

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Leslie Campbell, Georgia Cheshire, Frances Gaudencio, Peter Gibbons, David Hammond, and Bill Hatton) 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 25 July 2019 at 7.30pm** in the **Parish Centre, Adastra Park, Hassocks.**

Parish Clerk
19 July 2019

1. **TO ACCEPT APOLOGIES FOR ABSENCE.**
2. **TO ACCEPT DECLARATIONS OF INTEREST.**
3. **MINUTES**
 - 3.1 To accept Minutes of the Grounds and Environment Meeting held on 27 June 2019. (Previously Circulated)
4. **PUBLIC PARTICIPATION.**
5. **OFFICER'S REPORT.** (Appendix 1).
6. **PARKLANDS ROAD ALLOTMENTS.**
 - 6.1 Verbal Report (Tony Copeland, Chair of Hassocks Allotment Holders Association, HAHA)
 - 6.2 Allotment Rent. Members are invited to approve an increase in rent for the Parklands Allotments from £35.00 to £36.00 for 2019/20 per half plot using the agreed formula based on inflation. (Appendix 2)
 - 6.3 Allotment Tenancy Agreement. Members are invited to approve the proposed revised Allotment Tenancy Agreement to be implemented in October 2019. (Appendix 3)
7. **BURIAL GROUND GATES.** Members are invited to note the damage to the Burial Ground gates. (Appendix 4)
8. **ADASTRA PARK.**
 - 8.1 **Adastra Park Turkey Oak Tree.** Members are invited to consider the report from the condition survey recently commissioned for the Turkey Oak Tree in Adastra Park. Verbal Report (Parish Clerk).
 - 8.2 **Adastra Park Masterplan.** Verbal Update. (Cllr Frances Gaudencio)
 - 8.3 **Adastra Park Masterplan.** Members are invited to approve the appointment of Sports & Play Consulting to support to the masterplan. (Appendix 5)
 - 8.4 **Adastra Skate Park.** Verbal Update. (Cllr Frances Gaudencio)
9. **FESTIVE LIGHTING.** Members are invited to consider and agree a new festive lighting design for Christmas 2019. (Appendix 6)
10. **PUBLIC RIGHTS OF WAY.**
 - 10.1 Verbal Update (Cllr Leslie Campbell.)
 - 10.2. To re-consider Planning Application DM/19/1893 - Hassocks Golf Club to divert the existing Public Right of Way - Footpath 9C. (Appendix 7)
11. **URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
12. **DATE OF NEXT MEETING** Thursday 26 September 2019 at 7.30pm

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.

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.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 July 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. **Science Trail – Adastra Park.** As Members will be aware the original plan for this trail was to be open to families, throughout the summer as an ongoing 'drop-in' activity. Due to an insurance matter and the ongoing anti-social behaviour concerns in the park, it has been decided that this activity will be run as a supervised activity on two different dates over the summer. Once to coincide with the Mid Sussex Family Activity day on 5 Aug and again when Hassocks Village Market is open on 24 Aug.
3. **Pavilion Water Tank Repairs.** Due to a problem with hot water pouring from the overflow pipes attached to the water tanks in the pavilion, the contractor was called to assess the water heating system. It was recommended that necessary remedial work requires the replacement of both immersion heater elements and one expansion vessel to the cylinder. A programmable timer will be fitted to allow personalised control of the hot water system. The total cost for the work will be £626.54 plus VAT and expenditure will come from the Pavilion Repair and Renewals budget.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 July 2019

Contacts for this report: Deputy Clerk

Subject: - Agenda Item 6.2 - **ALLOTMENT RENT 2019/20**

1. The purpose of this report is to inform Members of the proposed Allotment Rent for 2019/20. At a meeting of the Grounds Committee on 11 March 2015, a formula proposed by Hassocks Allotment Holders Association was agreed for calculating allotment rents which composes of three elements, plot rent, water installation, and water charges. (Minute 7b).

