

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Leslie Campbell, Georgia Cheshire, Frances Gaudencio, Peter Gibbons, Bill Hatton, Sue Hatton, 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 **Thursday 29 March 2018 at 7.30pm** in the Parish Centre, Adastra Park, Hassocks.

Parish Clerk
22 March 2018

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 26 February 2018. (Previously Circulated)
 - 3.2 Matters Arising.
4. PUBLIC PARTICIPATION.
5. PARKLANDS ROAD ALLOTMENTS. Verbal Report (Tony Copeland, Chair of Hassocks Allotment Holders Association)
6. STREET TREES. Verbal Update (Penny Wadsworth)
7. FLORAL DISPLAYS (Penny Wadsworth)
8. TRAFFIC AND PARKING. Verbal Report (Sally Booker/Cllr Ian Weir)
9. BUS SHELTER REPAIRS. Members are invited to approve recommended repairs to the bus shelter north of Stonepound on London Road, and the shelter south of Little Copse Road on London Road up to a total cost of £1300. (Appendix 1)
10. TEMPORARY ROAD CLOSURE APPLICATION. Members are invited to consider the draft road closure application for the Annual Light Up Hassocks event to be held on 30 November 2018. (Appendix 2)
11. HASSOCKS BURIAL GROUND. Following an audit of Hassocks Burial Ground by the Officer from the Institute of Cemetery and Crematorium Management (ICCM), Members are invited to review and revise regulations relating to the following matters in Hassocks Burial Ground: (Appendix 3)
 - 11.1 Memorialisation of Burial Plots.
 - 11.2 The interment of cremated remains.
 - 11.3 Fees relating to residents/non-residents.
 - 11.4 Car park access to the Burial Ground.
12. ADASTRA PARK MASTERPLAN. Verbal Update (Parish Clerk/Cllr Frances Gaudencio)

13. PUBLIC RIGHTS OF WAY.

13.1 Verbal Update – Cllr Ian Weir.

13.2 Members are invited to note:

i. The works report has been received from West Sussex County Council (WSSC) outlining the work WSSC has completed on rights of way in Hassocks (Appendix 4)

ii. The list of Summer Surface Vegetation Clearance programme for 2018 (Appendix 5)

iii. The attached correspondence received from WSSC. (Appendix 6)

14. URGENT MATTERS at the discretion of the Chairman for noting and/or inclusion on a future agenda.

15. DATE OF NEXT MEETING Monday 23 April 2018 at 7.30pm

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

Tel: 01273 842714 email: info@hassocks-pc.gov.uk

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

Date: 29 March 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 9: **London Road Bus Shelter Repairs and Maintenance**

1. The purpose of this report is to invite Members to consider a proposal to carry out maintenance and repairs to the Bus Shelters on London Road.
2. At the G&E meeting held on 26 February 2018, the Deputy Clerk had informed Members that:
 - The Bus Shelter on London Road, north of Stonepound Crossroads, had required repairs due to damage to the front panel. In addition some of the wooden panels were beginning to go rotten.
 - The bus shelter, on London Road east, south of Little Copse Road, had been damaged due to a fire. The removed burnt woodwork has been replaced and part of the structure re-anchored to the ground at a total cost of £230 inc. The contractor reported that the structure has become destabilised below ground, and requires re-anchoring around the total base.
3. Both bus shelters are approximately 20 years old. The contractor has been asked to assess each shelter and to advise as to whether it would be economically viable and structurally possible to carry out repairs/maintenance to the shelters.
4. The indication is that if the following work was to be carried out, the shelters would be sustainable for future use:
 - Re-cladding exterior and interior where necessary
 - Replace rotten framework
 - Re-anchor structure to the ground (London Rd east)
 - Preservative coat to external cladding
 - Fully repainting interior.

Approximate cost £1300 inc.

5. The bus shelter maintenance budget for 2017/18 was £1,200. To date £456.00 has been used towards monthly cleaning of the shelters, £230 for the recent repairs. £514.00 is remaining in the budget.

For 2017/18, there is also a budget in street scene for seats of £1200. To date only £6.81 has been used for minor repairs.

