

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Leslie Campbell, Georgia Cheshire, Peter Gibbons, Bill Hatton, Sue Hatton, Chris Hobbs, Darryl Sinclair 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 31 July 2017 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

Parish Clerk
25 July 2017

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 29 June 2017. (Previously Circulated)
 - 3.2 Matters Arising.
4. PUBLIC PARTICIPATION.
5. OFFICER'S REPORT. (Appendix 1)
6. PARKLANDS ROAD ALLOTMENTS
 - 6.1 ALLOTMENT RENT 2017/18. Members are invited to approve the Allotment Rent for 2017/18 to be set at £35.00 per half plot.(Appendix 2)
 - 6.2 Verbal Update (Tony Copeland).
7. TRAFFIC AND PARKING. Verbal update (Sally Booker/Cllr Ian Weir).
8. CHRISTMAS LIGHTS. Members are invited to consider three options for the installation of additional Christmas tree lights. (Appendix 3)
9. SIGNAGE TO FOOTPATH 14C. Members are asked to consider replacing signage to the entrance of the Cinder Track from Keymer Road. (Appendix 4)
10. ADASTRA SKATEPARK AND PLAY FACILITIES. Verbal update (Parish Clerk)
11. HASSOCKS MAY CELEBRATION. Members are asked in principle to approve a request from Michelle Binks for a May Day Event to be held in Adastra Park on Monday 7 May 2018.
12. PUBLIC RIGHTS OF WAY.
 - 12.1 Public Bridleway 3K & Public Footpath 4K – Temporary Closure. Members are asked to note that notification has been received from West Sussex County Council that the surface improvement work is due to commence on Bridleway 3K. The route will be closed for 21 days from the 20th July 2017 and will be followed by a further closure as the works are expected to take a minimum of 6 weeks, weather and ground conditions permitting and will also be closed for a few weeks following completion to allow the new surface to consolidate.
 - 12.2 Verbal Update (Cllr Leslie Campbell).

13. DRAFT BUSINESS PLAN. Members are invited to consider the content of the draft Business Plan document and to nominate volunteers to develop the Business Plan priorities assigned to the Grounds & Environment Committee to enable detailed proposals to be considered at the September meeting. (Appendix 5)
14. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.
15. DATE OF NEXT MEETING. Monday 25 September 2017 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: 31 July 2017

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. **Update on Matters from G&E Meeting held on 29 June 2017.**
3. Orchard Lane. Necessary repairs have been carried out to a speed hump in Orchard Lane. All affected residents were informed in advance of the work by letter and signage was clearly displayed at significant points to inform users of Orchard Lane/Adastra Park. Emergency access was maintained at all time, this was supported by residents at the southern end of Orchard Lane.

The total cost of this repair was £420.00 plus VAT

4. Adastra Skate Park. There have been two recent separate incidents of graffiti on the Skate Park. None of which was offensive.
5. Adastra Pavilion Bi-Fold Doors. A repair was carried out to one of the Pavilion bi-fold doors. The door had come off the top runner and required a new part. The contractor incorporated the repair into an annual service of the doors which reduced the cost. It is not known how the damage occurred.

The total cost of the repair/service was £280.00 plus VAT

Instructions for using the doors have now been displayed clearly on the main door and on the wall beside the doors for all users.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 31 July 2017

Contacts for this report: Deputy Clerk

Subject: Agenda Item 6.1 - **ALLOTMENT RENT 2017/18**

1. The purpose of this report is to invite Members to approve the Allotment Rent for 2017/18. 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

Therefore an increase has not been applied since 2014.

2. Water costs were reviewed at the Grounds and Environment meeting held on 8 September 2016 and it was

RESOLVED that the water charge component of the rents for Parklands Road Allotments for the year commencing 1 October 2017 remain at £5.00 per half plot. It was **AGREED** that this would be reviewed in October 2017 for rents from October 2018. (Min 16/423).

3. Using the agreed formula, applying inflation to the rent for a half plot for 2017/18 would make a total increase of 51p (2.65%) bringing the rent to £34.73 therefore using the previously adopted principle the rent should be rounded up or down to the nearest pound the rent should be increased to £35.00 pa.

