

## HASSOCKS PARISH COUNCIL

Minutes of a meeting of the **GROUND AND ENVIRONMENT** Committee held on 29 January 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

**Attendees:** Cllrs Kate Bailey, Jane Baker (Vice Chair), Leslie Campbell, Georgia Cheshire, Peter Gibbons (Chair), Bill Hatton, Sue Hatton and Darryl Sinclair.

In attendance: Tracy Bates – Deputy Clerk  
Ian Cumberworth – Parish Clerk  
Sally Booker  
Tony Copeland (Hassocks Allotment Holders Association)  
Sue Furlong (West Sussex County Council – Operation Watershed)  
Peter King (Ouse and Adur Rivers Trust)  
3 members of the Public

**GE17/90 APOLOGIES.** Apologies were received from Cllr Ian Weir and Penny Wadsworth.

**GE17/91 DECLARATIONS OF INTEREST.** There were no declarations of interest.

**GE17/92 MINUTES.**

**RESOLVED** to accept the minutes of the Grounds and Environment Committee meeting held on 27 November 2017.

There were no matters arising.

**GE17/93 PUBLIC PARTICIPATION.**

17/93.1 Sian Phillips raised two issues regarding the Highways works which has been recently carried out in Hassocks. She recalled that the Parish Council had previously agreed that there would be an agreement to unify the style of bollards used in Hassocks. However the bollards installed at the top of Woodland Road are not matched to any others used in the village. Therefore Miss Phillips questioned whether West Sussex County Council (WSCC) had taken note of the requests of the Parish Council. The second issue was about the replacement bricks used on the pavement outside of Marchants Estate Agents in the same work. These bricks were of a difference colour to the original, and also had a smooth surface which will be slippery when wet.

17/93.2 Frank Rylance spoke about the proposed Flood Management in Adastra Park, with particular concern about the use of Debris Dams. Mr Rylance felt that the use of Debris Dams in the stream in Adastra Park would badly impinge on the flow of water coming from sites further downstream such as Damian Way and Fir Tree Way. He was unsure how slowing down the flow of water would help with flooding in Hassocks. Therefore he urged the Parish Council to consider carefully the possible impact on the wider community of householders in Hassocks of any Flood Management measures implemented within Adastra Park.

**GE17/94 OFFICER'S REPORT.** Members noted the Officer's Report.

**GE17/95 PARKLANDS ROAD ALLOTMENTS.** Tony Copeland (Hassocks Allotment Holders Association) reported that the drainage system installed last year has been working well in the recent wet weather.

He also informed Members that a self-sown Oak Tree was growing in the allotments and needed removing. The tree is about 10 foot high currently and TC suggested that it could be relocated elsewhere in the village. Therefore it was AGREED that the HPC Tree Warden would be asked to look at the tree and recommend a course of action. [ACTION: Deputy Clerk].

Tony Copeland left the meeting.

**GE17/96 ADASTRA PARK: RAINGARDEN UPDATE.**

Cllr Georgia Cheshire provided a verbal update on the installation of the previously approved rain garden in the south-west corner of Adastra Park, adjacent to the Adastra Hall. Members of the Rain Garden Working Group had met with Dusty Gedge, the consultant managing the project, to update on the project and to review the proposed site of the raingarden. A representative of the Adastra Hall also attended the meeting, along with Sue Furlong from WSCC Operation Watershed. The original plan had been for a small rain garden, however the option to increase the size and detail of the garden had been discussed. This would allow for the creation of a garden which provides more interesting features incorporating play aspects such as boulders, as well as the opportunity to widen the path along this area. The aim was to involve local children in the project and to provide a good example to the community of the use of a raingarden as natural flood management. Cllr Cheshire informed the Committee that the entire project was being funded by WSCC through Operation Watershed.

