

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 **Tuesday 30 May 2017 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

Clerk
23 May 2017

1. To accept Apologies for Absence.
2. To Accept Declarations of Interest.
3. Election of Chair and Vice Chair for 2017/18.
4. MINUTES
 - 4.1 To accept Minutes of the Grounds and Environment Meeting held on 24 April 2017. (Previously Circulated)
 - 4.2 Matters Arising.
5. PUBLIC PARTICIPATION.
6. OFFICER'S REPORT.
7. HANGING BASKETS. Verbal Update (Penny Wadsworth)
8. STREET TREES. Verbal Update (Penny Wadsworth)
9. HASSOCKS BURIAL GROUND. Members are invited to consider
 - a) The appointment of an Officer from the Institute of Cemeteries and Crematorium Management (ICCM) to provide a review and subsequent advice on the current HPC Burial Ground Procedures and Systems.
 - b) The purchase of a Cemeteries Management Software supplied by Rialtus Business Solutions (RBS) to be used by HPC.
10. ADASTRA GARDEN OF REMEMBRANCE. Members are invited to consider a letter received from Mr W Spankie regarding the replacement of a Memorial in the Garden of Remembrance.
11. ADASTRA SKATEPARK AND PLAY FACILITIES. Verbal update (Parish Clerk)
12. PARKLANDS ROAD ALLOTMENTS. Verbal Update (Tony Copeland).
13. PARKING WORKING GROUP. Verbal update (Cllr Ian Weir).
14. PUBLIC RIGHTS OF WAY. Verbal Update (Cllr Leslie Campbell).
15. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.
16. DATE OF NEXT MEETING. 30 June 2017 at 7.30pm

Clerk: Ian Cumberworth, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH
Tel: 01273 842714 email: info@hassocks-pc.gov.uk

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 5 – 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.

Clerk: Ian Cumberworth, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH
Tel: 01273 842714 email: info@hassocks-pc.gov.uk

Appendix 1

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 6

Date: 30 May 2017

Contacts for this report: Deputy Clerk

Subject: **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 24 April 2017.**

Rain Planter, Parish Centre.

The Rain Planter has been successfully installed at the Parish Centre

Parklands Road Allotments.

130 Blackthorn plants have been purchased at a cost of £366.31 plus VAT and were planted by a local contractor at a cost of £130.00 plus VAT

3. **ADASTRA PARK.**

Adastra Park is an asset of Hassocks Parish Council, and receives many visitors over the summer and is well used by local residents. In addition Adastra Park is one of the main venues for the Twinning Association event on 3 June 2017. Seasonal inspections have taken place and associated maintenance work is underway.

Adastra Park Map

A map has been produced by the office Administration Assistant which provides information for residents and visitors about the location and type of facilities available within Adastra Park and with details of hiring facilities and the various clubs which make use of the Park. This will be displayed on the noticeboard outside of the Parish Office and uploaded onto the Council's website.

Adastra Park Play Equipment.

Several items of play equipment in the small children's play park have been repainted by the Groundsman. Some necessary safety repairs are to be undertaken following monthly inspections. In the children's playpark, a Springy Chicken was broken and required removal, the residing rubber area now requires infilling and small area of the Skatepark surface requires patching.

There continues to be minor incidences of anti-social behaviour in Adastra Park. A wooden bench has been damaged, a rubbish bin removed, bolts securing a bench near the Skatepark were removed and the bench moved onto the edge of the Skatepark area. Remedial action has been taken, with the wooden bench being repaired by The Monday Group

Adastra Tennis Courts.

A condition inspection of the Tennis Courts was undertaken by the Parish Clerk. Moss treatment is ongoing by the Groundsman and faded marker lines have been repainted by the Groundsman. Two nets required replacement at a cost of approximately £191.66 plus VAT, plus £16.95 delivery to be paid for from the Adastra Park Grounds Repair and Renewals budget.

The HPC Tree Warden has undertaken an inspection of the trees surrounding the Tennis Courts and has reported that several trees could be cut back without impacting on their shape or wellbeing. The reduction in the tree canopies would most likely have a positive impact on the reduction of moss growth on the courts.

The Parish Clerk met with members of the Adastra Tennis Club who are keen to work with the Parish Council to increase membership and use of the Courts. It was noted by the club that the Tennis Courts will be included as part of the review of Adastra Park and therefore no significant decisions can be currently made.

4. HASSOCKS BURIAL GROUND.

The infill planting and re-mulching of the Memorial Garden at Hassocks Burial Ground has now been completed. This garden is now looking much improved. (Minute ref: 16/536).

Appendix 2

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 9

Date: 30 May 2017

Contacts for this report: Deputy Clerk

Subject: **Hassocks Burial Ground**

1. The purpose of this report is to invite Members to consider:
 - a) The appointment of a consultant from the Institute of Cemeteries and Crematorium Management (ICCM) to provide a review of the Hassocks Parish Council Burial Ground Systems and Policy.
 - b) The purchase and installation of a Cemeteries Management software package for use by HPC.
2. A review of the Burial Ground Procedures and Policy have been previously identified by Members as a priority for the Council.
3. BURIAL GROUND MANAGEMENT REVIEW
 - Hassocks Burial Ground was completed in autumn 2006. The procedures put in place initially have continued and have not been subject to a full review since installation.
 - A current internal review of the Burial Ground Procedures has indicated that an external review would be beneficial in order to provide assurance that current systems remain fit for purpose.
 - The ICCM has been approached with regard to carrying out a review and to providing advice to ensure all procedures are robust.
 - The ICCM have advised that a review can be carried out in one day at a cost of £500 plus VAT. Any additional costs would be dependent on recommendations following the outcome of the review.

