

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Kristian Berggreen, Leslie Campbell, Georgia Cheshire, Frances Gaudencio, Peter Gibbons, David Hammond, Bill Hatton, Frank Rylance and Alex Simmons) and Co-opted Members (Tony Copeland) with copies to all other Councillors for information.

cc Richard Higgs

A meeting of the **GROUND AND ENVIRONMENT COMMITTEE** will be held on **Thursday 28 November 2019 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

Parish Clerk
20 November 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 Thursday 24 October 2019. (Previously Circulated)
4. **PUBLIC PARTICIPATION.**
5. **OFFICER'S REPORT.** (Appendix 1).
6. **FLORAL DISPLAYS.**
 - 6.1 **Lamp Post Baskets.** Members are invited to approve the quotation for the planting, installation and maintenance of the Lamp Post floral displays for 2020-2021 at a cost of £2,593.11. (Appendix 2)
 - 6.2 **Hanging Baskets.** Members are invited to approve the continuation of the provision of Hanging Baskets for Hassocks Businesses and to consider approving a quotation of £2,346.21 for the planting, installation and maintenance of the baskets for 2020-2021 plus costs for additional baskets/brackets as required. (Appendix 3)
7. **ADASTRA PARK MASTERPLAN.** Members are invited to note an update report (Appendix 4)
8. **TRAFFIC AND PARKING.** Verbal Update
9. **PUBLIC RIGHTS OF WAY (PROW).** Verbal Update (Cllr Leslie Campbell.)
10. **URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
11. **DATE OF NEXT MEETING** Thursday 19 December 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

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HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 28 November 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. **AGREED ANNUAL DONATIONS.** Members are asked to note that the following agreed annual donations/grants have been paid in November 2019.
 - £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 2019/20.
 - £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 2019/20.

Both HAHA and The Monday Group have expressed their thanks to the Parish Council for the donation.
3. **DOWNLANDS SCHOOL CHRISTMAS TREE EVENT.** Hassocks Parish Council will be participating again in the Downlands School Christmas Tree Forest – this is a fund raising 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 Adastra Park.
4. **BURIAL GROUND GATE** The Burial Ground vehicle gate has now been installed and is proving much easier to open than the bollards.
5. **IVY REMOVAL, NORTH FIELD, ADASTRA PARK** The work to remove the ivy from the trees bordering Orchard Lane/Adastra Park North Field will be carried out on Thursday 28 November. This will require a rolling road closure and public notices are to be put up informing users of Orchard Lane of the closure. Letters have been delivered to all residents along the stretch of Orchard Lane from the Gate to the entrance from Grand Avenue.
6. **TENNIS COURTS.** Members were previously advised that it had been necessary to close the Tennis Courts arrangement have now been made for the courts to be pressure washed and moss treated in the sum of £750. The works are scheduled to commence on 27 November 2019. Under Financial Regulation 3.6 the Clerk in consultation with the Chair of Grounds & Environment Committee is authorised to expend up to £750 and then report this retrospectively to the relevant Committee. Members are asked to note the action taken to bring the courts back into operation.
7. **STREET TREES** The tree planting programme for Hassocks should commence in Nov/Dec 2019. 24 trees at various locations around the village are to be planted this year.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 28 November 2019

Contacts for this report: Deputy Clerk

Subject: - Agenda Item 6.1 – **Floral Displays; Lamp Post Baskets 2020-2022.**

1. The purpose of this report is to invite Members to consider a quotation from Greenscene Landscapes for the planting, installation and maintenance of lamp post floral baskets for 2020-2021 with an option to extend for a further year.
2. In 2017 Greenscene Landscapes was awarded the contract to supply, install and maintain 20 half lamp post baskets which are attached to 10 Lamp post columns in Hassocks High Street and the pots in the wall outside of the National Tyres forecourt. This has continued for three years and has come to an end in 2019. The contract has worked well and Greenscene Landscapes has been responsive and reactive to any matters which have arisen and an effective working partnership has been established.
4. Over time the basket tubs and fixings have required additional maintenance to ensure they remain secure and safe. This year due to one half basket slipping down a lamp post, it became apparent that all baskets required replacement fixings between the two half baskets to ensure that the baskets were all secured safely. This was carried out as a necessary operational issue at a cost of £68.89 net.
5. At the end of the season this year, it was noticed that the neoprene straps and supports around some of the lamp posts are in need of replacement. Therefore the contractor has fully removed all baskets completely and has provided a quote for this work to be carried out. It is essential that the correct protective fixings are used in order to ensure that the Council is adhering to the conditions of the licence provided by the Street Lighting Contractor for the installation of the lamp post floral baskets.
6. The cost to carry out the remedial work as required will be £251.47 plus VAT. Members are invited to approve this expenditure to be taken from the Floral Display budget for 2019/20.
7. The cost to plant, install and maintain 20 x half Lamp Post baskets and 5 x wall pots for 2020 and 2021 would be £2593.11 plus VAT.

