

HASSOCKS PARISH COUNCIL

Minutes of a meeting of the **GROUND AND ENVIRONMENT** Committee held on 22 November 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Attendees: Cllrs Jane Baker, Leslie Campbell, Frances Gaudencio, Peter Gibbons and Bill Hatton.

In attendance: Tracy Forte – Deputy Clerk.

GE18/83 APOLOGIES. Apologies were received from Cllrs Kate Bailey, Georgia Cheshire, Sue Hatton and Ian Weir, and co-optees Tony Copeland and Penny Wadsworth. Absent without apology Cllrs Emma Wood and co-optee Sally Booker.

GE18/84 DECLARATIONS OF INTEREST. There were no declarations of interest.

GE18/85 MINUTES.

RESOLVED to accept the minutes of the Grounds and Environment Committee meeting held on 25 October 2018.

GE18/86 PUBLIC PARTICIPATION. There were no members of the public present.

GE18/87 OFFICER'S REPORT. Members noted the Officer's Report.

GE18/88 PARKLANDS ROAD ALLOTMENTS. In his absence, Tony Copeland had asked the Deputy Clerk to pass on thanks from HAAA for the annual contribution of £200. This will be used carry out further improvements to the allotments.

GE18/89 CHRISTMAS LIGHTS.

18/89.1 CHRISTMAS LIGHTS 2019. In a written report previously circulated with the agenda, the Deputy Clerk had informed Members the WSCC Street Lighting Contractor, SSE, was requiring an increased level of certification from the contractors who were installing the Christmas lights. As many of the contractors do not have this in place, SSE have agreed to waive the certification for the forthcoming Christmas period. However it will be required for future years.

It appears that acquiring the certification is a lengthy process and the certification is not necessarily tailored to independent contractors. It is also understood that other authorities have not made the same requests, and that currently discussion is underway between Christmas light contractors and SSE about the future situation for the installation of Christmas lighting in 2019.

Given the uncertainty of the situation, Members were invited to consider approving the continuation of the existing Christmas lighting contract for a further year to provide the lighting for Christmas 2019. The contractor currently appointed by Hassocks Parish Council has agreed to continue the existing contract for a further year, at the same cost to Hassocks Parish Council of £3200 plus VAT. This will provide a period of time for contractors to establish clear guidelines of the new requirements for the

installation of Christmas lights on lamp posts and to obtain the necessary certification. At this stage, going out to tender would not allow the Parish Council to establish which companies were correctly certified.

Members discussed the proposal and:

- 18/89.2 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.
- 18/89.3 **DAMAGED TREE LIGHTS.** The Deputy Clerk informed Members that that the lights in the three trees situated along Keymer Road between Marchant's Estate Agents and Bennet, Oakley and Partners, were unfortunately damaged during the pollarding work carried out by WSCC contractors earlier in the year. The Christmas light contractor noted that although the work had been carried out with care, damage had still occurred. It is understood that the lights are not repairable and will therefore not be illuminated this year. If advance notice of the work had been provided, the lights could have been removed prior to commencement. Discussions are currently taking place between HPC and WSCC regarding the damage. Members noted the report.
- GE18/90** **ADASTRA PARK.** The Deputy Clerk updated Members on various matters regarding the Adastra Park masterplan.

Garden of Remembrance –

- 18/90.1 **TREE WORKS.** As part of a programme of improvements to the Garden of Remembrance, the Clerk informed Members it was proposed to undertake some tree works in the sum of £700 in December to be funded from the Adastra Park tree maintenance budget. This work will improve the level of light in areas of the Garden which at present is having a detrimental impact on areas of growth, and in particular certain grass areas and flower beds. The Clerk, Cllr Baker and the tree surgeon have met to identify a programme of tree works to improve the opportunities for planting in these areas. It is envisaged this will assist the volunteer group when undertaking future planting schemes and have a positive impact on the overall appearance of the Garden.

Members were in full support of the proposed course of action.

- 18/90.2 It was **RESOLVED** to approve the expenditure of £700 from the Adastra Park Tree Maintenance Budget for the proposed work to trees in the Garden of Remembrance.
- 18/90.3 **OAK PLANTERS.** Following discussions with the Garden Volunteers, the Clerk reported that a suggestion had been made for the installation of two large planters, made from Oak, either side of the Lych gate to enhance the entrance. Preliminary discussions held with the Monday group indicate that the cost of materials to construct these would be around £300 for the pair. This could be funded from the Park Masterplan Budget. At present no funds have been expended from this reserve on the garden although significant improvements have already been achieved by the volunteers.

Cllr Jane Baker informed Members that the aim is for the planters to provide colour and interest to the entrance of the garden all year round, and ideally draw visitors into the Garden of Remembrance. Members were invited to consider the above proposal and to approve the expenditure up to £300.00 net for the necessary materials.

18/90.4 It was **RESOLVED** to approve the installation of two planters made from Oak at the entrance of the Garden of Remembrance, and for the expenditure up to £300 net for materials, to be funded from the Adastra Park masterplan EMR.