RECOMMENDATION. Members are invited to RECOMMEND to Full Council the appointment of a representative from the ICCM to carry out a full review of the Burial Ground procedures over one day at a cost of £500 plus VAT and to approve additional expenditure if necessary, at the discretion of the Clerk, based on the outcome of the review. All expenditure to be taken from General Reserves.

4. CEMETERIES MANAGEMENT SOFTWARE PACKAGE.

- Rialtus Business Solutions (Provider of the Finance Package used by HPC) provide a cemeteries software package which handles all requirements for the day-to-day management of burial sites.

- In addition to providing an effective record keeping system, the software also produces all necessary documentation related to interments.
- The installation of this package would ensure consistency of the Burial Ground administration system and improve resilience within the Parish Office, allowing for more than one member of staff to administrate the Burial Ground.
- A multi user licence allows the software to be applied to up to five computers, this would be the recommended option to allow all Office staff to access information as necessary.

The quotation provided for the purchase and installation of the package, and associated training and on-going support is as follows:

QUOTATION

Prepared for Hassocks

1a. Purchase of Cemetery & Memorial Management Software

Purchase Installation of the following:

Cemetery & Memorial Management Software £ 625

Initial set up of software at your premises £ 350*

Purchase of Software **£ 975**

1st Year Annual Support and Maintenance Multi 5 User Licence £ 275

Total Costs 1st Year for Purchase of Software **£1250**

**Plus mileage @ 45p per mile*

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence £275 *per annum*

2. Training

We recommend one days training for the above module, which is invoiced as taken:

Onsite Training per day £399 *plus 45p per mile*
mileage

All of the above prices are subject to VAT at the standard rate.

Valid for 90 days.

RECOMMENDATION. Members are invited RECOMMEND to Full Council that the RBS Cemeteries Software Package is purchased and installed at a cost of £1250.00 plus VAT for a multi 5 user Licence and the purchase of one days training at £399.00 plus VAT. The total expenditure would be £1649 plus VAT plus mileage @ 45p per mile. Expenditure to be taken from General Reserves.

Appendix 3

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 10

Date: 30 May 2017

Contacts for this report: Deputy Clerk

Subject: **Adastra Park Garden of Remembrance.**

1. The purpose of this report is to ask Members to consider correspondence received from Mr Will Spankie, as attached, regarding the installation of a replacement memorial in the Adastra Park Garden of Remembrance.
2. A preliminary exploration into the availability of funds to support such a project suggests that the War Memorials Trust may provide funding of up to 75% of the cost towards the replacement of a lost memorial. Subject to the replacement being an exact replica of the original. This would be confirmed on submission of a Pre-Application Form.
3. It is suggested that Members view the website:

www.keymerclaytonwarmemorials.wordpress.com

which provides the history of the Gardens of Remembrance and documents the original stone bird bath.

4. A practical consideration of the provision of an exact replica is the vulnerability to vandalism. Mr Spankie has provided an indicative cost of installing a sun dial which would be no more than £5000 and the birdbath as £10,000. Each would be to a similar scale.
5. Mr Spankie has proposed that the replacements would be contemporary interpretation of the original designs in natural stone such as Nabresina and Portland stone. With the original inscriptions and additional text to explain that they were installed to celebrate 100 years of the ending of WW1, as well as later conflicts. The birdbath would not have the bronze statue on it as this would be too easily stolen/ vandalised, and therefore it would not be wise to reinstate it.
6. **RECOMMENDATION:** Members are invited to consider the option of exploring the re-installation of a replica Memorial.



Hassocks Parish Council

Villa Adastra,

79 Keymer Rd,

Keymer, Hassocks

BN6 8QH

22/3/17

Re. Adastra Park Memorial Gardens

Dear Sir/Madam

I am writing to enquire if the Parish Council would be interested in commissioning a new memorial to be installed in the remembrance gardens; to celebrate the centenary of the ending of the 1918 Great War and pay tribute to those who lost their lives in the conflict.

Having done some local research and discussing the matter with Penny Worth who put together the Keymer and Clayton War memorials website online, it appears that the gardens did once contain a stone birdbath with the words "the bird of life is on the wing" carved around it, in memory of Mr Stafford's pilot son who died in the war. The gardens also contained a sundial with the message "after darkness, light" carved on it.

I am a sculptor and letter cutter who works in stone and wood. I live in Clayton and would love the opportunity to install a new stone birdbath and/or sundial to replace those that are now missing.

A cursory look indicates that there may be grants available from the War Memorials Trust to help with funding for such works, especially around the centenary of WW1. I wonder if anyone at the Parish Council would be interested in putting a proposal together to the War Memorials Trust to further enhance the gardens and mark this important anniversary?

Please come back to me if you have any further questions about this idea. I look forward to hearing back from you.

Yours sincerely



Will Spankie