If Members were minded to approve the repairs and renovations for the two bus shelters, the additional £786.00 could be used from this budget code.

6. The damaged bench in the London Road east shelter has been removed and it is suggested that this may be replaced at a later stage should Members approve the repairs.
7. At this stage the felt on both roofs appears to be undamaged, however it is recommended that this is monitored and repairs are carried out immediately should any damage develop.
8. **OFFICER'S RECOMMENDATION.** Members are recommended to approve the repairs and renovation to the two bus shelters on London Road between Stonepound Crossroads and Little Copse Road, as proposed in the report up to a total cost of £1300 inc. £514.00 to be funded from the Bus Shelter maintenance budget and the additional £786.00 to be funded from the Street Scene budget for seats.

HASSOCKS PARISH COUNCIL

To: Grounds and Environment Committee

Appendix 2

Date: 29 March 2018.

Contact for this report: Deputy Clerk

Agenda Item 10: **Application for a Temporary Road Closure for Light Up Hassocks**

1. The purpose of this report is to invite Members to review the attached information regarding an application for a temporary road closure for the LIGHT UP HASSOCKS event to be held on Friday 30 November 2018. Member's views are sought by Mid Sussex District Council (MSDC) to enable officers to proceed with the making of the order.
2. **OFFICER RECOMMENDATION** Members are requested to consider the attached information and to instruct the Deputy Clerk of any representations to be submitted to MSDC on behalf of the Parish Council regarding this application.

Application For Temporary Road Closure**Applicant's Details****Use Of The Form**

Form Ref. No.

595086

Information will only be used by Mid

Sussex District Council and its employees in accordance with the Data Protection Act 1998. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

Applicant's Details

Title

Mr

Forenames

Surname

Address Line 1

Address Line 2

Address Line 3

Town/Village

County

Hassocks

Postcode

Telephone

Email Address

Group / Organisation applying for temporary road closure

Sussex Vale Rotary - Light Up Hassocks

Event Details**Event Details**

Event

Light Up Hassocks Street Event and Children's Parade

Road(s) to be closed

(if major or through road, alternative routes for traffic are required to be shown on the attached plan)

Keymer Road from junction of Woodslan Road to junction of Wilmington Close

Closure Details

Date of closure

30/11/2018

Time of closure (NOT before 6 am or after midnight)

From

16:00

To

20:00

Have the Traffic Police been contacted for advice with regard to this event? (tel 101)

No

Reference No

You will need to have £10 million of Public Liability Insurance Cover. (£5 million for Street Parties)

Name and Address of

Bartlett & Company Ltd, Leeds LS18 4RS

Insurance Company

Policy Number

02/CBP/9082014

Kindly confirm that you will be contacting the frontagers and any other persons affected by the closure

Yes

Submit

Notes for Organisers

Before any order is made the organisers are advised of the following:

- Barriers should be provided and manned by responsible stewards, so as to be easily removable should emergency services require access. Route diversion signs and advance warning notices are required by the Police and Highways Authority to warn traffic of the closure.
- Organisers are responsible for informing frontagers and residents who are directly affected by the closure.
- The District Council can accept no responsibility for injury, accident or damage to persons or property. The organiser is responsible to risk assess all planned activities during the closure.
- Bonfires and barbecues are prohibited on the highway.
- Organisers are responsible for the clearance of any resultant rubbish on completion of the event.

I agree to these notes for

Agree

Organisers

LIGHT UP HASSOCKS

LOCAL GOVERNMENT ACT 1972, SECTION 180
TOWN POLICE CLAUSES ACT 1847, SECTION 21

MID SUSSEX DISTRICT COUNCIL (TEMPORARY PROHIBITION OF TRAFFIC ORDER) 2018

NOTICE IS HEREBY GIVEN that the Mid Sussex District Council, in pursuance of their powers under the above Acts have ordered and directed that as:

KEYMER ROAD
ORION PARADE
KEYMER ROAD
GRAND AVENUE
DALE AVENUE
PARKLANDS ROAD

(Woodland Road to Adastra Park)
(Budgens to Sussex Hardware)
(Woodlands Road to Orion Parade)
(Keymer Road to Kings Drive)
(Keymer Road for 60m)
(No exit on to Keymer Road)

will be thronged and liable to be obstructed, that the aforesaid streets, and parts of streets, will be closed to vehicular traffic (including pedal cycles) between the hours of 16.00hrs to 20.00hrs on Friday 30th November 2018 or such lesser period as may be required for the Christmas Event to take place.

