

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Kristian Berggreen, Leslie Campbell, Georgia Cheshire, Frances Gaudencio, Peter Gibbons, David Hammond, Bill Hatton, Frank Rylance and Alex Simmons) and Co-opted Members (Tony Copeland) 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 February 2020 at 7.30pm** in the Parish Centre, Adastra Park, Hassocks.

Parish Clerk
19 February 2020

1. **TO ACCEPT APOLOGIES FOR ABSENCE.**
2. **TO ACCEPT DECLARATIONS OF INTEREST.**
3. **MINUTES** To accept the Minutes of the Grounds and Environment Meeting held on Tuesday 21 January. (Previously Circulated)
4. **PUBLIC PARTICIPATION.**
5. **OFFICER'S REPORT** (Appendix 1).
6. **PARKLANDS ROAD ALLOTMENTS.**
7. **ADASTRA PARK MEMORIAL TREE REQUEST.** Members are requested to consider a request to plant a Memorial Tree in Adastra Park (Appendix 2).
8. **ADASTRA PAVILION FURNITURE.** Members are invited to approve the expenditure of up to £1,750 for the purchase of replacement furniture in the Adastra Pavilion (Appendix 3).
9. **BURIAL GROUND FEES.** Members are invited to review and approve fees for Hassocks Burial Ground for 2020 - 21 (Appendix 4).
10. **ADASTRA PARK MASTERPLAN.** Verbal Update.
11. **CHRISTMAS LIGHTS / LIGHT UP HASSOCKS 2020.**
 - 11.1 **Festive Lighting Contract.** Members are invited to agree a specification for a Christmas Lighting Contract. (Appendix 5)
 - 11.2 **Lighting Repairs.** Due to a failure in some sections, Members are invited to consider options for repair or replacement of the existing Merry Christmas Hassocks lighting frame. (Appendix 5)
 - 11.3 **Light Up Hassocks Road Closure Request.** Members are invited to consider a draft road closure application for the Annual Light Up Hassocks event to be held on 4 December 2020. (Appendix 6). Members are also requested to note that following requests from Traders and Residents, the date for Light Up Hassocks 2020 has been moved a week closer to Christmas and will take place on 4 December 2020.
12. **PUBLIC RIGHTS OF WAY (PROW).** Verbal Update (Cllr Leslie Campbell.)
13. **URGENT MATTERS** at the discretion of the Chairman for noting and/or inclusion on a future agenda.

14. EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

EXEMPT ITEM

15. **MINUTES** To accept the Confidential Minutes of the Grounds and Environment Meeting held on Tuesday 21 January 2020. (Previously Circulated)

16. **DATE OF NEXT MEETING** 25 March 2020 at 7.30pm

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.

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.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 February 2020

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. **PARKLANDS COPSE.** Due to safety concerns necessary tree work has taken place in Parklands Copse on trees overhanging an adjacent building. The cost of this work being £500 to be funded from the Tree Maintenance budget.
3. **LITTER BIN.** As a result of an ongoing issue with litter/dog waste in Windmill Avenue, following liaison with MSDC a new free standing litter bin is to be installed in replacement of a small wall mounted bin. The bin will be of the same design as all other bins in the village. The cost of the bin was £387.00 plus VAT and installation in the region of £100. To be funded from the Litter Bin Budget which has £800 unspent to date.
4. **HANGING BASKETS.** Letters have been distributed to all Hassocks Traders inviting them to take up the option to have a hanging basket for Summer 2020. The closing date for returning the form is Friday 28th February.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 February 2020

Contacts for this report: Deputy Clerk

Subject: Agenda Item 7 - **MEMORIAL TREE IN ADASTRA PARK**

1. The purpose of this report is to invite Members to consider the following request to plant a tree in Adastra Park from the parents of Pearl Dixie, a young Hassocks resident who died from cancer in 2017, aged 10.
2. 'We would like your permission to plant a tree in the park.

As you may know our daughter (Pearl Dixie) sadly died, aged 10, from cancer, in 2017.

