

# HASSOCKS PARISH COUNCIL

**To:** All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Leslie Campbell, Peter Gibbons, Bill Hatton, Darryl Sinclair and Ian Weir) and Co-Opted Members (Georgia Cheshire, Tony Copeland, Phil Mead 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 28 November 2016 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

Colin Hunt  
Locum Parish Clerk

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 8 September 2016. (Previously circulated)
  - 3.2 Matters Arising.
4. PUBLIC PARTICIPATION.
5. OFFICER'S REPORT.
6. HASSOCKS HUB. To consider the continued use of the Adastra Community Pavilion by Hassocks Hub as a Youth Club. (Report attached)
7. ADASTRA COMMUNITY PAVILION. To consider 3 options for the replacement of the flooring in the main area of the Pavilion.
8. ADASTRA PARK TREES. To consider a request for the thinning and reshaping of two Maple Trees overhanging 15 Parkside. (Attached)
9. FLORAL DISPLAYS - HANGING BASKETS.
  - 9.1 To consider quotations for the supply, installation and maintenance of hanging baskets to be displayed outside various businesses in Hassocks in 2017.
  - 9.2 To consider quotations for the supply and maintenance of lamp post floral baskets for 2017.
10. HASSOCKS BURIAL GROUND. To consider a quote for additional ground maintenance work to be carried out in Hassocks Burial Ground.
11. STREET TREES. Update. (Oral report Phil Mead)
12. HIGHWAYS CONTRACT. (Oral report Cllr Ian Weir)
13. PARKLANDS ROAD ALLOTMENTS.
  - 13.1 Report from the Hassocks Allotment Holders Association. (Oral report Tony Copeland)
14. PUBLIC RIGHTS OF WAY.
  - 14.1 PUBLIC BRIDLEWAY 3K. To consider a request for a contribution to bridleway 3K. (Report attached)
  - 14.2 Update. (Oral report Leslie Campbell)
15. MONDAY GROUP DONATION. To consider the payment of an annual grant to The Monday Group in recognition of the work carried out on behalf of Hassocks Parish Council.
16. SKATEPARK UPDATE AND PLAY PROVISION. To note that a Play Provision/Skate Park review has been delayed for the time being due to a funding review. This has been listed as a high priority matter for the Council.
17. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.
18. DATE OF NEXT MEETING. To be agreed.

**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.

## HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 5

Date: 28 November 2016

Contacts for this report: Acting Assistant 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 8 September 2016.**
  - SGN Gas Works in Grand Avenue. A letter was sent to SGN on 21 July asking if consideration would be given to making a donation to the Village Tree Fund in lieu of any damage which may have been caused during the gas works carried out in Grand Avenue. A representative of the contractors who were working on behalf of SGN met with Phil Mead to discuss this matter, however the decision has been that as no specific damage to trees could be identified, a donation would not be possible on this occasion.
  - Orchard Lane Tree Planting. This project has unfortunately not been progressed at this time to date due to other more pressing matters.
  - Parklands Allotment Security. 50 Blackthorn plants have been supplied to the Allotment Holders Association for planting in vulnerable areas around the Parklands Allotment border.
  - Adastra Park Benches. The benches made by The Monday Group are now in situ along the east and north borders of Adastra Park. These have been well received by park users. Repairs are required to further benches and the Monday Group are to be approached regarding any assistance they may be able to offer with this. A wooden picnic bench has also been made by the Monday Group and is due to be installed shortly. This is a replacement for the damaged metal bench which was removed previously.
3. **ADASTRA PARK.**
  - **ANTI SOCIAL BEHAVIOUR IN ADASTRA PARK.** Antisocial behaviour. There have been several incidents of anti-social behaviour in Adastra Park. This is being monitored and all incidents are being reported to Sussex police via 101.
  - **JAPANESE KNOTWEED.** A joint investigation with Mid Sussex District Council has shown that a mother plant of Japanese Knotweed is growing at the bottom of the North Field. Hassocks Parish Council therefore has a duty of care to carry out treatment and to cover the costs of doing so. A cost for treatment is currently being awaited.
  - **ADASTRA PARK PLAY EQUIPMENT.** Skate park swings. The seats and chains have been removed from both units of the swings next to the Skatepark. This is to avoid use of the swings as the wooden frames of these units are unsafe. The units are due to be removed shortly.
  - **ADASTRA PARK BINS.** Several of the bins in Adastra Park have been identified as being damaged and needing replacing. A complete review of all bins in the park is to be undertaken.
  - **ADASTRA PAVILION Security.** There has been some concerns regarding the security of the Pavilion despite a rigorous procedure being put into place for the distribution of keys. Current users have been working co-operatively with the office where changes have had to be made to improve security. At this current time key holders are issued with a numbered main door key which is signed for. Other