The formula was as follows:

- a) **Plot Rent** 2013-14 Plot Rent £18.50 – increased annually based on inflation.
- b) **Water Installation.** 2011 an addition of £10 per annum for water installation costs to run for 21 years until 2032.
- c) **Water Charges.** The charges for water usage were agreed as £5 per annum until 2016 when water charges would be reviewed to take into account any variations in water costs or usage
- d) Using the agreed formula rents have been set as follows:

October 2014

£18.85 plus water = £33.85 Rounded to nearest pound = Total £34.00

October 2015

£19.04 plus water = £34.04 Rounded to nearest pound = Total £34.00

October 2016

£19.23 plus water = £34.23 Rounded to nearest pound = Total £34.00

October 2017

£19.74 plus water = £34.74 Rounded to nearest pound = Total £35.00

October 2018

£20.21 plus water = £35.21 Rounded to nearest pound = Total £35.00

2. Water costs are being monitored however there does not appear to be any notable change which would give reason for any adjustment to the current charge.
3. Using the agreed formula, applying inflation to the rent for a half plot for 2018/19 would make a total increase of 42p (2.1%) bringing the rent to £35.63. Therefore using the previously adopted principle that the rent should be rounded up or down to the nearest pound the rent should be increased to £36.00 pa.

Rent (18/19)	£ 20.21
Inflation increase	£ .42
Water installation	£ 10.00
Water usage	<u>£ 5.00</u>
Total	£ 35.63

4. **OFFICER RECOMMENDATION.** Members are requested to approve the rent for 2019/20 per half plot increasing to £36.00 per annum using the agreed formula based on inflation.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 July 2019

Contact for this report: Deputy Clerk

Subject: Agenda Item 6.3 - **ALLOTMENT TENANCY AGREEMENT**

1. The purpose of this report is to invite Members to approve the revised Allotment Tenancy Agreement for use from October 2019. The draft Agreement has been distributed as a background paper.
2. Currently, Tenants are required to sign a Tenancy Agreement and are provided with an Allotment Information and Guidelines booklet. The proposed agreement combines the two documents into one single document for ease and for clarity. The revised document has been updated to reflect changes in policy and procedure, and to provide a clearer presentation of terms and conditions and expectations.
3. The proposed draft agreement has been reviewed by the Chair of HAHA and Cllr Jane Baker and has been finalised drawing on contributions from all parties involved.
4. **OFFICER RECOMMENDATION.** Members are invited to approve the proposed draft document for implementation from 1st October 2019.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 July 2019

Contact for this report: Clerk

Subject: Agenda Item 7 - **BURIAL GROUND GATES**

1. The purpose of this report is to update members on damage to the wooden entrance gates to the car park at the Burial Ground.
2. Recently the gates have been significantly damaged due to a vehicle driving or reversing into them. A large wooden post was completely knocked down, one of the five bar gates was knocked to the floor and driven over. The other large gate was also damaged. The post supporting the pedestrian gate was dislodged and cracked. The pedestrian gate remained intact, however was hanging freely without any closing mechanism.
3. There were no witnesses at the time of damage and the gates were discovered by the Groundsman on opening the burial ground the following morning. The damage was reported to the Police.
4. The extent of damage was assessed by a contractor and the gates were considered to be beyond repair. Therefore at this time the damaged gates have been removed and disposed of, the post base has been levelled to be flush with the ground. The Burial Ground is currently secured by use of the bollards and is not being unlocked daily for vehicular access.
5. No further action has been taken with regard to re-installing gates at the entrance as Members are invited to consider whether to review the current access arrangements to the Burial Ground.
6. OFFICER RECOMMENDATION.
 - 6.1 It is proposed that the bollards remain the primary means of securing the Burial Ground at this current time, and that access is restored to vehicles during weekdays.
 - 6.2 It is recommended that due consideration is given at a future meeting as to whether replacement gates or frontage are necessary from both a security and appearance perspective.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 July 2019