Each year on or around her birthday, the 15th of December, we plant a tree with a small plaque to remember her and make the world a better place in her name.

So far we have planted apple trees in the grounds of both Hassocks Infants and Windmills Junior School. And Downlands School also planted a Tibetan Cherry tree (*Prunus Serrula*) for her in their new nature garden.

Pearl loved to play in the Adastra children's playground, learnt to ride her bike on the paths, and spent many happy hours playing on the grass and in the stream. It would be wonderful to be able to plant a tree for her recent birthday, in a place close to her and our hearts.

I understand that you are already planning to plant new trees around the park. Could we fit in with your plans and plant a tree for Pearl please?

Ideally near the playground (I was thinking a tree that soaks up lots of water at the path crossroads on the North/West corner of the playground to combat the ever present mud/puddle!) but we are happy to fit in with whatever type of tree and site work with the rest of the park.

We are happy to cover the cost of both the tree and small engraved plaque, and would like to be involved in the planting.'

3. It has been noted that the forthcoming improvement work to the North Field Play Area will impact on the viability of any tree planting in this vicinity in the short term.
4. **OFFICER RECOMMENDATION.** Members are invited to consider the request and to approve the planting of a tree in memory of Pearl Dixie.

Members are invited to consider possible suitable locations/species of tree which can be suggested to the family.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 February 2020

Contacts for this report: Deputy Clerk

Subject: Agenda Item 8 – **ADASTRA PAVILION FURNITURE**

1. The purpose of this report is to invite Members to approve the expenditure of up to £1750 to purchase new replacement furniture for the Community Pavilion.
2. At the G&E meeting held on 24 April 2016, members were presented with a report and Officer Recommendation to replace all the existing pavilion furniture with folding lightweight tables which could be stored safely on a trolley and lightweight durable stacking plastic chairs.

Following the report Members resolved that a budget of up to £1600 be used for the purchase of suitable replacement furniture for the Community Pavilion as deemed appropriate by the Clerk. Expenditure to be taken from the Pavilion Budget. (Min Ref: **16/288**).
3. Due to unforeseen circumstances, this was not progressed and the resolution has now lapsed. Over time the furniture has deteriorated further and requires replacing at the earliest opportunity.
4. **OFFICER RECOMMENDATION.** Members are invited to approve the expenditure of a budget of up to £1750 to be used for the purchase of suitable replacement furniture for the Community Pavilion as deemed appropriate by the Clerk. Expenditure to be taken from the Pavilion Budget.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 February 2020

Contacts for this report: Deputy Clerk

Subject: -Agenda Item 9: Burial Ground Fees

1. The purpose of this report is to invite the Committee to review the current charges for Hassocks Burial Ground and to agree any amendments.
2. Historically burial ground and allotment fees have been increased based on an annual inflationary increase, rounded to the nearest whole pound using the Consumer Price Index. At the G&E meeting held on 29.1.18, this formula was accepted for the review of Hassocks Burial Ground fees, and has thus been applied for the calculation of fees for consideration for 2020/21.
3. Members are therefore invited to consider the proposed increases to the Burial Ground fees as set out below for 2020 based on a 1.78% increase in CPI between September 2018 and September 2019. With the exception of Search Fees and fees relating to Deed of Grant amendments which are above average in comparison with other parishes and it is therefore recommended that these fees remain at the same level
4. **OFFICER RECOMMENDATION.** Members are recommended to approve the proposed Burial Ground Fees to be applicable from 1 April 2020.

<u>Hassocks Burial Ground</u>		Current Fees April 2019	Proposed changes Increase by CPI Increase Sept 18 to Sept 19 – 1.78%
<u>Burials</u>		EROB (50yrs) and 1st Interment Non parishioner - 5 x fee	EROB (50yrs) and 1st Interment Non parishioner - 5 x fee
A stillborn child, or a person who's age at the time of death, did not exceed 12 months (Parishioners only).		Free	Free
A person whose age at the time of death exceeded 12 months but did not exceed 11 years.		£210.00	£214.00
A person whose age at the time of death exceeded 12 years.	Single plot depth	£372.00	£379.00
	Double plot depth	£483.00	£492.00
Second burial interment		£120.00	£122.00
Interment of ashes into a Burial Plot		£120.00	£122.00
<u>Memorials</u>			
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.		£120.00	£122.00
For the right to have additional inscription on an existing memorial.		£60.00	£61.00
<u>Additional Fees or Charges</u>			
Search Fee		£34.00 per hour	Suggested no change
Replacement, transfer or amendment of Deed of Grant		£57.00	Suggested no change

