

## HASSOCKS PARISH COUNCIL

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

Attendees: Cllrs Jane Baker, Georgia Cheshire, Frances Gaudencio, Peter Gibbons (Chair) and Bill Hatton

In attendance: Tracy Bates – Deputy Clerk  
Ian Cumberworth – Parish Clerk  
Sally Booker  
Cllr Emma Woods (observing)

GE17/118 APOLOGIES. Apologies were received from Cllrs Leslie Campbell, Kate Bailey Darryl Sinclair and Sue Hatton, and Tony Copeland (Chair of Hassocks Allotment Holders Association) and Penny Wadsworth. Cllr Ian Weir was absent without apology.

GE17/119 DECLARATIONS OF INTEREST. There were no declarations of interest.

GE17/120 MINUTES.

RESOLVED to accept the minutes of the Grounds and Environment Committee meeting held on 26 February 2018.

There were no matters arising.

GE17/121 PUBLIC PARTICIPATION. There were no members of the public present.

GE17/122 PARKLANDS ROAD ALLOTMENTS. In his absence, Tony Copeland, Chair of Hassocks Allotment Holders Association, had asked the Clerk to inform the Committee that there was nothing to report.

GE17/123 STREET TREES. In Penny Wadsworth's absence, Steve Richards from the Trees for Hassocks Group had provided the following written report to be shared with Members.

*A brief update from the Trees for Hassocks Group*

*Firstly, may I start with a big thank you for the support of the Parish Council – both financial and moral – which has helped and sustained the Trees for Hassocks project for many years now. I hope you will agree that together we have been able to make a real improvement to the streets and roads of Hassocks and the general ambience of the village. I have been surprised how quickly the tree planting has changed the look and feel of many areas, and to think that we are making a long lasting impact on the environment of the village is really satisfying for everyone involved. I'd like to acknowledge how much Jim Mellor of WSCC has helped to bring this about; we are really grateful for his help and commitment to this project.*

*Since starting several years ago (as a spin-off from the neighbourhood design plan group) we have sought to coordinate tree planting in manageable 'chunks' across the village each year. It has reached the point now where all major schemes are completed and as a result we are proposing a different approach this year, on which we would welcome your feedback. We collect a number of specific individual requests during the year (for example, missed verge spots, replacement trees); this year we are proposing to extend this idea so that rather than identifying specific schemes we propose to ask villagers to contact us with more individual requests so that we can fill odd gaps as well as identify any new areas we may have missed. If this idea is well received we will place a piece in the Talk About magazine in good time to allow our planning over the summer.*

*I will be very grateful for your views and look forward to talking with you at a future meeting.*

*Thank you again for your continuing support to the project.*

*Steve Richards – on behalf of the TFH group*

Members offered full support to the proposals as presented by Steve Richards, and expressed their appreciation of the positive contribution that the street tree project makes to the village. Therefore the Committee unanimously AGREED with the approach of collating and assessing individual requests for trees throughout the village in future, rather than targeting specific roads. The Deputy Clerk was asked to liaise with the Tree Group on the instigation of this approach. It was noted that the opportunity to promote the success of the initiative to date and its positive impact on the village should be utilised. Therefore, once the revised scheme has been finalised by the Tree Group, a news release would be included on the website, alongside the Tree Group's post in the Talk About. [Action: Deputy Clerk]

GE17/124 FLORAL DISPLAYS. In the absence of Penny Wadsworth, the Deputy Clerk informed the Committee that 50 Traders had been approached regarding hanging baskets for 2018. 25 were definitely having baskets, with one trader yet to confirm. Last year 27 baskets were supplied, however despite the reduction in total baskets for 2018, seven new Traders have opted into the project for the forthcoming year.

GE17/125 TRAFFIC AND PARKING. Sally Booker informed the Committee that the Public Consultation held on Tuesday 27 March had been very well attended, and that over 130 responses had been collected to date on the proposals for Stage 2 of the Traffic and Parking Project.

The responses will now be analysed in order to determine how the proposals are moved forward. There had been some interesting suggestions for possible amendments and the proposals would be reviewed taking these suggestions into consideration. If the analysis concludes overall support for the proposals then it is hoped that a final set of proposals will be completed and presented to West Sussex County Council (WSSCC) for consideration at its next meeting in

June 2018. If this is approved, the scheme could be implemented within the next twelve months. However, at the current stage, the progression is very dependent on the general level of support from residents and therefore the forthcoming analysis of responses will be significant in determining the next step.

Members expressed their sincere gratitude to Sally Booker and Cllr Ian Weir for the enormous amount of work that they have put into the project to endeavour to improve Traffic and Parking concerns in Hassocks.

The Clerk informed the Committee that MSDC had agreed to provide statistics on the level of enforcement in Hassocks. It was noted that public perception is that the village receives a low level of parking enforcement, and statistics on the actual level of enforcement could be useful to clarify the situation. If there are new regulations implemented, MSDC have also agreed that a higher level of enforcement will be assigned to the village initially, to support a campaign to ensure that there is an awareness of the new restrictions in place.