methods of accessing the building are to be explored i.e/ use of a key fob or individual codes. Advice is to be sought on this.

- ADASTRA BOWLING GREEN. Following the attendance of a member of the Adastra Bowling Club at a course on Grounds maintenance including Health and Safety matters. The Club were advised that in order to meet Health and Safety requirements, all chemicals relating to Grounds Maintenance should be stored in isolation in a locked metal storage area. A small lockable lean to metal shed has been purchased to be located next to the existing storage within the Bowling Green boundaries. Members of the Bowling Club will build and erect the shed.
  - ADASTRA PARK TREES. Requests were received from the Adastra Hall Committee and the Keymer & Hassocks Sports and Social Club regarding concerns about overhanging trees from Adastra Park damaging their respective buildings. Following a site visit, the Tree Warden was in agreement with the concerns and also added a report that some trees behind the Parish Office were overhanging sufficiently to risk damage to the building. Remedial work has been carried out by the company used to undertake necessary safety work in Adastra Park earlier in the year.
  - ADASTRA CAR PARK. A request has been received for additional lighting to be provided at the entrance of Adastra Car Park for users leaving on foot at night. This is being explored.
  - NORTH FIELD CAR PARK. Complaints have been received over the condition of the surface of the car park in the North Field. Three large pot-holes have formed. The Groundsman has been asked to make repairs as necessary in the first instance.
4. BURIAL GROUND. The Acting Assistant Clerk is currently undertaking a full review of the Burial Ground administration and procedures, and this will include the upkeep of the Ground. It has come to light that the existing Burial Ground handbook and Policy is inadequate and that greater clarification and specification is required in several areas including the installation of Memorials. This will be addressed as part of the review.
  5. GROUNDS MAINTENANCE. The Clerk is currently undertaking a full review of Grounds Maintenance contracts and schedules.
  6. PARKLANDS ROAD ALLOTMENTS. £200 is to be paid to Hassocks Allotment Holders Association as per the annual agreed contribution. (Minute ref 15/159)
  7. BUDGET. The budget is due to be considered and recommended to Council at the PR&C meeting on 29 November 2016.

## HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 6

Date: 28 November 2016

Contact for this report: Acting Assistant Clerk

Subject: Use of Adastra Community Pavilion by Hassocks Hub

---

1. The purpose of this report is to ask members to consider the continued use of the Community Pavilion by Hassocks Hub as a Youth Club.
2. The Hub currently uses the Pavilion free of charge on Friday evenings and the current system works well. The request is for the current system and arrangements to continue.
3. The club is well attended and fully managed by Streetmate on behalf of West Sussex County Council.
4. RECOMMENDATION. Members are RECOMMENDED to approve the continued use of the Pavilion by Hassocks Hub until July 2017 under the current arrangements.
5. If the above is approved, Members are asked to consider whether the use of the Community Pavilion should continue free of charge.

## HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 7

Date: 28 November 2016

Contact for this report: Acting Assistant Clerk

Subject: Community Sports Pavilion Flooring

---

1. The purpose of this report is to update the Committee on the current situation regarding the Pavilion Flooring and to ask the Committee to consider three options for replacement flooring.
2. Following the Full Council Meeting held on 28 April 2016 it was resolved to appoint Disco Carpets to undertake the replacement flooring in the Pavilion at a cost of £1919.17 plus VAT. (Minute ref: 16/286) The proposed flooring was a heavy duty vinyl. (The current price for this flooring is now £1963.00 plus VAT.)
3. Further information has come to light that suggested this flooring may not be guaranteed robust enough to withstand possible damage from sports footwear with studs. Whilst all clubs have expressed a commitment to co-operating fully in endeavouring to ensure footwear is removed, this is not something that can be guaranteed or monitored. Therefore the project has been reviewed.
4. The two alternative proposed options are as follows, all prices quoted include complete removal of existing flooring and installation and supply of new.

Atlas 40 Altro Safety Flooring. Spike Resistant

£4451.17 plus VAT

Contract Carpet Tiles

£1638.33 plus VAT (please note that

the price for carpet tiles was supplied in April 2016 and therefore might be subject to a small increase.)

5. Members are asked to consider the use of the Pavilion by various groups and to consider the most appropriate option. Points to note:
  1. Carpet tiles are cheaper and could be replaced individually as necessary, or completely replaced after four/five years at a lower cost than installing the Altro Safety Flooring.
  2. Altro Safety Flooring will be easier to keep clean and more practical in terms of spillages and mud.
6. Whichever flooring is selected, it is **RECOMMENDED** that at least 4 heavy duty barrier mats should be purchased to be placed in front of the kitchen hatch and along the east and bi-fold doors to give added protection.

1 x Heavy Duty Barrier Mat

£147.00 plus VAT

7. **RECOMMENDATION.** Members are asked to suspend Standing Orders in this instance to remove the need to provide three quotations for each flooring. Three contractors were asked to quote initially in April and these quotations were considered. Disco Carpets was approved for the initial work and has been asked to provide additional quotes following the review. It would be deemed as unprofessional and unfair to all contractors to start the quotation process again in terms of the time already taken in providing the original quotations.
  
8. **RECOMMENDATION.** Members are asked to approve the cost of supply and installation of a heavy duty and practical flooring for use by a variety of pavilion users, and to select the flooring best suited to this purpose.  
Atlas 40 Altro £4451.17 plus VAT or  
Contract Carpet Tiles cost in the region of £1670.00 plus VAT
  
9. **RECOMMENDATION.** Members are also asked to approve the purchase of four barrier mats at a total cost of £588 plus VAT, to provide added protection to the selected flooring.

## HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 8

Date: 28 November 2016

Contact for this report: Acting Assistant Clerk

Subject: ADASTRA PARK TREE WORK/PARKSIDE

---

1. **The Purpose of this report is to ask members to consider a request from the resident of 15 Parkside for the removal of overhanging branches and reshaping of Maple Trees in Adastra Park which border the property.**
2. The Committee previously approved the lifting of the canopy of the Sycamore by 8-10ft and thinning by 15% to re-establish a gap between the Maple and the Sycamore trees bordering 13 Parkside and the lifting of one or two branches from the Maple if deemed necessary. (Minute ref: 16/381). The cost of which was to be shared jointly by Hassocks Parish Council and by the residents of 13 Parkside. The Maple also borders 15 Parkside as does an additional Maple.
3. These trees have grown substantially and the resident of 15 Parkside has reported that since he became a resident in 2002 no work has been undertaken to these trees, and as a result the tree has often shed branches into his garden, some of which have been quite large. As a consequence of these concerns, the resident has requested that the Parish Council agrees to fund the removal of some of the more significant branches which overhang his garden and to thin the canopies as appropriate. The resident has confirmed that he would be prepared to contribute to half of the cost as usually requested by the Parish Council.
4. The Tree Warden has made a site visit with the contractor who undertook the work to the trees which border 13 Parkside. The Tree Warden reported that the following work would reduce the problems experienced by the resident of 15 Parkside.
  - Maple 1 on the right (looking from the house) - remove 4 branches up to 30 feet high to main union points.
  - Maple 2 on the left - remove 3 major branches up to 30 feet high back to a union, and reshape the canopy which is currently irregular.
5. A quote for this work has been provided by James Wilson Tree Care as a continuation to the work previously carried out on the first Maple. The total for the works as listed above would be £550.
6. RECOMMENDATION. Members are asked to agree the work to be carried out as outlined above at a total cost of £275 to the Parish Council.

## HASOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 9.1 & 9.2

Date: 28 November 2016

Contact for this report: Acting Assistant Clerk

Subject: **Floral Displays In Hassocks**

1. The purpose of this report is to provide Members with quotations for the supply, installation and maintenance of Lamp Post Floral Displays as have been installed in previous years and for additional Hanging Baskets to be installed in Hassocks outside local businesses which have signed up for this initiative.
2. 3 companies were approached to provide quotes which are attached.
3. A breakdown of the quotations is as follows:

Floral Displays - Quotations			
All prices quoted are exclusive of VAT			
<b>1. <u>Southdowns Garden Centre</u></b>			
To supply planted baskets only.	£16 each		
<b>2. <u>Greenscape Landscapes</u></b>		Mthly Maint.	Fortnightly Maint.
<b><i>Hanging Baskets</i></b>	31 of 14" Brackets, fixings and installation. (One off)	299.90	299.90
	31 of 14" Baskets (one off)	88.35	88.35
	Supply and installation of planted baskets	804.38	804.38
	Monthly Maintenance (5 visits @ £58.75)	235.00	
recommended	Fortnightly Maintenance		274.16
	<b>TOTAL</b>	<b>1427.63</b>	<b>1466.79</b>
3 year Pricing	2018 & 2019 reduce price by £388.25 and add 2% per year		
<b><i>Lamp Post Baskets &amp; wall pots 2017</i></b>	Planting, installation and return at end of season.	389.00	
5 x payments £156.00 from May to Sept.	Full Maintenance minimum 2 x visits per week. Inc. watering. Increased in hot weather.	780.00	
	<b>TOTAL</b>	<b>1169.00</b>	
<b>3. <u>Annies Baskets &amp; Blue Star</u></b>		Mthly Maint.	Fortnightly Maint.



<b>Hanging Baskets - Annie's baskets supply</b>	534.75	534.75	one off
<b>Blue Star - maintenance</b>	31 of 14" Brackets, fixings and installation (one off)	294.50	294.50
	Deliver & hang Baskets (one off)	77.50	77.50
	Monthly Maintenance (3 visits @ £294.50)	883.50	
	Fortnightly Maintenance		1767.00
	Collect & remove	108.50	108.5
	<b>TOTAL</b>	<b>1898.75</b>	<b>2782.25</b>
3 year pricing	2018 & 2019 reduce prices by £294.50	1604.25	2487.75
<b>Lamp Post Baskets &amp; wall pots 2017</b>			
Annie's Baskets - supply		372.60	
Bluestar - maintenance	3 x per week - June to Sept inc. watering	6110.00	
	<b>TOTAL</b>	<b>6482.60</b>	

**RECOMMENDATION.** It is recommended that the same company is used for both hanging baskets and lamp column displays. It is also recommended that maintenance of both is approved, as Hassocks Parish Council currently is not resourced to undertake the maintenance of the hanging baskets or the lamp post baskets.

## ANNIES BASKETS/ BLUESTAR COMMERCIAL GARDENS

Herewith is a quote from Annies Baskets and Bluestar Commercial Gardens for the supply, install and maintain the lamp post column baskets in summer 2017.

This price is extra to the already provided "additional hanging baskets" tender which runs for 3 years summer 2017, 2018, 2019.