**GE17/97 ADASTRA PARK: NATURAL FLOOD MANAGEMENT IN ADASTRA PARK** Members were invited to consider further information, including potential costs, on suggested methods for Natural Flood Management in Adastra Park. These included the use of Debris Dams, the creation of retention ponds and planting. The information had been included as Appendix 2 in the agenda papers, and provided by Peter King from the Ouse and Adur Rivers Trust (OART)

Sue Furlong from WSCC Operation Watershed informed the Committee that she is aware of the Adastra Park Masterplan, and the importance of aiming to integrate any Flood Management projects into the plan as a whole. However she also informed the Committee that the closing date for applications for Operation Watershed funding was March 2018, after the closing date, there would be no additional funding for Operation Watershed, therefore the Committee were advised that there is some urgency to submit an application if a decision is made to progress with any of the Flood Management proposals for Adastra Park.

It was agreed that an update of the Adastra Park Masterplan would be useful at this point in the meeting. The Clerk informed the Committee that the Park Working Group had met last week and the plan was progressing well within the timeframe agreed. Natural Flood Management remains very much part of the plan. The Clerk asked Peter King (OART) about the proposed tree planting in the north eastern corner of the north field in Adastra Park. This area is noticeably waterlogged and the Clerk enquired as to whether planting trees would reduce this. Peter K informed the Committee that trees will increase the uptake of water, which was the reason for suggesting this location.

Peter K explained to the Committee that the proposed natural flood projects were not set in stone, but an indicative option of the possibilities for projects. He is very keen to work alongside the Park Masterplan, and to explore ways to extend and develop any flood management projects within this. Peter K also emphasised that no projects would be progressed without a full investigation to ensure that they would be successful and that there would not be any negative impact elsewhere within the village. In the proposals, a significant cost was centred on this pre-investigative work which requires funding.

In response to Frank Rylance's concerns regarding Debris Dams. Peter K explained that Debris Dams slow water down only to the level that the Dams are placed. It is known that much of the flooding problems in Hassocks are due to an increased flow of water around culverts and bridges throughout the village. Therefore measures to slow the water flow down alleviate these areas.

It is recognised that further work is needed to reduce the risk of flooding and this is linked around the whole village both Peter K and Sue F emphasised that any projects which are awarded Operation Watershed funding are first subject to careful scrutiny by the WSCC flood management team to ensure that there will be no unexpected impact elsewhere. WSCC commissioned a Surface Water Management Plan in 2013 following the significant flooding problems in Hassocks. The outcomes included projects regarding the hard infrastructure, but also made clear recommendations around more natural flood management strategies and projects which can be implemented by communities. These projects are supported by the work of Peter King and the OART, and there are several strategies in place already.

It was agreed that it would be useful for the Adastra Park Working Group to meet with Peter King in order to ascertain how Natural Flood Management could be best incorporated in the plan. Combining flood management with potential play features was particularly supported and would be explored.

The Clerk enquired as to difficulty of the application process and Sue F assured the Committee that she would be able to provide any support needed to submit an application. However much of the process would be fairly straightforward as a significant amount of evidence has already been collated regarding the flooding problems in Hassocks. There could be some flexibility in how funding was applied for in terms of timing and projects, and the funding could cover all of the costs. Community commitment would be asked for in terms of labour and practical assistance with projects. Sue F emphasised again the need to progress an application as soon as possible. There is a finite amount of funding, and once this is allocated there will not be any further funding available, Hassocks is not alone in considering projects and therefore the Committee needs to be aware of this. In order for the pre-investigative work as set out by Peter King to be funded, an application must be received by 31 March at the very latest.

Various options were discussed and it was proposed that the Parish Council should progress natural flood management projects in Adastra Park by applying for funding and by arranging a meeting between Peter King and the Adastra Park Masterplan Working Group at the earliest opportunity.

17/97.1 It was RESOLVED that an application would be started for Operation Watershed funding towards Natural Flood Management Projects within Adastra Park AND that a meeting would be arranged between Peter King and members of the Adastra Park Masterplan

Working Group at the earliest opportunity to discuss the incorporation of Natural Flood Management within the Park Masterplan. [ACTION: Parish Clerk]

Sue Furlong, Peter King and a member of the public left the meeting.