<u>Hassocks Burial Ground</u>		Current Fees April 2019	Proposed changes Increase by CPI Increase Sept 18 to Sept 19 – 1.78%
<u>CREMATED REMAINS AREA</u>		Interment of ashes, including the right to have an entry on the Wall of Remembrance	
		Non-residents 5x fee	Non-residents 5x fee
Child whose age did not exceed twelve months (parishioners only)		Free (residents)	Free (Residents)
A person whose age at the time of death exceeded twelve months but did not exceed 11 years		£101.00	£103.00
Adult over the age of 12 years		<u>Memorial Wall area</u> EROB, first interment and numbered ground marker. £204.00 To purchase a plaque on the Memorial Wall. £31.00 <u>Southern Memorial Area</u> EROB, first interment and permission for a Memorial Tablet. £265.00	£208.00 £32.00 £270.00
Second Interment of cremated remains.		£101.00	£103.00
Additional Inscription on a tablet.		£19.00	£19.00

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 27 February 2020

Contacts for this report: Deputy Clerk

Subject: Agenda Item 11: **FESTIVE LIGHTING**

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1. The purpose of this report is to update Members on the current situation with Festive Lighting and to Members to consider future Festive Lighting in Hassocks.
 2. In March 2016, At the request of the Light Up Hassocks Committee, Hassocks Parish Council agreed to take over the responsibility for the funding and organisation of the festive Lights in Hassocks. Previously this had been the responsibility of the Light Up Hassocks committee. The contract in place was extended and has now come to an end. The arrangements to date have been as follows:
 - 14 of the same design hired from contractor (Mounted on columns)
 - 1 dove owned by LUH/HPC (Mounted on column)
 - 'Merry Christmas Hassocks' owned by LUH/HPC (Affixed to wall outside of Hassocks Hardware). All lights currently stored by Contractor.
 - There are 3 sets of Tree Lights on trees (London Planes) along Keymer Road, some sections were damaged in 2018 and 1 set of Tree Lights on a tree outside of the URC Church which were purchased by HPC in 2017. All have been dis-connected in 2019 due to SSE changing enforcement of regulation of attachments to lighting columns. The lights are currently still in situ and would cost in the region of £625 plus VAT to remove. These would be stored for possible future use. There is currently £470 in the 2020 Christmas Lights budget.
 3. In 2016 the Sussex Vale Rotary Club took over the organisation of the Light Up Hassocks event and have indicated that they will continue this role for 2020.

Agenda item 11.1 LIGHTING CONTRACT

1. The cost of the Festive Lights contract for 2019 was £3200 plus VAT which included: supply, install, take down and maintenance of the 14 column light frames, storage, install and take down of the two owned frames and attendance on site during the Light Up Hassocks event.
2. 4 companies have been contacted with regard to providing Festive Lighting in Hassocks for 2020 onwards, and all have shown an interest in providing a quote for this. All have the required HERS certification.
3. **OFFICER RECOMMENDATION.** Members are invited to:
 - i. To agree the continuation of the existing specification for the Festive Lighting Contract or any amendments if required. £3,750 has been allocated for Christmas Lights for 2020.
 - ii. To agree the expenditure of £625 to remove the tree lights currently in situ. £470 to be taken from remaining 2019 Christmas Lights budget and £155 from the reactive work budget.