Summer 2017

1. Annies Baskets To collect 20 x empty containers from Parish centre Adastra Park, replant existing half lamp post baskets supplied by council.

20 lamp post baskets x £16.50 = **£330.00**

unit price includes good quality plants, commercial grade Sinclair potting and bedding compost, slow release pellets, water retention gel and 4% VAT (special farming vat scheme)

2. Annies Baskets To collect 5 x empty wall pots from Parish centre Adastra Park, replant existing wall pots supplied by council with 1L zonal geraniums

5 wall pots x £11.50 = **£57.50**

unit price includes 15 zonal geraniums, commercial grade Sinclair potting and bedding compost, slow release pellets, water retention gel and 4% VAT

3. Bluestar Commercial gardens to collect 20 baskets and 5 wall pots from Annies Baskets then reinstall/ site them all in high street. Typically end of May/early June install weather dependant

20 lamp post baskets x £2.50 + VAT = £50.00 + VAT = £60.00

5 wall pots x £4.50 + VAT £22.50 + VAT = £27.00

Total £72.50 + VAT = **£87.00**

4. Bluestar Commercial gardens to maintain baskets and wall pots in high street for growing season.

Price per maintenance visit to high street.

20 lamp post baskets x £4.50 + VAT = £90.00 + VAT = £108

5 wall pots x £6.75 + VAT = £33.75 + VAT = £40.50

Sub Total £123.75 + VAT = £148.50 per visit to high street

For a good maintenance programme to include watering, feeding, deadheading and checking for aphids we suggest three visits a week for the period from June until mid September over 16 weeks totaling 48 visits to high street during the summer growing period.

Total cost for maintenance is: £5940+ VAT = **£7128**

**PLEASE NOTE:** Due to the nature and location of the lamp post baskets for high street maintenance will have to be done early morning or early evening when the high street is quieter.

Use of health and safety ladders and special watering equipment too. The "lamp post scheme" "does rely heavily on an external maintenance programme and for the above reasons will always be more expensive than the new "hanging basket" initiative which involves the traders looking after there baskets and only one site visit a month.

Is this another possibility with the lamp post scheme - have an existing employee or volunteer water the baskets regularly and reduce professional site visits to once a week.

Or just run with the new "hanging basket" scheme?

Or change the lamp post halfbaskets to a reduced amount of full size 18inch cup and saucer baskets say 8 in total hung in a prominent position on the high street. (see picture below)

it is usual for the council to purchase these themselves

5. Bluestar commercial gardens to remove wall pots and lamp baskets , dispose greenwaste and return all empty containers to nursery site for storage for following summer season

20 lamp post baskets x £3.50 + VAT = £70.00 + VAT = £84

5x wall pots x £5.50 + VAT = £27.50 + VAT = £33

Total £97.50 + VAT = **£117**

That concludes the quote breakdown for “Lamp Posts” specification.

Summary for “lamp post” quote:

Annies Baskets Ltd - £387.50 including Farming Vat 4%

Bluestar commercial gardens - £7332.00 including VAT 20%

PLEASE NOTE this is an extra quote for separate goods and services which needs to be added to figures already provided early October re “additional hanging baskets for hassocks”

Annies Baskets did win the tender for the Lamp Posts summer 2016 on a redress and deliver to Parish hall only basis. The parish council may want to take this route again but will need to find arrangements to install all the items, maintain all the items,remove items and dispose of waste.

Should this entry level of service is preferred the price for summer 2017 is:

1 + 2 as above plus £40.00 for delivery £427.50

Thankyou for the opportunity to quote and look forward to notification about each of the schemes in due course. we would be very grateful to know outcome by end of year to enable time to grow correct stocks etc

Warm regards Anna



12<sup>th</sup> November 2016

**Re: Hanging Basket Quotation - 2017 Season**

Dear Sir / Madam

I am delighted to confirm the following details and prices to Install, Supply and Maintain Hanging Baskets for Hassocks.