**GE17/98 ADASTRA PARK MASTERPLAN.** Further to the verbal update previously provided by the Clerk. Cllrs Jane Baker and Georgia Cheshire informed the Committee that they had started to review the Garden of Remembrance, looking at its history and also the current layout and planting.

**GE17/99 TRAFFIC AND PARKING.** Sally Booker updated the Committee on the traffic and parking projects within the village.

In May 2016 WSCC carried out a consultation based on the Traffic and Parking report carried out by Hassocks PC. As a result of this consultation, some of the proposed projects were implemented by WSCC and this work is currently being undertaken in the village. However commuter parking was not addressed in these projects, and therefore a second phase has been pushed by the Hassocks Traffic and Working group to focus on commuter parking. Cllr Ian Weir (IW) and Sally Booker (SB) have provided WSCC with recommended new proposals and formalised plans have now been drawn up by WSCC with the specifications and proposed Traffic Road Orders (TRO's). Copies of these will be circulated to Members.

It is planned by Sally B and Cllr Weir that all residents in roads affected by the proposed TRO's will receive informative leaflets prior to a formal consultation being carried out by WSCC. This is to collate residents' responses and make any necessary amendments in advance of the final consultation.

It was noted that alongside commuter parking, there are also many people who drive into Hassocks for work and therefore need somewhere to park, this includes staff from all three schools. Whilst all schools provide parking for teaching staff, there is not enough provision for all staff and Cllr Hatton is investigating this.

A meeting has taken place with Officers from Mid Sussex District Council (MSDC) Parking department, Richard Speller (WSCC Highways), West Sussex County Councillor Kirsty Lord, Cllr Sue Hatton and Sally Booker. The meeting considered parking facilities in Hassocks. It is understood that MSDC is undertaking a review of all long stay car parks throughout Mid Sussex and that this would be completed by 2020.

It was agreed that maintaining good communication with MSDC regarding parking initiatives and provision was important. The Clerk informed the Committee that a follow up meeting has been arranged with MSDC to further discuss Parking within the village. It was also noted however that the South Downs National Park Planning Authority refuses planning applications due to a lack of parking provision, whereas MSDC planning has repeatedly allowed applications despite HPC raising lack of parking as a concern.

Sally Booker and Frank Rylance left the meeting.

**GE17/100 THE ROYAL BRITISH LEGION – WW1 Centenary Commemorations 2018.** This year, across the Country, the Nation will be joining together to thank the First World War generation. One initiative that will be shown throughout the country is the 'Silent Soldier',

a sponsored silhouette which will display a mark of respect to those who fell in the four years of war, leading to the Armistice in November 1918.

The Soldiers are made of a material called dibond, which is an aluminium composite sheet, which is stable and rigid, and weather proof. Each soldier also comes with a number of attachments so it can be securely fitted where required. A donation of £250.00 is requested for the soldier.

17/100.1 It was unanimously **RESOLVED TO RECOMMEND** to Full Council that Hassocks Parish Council sponsors a 'silent soldier' for £250.00. To be funded from S137 funding.

A further discussion considered possible options for siting the soldier and it was **AGREED** that the Adastra Garden of Remembrance was the most appropriate location. Cllrs Jane Baker and Georgia Cheshire had made a site visit to the garden and suggested locating the soldier at the very eastern end of the garden so that it could be seen as a silhouette from the entrance to the garden. It was noted that this area is often targeted for vandalism, however it was hoped that due respect would be paid to this structure.

A further suggestion was that signage should be incorporated into the Garden of Remembrance providing information about the history of the Garden, and information about those being remembered there. It was also considered that involving children from Downlands School into the project would help to raise an understanding of the significance of the Garden of Remembrance.

17/100.2 It was **AGREED** that the final location could be decided once the recommendation to sponsor the soldier had been considered by Full Council.

**GE17/101 PUBLIC RIGHTS OF WAY (PROW).** Cllr Leslie Campbell informed the Committee of the successful completion of improvements by WSCC to Bridleway 3K, this had been part funded by a commitment of a £3000 contribution from HPC. Photographs were circulated amongst the Committee for information.