PROVIDED THAT this temporary closure is subject to any direction, which may be given by a police constable in uniform.

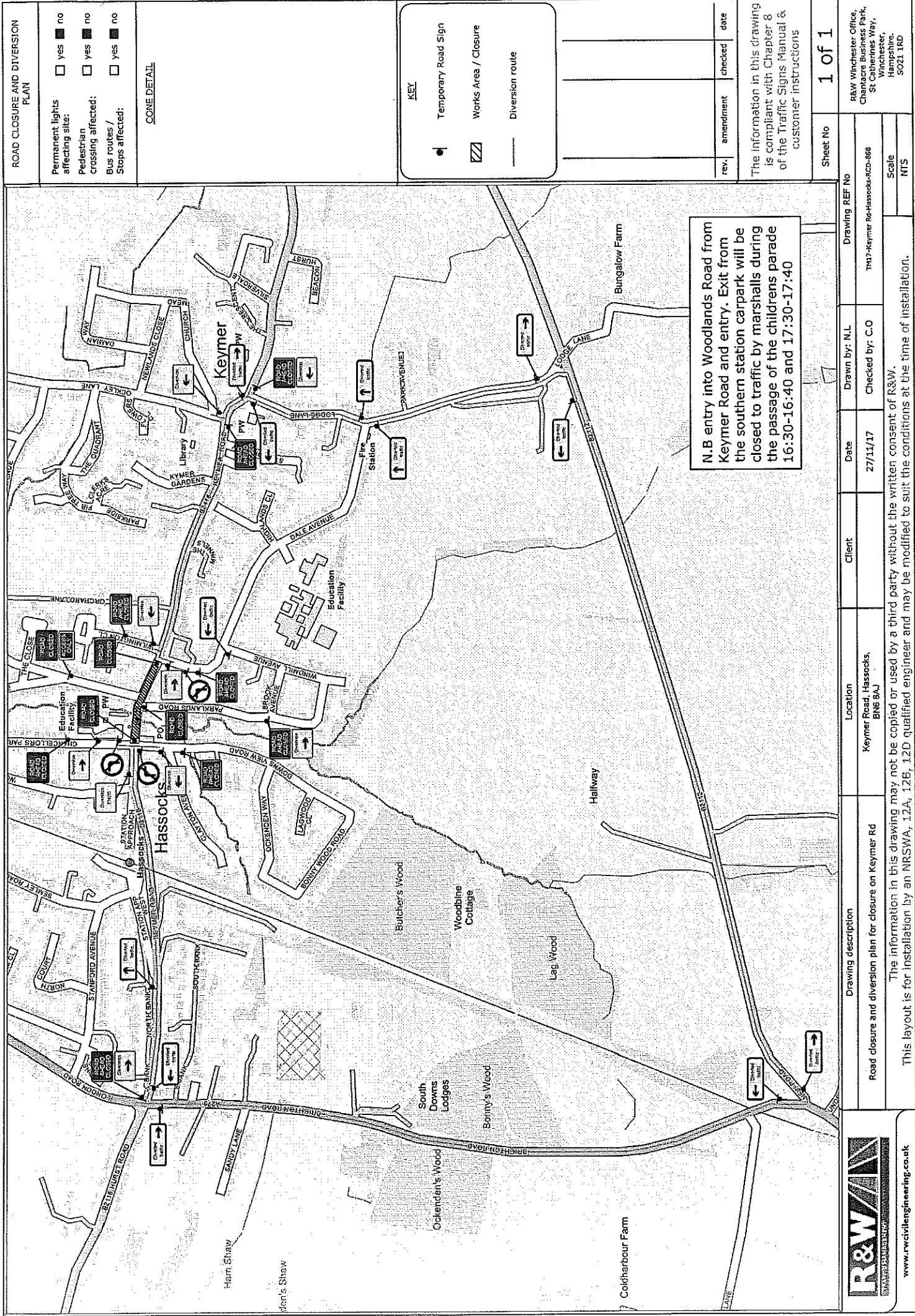
Wilful breach of this Order renders offenders liable to a penalty not exceeding Twenty Pounds.