1. To supply and install 31 x 14" Hanging Basket Brackets to Building / Shop fronts in Hassocks.

Costing Breakdown:

- 31 x Brackets £89.90 plus vat
- Fixings i.e. Raw Plugs and Stainless Steel Screw Bolts £15.00 plus vat -  
Labour £195.00 plus vat

The Total Cost For The Work In Item 1 Would Be £299.90 plus vat. (Cost Per Unit £9.67 plus vat).

2. To supply 31 x 14" lined Wicker Baskets.

The Total Cost For The Work In Item 2 Would Be £88.35 plus vat. (Cost Per Unit / Basket £2.85 plus vat).

3. To Supply all Compost, Slow Release Fertiliser, Water Retention Gel Pellets and Plants to plant the baskets, after which, to Hang Out the baskets at the start of the season and Collect In at the end of the season.

The Baskets will be planted with a good variety and mix of plants. My main agenda when planting is to use colours that blend well together, whilst also planting a few striking or vibrant colours to draw the eye to the Basket and the Shop front itself. As can be seen with the example picture above.

At the end of the season baskets will be cleaned and stored ready for the following season. Some baskets may need to be replaced in subsequent years.

Hanging out of the Baskets will be no later than 31<sup>st</sup> May and Collection of the Baskets at the end of the season no later than 7<sup>th</sup> October.

Costing Breakdown:

- Composts, Slow Release Fertiliser, Water Retention Gel Pellets & Labour to Plant £667.30 plus vat
- Labour to Hang Out the Baskets £78.33 plus vat
- Labour to Collect In the Baskets, Empty & Clean £58.75 plus vat

The Total Cost For The Work In Item 3 Would Be £804.38 plus vat. (Cost Per Unit / Basket £25.95 plus vat).

4a. To carry out Monthly Maintenance on the Baskets which will involve:

- Dead Heading Plants,
- Removal & Replacement of Dead Plants in May & June,
- Removal of Dead plants in August/September & October,
- Watering dry Baskets
- Feeding once per month with a Liquid Feed.

The Total Cost For The Work In Item 4 Would Be £235.00 plus vat.

(Monthly Charge £58.75 plus vat, charged at the end of each month from May - September).

4b. To carry out Fortnightly Maintenance on the Baskets which will involve:

- Dead Heading Plants,
- Removal & Replacement of Dead Plants in May & June,
- Removal of Dead plants in August/September & October,
- Watering dry Baskets
- Feeding once per month with a Liquid Feed.

The Total Cost For The Work In Item 4b Would Be £274.16 plus vat.

(Monthly Charge £68.54 plus vat, charged at the end of each month from May - September).

This Option is recommended by myself as Fortnightly visits work well throughout dry periods as I am able to tend to baskets on Weekends / Sundays and Water the Baskets if needed.

5. To plant 20 x half Lamp Post Baskets and 5 x Wall Pots, baskets supplied by the Parish Council  
To Supply all Compost, Slow Release Fertiliser, Water Retention Gel Pellets and Plants to plant the baskets, after which, to Hang Out the baskets at the start of the season and Collect In at the end of the season.

The Baskets will be planted with a good variety and mix of plants. The Wall Pots will be planted with three 1 L Geraniums in each.

At the end of the season baskets will be cleaned and brought back to the Council for storage.

Hanging out of the Baskets and Planting will be no later than 31<sup>st</sup> May and Collection of the Baskets at the end of the season no later than 7<sup>th</sup> October.

The Total Cost For The Work In Item 5 would Be £389.00 plus vat.

6. To provide full maintenance of the Lamp Post Baskets and Wall Pots.

The work will include:

- Dead Heading Plants,
- Removal & Replacement of Dead Plants in May & June,
- Removal of Dead plants in August/September & October,
- Watering Baskets,
- Feeding once per month with a Liquid Feed.