18/90.5 **Rain garden**

The Clerk informed Members that the first stage of the installation of the rain garden in the South Field commenced during the week beginning 5 November 2018, and that the planting was due to take place on 25 November 2018. The area has been re-seeded, as proposed, however the project was slightly delayed which means that it is less likely the seed will germinate now given the change in weather. The Clerk expressed some reservations over the use of grass seed as opposed to turf at this point in the year. Members echoed these concerns and it was noted that additional protection to the area may be required in the interim. It was AGREED that the Clerk would monitor the situation. (*Clerk*)

Cllr Frances Gaudencio commented that she would have preferred more publicity to have accompanied the project, ideally with a large poster situated at the location providing information on the Rain Garden. It was noted that a small notice had been placed by HKD Transition at the site. Cllr Gaudencio proposed that for future projects it is important to give prior consideration to methods for providing information to the public.

18/90.6 **Skate park/Wheel park**

The Clerk updated Members on the current status of the Skatepark/Wheelpark project. A Consultant has been appointed to support the process of the project, and since this appointment the situation has moved on very quickly.

STAGE 1. The tender advertisement went 'live' on Tuesday 20 November 2018 via the online 'contract finder tendering portal', which is the recommended vehicle to advertise public sector/government tenders. The Clerk informed the Committee that local advertising had not been used as there are no suitable local specialised companies that could be considered for this project.

All companies which have previously been engaged with regarding the project have also been contacted to draw their attention to the advertisement and the contract opportunity.

Site meetings will be scheduled for early December with interested contractors. These meetings will be with the appointed Consultant and the Clerk to answer any specific questions/discuss logistics and any other practicalities.

The contract will be a fixed price - £100,000 and tender/design drawings are scheduled to be submitted by late December 2018.

As part of the tender evaluation process, in conjunction with the Consultant, a weighting mechanism has been devised to technically assess/evaluate the submissions with design being one of the key elements.

It is proposed that the contractors will be requested to submit two design options:

Option 1- relating to the size of the existing footprint

Option 2 - design with scope to expand the size of the footprint marginally, possibly up to 3m either side of where the current wooden side supports finish.

This flexibility would allow for some additional creativity from the designers, but not impact adversely on the space available to be used for the older children's play equipment in and around that area. The overall cost of the project would remain 'fixed'

Each submission will be evaluated by the consultant over the Christmas period using the agreed weightings.

STAGE 2. The Clerk proposed that in early January 2019, Members would be invited to view the design/proposals together with any report/recommendation received from the Consultant. The meeting would be a closed evaluation meeting to allow Members to make comments which could be factored into the overall contract assessment process.

Ideally once this process has been concluded, the Committee will identify a preferred supplier or suppliers (max 2) based on designs to progress to the next stage.

STAGE 3. It is proposed that the following stage would involve holding a Consultation Workshop asking attendees to comment on the designs under consideration. Comments will be submitted via a questionnaire format which will be drafted by the Consultant. It has been suggested by the consultant that the preferable location for holding this workshop should be a local school where the greatest concentration of wheel park users would be. The Consultant will also support Members at the Consultation Workshop.

STAGE 4. Responses from the Consultation Workshop will be fed back to the preferred supplier to see whether any of these could be accommodated within the overall design or to incorporate any modifications.

STAGE 4. Following the Consultation Workshop the intention would be to award the contract to the preferred supplier based on the preferred design.

If the outline time table for the project set out within the tender document is achieved, the wheelpark/skatepark facility could be completed and open to the public in June/July 2019.

Cllr Frances Gaudencio raised some concerns over the timing of the public consultation and questioned whether it should be held earlier in the tender process. However it was generally agreed by the Committee that it would be more productive to invite comments on a proposed design rather than an open consultation. The design could then be amended and adapted on the basis of the consultation.

The Clerk invited Members to consider whether all G & E Members would be invited to participate in the design assessment at the beginning of January or whether it would be designated members.

After some discussion it was **AGREED** that all members of the G&E Committee would be invited to attend the meeting to consider the design proposals and that the meeting would be provisionally scheduled for 3 January 2019. *(Clerk)*

18/90.7

Operation Watershed

The Clerk informed Members that some unforeseen external technical issues have arisen which require addressing regarding the previously proposed natural flood management systems to be installed in the North Field of Adastra Park. . The Clerk is communicating with members of the Ouse and Adur Rivers Trust (OART) on ways to resolve these issues where feasible.

The Committee was invited to consider commissioning an artist's impression of the site which would cost around £400 which would be met from the operation watershed fund. After some discussion it was **AGREED** that an artist's impression would not be useful.

Members continued to express their full support for the overall project, however felt that they required further information about the current situation prior to making any additional decisions. It was therefore **AGREED** that it would be useful to invite Peter King from the OART to a working group meeting in order to clarify matters. The Clerk was requested to contact Peter King and to arrange a meeting. *(Clerk)*

GE 18/91 **TRAFFIC AND PARKING.** Cllr Leslie Campbell reported that concerns had been raised over the positioning of a sign post displaying the new parking restrictions on the west of Woodsland Road. It was felt that the post intruded too far into the walkway of the pavement. The Deputy Clerk informed Cllr Campbell that this had been brought to the attention of WSCC.

GE 18/92 **PUBLIC RIGHTS OF WAY.** Cllr Campbell had nothing to report although he noted that the Parish Office is still awaiting the inspection report carried out by the PROW Officer. The Deputy Clerk agreed to follow this up. *(Deputy Clerk)*

GE18/93 **URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda. There were no urgent matters.

GE18/94 **DATE OF NEXT MEETING.** The date of the next meeting is Thursday 24 January 2019.

There being no other business the meeting closed at 8.35pm

SignedChairman Date.....