Date.....

Head of Regulatory Services

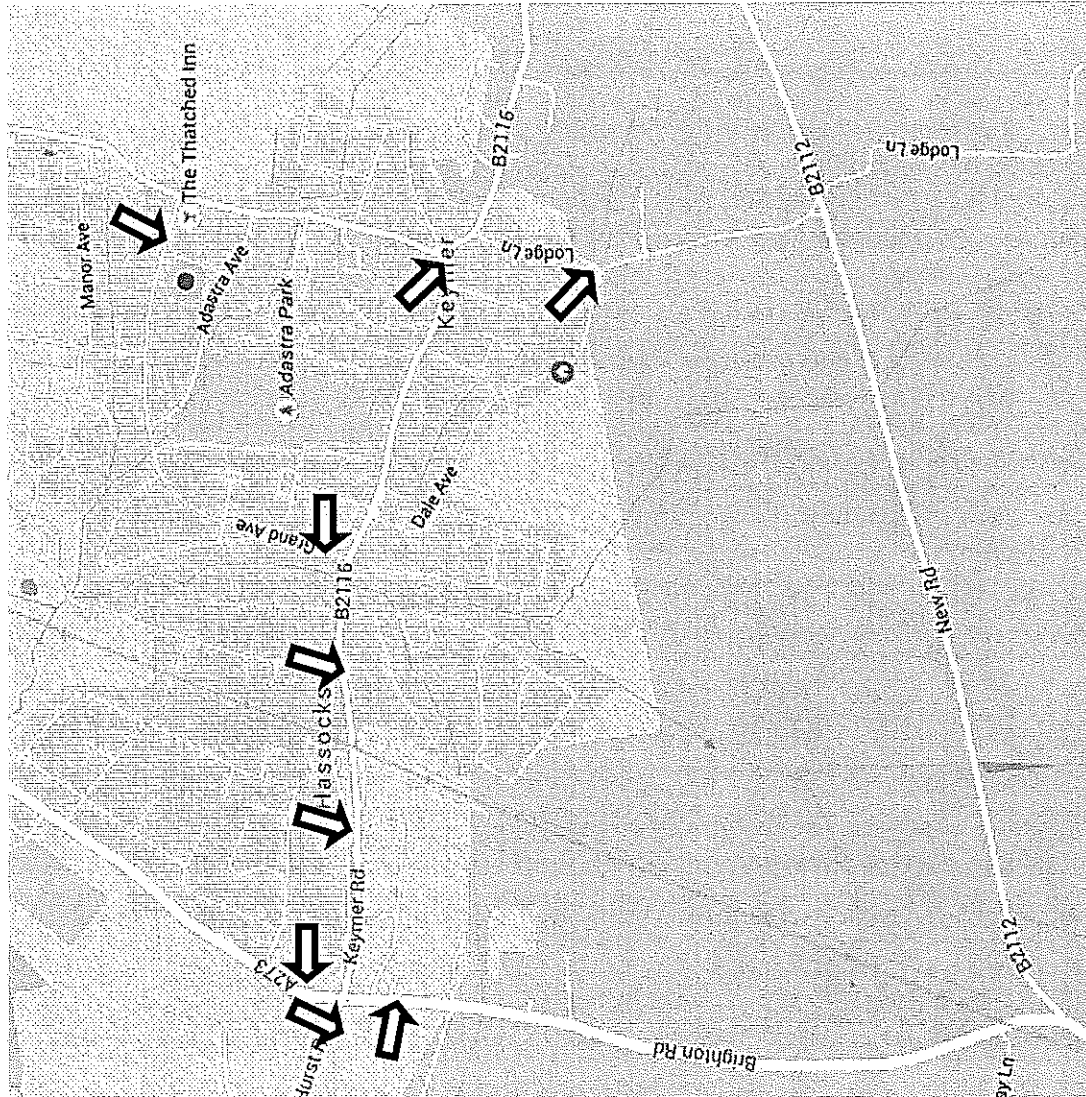
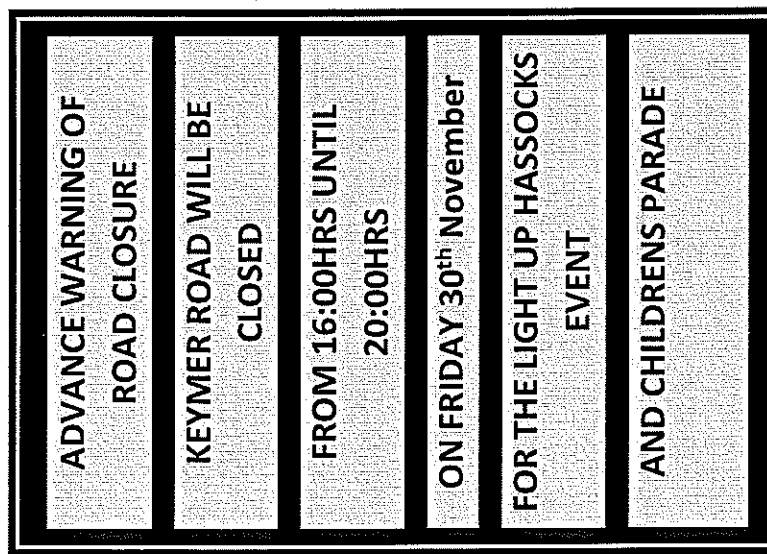