The Total Cost For The Work In Item 6 Would Be £780.00 plus vat

The costing will be split over 5 months from May to September with five equal payments of £156.00 plus vat.

I am Fully Insured and will send copies of my Insurance to you.

If you require any further information please let me know.

I look forward to hearing from you.

Yours Sincerely

Martin Dean, Greenscene Landscapes



## HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 10

Date: 28 November 2016

Contact for this report: Acting Assistant Clerk

Subject: HASSOCKS BURIAL GROUND

---

### BURIAL GROUND MEMORIAL GARDEN

1. The purpose of this report is for Members to consider improvement works required to the Hassocks Burial Ground Memorial Garden.
2. It has been a considerable time since the planting in the Memorial Garden has been reviewed and there are now spaces in the beds due to plant loss and some of the existing plants are in a tired state and encroaching on to the pathways. Several complaints have been received about this area from visitors to the Memorial Garden.
3. A quote has been sourced from the Councils contractor who maintains the Memorial Garden, to plant up with additional herbaceous perennials, shrubs and lavenders to complement the existing planting and improve the ground cover.
4. The cost to prepare the site, select plants and collect, planting, dispose of green waste and fuel is £1,785.
5. The existing Mulch has not been replenished for some years and is no longer acting as a weed suppressor. To apply 6 cubic meters of woodland bark, supply labour and fuel will cost £799.
6. **RECOMMENDATION.** Members are asked to approve the work, at a total of £2,584 as outlined in the report.

## HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 14.1

Date: 28 November 2016

Contact for this report: Acting Assistant Clerk

Subject: Public Bridleway 3K

---

1. The purpose of this report is to ask members to consider the possibility of partnership funding towards surface improvements to Bridleway 3K further to the report presented at the G&E meeting on 30 June 2016. Members asked for further information on how the funding would work and the amount of contribution required.
2. Confirmation has been received from the WSCC Rights of Way Officer that Public Bridleway 3K has been put forward as part of our surfacing works programme for 2017/18 at an estimated cost of at £32,000. A more accurate price will be gained once the specification is fully drawn up and quotes are obtained in Spring 2017.
3. Partnership funding does enable certain projects to be prioritised and any contribution is gratefully received by WSCC Rights of Way. A contribution towards a surfacing project usually takes the format of a one off contribution towards the main surfacing works, on-going costs would generally fall to the County Council or even the landowner depending on the issue involved.
4. It is understood that the British Horse Society (BHS) may be able to make a small contribution to the project, and it is likely that the BHS and the landowner will be approached once WSCC have a firmer idea of costs involved.
5. Members are asked to consider:
  - i. Approving a financial contribution towards the project for surface improvements to Bridleway 3K
  - ii. If the above is approved, to agree a contribution amount.



## HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Agenda Item 15

Date: 28 November 2016

Contact for this report: Acting Assistant Clerk

Subject: **ANNUAL DONATION TO THE MONDAY GROUP**

---

1. The purpose of this report is to ask members to consider approving an annual donation to The Monday Group in recognition of the work carried out on behalf of Hassocks Parish Council.
2. The Monday Group is an organisation of volunteers who work in Sussex building and maintaining stiles and other wooden structures on Public Rights of Way (PROW), as well as working to keep the PROW clear of obstructions and overgrowth. The group responds to requests from members of the public, land owners and local authorities. The Monday Group is primarily self-funding.
3. On behalf of Hassocks Parish Council, The Monday Group (West) has recently built two bridges in Parklands Copse and replaced several seats in Adastra Park. The Group is also in the process of making a wooden picnic bench to be located in Adastra Park. The Group has also repaired several benches as necessary.
4. Currently Hassocks Parish Council pays for the cost of the materials and The Monday Group provides the labour – this includes building and installing the structures.
5. **RECOMMENDATION.** Members are asked to approve an annual grant to The Monday Group (West) for £750 in recognition of the much appreciated ongoing assistance the group provides in maintaining Council assets.