

## HASSOCKS PARISH COUNCIL

### Minutes of the GROUNDS AND ENVIRONMENT Committee held virtually on 9 July 2020 at 2.30pm.

Attendees: Cllrs Jane Baker, Frances Gaudencio, David Hammond, Bill Hatton and Frank Rylance.

In attendance: Tracy Forte – Deputy Clerk  
Ian Cumberworth – Parish Clerk

**GE20/01 APOLOGIES.** Cllrs Kristian Berggreen, Kate Bailey, Peter Gibbons, and Alex Simmons and co-opted member Tony Copeland.

**GE20/02 DECLARATIONS OF INTEREST.** There were no declarations of interest.

**GE20/03 MINUTES.**

**RESOLVED** to accept the minutes of the Grounds and Environment Committee meeting held on 27 February 2020.

**GE20/04 PUBLIC PARTICIPATION.** There were no members of the Public present.

**GE20/05 OFFICER'S REPORT.** Member's noted the Officer's report (Appendix 1 of the Agenda). In addition, the Deputy Clerk informed Members that the trees in the planters on the island parallel to Orion Parade had appeared to be dying, possibly due to a lack of water during the Lockdown period and that the planters generally were looking very unattractive. The appearance was made worse by the lack of bedding plants which are usually planted by the groundsman each year. As a consequence the contractor who maintains the hanging baskets had been approached to provide a quote to plant and maintain bedding plants in the four planters for the rest of the season. The quote provided was reasonable and within the available budget. An operational decision was taken to proceed with this using available funds within the floral display budget. The planters are now a far more attractive feature in the village and with the additional watering by both the contractor and the Groundsman the trees appear to have come into leaf as well.

A query was raised regarding the public use of tennis courts. It was noted that the current bookings system involving using keys was not ideal during the current pandemic. The use of an online booking system and a keypad entry system was suggested. The Deputy Clerk noted that previous research into the installation of such a system suggested that the expenditure required to implement this would be far in excess of the revenue generated by the public hire of the courts over previous years.

### BURIAL GROUND FEES

**GE20/06** At the previous meeting of the Grounds and Environment Committee held on 27 February 2020, Members requested further information to enable the consideration of the application of burial charges for the burial of a child up to 18 year old. Appendix 2 of the Agenda provided Members with a comparison of fees charged by local Towns and Parishes and about the Children's Funeral Fund for England. The fund was established in July 2019 to ensure no parent will have to pay for their child's burial or cremation. It provides for burial authorities and cremation authorities to apply to the Government for the reimbursement of the fees which would otherwise be charged to

parents/carers for the provision of the burial or cremation of an eligible child. This fund is not means tested.

Members were informed that it was understood that should the Council wish to claim costs from this fund, fees would need to be assigned for the burial of children under 18.

Members were provided with various options to consider and discussed the matter in detail. The general consensus was that no parent or carer should be asked to pay for the purchase of a burial or cremation plot for a child in Hassocks Burial Ground. It was debated whether the Council should therefore waive all fees and absorb the cost or whether fees should be applied on the understanding that the costs would be claimed via the Children's Funeral Fund and not from families. It was also discussed as to whether any decision should be applied equally for residents and non-residents or whether a distinction should be made in line with the other burial fees.

The fee to erect a memorial headstone, currently £120, was also considered.

It was acknowledged that to date no request had been made to bury a child at Hassocks Burial Ground.

**GE 20/06.1** It was **RESOLVED** to **approve** that Hassocks Parish Council would remove all fees for both residents and non-residents for the burial of a child up to 18 years and the installation of a memorial headstone. No funds would be claimed from the Children's Funeral Fund.

**GE 20/07** Members were invited to consider proposed increases to the Burial Ground fees for 2020 based on a 1.78% increase in CPI between September 2018 and September 2019. It was proposed that all fees were increased with the exception of Search Fees and fees relating to Deed of Grant amendments, which were above average in comparison with other parishes, and it was therefore recommended that these fees remain at the same level. Following the resolution made in the previous item, children's fees were exempt from this proposal.

**GE 20/07.1** It was **RESOLVED** to **approve** the proposed schedule of charges and amendments to Hassocks Burial Ground from 1 August 2020 as set out in Appendix 3.

#### **ADASTRA FACILITIES HIRE FEES AND CHARGES.**

**GE 20/08** Members were invited to approve the fees and charges for the hire of Adastra Park facilities for 2020-21 as shown in Appendix 4 of the Agenda.

Charges are reviewed annually usually in March to be applied from 1 April to 31 March to the following year, however due to the Covid-19 pandemic the review for 20-21 was postponed. All sports facilities fees for Adastra Park are calculated based on the Mid Sussex District Council (MSDC) charging structure where applicable, and a similar percentage increase is applied to any fees or charges which are unique to Adastra Park. Members were informed that MSDC updated fees are in effect from 1 June 2020.

**GE 20/08.1** It was **RESOLVED** to **approve** the fees and charges for the hire of Adastra Park Facilities, including the public hire of Tennis Courts from 1 August 2020 to 31 March 2021 as shown in Appendix 2.

**GE 20/09** Members were requested to consider any adjustment of fees for specified clubs in the light of the Covid-19 lockdown. The Clerk informed members that it is likely that Covid 19 will impact across all of the Council's miscellaneous income streams for the forthcoming year. Due to the cancellation of the hire of facilities to date and the slow return to recommence competitive games, and the fact the Pavilion will remain closed for the foreseeable future, hire fees will be impacted.