MID SUSSEX
DISTRICT COUNCIL



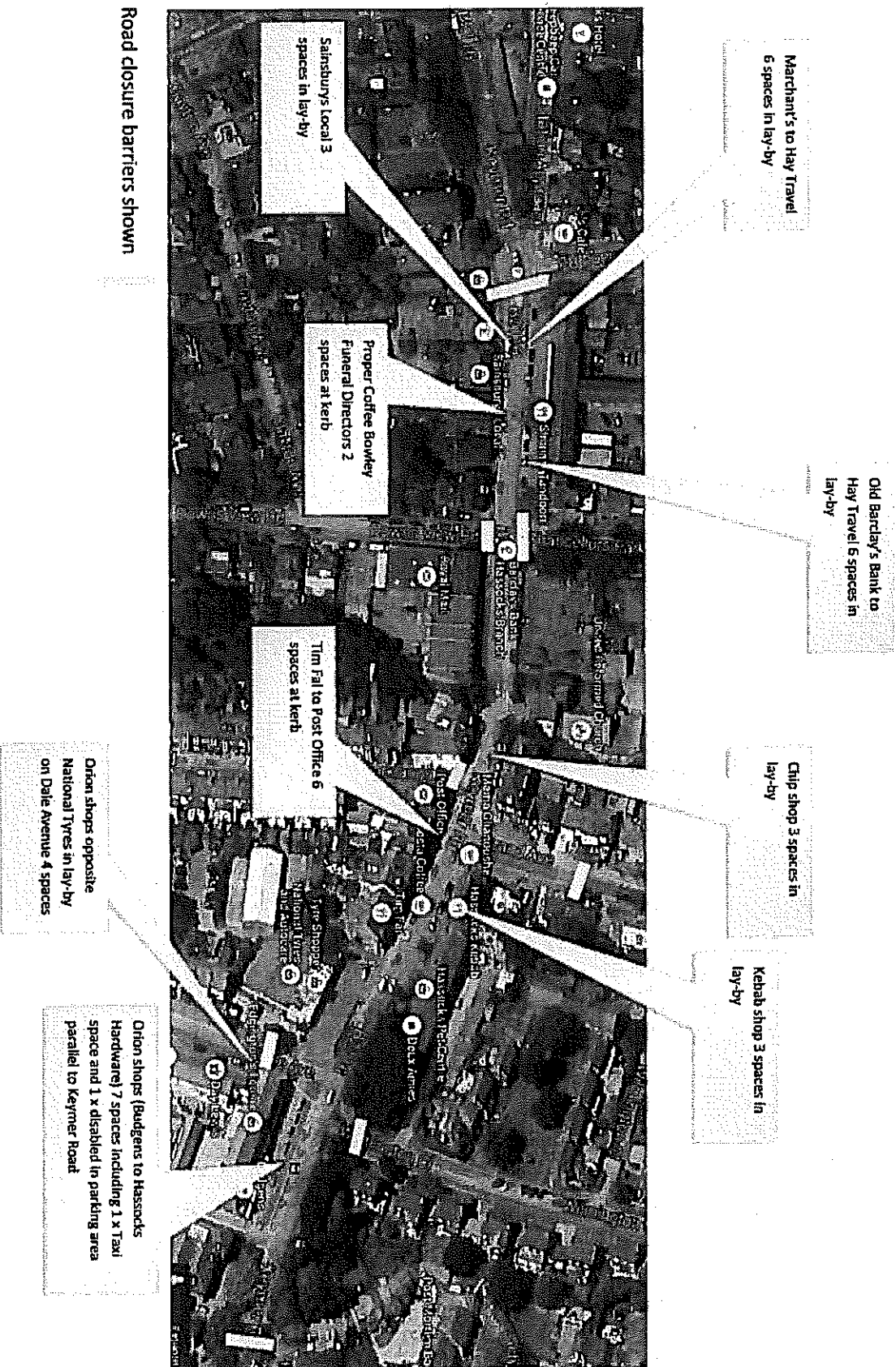
Showing advance warning signage to be erected four weeks prior to the event