GE17/126 BUS SHELTER REPAIRS. Members were 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.

Members considered the proposal for repairs and renovation to the two bus shelters on London Road between Stonepound Crossroads and Little Copse Road, as recommended below:

- Re-cladding exterior and interior where necessary
- Replace rotten framework
- Re-anchor structure to the ground (London Rd east)
- Preservative coat to external cladding
- Boarding along the internal bottom edges of the shelters.
- Fully repainting interiors.

17/126.1 It was RESOLVED to approve the repairs and renovations to the bus shelter north of Stonepound on London Road, and the shelter south of Little Copse Road on London Road as described above. 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.

GE17/127 TEMPORARY ROAD CLOSURE APPLICATION. Members were invited to consider the draft road closure application for the Annual Light Up Hassocks event to be held on 30 November 2018 (Previously circulated with the agenda) and to instruct the Deputy Clerk of any representations to be submitted to Mid Sussex District Council on behalf of the Parish Council regarding this application.

At this point Cllr Georgia Cheshire declared a personal interest in this item as one of the parade organisers.

Members considered the attached papers and it was AGREED that Hassocks Parish Council would submit a response to MSDC offering its full support to the Road Closure Application for the Annual Light Up Hassocks event to be held on 30 November 2018. [Action: Deputy Clerk]

It was however noted that by closing the road at 4pm, this creates difficulty for children who attend schools outside of the village, both in terms of returning home and for being included in the event. Therefore it was requested that a 4.30pm closure, and 5pm parade might be considered for future events. Cllr Cheshire offered to present this request to the Light Up Hassocks Committee.

GE17/128 HASSOCKS BURIAL GROUND. Following an audit of Hassocks Burial Ground by the Officer from the Institute of Cemetery and Crematorium Management (ICCM), Members were invited to review and revise regulations relating to the following matters in Hassocks Burial Ground:

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

The proposals were considered in detail.

17/128.1 MEMORIALISATION OF BURIAL PLOTS. It was RESOLVED to approve the following amendments to the regulations for Hassocks Burial Grounds for the memorialisation of Burial Plots:

**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.

17/128.2 THE INTERMENT OF CREMATED REMAINS. It was RESOLVED to approve the following amendments to the regulations for Hassocks Burial Grounds for the interment of Cremated Remains.

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.

17/128.3 It was RESOLVED to approve the fees for the interment of Cremated Remains to be set as follows:

	Approved Revised Charges for EROB and ashes burial plot
A stillborn child, or a person whose age at the time of death did not exceed 12 months. (Parishioners only)	Free
A person whose age at the time of death exceeded twelve months but did not exceed 11 years	£99.00
A person aged 12 years and over at the time of death.	<u>Memorial Wall area</u> £199.00 EROB, first interment and numbered ground marker. £30.00 to purchase a plaque on the Memorial Wall

	<b>Southern Memorial Area</b> <b>£259.00 EROB, first interment and permission for a Memorial Tablet.</b>
<b>Second Interment</b>	<b>£99.00</b>
<b>Additional Inscription on a tablet.</b>	<b>£19.00</b>

17/128.4 FEES RELATING TO RESIDENTS/NON-RESIDENTS

It was recognized that there are individuals who have spent many years living in Hassocks prior to their death, or indeed have strong connections with Hassocks. The sensitivity of this matter was acknowledged and there was some discussion as to whether exceptions could be made at the Clerk's discretion. The Deputy Clerk asked the Committee to recognise that whilst this would be a positive gesture, from previous experience it would also be very difficult to be consistent and fair in determining which situations would qualify. Hence very clear guidelines were required to ensure consistency and objectiveness. It was also noted that all residents are able to pre-purchase burial plots which therefore entitles them the right of burial in Hassocks Burial Ground, regardless of residency at the time of death.

It was RESOLVED to approve the following amendments to the regulations for Hassocks Burial Grounds for 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.**

17/128.5 CAR PARK ACCESS TO THE BURIAL GROUND

Currently the car park to the Burial Ground is only unlocked for interments. The Committee were invited to consider approving the unlocking of the Burial Ground between 8.30am and 3.30pm Monday to Friday for the use of visitors to the car park.

This was recognised as a positive step, however potential difficulties were acknowledged, and that it would not be possible to assess the value of such a move unless it was actively trialled. Therefore

17/128.6 It was RESOLVED to approve that Hassocks Burial Ground will be unlocked between the hours of 8.30am and 3.30pm Monday to Friday. However the car park will not be open to the public on days when interments are due to take place.

Suitable signage and notification to be installed.

It was AGREED that this arrangement would be reviewed operationally after six months.