Contact for this report: Clerk

Subject: Agenda Item 8.3 - **ADASTRA PARK MASTERPLAN**

1. The purpose of this report is to invite members to approve the appointment of Sports & Play Consulting to provide ongoing support to deliver future elements of the masterplan as they come forward.
2. The consultant provided support in the tendering and project management of the newly completed skate park which provided resource capacity to deliver the project in a timely manner. The proposal for future projects would be to utilise the consultant on initial consultation/design development proposals to inform the implementation programme. In addition to support the tendering and project management of various elements as they progress. This is likely to be based on a fee structure related to the value of the contract. It is proposed that the funds will be met via the overall masterplan budget.
3. **OFFICER RECOMMENDATION:** Members are invited to approve the appointment of Sports & Play Consulting to deliver future elements of the masterplan as they come forward. To be funded from the Adastra Masterplan budget.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 July 2019

Contact for this report: Deputy Clerk

Subject: Agenda Item 9 - **FESTIVE LIGHTING**

1. The purpose of this report is to update members on the situation with the Festive Lighting for 2019/20 and to invite Members to consider and agree a new festive light design for display over the Christmas 2019 period.
2. At the G&E Meeting held on 22 November 2018 it was **RESOLVED** to approve the continuation of the existing Christmas lighting contract for an additional year to provide lights in 2019 at a cost of £3200 plus VAT subject to the contractor obtaining the required accreditation. (Minute ref: 18/89.2).
3. The contractor has confirmed that they are currently going through HERS registration and this should be complete by the end of this month or early August at the latest.
4. Members may recall there have been some recurring faults in the festive lights over the last two years, this was partly due to a problem with water getting into the lighting sockets, however the contractor also noted that the lights had been used over several years and would benefit from replacement. The contractor has provided a selection of lighting designs for Members to consider. These designs will be displayed at the meeting or can be viewed in the Parish Office.
5. **OFFICER RECOMMENDATION:** Members are invited to consider the options for light designs and to decide on an agreed design.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 25 July 2019

Contacts for this report: Deputy Clerk

Subject: Agenda Item 10.2 - **APPLICATION DM/19/1893 - PUBLIC RIGHT OF WAY - FOOTPATH 9C**

1. The purpose of this report is to update Members on correspondence received from Mid Sussex District Council Planning regarding application DM/19/1893 - Hassocks Golf Club to divert the existing Public Right of Way - Footpath 9C crossing the former Hassocks Golf Club.
2. This application was discussed at both the G&E meeting held on 30.5.19 and the Planning meeting held on 10.6.19. Members had previously noted a response from the WSCC Public Rights of Way Officer proposing that further action was required by the applicant in order for the application to be considered formally.
3. At the G&E meeting held on 30.5.19, members considered the application and agreed the following comments to be reported to the Planning Committee:

GE19/15.1 It was agreed by the Committee that overall both diversions were acceptable, however the following points were noted:

Temporary Diversion:

- *There is a dip/stream along the diversion route which will need to be addressed.*

Permanent Diversion:

This diversion is longer than the original route, however it was agreed that the diversion appears to retain a more rural character which is preferred.

4. At the meeting of the Planning Committee held on 10.6.19, the following response was agreed:
No comment can be submitted by Hassocks Parish Council on this application as the correct application procedure has not been followed. Following the production of a formal Public Path Order to enable a proper consultation, HPC will await the full response from WSCC before submitting its own response.
5. Correspondence has since been received from MSDC with the following information, and to request if the PC would be willing to re-consider the previous refusal to comment on the basis of this.
The procedure that has been followed for the proposed diversion is the same process that MSDC always follow and the letter received previously by Hassocks PC is sent to engage with any consultees with an interest in the proposal, prior to the formal Path Order being produced. If any concerns are raised, the Council can try to resolve the concerns prior to the commencement of the formal process which allows less flexibility in terms of MSDC's ability to discuss concerns/amendments. The consultation received is not a substitute for the formal consultation, which will follow in due course, but an effort to engage with the Parish Council at the earliest time to resolve any concerns.
6. OFFICER RECOMMENDATION: Due to the timing of the correspondence, it was not possible to include this item on the forthcoming Planning Agenda. Therefore Members are invited to approve the submission of the previously agreed comments as shown above, on behalf of Hassocks Parish Council regarding DM/19/1893 - Hassocks Golf Club to divert the existing Public Right of Way.