Signs will be positioned as shown there will be two signs on the station approach roads



LIGHT UP HASSOCKS – 25 November 2016

Keymer Road Closure 16:00hrs – 20:00hrs – effected on road car parking – 40 spaces (includes 1 x disabled & 1 marked for TAXI)



Road closure barriers shown

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 29 March 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 11: **HASSOCKS BURIAL GROUND**

1. The purpose of this report is to invite Members to consider matters raised following an audit of Hassocks Burial Ground (background papers previously circulated), and to consider recommendations for revisions to regulations relating to the following matters in Hassocks Burial Ground:

- 11.1. Memorialisation of Burial Plots
- 11.2. The interment of cremated remains.
- 11.3. Fees relating to residents/non-residents.
- 11.4. Car park access to the Burial Ground.

11.1. MEMORIALISATION OF BURIAL PLOTS.

OFFICER RECOMMENDATION.

❖ **Members are recommended to approve the following amendments to current regulations or to agree alternatives:**

- 1. The planting of small annual bedding plants, bulbs and low growing shrubs (not exceeding 20cms in height) on graves is permitted within a designated area.
- 2. Free standing vases and plant containers may be placed on individual graves within the designated planted area. Due to health and safety considerations, such containers must NOT be of a breakable* nature and these will be removed by the Burial Ground staff. The Parish Council will not be held responsible for any loss or damage to items left at the Burial Ground, this is particularly relevant during mowing and strimming periods.

Breakable* - including but not limited to: glass, china, ceramic. Due to health and safety considerations, when assessing the fragility of an item, the Parish Council will always take a more cautious approach.

*Free standing stone vases are permitted but must be located within the planted area in-front of the headstone. A maximum of one free standing vase is permitted

- 3. The provision of a litter bin for non-compostable rubbish.
- 4. Tributes of sentimental value can be placed on the site, but within the boundary of the designated planted area. These must not be of a breakable nature.

Items which are offensive or disrupt the peace (wind chimes for example) will be removed by Burial Ground staff, alongside any objects of a breakable nature.

- 5. All headstones must be of monolith or ground anchor design and must comply with BS8415. Headstones must be made of natural stone and the maximum dimensions must not exceed 75cm high (from ground level), 60 cm wide and 10cm deep. (30 x 24 x 4 inches).