Agenda item 11.2 MERRY CHRISTMAS LIGHT FRAME

1. Owned Lights. The Merry Christmas Hassocks Frame has started to fail in sections, which is to be expected over a period of time. It is recommended that the light is either fully refurbished or a new light is purchased as replacing sections as they fail is not a reliable option to ensure a fully functioning light each year. Therefore the suggested options are as follows:

1. Refurbishment.

The refurbishment would constitute the removal of all the rope light from the frame and the re-rope in new LED rope light (new colours can be chosen). This would also include replacement cabling etc. The negative of this is the cost of labour and materials.

Guide price approx. £1200.00 plus vat.

2. New Bespoke Motif

This would be to the exact requirements including specific text, logos and colours.

Guide price approx. £1850.00 plus vat.

3. Catalogue Merry Christmas

A design could be selected from a catalogue, finding a generic motif suitable for the display area and colours could still be chosen.

Guide price I would suggest approx. £1200 - £1500 plus vat.

All of the above could be purchased outright or split over a period of years if in conjunction with an installation contract.

2. It is understood that the original light was purchased by Light Up Hassocks, however as previously reported, Hassocks Parish Council took on the responsibility for all lights in 2016 including repairs and replacements.
3. Any expenditure for repair or replacement lighting would need to be drawn from General Reserves and therefore taken to Full Council for approval.
4. **OFFICER RECOMMENDATION.** Members are invited to consider the above options and to decide how they wish to proceed.

Application For Temporary Road Closure

Applicant's Details

Use Of The Form

Form Ref. No.

The information you provide will be subject to rigorous measures and procedures to make sure it can't be seen, accessed or disclosed to anyone who shouldn't be allowed to see it.

For information about how Mid Sussex District Council stores and processes your data please see our privacy notice available at <https://www.midsussex.gov.uk/about-us/privacy-notice/>