	Rent (15/16)	£ 19.23
	Inflation increase	£ .51
	Water installation	£ 10.00
	Water Usage	<u>£ 5.00</u>
Total		£ 34.74

4. **OFFICER RECOMMENDATION.** It is recommended that the rent for 2017/18 per half plot is increased to £35.00 to reflect the increase in inflation.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 31 July 2017

Contacts for this report: Deputy Clerk

Subject: Agenda Item 8 - **CHRISTMAS LIGHTS**

1. Following the G&E Meeting held on 29 June 2017, minute ref: 17/29.2, further information has been obtained regarding the purchase and installation of additional Christmas tree lights. The purpose of this report is to invite Members to consider the options for the purchase and installation of additional Christmas Lights and to agree
2. The cost to supply and install 240m of white LED tree lights would be £705 plus VAT per set. With an average life expectancy of approximately 5 years.
3. The two locations with potentially suitable trees previously discussed as being:
 - i) On the north side of Keymer Road, by Spitalford Bridge/URC Church (Tree 1)
 - ii) On the South side of Keymer Road, by Spitalford Bridge between Ripples and Kudize Club/Hassocks Childcare. (Tree 2)
4. It has been confirmed that there is a street lamp adjacent to Tree 1 which already supplies power to a motif Christmas light. A splitter could be applied to this socket and be used to provide power for additional Tree Lights.
5. There are no street lamps adjacent to Tree 2 and therefore power would need to be sourced from an adjacent business. This would involve the installation of an external outlet box, however it would be necessary to drill through to the inside of the building to make a connection into the mains power supply therefore this would be subject to obtaining consent from the property owner. The cost for the installation of the box would be £175.00 plus VAT.
6. There is £3,500 in the budget for Christmas Lights for 2017/18. The existing contract is for £3,200 per annum plus the cost of unmetered power which was around £70 for 2016/17. Therefore if Members were minded to acquire additional lights the additional cost would need to be met from general reserves and additional funding agreed by Full Council.
7. The existing 3 sets of tree lights in situ were purchased in 2015, therefore based on their expected lifespan of 5 years they may require replacing by 2020 at a potential cost circa £2,100.

8. Members are invited to consider the following options:

- a) To continue with the existing Christmas Light selection as it stands with no additions.
- b) To recommend to Full Council the purchase of one set of 240m white LED Tree Lights to be installed on Tree 1 (Spitalford Bridge, North of Keymer Road) at a cost of £705 plus VAT, to be funded from General Reserves. No additional work is required to provide power to these lights.
- c) To recommend to Full Council the purchase of two sets of 240m white LED Tree Lights at a total cost of £1410 plus VAT.

Option © would be dependent on initially approaching local businesses located within a close proximity to Tree 2 (Spitalford Bridge, South of Keymer Road) to enquire as to a willingness to cover the cost of a power supply to a set of Tree Lights, and for the necessary works to be carried out to the business premises (at a cost of £175 plus VAT to be covered by HPC).

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 31 July 2017

Contacts for this report: Deputy Clerk

Subject: Agenda Item 9 - **SIGNAGE TO THE CINDER TRACK**

1. The purpose of this report is to ask Members to consider a request to improve the signage to the entrance of the Cinder Track, Footpath 14C, from Keymer Road.
2. There is currently a wooden sign which appears to have been installed by Clayton Parish. The wording is as follows:

Clayton Parish

Public Footpath to Butchers Wood, Clayton Village and Jack and Jill Windmills.

3. The signs condition has deteriorated over time and the wording has started to fade. The footpath is a well-used route by locals, as well as by visitors to the village, particularly those who arrive by train wishing to walk to the South Downs. It has been noted by a resident that given the significance of this path, the entrance appears tired and could be improved by clearer signage.
4. The cost for a replacement sign in Aluminium would be £35 plus VAT plus installation costs. There is a £200 budget for Fingerposts which could be used to fund the replacement of the sign.
5. The Committee is invited to consider
 - a) Whether to approve an aluminium replacement of the current sign.
 - b) If a replacement is approved, should the wording be changed to reflect Hassocks Parish Council or remain as the original sign?



HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 31 July 2017

Contacts for this report: Parish Clerk

Subject: Agenda Item 13 - **DRAFT BUSINESS PLAN**

Draft Business Plan

1. At Full Council 11th July 2017 members were advised by the Chair that papers were to be distributed to all members setting out outline draft proposals to be considered as part of the development of the 2018 Business Plan. These documents have since been despatched to all members. The paper had initially been drawn up by the Business Plan working group which was established by the Policy Resources & Communications Committee. The draft document was subsequently considered by the Chair's group prior to full council and their comments fed into the plan development process.
2. The working group amended the plan to incorporate these comments and has attempted to assign individual elements of the plan to the relevant committees. The plan has been set out into six sections:
 - Our Neighbourhood Plan
 - Engaging with the Community
 - A Parish for All
 - A great place to live, work and enjoy
 - Connecting our village – our transport infrastructure
 - Our staff and ourselves
3. The intention is for each Committee to consider the content of the draft document and to participate fully in the detailed development of the plan. Members are requested to firstly consider the elements assigned specifically to the G & E Committee which are set out below to develop further and are encouraged to bring forward further suggestions for consideration.
4. In addition members are also requested to consider the plan as a whole and provide feedback on other aspects of the draft document relating to other Committees/cross cutting initiatives; specifically where those members do not sit on the designated committee but would like options to be considered. These items should be co-ordinated through the clerk in the first instance to ensure the appropriate Committee has an opportunity to consider these.