Following the Full Council meeting on 9 January 2018 it had been resolved that Cllrs Leslie Campbell, Georgia Cheshire and Ian Weir would review WSCC Public Rights of Way consultation and liaise with the Clerk to formulate a response on behalf of Hassocks Parish Council. Cllr Campbell informed the Committee that this had now been completed and a response submitted. One suggestion was the WSCC could increase liaison with The Monday Group.

Cllr Peter Gibbons asked the Committee to note that he believed the footway across the railway line on footpath 5K would be closed within the next 5 years due to concerns over unguarded crossings. It was agreed that if this was the case a footbridge or underpass should be pushed for by the Parish Council.

Due to his current limited mobility, Cllr Campbell informed the Committee he would be very grateful for any information about problems with Public Rights of Way.

## **GE17/102 HASSOCKS BURIAL GROUND**

Members were invited to review current burial ground fees and charges and to agree any increases or amendments.

Historically Hassocks Parish Council burial ground and allotment fees have been reviewed based on an inflationary increase and rounded to the nearest whole pound. The current allotment fees were recently reviewed and increased using the Consumer Price Index (CPI) and the same formula was applied to the Burial Ground Fees to ensure a consistent approach. Using this formula, the rounded increase in CPI between September 2016 and September 2017 is 3%.

It was RESOLVED to accept the proposed schedule of charges and amendments as set out in Appendix 1.

**GE17/103** Members noted the recommendations made by the Officer from the Institute of Cemetery and Crematorium Management (ICCM) following an audit of Hassocks Burial Ground, and the action plan which has been implemented.

**GE17/104** Members were invited to appoint a small working party to consider specific matters relating to the burial ground audit. After some discussion it was felt that a working party was not necessary at this point. The Officer was requested to continue to work on the action plan to address any remaining issues and to present recommendations to the G&E Committee for consideration at a future meeting.

**GE17/105 URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda. There were no urgent matters.

**GE17/106 DATE OF NEXT MEETING.** Monday 26 February 2018 at 7.30pm.

There being no other business the meeting closed at 9.00 pm.

Signed .....Chairman

Date.....

**HASSOCKS PARISH COUNCIL****GROUND AND ENVIRONMENT COMMITTEE 26.1.18**

All fees and charges for those residing outside of the Parish of Hassocks at the time of death will be *five times* those stated below:

<b><u>Hassocks Burial Ground</u></b>		<b>Agreed Fees</b> Increase by CPI Increase Sept 16 to Sept 17 – 3%
<b><u>Burials</u></b>		<b>EROB (50yrs) and 1st Interment</b>
A stillborn child, or a person who's age at the time of death, did not exceed 12 months (Parishioners only).		<b>Free</b>
A person whose age at the time of death exceeded 12 months but did not exceed 11 years.		<b>£205</b>
A person whose age at the time of death exceeded 12 years.	Single plot depth	<b>£363</b>
	Double plot depth	<b>£472</b>
	Triple depth	<b><i>No longer offered.</i></b>
Second burial interment		<b>£117</b>
Interment of ashes into a Burial Plot		<b>£117</b>
<b><u>Memorials</u></b> For the right to erect a headstone within the burial ground on a grave in Respect of which the exclusive Right of Burial has been granted.		<b>£117</b>
For the right to have additional inscription on an existing memorial.		<b>£59</b>
<b><u>Additional Fees or Charges</u></b>		
Search Fee		<b>£34 per hour</b>
Replacement, transfer or amendment of Deed of Grant		<b>£57</b>

APPENDIX 1 (2 of 2)

<b><u>Hassocks Burial Ground</u></b>		<b>Agreed Fees</b> Increase by CPI Increase Sept 16 to Sept 17 – 3%
<b><u>CREMATED</u>      <u>REMAINS</u></b> <b><u>AREA</u></b>		<b>Interment of ashes, including the right to have an entry on the Wall of Remembrance</b>
Child whose age did not exceed twelve months (parishioners only)		Free (Residents)
A person whose age at the time of death exceeded twelve months but did not exceed 11 years		<b>£89.00</b>
Adult over the age of 12 years		<b>£177</b>