Applicant's Details

Title

Forenames

Surname

Address Line 1

Address Line 2

Address Line 3

Town/Village

County

Postcode

Telephone

Email Address

Group / Organisation applying for temporary road closure

Event Details

Event Details

Event

Road(s) to be closed

Keymer Road from Wilmington Crescent to Woodland Road

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

Closure Details

Date of closure

04/12/2020

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

From

16:00

To

20:00

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

Name and Address of Insurance Company

Barletts Leeds LS18 4RS

Policy Number

02/CBP/9082014

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

Yes

Submit

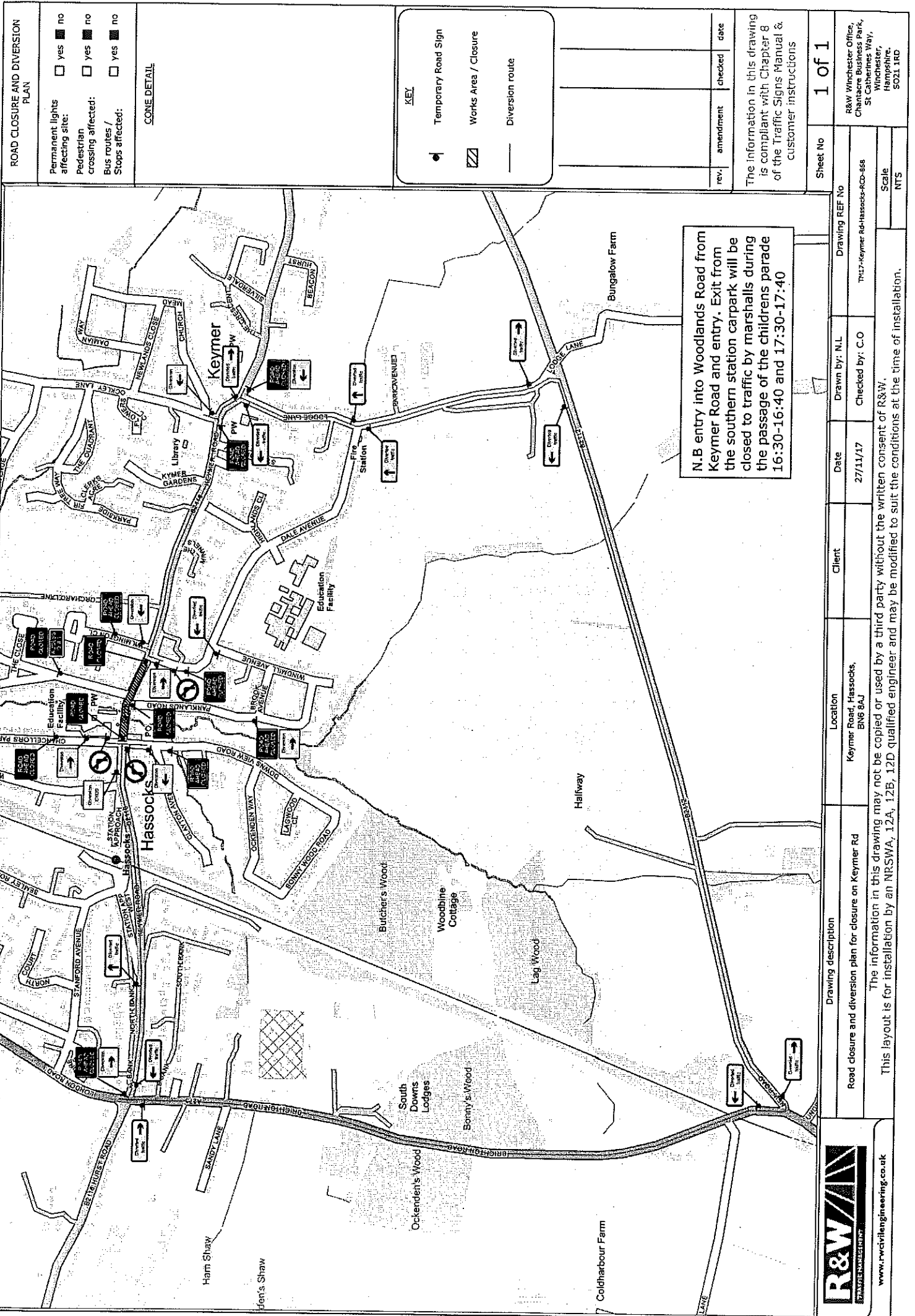
Notes for Organisers

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 Organisers

Agree



N.B entry into Woodlands Road from Keymer Road and entry. Exit from the southern station carpark will be closed to traffic by marshalls during the passage of the childrens parade 16:30-16:40 and 17:30-17:40

ROAD CLOSURE AND DIVERSION PLAN

Permanent lights affecting site:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Pedestrian crossing affected:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Bus routes / Stops affected:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no

KEY

- Temporary Road Sign
- Works Area / Closure
- Diversion route

rev.	amendment	checked	date

The information in this drawing is compliant with Chapter 8 of the Traffic Signs Manual & customer instructions

Sheet No	1 of 1
Drawing REF No	R&W Winchester Office, Chantacre Business Park, St. Catherine's Way, Winchester, Hampshire, SO21 1RD
Client	Keymer Road, Hassocks, BN6 8AJ
Date	27/11/17
Drawn by: N.L.	Checked by: C.O
Drawing REF No	TH17-Keymer Rd-Hassocks-RC0-668
Scale	NTS

R&W
 CIVIL ENGINEERING
 www.rwcivilengineering.co.uk

Drawing description: Road closure and diversion plan for closure on Keymer Rd
 Location: Keymer Road, Hassocks, BN6 8AJ
 Client: Keymer Road, Hassocks, BN6 8AJ
 Date: 27/11/17
 Drawn by: N.L.
 Checked by: C.O
 Drawing REF No: TH17-Keymer Rd-Hassocks-RC0-668
 Scale: NTS
 The information in this drawing may not be copied or used by a third party without the written consent of R&W.
 This layout is for installation by an NPSWA, 12A, 12B, 12D qualified engineer and may be modified to suit the conditions at the time of installation.

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) 2020

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
DALE AVENUE**

**(Wilmington Crescent to Woodland Road)
(Keymer Road for 20m)**

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 and horses) between the hours of **16.00hrs to 20.00hrs** on **Friday 4 December 2020** or such lesser period as may be required for the **Light up Hassocks** 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**