5. After considering the content of the plan the relevant Chairs will be responsible for populating/developing the actions further, either themselves or via delegation, in preparation for the September Committee meetings, where the intention is that each Committee will sign off the Business Plan actions for their area.
6. Members are requested to seek volunteers from G & E to develop proposals assigned to this Committee through the creation of focus group/task force to enable detailed proposals to be considered at the September meeting in line with the model approach set out in the original Business Plan pack.
7. **RECOMMENDATION.** Members to nominate volunteers to develop the Business Plan priorities assigned to the Grounds & Environment Committee to enable detailed proposals to be considered at the September meeting.

Draft Business Plan July 2017 – G & E Committee

A PARISH FOR ALL		
	Action	Committee
1	We will continue the work we have started on engaging with the youth of our village around the provision of services for our younger residents.	GROUNDS AND ENVIRONMENT
2	We will similarly research the needs of older residents by asking them - through outreach work, and working in collaboration with groups who represent them – about how services we can provide can assist in making our Community more supportive(or inclusive?) enriching their lives.	GROUNDS AND ENVIRONMENT
4	As a founding partner, we will continue to support and encourage the work of Hassocks Twinning Association as this promotes the local economy with tourism and through maintaining the links we have with our French and German Partners encouraging diversity and understanding within our community. We will encourage projects that bring local benefits from this unique three way international relationship.	GROUNDS AND ENVIRONMENT
A GREAT PLACE TO LIVE, WORK AND ENJOY		
	Action	Committee
1	We will research, develop and fund a master plan for Adastra Park and ensure that current and future needs of all residents are met. This will include undertaking a strategic review of public hire space and develop a plan for the next 5-10 years.	GROUNDS AND ENVIRONMENT
2	We will support HKD-WSCC-OART in developing soft engineering solutions to reduce run-off contributing to excess flows in Herring Stream and the risk of flooding within the village.	GROUNDS AND ENVIRONMENT
3	We will ensure the efficient maintenance of the Adastra Park and Adastra Pavilion and maximise their appropriate use.	GROUNDS AND ENVIRONMENT
4	We will continue to work with outside organisations, for example HKD Transition, to develop greener solutions for the assets that the council manages and collaborate with organisations that promote environmental initiatives within the community.	GROUNDS AND ENVIRONMENT
5	We will continue to invest in our tree planting scheme, floral and plant displays throughout the village.	GROUNDS AND ENVIRONMENT
6	We will continue to manage and develop our Allotments, developing tighter security for allotments in collaboration with the Allotment Holders Association.	GROUNDS AND ENVIRONMENT

7	We will continually review the quality of service we provide at Hassocks Burial Ground.	GROUNDS AND ENVIRONMENT
8	We will continue to press the appropriate authorities for improved and relevant infrastructure in the village.	GROUNDS AND ENVIRONMENT
11	We will endeavour to improve the pedestrian environment in the village in association with West Sussex County Council, as the Highway Authority. We will continue to make representations to MSDC and WSCC regarding improving the visual image of the street scene in the village.	GROUNDS AND ENVIRONMENT
12	We will update our previous review of signage in the parish, and encourage relevant parties to act on our recommendations.	GROUNDS AND ENVIRONMENT
13	We will support initiatives and organisations that protect and improve local wildlife habitats, tree cover, hedgerows and other important landscape features.	GROUNDS AND ENVIRONMENT
	CONNECTING OUR VILLAGE	
	Action	Committee
3	The Parish Council will continue with our ongoing plan of bus shelter replacement, maintenance and cleaning	GROUNDS AND ENVIRONMENT
5	The Parish Council will lobby WSCC and the Police for appropriate traffic calming measures and other controls, and consider contributing to the costs of these.	GROUNDS AND ENVIRONMENT
6	In association with the Police and WSCC, the Parish Council will seek improvements to the pedestrian environment, and will continue to monitor the condition of footways, street lighting and road surfaces and seek to ensure they are properly maintained.	GROUNDS AND ENVIRONMENT
7	The Parish Council wishes to see an increase in walking and cycling, and will press for measures to improve the provision of, and environment for, these modes of transport. It will also promote a 'Hassocks Nature Trail' through community partnership.	GROUNDS AND ENVIRONMENT
8	The Parish Council will work with partners to create safe cycling routes between Hassocks, Clayton, Hurst and Clayton Hill. We will request MSDC to facilitate the creation of a safe cycle way to the east of the railway between Hassocks and Burgess Hill.	GROUNDS AND ENVIRONMENT
9	We will seek to develop an interchange hub at Hassocks Station with Partners through the provision of off-street parking and an improved east west bus service linking nearby villages.	GROUNDS AND ENVIRONMENT