It was AGREED that the regulations and procedures for Hassocks Burial Ground would be reviewed in two years to assess the impact of the amendments and to ensure best practice is being implemented.

It was AGREED that the operational elements of implementing and monitoring the agreed amendments would be carried out by the Parish Office staff.

The Committee expressed its thanks to the Deputy Clerk for her hard work in reviewing the Burial Ground.

GE17/129 ADASTRA PARK MASTERPLAN. Cllr Frances Gaudencio introduced the item by explaining that the purpose of the report was to give some clear information to members about:

1. The scope of the projects
2. The potential costs which are as yet unverified
3. The money available in HPC reserves allocated to the park
4. The potential funding available from S106
5. The impact of various options

Cllr Gaudencio noted the importance of not asking Members to make decisions at this stage which would be difficult to reverse should significant obstacles become apparent at a later stage. At this point she felt that the focus should be on providing more information to ensure full awareness of the possible impact of any route that is chosen because of constraints or otherwise.

The outcomes from the report should be to gain clarity of what is involved, recognition that work is underway to get proper costings, and to initiate the start of the bidding process and to gain a view about engagement with residents. Also to ensure an awareness that the Clerk will need some assistance at various stages.

The Clerk gave a short presentation outlining the aims for the masterplan and the aspirations for successful play spaces. He also informed the Committee that he has been exploring funding streams for S106 money and reported that there are several possible options. Some S106 money is limited to certain areas i.e./ formal sports. This would include skateboarding. It may not be possible to secure all the funds, and there is a risk of bidding for funds and being unsuccessful. This has implications if the Council commits to projects

prior to securing funding. S106 money also requires evidence that any project is supported by public demand.

The Clerk asked the Committee for a clear direction on how it wished him to progress the project. Information showing the positives and negatives of various project options and potential for funding options was provided as background papers. It was noted that the process of applying for funding is a lengthy one, requiring extensive information. It was fully agreed that Public Consultation was essential however any application for the next round of S106 funding would need to be submitted to Mid Sussex District Council by 1 May 2018.

17/129.1 It was therefore RESOLVED to instruct the Clerk to proceed with an application for S106 funding towards a wheel park. It was agreed that an application for up to 75% of the cost would be submitted.

It was also AGREED that engagement with the public should be the next stage and that the May Day event to be held on 7 May 2018 would provide a perfect opportunity for a Public Consultation event.

It was noted that it has not yet been possible to ascertain exact costings for the various proposals and it may be that not everything aspired to can be achieved within the agreed budget. Similarly there are other funding sources available which can be explored, however further clarity is required on the conditions which need to be met to secure this funding. It is therefore essential that the current uncertainty between available funding and final costs is borne in mind and that public expectation is managed accordingly.

17/129.2 It was AGREED that a Public Engagement event would be held at the Parish Offices on Monday 7 May 2018 between 11am and 4pm. The aim of the event would be to invite the public to view and to contribute to the aspirations of the Parish Council for Adastra Park.

17/129.3 It was RESOLVED to approve a maximum budget of £500, to be taken from the Ear Marked Reserves for Adastra Park, to be used to cover the associated costs for publicising and staging the Consultation Event.

Cllrs Jane Baker, Georgia Cheshire, Frances Gaudencio, Peter Gibbons and Bill Hatton and Sally Booker agreed to organise and support the consultation.

Sally Booker offered to write an article promoting the event to be submitted to the Talk About before 5 April. This would be sent to the Parish Office for the final approval of the Clerk/Deputy Clerk prior to submission. [Action: Sally Booker/Deputy Clerk]

Cllr Emma Wood left the meeting at 9.35pm

GE17/130 PUBLIC RIGHTS OF WAY (PROW). Members noted correspondence from West Sussex County Council (WSSCC) including the works report outlining the work WSSCC has completed on rights of way in Hassocks and the list of Summer



Surface Vegetation Clearance programme for 2018/19. In the absence of Cllr Weir, the Deputy Clerk informed Members that Cllrs Leslie Campbell and Ian Weir had reviewed the proposed Summer Surface Vegetation Clearance list as provided by WSCC and had submitted suggestions for amendments, as requested, to the Public Rights of Way Officer for her attention.

GE17/131 URGENT MATTERS at the discretion of the Chairman for noting and/or inclusion on a future agenda. Cllr Gibbons asked Members to note that concerns had been expressed regarding the installation of a Kissing Gate on the footpath between Keymer Road into the Dale Avenue Car Park, beside the newly built dwellings. It was recognised that this has always been a well-used footpath, particularly by school children and parents, and that a kissing gate creates access difficulties for disabled people and parents pushing buggies especially. This has been raised by Cllr Kirsty Lord and Sue Hatton with Planning Enforcement at MSDC and is being followed up.

GE17/132 DATE OF NEXT MEETING. Monday 23 April 2018 at 7.30pm.

There being no other business the meeting closed at 9.45pm.

Signed .....Chairman

Date.....