

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, Emma Wood 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 27 September 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

Parish Clerk
20 September 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 25 July 2018. (Previously Circulated)
4. **PUBLIC PARTICIPATION.**
5. **OFFICER'S REPORT.** (Appendix 1)
6. **PARKLANDS ROAD ALLOTMENTS.**
 - 6.1. Verbal Report (Tony Copeland, Chair of Hassocks Allotment Holders Association)
 - 6.2. Members are invited to approve to approve the Parkland's Allotment Rent for 2018/19 per half plot remaining at £35.00 using the agreed formula based on inflation. (Appendix 2)
7. **HASSOCKS BURIAL GROUND.** The purpose of this report is to invite Members to approve the expenditure of £600 plus VAT for necessary ground improvement works to prepare the designated tablet area for the interment of cremated remains. (Appendix 3)
8. **TALBOT FIELD.** Members are invited to note the attached report regarding the annual inspection carried out by the Woodland Flora and Fauna Group, and to note that some maintenance work will be undertaken by the group on a voluntary basis. (Appendix 4)
Verbal report (Cllr Jane Baker.)
9. **GARDEN OF REMEMBRANCE.** Members are invited to note that volunteers have now commenced work on the Garden of Remembrance. Verbal update (Cllr Jane Baker).
10. **REMEMBRANCE BEACON EVENT.** Verbal Update (Cllr Georgia Cheshire).
11. **STREET TREES.** Members are invited to note the report from Hassocks Tree Group. (Appendix 5)
12. **TRAFFIC AND PARKING.** Verbal Update (Cllr Ian Weir/Sally Booker)
13. **PUBLIC RIGHTS OF WAY.**
 - 13.1 Proposed improvements to the Cinder Track. (Papers to follow)
 - 13.2 Verbal Update. (Cllr Leslie Campbell)
14. **URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
15. **DATE OF NEXT MEETING** Thursday 25 October 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: 27 September 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 5 - **OFFICER'S REPORT**

1. The purpose of this report is to update the Committee on Grounds and Environment (G&E) Matters.

2. **ADASTRA PARK**

ANTI-SOCIAL BEHAVIOUR

Litter Bin. The new litter bin has been installed on the fencing at the northern end of the North Field. On one occasion litter has been pulled out of the bin and thrown into the stream, and on a second occasion the entire bin removed from the fence and thrown into the stream along with the litter. The bin has been re-fixed.

Fence Damage. The wooden fencing between the Adastra Hall and the Keymer and Hassocks Sports and Social Club (KHSSC) has been damaged beyond repair. It was reported by the Social Club that this damage was due to the fence being used to gain access to the Club's roof. The fence has been removed and a temporary fence installed.

RAIN GARDEN INSTALLATION. – It is planned that the installation of the Rain Garden in the south-west corner of the South Field will begin in October. The garden will now be landscaped and planted, and all plants have been kindly donated by Garden Sage, Hassocks. The planting will be undertaken by HKD Transition, who have also agreed to maintain the site for 2-3 years on behalf of the Parish Council. At the end of this time, it is hoped that the maintenance will be taken on by the Green Group.

3. **DOG WASTE BINS.** The Parish Office has been continuing to raise concerns with MSDC over the poor collection service around the village.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 September 2018

Contacts for this report: Deputy Clerk

Subject: Item ALLOTMENT RENT 2018/19

1. The purpose of this report is to invite Members to approve the Allotment Rent for 2018/19. At a meeting of the Grounds Committee on 11 March 2015, a formula proposed by Hassocks Allotment Holders Association was agreed for calculating allotment rents which composes of three elements, plot rent, water installation, and water charges. (Minute 7b).

The formula was as follows:

- a) **Plot Rent** 2013-14 Plot Rent £18.50 – increased annually based on inflation.
- b) **Water Installation.** 2011 an addition of £10 per annum for water installation costs to run for 21 years until 2032.
- c) **Water Charges.** The charges for water usage were agreed as £5 per annum until 2016 when water charges would be reviewed to take into account any variations in water costs or usage
- d) Using the agreed formula rents have been set as follows:

October 2014

£18.85 plus water = £33.85 Rounded to nearest pound = Total £34.00

October 2015

£19.04 plus water = £34.04 Rounded to nearest pound = Total £34.00

October 2016

£19.23 plus water = £34.23 Rounded to nearest pound = Total £34.00

October 2017

£19.74 plus water = £34.74 Rounded to nearest pound = Total £35.00

2. Water costs are being monitored however there does not appear to be any notable change which would give reason for any adjustment to the current charge.
3. Using the agreed formula, applying inflation to the rent for a half plot for 2017/18 would make a total increase of 47p (2.4%) bringing the rent to £35.21 therefore using the previously adopted principle the rent should be rounded up or down to the nearest pound the rent should be increased to £35.00 pa.