With an option to extend for a further year: **2022** £1355.17 plus VAT

8. OFFICERS RECOMMENDATIONS.

1. Members are invited to approve the cost to carry out the remedial work as required to the lamp post baskets and brackets at £251.71 plus VAT. This expenditure to be taken from the Floral Display budget for 2019/20.

2. Members are invited to approve a two year contract with Greenscene Landscapes for the planting, installation of 20 x half lamp post baskets and 5 x wall pots at a total cost for 2020 and 2021 of £2593.11 plus VAT.

With an option to extend for a further year (2022) at £1355.17 plus VAT.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 28 November 2019

Contacts for this report: Deputy Clerk

Subject: - Agenda Item 6.2 – Floral displays; Hanging Baskets 2020-2022.

1. The purpose of this report is firstly to invite Members to consider the continuation of the scheme to supply a planted hanging basket to all businesses in Hassocks which register an interest. Following this if Members are minded to approve the continuation of the scheme, Members are invited to consider a quotation from Greenscene Landscapes for the planting, installation and maintenance of floral hanging baskets outside of Hassocks Businesses for 2020-2022 with an option to extend for a further year.
2. In 2017 Greenscene Landscapes was awarded a three year contract to supply, install and maintain up to 31 hanging baskets. This has continued for three years and came to an end in 2019.
3. As with the Lamp Column baskets, the contract has worked well and the displays have improved over the three years. The displays in the first year were less colourful than anticipated by the Committee and the contractor was requested to make some changes to the planting. This resulted in more effective displays in the second year which despite the incredibly hot summer lasted throughout. The displays this year were very much as the Committee had hoped and received several positive comments. The number of baskets requested has been fairly constant with 27 baskets being provided this year.
4. Volunteer Penny Wadsworth has been a great support with the scheme as she has kindly visited every business each year to hand deliver and collect the initial letters inviting Traders to participate in the scheme. Penny has also followed up any outstanding forms by revisiting Traders and engaging with them face to face. Operationally the installation of brackets and baskets is then arranged between the Parish Office and Greenscene Landscapes. Greenscene make a site visit to every business to confirm the location of the baskets and maintains and monitors the baskets throughout the season once they are installed. There is regular ongoing liaison between the Parish Office and the contractor throughout the season and Greenscene has again been responsive and reactive to any matters which have arisen.
5. In general Traders have been very supportive of the scheme and have looked after their own baskets as requested in between the two weekly maintenance provided. Some Traders have arranged directly with the contractor to purchase a second basket in addition to the one provided with HPC, which has further improved the street scene.
6. Most business now have the brackets installed, however after three years many of the baskets have become worn and will require replacing should the Council decide to continue with the scheme.
7. Given the success of the previous three year scheme and the development of the partnership with the contractor, it is recommended that Members give consideration to approving the continuation of the Hanging Basket scheme for another two years with an option to continue for a further year using the services of Greenscene Landscapes for the following costs:

To supply, install and maintain planted hanging baskets to up to 31 businesses in Hassocks:

2020 and 2021 £2346.21 plus VAT plus £9.67 plus VAT per additional new bracket installed and £2.85 plus VAT per replacement basket as required.

With an option to extend for a further year (2022) @ £1226.16 plus VAT

8. OFFICERS RECOMMENDATION.

Members are invited to agree the continuation of the Hanging Basket scheme and approve a contract with Greenscene Landscapes for 2020 and 2021 at a cost of £2346.21 plus VAT to supply, install and maintain up to 31 planted baskets to businesses in Hassocks. Plus £9.67 per additional new bracket installed and £2.85 per replacement basket as required.

With an option to extend for a further year (2022) @ £1226.16 plus VAT

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Appendix 4

Date: 28 November 2019

Contact for this report: Clerk

Subject: Agenda Item 7 – **ADASTRA PARK MASTERPLAN.**

1. The purpose of this report is to update Members on the Adastra Park Masterplan.
2. The tender for the next phase of improvements is now live with a closing date for tenders set at 10th January 2020, it is understood that there has been strong interest from the market and a number of companies have already undertaken site visits/surveys either with our consultant or independently. All interested parties have welcomed the extended period to allow them to develop their designs/proposals.
3. Members will need to give some consideration at a future point into scheduling in a public consultation on the preferred suppliers designs possibly in late January/early February once the preferred supplier has been selected.
4. It is anticipated that the works will commence on site in late April/early May after the Easter holidays with the younger children's playground area being approx. 6 week construction phase with the older children's areas a shorter period. It is planned that the two sites will be constructed at around the same time.
5. An application has also been submitted to MSDC to secure the available s106 funds that have been specifically allocated for play improvements within Adastra Park. At the time of writing formal confirmation is still awaited of the allocation of funds.