A base may be included as part of the headstone and should not exceed 60 cm wide x 30 cm deep x 7.5 cm high (24 x 12 x 3 inches). All fixings are to be BS 8415 compliant.

11.2. THE INTERMENT OF CREMATED REMAINS

OFFICER RECOMMENDATIONS.

- ❖ **Members are recommended to approve the following amendments to current regulations or to agree alternatives:**

1. An Exclusive Right of Burial for 50 years can be purchased for the interment of cremated remains in Hassocks Burial Ground.

Two areas are available for the interment of ashes, either in biodegradable caskets or loose into the ground. .

i. A plot can be purchased in front of the Memorial Walls at the northern end of the Burial Ground. These plots will be marked with a number using a plot marker, to be supplied by HPC. A plaque on the Memorial Wall can be purchased to be engraved as a memorial. Wording to be approved by HPC. Plaques and Burial plots in this area can be purchased separately.

ii. A plot can be purchased in the grassed area to the south of the Memorial Gardens. These plots to be marked using an engraved flat tablet (Max size. 30cm x 30cm/12"x 12"), purchased by owners of the Exclusive Right of Burial, subject to approval by HPC of style, size and wording.

2. Tributes and planting (subject to stipulated conditions as for burial plots) are permitted in a small designated area for each site. It is recommended that a maximum area of 15cm x 15cm is permitted for plots in the Memorial Wall area and a maximum width of 30cm and depth of 15 cm is allowed **behind** each cremation tablet.

- ❖ **Members are invited to approve the proposed revisions to the fees for the interment of ashes, noting the additional maintenance and administrative time required.**

11.3. FEES RELATING TO RESIDENTS/NON-RESIDENTS.

OFFICER RECOMMENDATION.

- ❖ **Members are recommended to approve the following amendments are made to the regulations regarding the fees for residents/non-residents of Hassocks:**

Grave spaces may be purchased by either residents or non-residents of Hassocks. However, where non-residents purchase grave spaces, the charges are increased by five times the residential rate.

Proof of residency will be required when purchasing an Exclusive Right of Burial. In the cases where the deceased is not the Deed Holder, proof of residency will be required for interments.

In cases where a long term resident of Hassocks has been accommodated outside Hassocks in a residential care, nursing or family home due to health problems, the Parish Council may, at its sole discretion, continue to apply the lower residential rate so long as it can be demonstrated* the deceased lived in Hassocks immediately before moving to the nursing facility.

*Entry on electoral role, council tax bills, utility bills or similar documentation.

11.4. CAR PARK ACCESS TO THE BURIAL GROUND

Currently the car park to the Burial Ground is only unlocked for interments.

OFFICER RECOMMENDATION.

- ❖ **Members are invited to consider approving the unlocking of the the Burial Ground between 8.30am and 3.30pm Monday to Friday for the use of visitors to the car park.**

If Members are minded to approve this proposal, it is suggested that the car park is not open to the public on days when interments are due to take place.

It is also suggested that this arrangement is reviewed operationally after six months.

Members are invited to note that once all regulations have been agreed for Hassocks Burial Ground, the Deputy Clerk will revise the Burial Ground Information booklet to ensure that all regulations are clearly explained and to standardise the text.

Public Rights of Way - Works Report

Parish: HASSOCKS

Report period: 01/01/2017 - 31/12/2017

This report outlines the work West Sussex County Council has completed on rights of way. It does not include items that are the landowner's responsibility.

Routine Contractor

Bridge

Path No	Status	Grid Ref
12K	Footpath	TQ310148
9K	Footpath	TQ316155
4C	Footpath	TQ299175

Signage - Fingerpost (with arms)

Path No	Status	Grid Ref
23C	Footpath	TQ304153
15C	Bridleway	TQ303133
65Hu	Footpath	TQ294163
8K	Footpath	TQ317156
9K	Footpath	TQ315152
10K	Footpath	TQ309158
23K	Footpath	TQ309157
19K	Footpath	TQ308159
21K	Footpath	TQ309159
16K	Bridleway	TQ314135
20C	Footpath	TQ301137
5K	Footpath	TQ309163
24C	Footpath	TQ305155
2C	Footpath	TQ299180
6C	Footpath	TQ298176
4C	Footpath	TQ300177
4_1C	Footpath	TQ299173