Rent (17/18)	£ 19.74
Inflation increase	£ .47
Water installation	£ 10.00
Water Usage	<u>£ 5.00</u>
Total	£ 35.21

4. **OFFICER RECOMMENDATION.** Members are requested to approve the rent for 2018/19 per half plot remaining at £35.00 using the agreed formula based on inflation.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 September 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item - Hassocks Burial Ground

1. The purpose of this report is to invite Members to approve the expenditure for necessary ground improvement works to prepare the designated tablet area for the interment of cremated remains.
2. The designated area is to the south of the memorial garden. This grassed area has become overrun with weeds and is therefore not an attractive site for a new interment area. Following a discussion with the Contractor who maintains the burial ground, it was recommended that the most effective long term solution would be to rotavate the area and then to re-turf.
3. The condition of the grass in this area has resulted in an understandable reluctance to purchase plots. It is therefore advised that carrying out the necessary improvements would be an investment for the Council and would allow the necessary changes in interment procedures as previously agreed to be implemented (G&E 29.3.18 Min Ref: 17/128.1).
4. The Contractor who undertakes the grounds maintenance at the Burial Ground has provided a quote of £600 plus VAT to clear the entire area and to re-turf. It is anticipated that this would be completed by mid-October.
5. The Council has ear marked £3000 for improvements to the Burial Ground and it is proposed that these funds should be drawn on to carry the above improvements.

5. OFFICER RECOMMENDATION:

- a) Members are invited to approve the clearance and re-turfing of the area allocated to ashes interments marked with tablets at a cost of £600 plus VAT.
- b) Members are invited to approve the transfer of £600 from the Burial Ground Ear Marked Reserve into the Burial R&R fund to cover the cost of the above described work.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 September 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item – **TALBOT FIELD**

1. The purpose of this report is to inform Members of an update received from The Woodland, Flora and Fauna Group regarding their annual inspection of the bird and bat boxes installed in Talbot Field by the group. The report is also to inform Members that the group have kindly volunteered to undertake some maintenance work in Talbot Field.
2. Bird and Bat Boxes Inspection Report: The inspection *‘revealed that all bat boxes were being highly used and the bird boxes were filled with old nesting material from mostly blue tits, great tits and nut hatches. All have been cleaned out in readiness for future occupancy. It continues to be a valuable nature area.’*
3. Maintenance Observations. Brambles beneath the trees have overgrown the woodland pathways, although the membrane pathways still appear to be intact beneath the debris that has built up over the years. This could possibly be cleared without any renewal and could be clarified if the bramble was cut back.

There is a high spread of white poplar to the south (back) of the meadow. This spreads continuously by suckers and wind born seeds and therefore it is recommended that all this growth is cut down to ground level. Any re-growth could be contained by the annual meadow cut.
4. Voluntary Maintenance. The Woodland Flora and Fauna group have offered to carry out various maintenance tasks including the cutting down of all the bramble within the woodland and the spread into the meadow adjacent, and to arrange the removal of the spreading white poplar to the south of the meadow and the larger tree seedlings within it.
5. A representative from the group met with the Clerk and Cllr Jane Baker to discuss and confirm the work to be undertaken. It was agreed to treat this as an operational decision in the first instance to enable work/timeframes to be progressed. This will provide positive evidence of working in partnership with a voluntary group.
6. OFFICER’S RECOMMENDATION. Members are invited to note the above report.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 September 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 11 – Hassocks Tree Group Report

1. The purpose of this report is to update Members on the work of the Hassocks Tree Group.

2. Steve Richards from the Tree Group has provided the following report for Members:

This year we invited people to get in touch with the Trees Group individually to request a tree, rather than planning to plant one or two specific streets. As a result we identified 18 trees to be planted at 17 addresses across the village, filling gaps and replacing the odd dead tree. The trees will be planted later over the winter as usual. Looking forward to planting for 2019 it will be appropriate to survey the village once more for any remaining unplanted areas and to check especially for the condition of ash trees, as we are told ash dieback is looking more likely and this will impact certain areas (e.g. London Road). If the Committee would like us to look at any specific areas of the village we would of course be pleased to follow up suggestions.

3. Members are invited to note the above report and to consider whether there are any suggestions for specific areas of the village which may be in need of planting.