GE19/88 VE Day Celebration Grant –** Members were invited to consider a request for HPC to submit an application on behalf of Michelle Binks for a grant fund of £250 being offered by Mid Sussex District Council towards VE Celebration events over the weekend 8-10 May 2020. The Council has already previously approved the use of the Pavilion and South Field on Friday 8 May 2020 by Michelle Binks for a community May Day event which will enable the community to celebrate VE day. The grant is available to assist with the associated organisational costs such as insurance and publicity, however cannot be applied for by individuals.

**GE19/88.1** It was **RESOLVED** to approve the application for a £250 grant from MSDC on behalf of Michelle Binks to assist with organisational costs associated with the VE Bank Holiday Community celebrations in Adastra Park on Friday 8 May 2020.

**GE19/89 URGENT MATTERS at the discretion of the Chairman for noting and/or inclusion on a future agenda.** There were no urgent matters.

#### **EXCLUSION OF PUBLIC AND PRESS**

**GE19/90** It was **RESOLVED** that in view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

Chris Hobbs remained in attendance in his role as a member of the Adastra Park Working Group.

**GE 19/91 EXEMPT ITEM. ADASTRA PARK PLAY FACILITIES.** In accordance with the Council Contract procedure rules Members were requested to consider the confidential papers and designs to determine the successful contractor(s) for the delivery of the design and build of the Adastra Park play facilities.

Tenders had been invited for two areas of focus: improvements to the existing under 8's play park in the North Field including extending the facilities to make the area suitable for under 12's (Lot 1) and additional facilities in the South Field adjacent to the Skatepark creating further

provision for older children (Lot 2). A specification had been drawn up for companies by Michael Carter, Sports & Play Consulting, following consultation with, and direction by the Adastra Park Working Group. In total 5 companies placed a submission for Lot 1, with 3 of these also submitting proposals for Lot 2. No other submissions were received.

The Consultant provided the Committee with an overview of the tender document and the specifications for each location. He then talked through the individual submissions, and provided Members with the outcome of a scoring system applied to each design proposal. This involved applying various weighted criteria to each proposal such as play value, inclusivity, accessibility and quality. Members were then given the opportunity to examine each design and discuss preferred options and invited to complete a feedback questionnaire indicating a favoured design followed by a second choice for each lot, with additional comments as deemed necessary.

Members were reminded that at this stage of the process that the primary aim was to select a preferred supplier. The final designs could be modified, within reason, if considered necessary following a more detailed examination by Members and a Public engagement event. The Clerk informed Members that a Public engagement event has been provisionally arranged for 11 February 2020 in the Schering Suite at Downlands School, further details to follow.

Members noted that the aim is to have the new facilities available for use by Summer 2020. Therefore work would need to commence shortly after the Easter Holidays, taking approximately 8 weeks to complete. To achieve this timeframe, an order would need to be raised by the end of February 2020. It was intended that both projects would be completed alongside each other.

Following an analysis of the completed questionnaire forms, the Clerk informed Members that the same preferred supplier\* had been agreed by the Committee for both areas. Members therefore:

**GE 19/91.1 RESOLVED** to appoint the preferred supplier\* to undertake the proposed works to Lot 1, the Under 12's Play Facilities in the North Field and Lot 2, the Older Children's Play Area in the South Field. \*Referenced under CONFIDENTIAL REPORT Minute GE19/91.1 - Page 33.

It was agreed that the Consultant would now liaise with the preferred supplier to clarify specific elements of the design and costings, and to request additional plans/layouts showing the chosen designs from different perspectives for the Public engagement event.

The Chair formally thanked all of the members of the Adastra Park Working Group for their hard work in bringing the project to this point.

**GE 19/92 DATE OF NEXT MEETING** Thursday 27 February 2020 at 7.30pm

There being no other business the meeting closed at 9.15pm.

Signed .....Chair      Date.....