Signage - Waymarking (post or disc)

Path No	Status	Grid Ref
15C	Bridleway	TQ300137
5K	Footpath	TQ307163

Surface - Condition

Path No	Status	Grid Ref
3K	Bridleway	TQ320169

Public Rights of Way - Works Report

Vegetation - Side or Overhead

Path No	Status	Grid Ref	Length (m)
5_1C	Footpath	TQ298178	55.75

Vegetation - surface

Path No	Status	Grid Ref	Length (m)
9K	Footpath	TQ316155	53.78
9K	Footpath	TQ316152	76.83
20K	Footpath	TQ313155	199.98
23K	Footpath	TQ309157	124.19

**Public Rights of Way
Summer Surface Vegetation Clearance****Parish: HASSOCKS**

All or a section(s) of the paths listed below are on the Rights of Way services Summer Surface Vegetation Clearance Programme. This runs from June to August.

Veg. surface summer - 1 cut

Path No	Status	Grid Ref	Length (m)
11K	Footpath	TQ306160	32.12
19K	Footpath	TQ307160	236.67
19K	Footpath	TQ310159	262.65
18K	Footpath	TQ314124	533.30
15C	Bridleway	TQ303133	187.39
21K	Footpath	TQ309159	112.48
20K	Footpath	TQ313155	202.27
23K	Footpath	TQ309157	125.55

Deborah Urquhart
Cabinet Member for Environment

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www.westsussex.gov.uk

Room 102
County Hall
Chichester
West Sussex
PO19 1RZ



6th March 2018

Dear Chairman,

Public Rights of Way management

You will be aware West Sussex County Council (WSCC) visits your parish once every 15 months as part of its inspection and maintenance programme of Public Rights of Way (PRoW). These inspections are completed by teams of Access Rangers, part of our Countryside Services, and dedicated Parish Path Inspectors, who are volunteers. These proactive inspections enable WSCC to monitor more than 4,000km of paths across the county and to look into the many reports received during the year. Urgent matters that are reported to us between the planned inspections will always be picked up and there is guidance on the WSCC website as to how we prioritise these reports.

I am getting in touch now to provide you with your annual update on PRoW matters. A report outlining the work completed in your parish during 2017 is attached. This details our routine maintenance work, tasks carried out by our PRoW Volunteer Rangers and any improvement work that has been completed during the year.

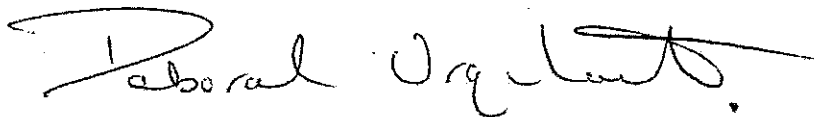
In addition to the work WSCC delivers, parish councils, landowners and many other groups and individuals have also completed various works. All of this makes a valuable contribution to improving public access across the county, with other benefits such as flood management through routine ditch clearance, and we are grateful for these continued efforts.

The above emphasises that keeping the PRoW network open and usable really is a team effort and as a Parish Council you play a key role. We will continue to involve your Council in our proactive inspection programme by contacting your Clerk before each inspection, providing you with opportunity to let us know of any matters you would like to bring to our attention. You can also contact us outside this programme; a map is

enclosed providing details of who your local Access Ranger is and I encourage you to use them as your first point of contact for PRow enquiries or issues. Should you wish to report any issues to them any details you can provide, such as photographs, measurements, clear location, type of vegetation, will be greatly appreciated.

WSSC will continue its summer surface vegetation clearance programme in 2018, which aims to clear many of the most prone paths. You can assist us in making this programme as effective for path users as possible. A list of paths we are planning to cut in your area during 2018 is included. If you believe there are paths that should be added to this list, or possibly removed, please let your Access Ranger know **within three weeks of the date of this letter** so they can be considered as part of this year's programme.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Deborah Urquhart', with a stylized flourish at the end.

Deborah Urquhart
Cabinet Member for Environment