Members were informed that Football, cricket and personal training fees are charged per use across the season. MSDC have continued to apply these charges as normal, and it was proposed and **AGREED** that the same approach is applied by Hassocks Parish Council for Adastra Park.

Members considered an adjustment of fees for Adastra Tennis Club and Adastra Bowls Club which both pay an annual charge based on membership numbers. It was noted that the Tennis Courts had been closed for approximately 2.5 months during lockdown and that the Bowls Club had re-opened later in its season, at the beginning of June, for socially distanced bowls, although some members had not yet taken up the option to participate in this. MSDC has pro-rated fees for its bowling and tennis facilities based on two months of no access to facilities.

It was noted that the same adjustment should be applied to both clubs. Members agreed that a pro-rata adjustment should be applied and on the basis that access to facilities had been reduced by 2-3 months a 25% reduction on fees would be appropriate.

**GE 20/09.1** It was **RESOLVED** to **approve** that the fees for Adastra Bowls Club and Adastra Tennis Club would be reduced by 25% for 2020-21.

**GE 20/10** **ADASTRA TENNIS CLUB.** Members were informed that prior to the Lockdown, the Clerk had received a request by Adastra Tennis Club to install a club noticeboard on the fence of the Tennis Courts. The Club had been informed that this would need to be approved by the G&E Committee before installation. Members were invited to note that the noticeboard had already been installed without any further communication between the club and the Clerk. The Clerk informed members that he had since communicated with the Chairman of the Tennis Club who had apologised for this action. The Club is keen to attract new members and was concerned about missing an opportunity to do so at the beginning of the season when the Council was unable to meet. It was noted and understood by the Chairman that any actions involving the Tennis Courts should be approved in advance by the Parish Council as the owners of the courts.

Although members were disappointed that the Tennis Club had proceeded in this manner as it was contrary to the Terms and Condition of Hire, it was **AGREED** that no further action was required on this occasion.

**GE 20/11** **ADASTRA PARK MASTERPLAN.** The Clerk informed members that the playground installation remains on schedule to be completed by the end of this month. However

based on the current Government guidance on the reopening of playgrounds during the Covid-19 pandemic it may not be possible to open the playgrounds on completion. It will be necessary to undertake a risk assessment of each site to determine what mitigation measures can be put in place to enable the play areas to re-open. Due to the complexity and ambiguity of the guidance, the current situation is that nationally there is an inconsistency in the action taken by various Local Authorities, some have reopened whereas others have determined they will need to remain closed at this time. At this stage, the Clerk is continuing to monitor the situation closely.

**GE 20/12 Memorial Bench.** Members were invited to consider a request from the family of a young man who had recently passed away. The family would like to install a Memorial Bench near to the Skate Park as a tribute to the young man.

The purpose for bringing this to the Committee is because the Council has a standard Memorial Bench Policy which is dealt with within the parish Office, however the family have expressed a wish to purchase a different bench to that covered by the policy. The reason being that the young man was a DJ and his family would very much like to include a carving of his logo on the bench, and the bench used by HPC does not have a wide enough area for this.

Members were shown examples of the benches being considered and of the logo.

Members discussed the request in detail and generally expressed support for the request. Some concern was voiced over not adhering to the policy, however it was noted that the policy was partly created to provide a clear operational process for the purchase of Memorial Benches, not necessarily to ensure a uniform approach to the benches in the Park.

It was suggested that requests to deviate from the policy could be considered on their own merits and outside of the Policy.

It was noted that an exact location had yet to be agreed and that this would be determined by the Clerk in discussion with the family once the South Field Play areas had been completed.

**GE 20/12.1** Members **RESOLVED** to **approve** the installation of a Memorial Bench as proposed with the carving as requested. It would not come under the Memorial Bench Policy and would be arranged directly with the family. The Committee **AGREED** to delegate operational responsible to the Clerk/Deputy Clerk to oversee this matter.

**GE 20/13 DOWNSFEST.** Members were invited to consider a request to hold DownsFest 2021 on Saturday 17 July 2021 with a further request to hold a Comedy Evening on Friday 16 July 2021. Members were invited to consider whether an additional charge should be applied in the event that the Comedy Evening is also held due to the extended use of Adastra Park. It was **AGREED** that as the event is a local event for a local hospice the fee of £150 should be maintained for the entire weekend.

**GE 20/13.1** Members **RESOLVED** to **approve** to the use of the North Field in Adastra Park on Friday 16<sup>th</sup> July 2021 for a Hassocks Comedy Evening and Saturday 17<sup>th</sup> July 2021 for Downs Fest, including the closure of the North Field from 8am Friday 16<sup>th</sup> – Sunday 18<sup>th</sup> July. The same Terms and Conditions would be applied as for the previous DownsFest event and the fee of £150 would be applied.

Some concern was raised over the content of the Comedy Evening bearing in mind that this would be held over a PA system and would be heard by local residents and families. It was agreed that this would be raised with the organiser.

## **FESTIVE LIGHTING.**

**GE 20/14** Following the end of the current Festive Lighting Contract, Members were invited to agree a Festive Lighting Contractor and Festive Lighting designs for 2020-22. Members were provided with a selection of quotations from 3 contractors all of whom held the necessary certifications to install Festive Lighting on the Highway.

When considering the quotations and expectations for the Festive Lighting, the Committee were reminded by the Chair of the need to maintain an awareness that income will be down generally this year for the Council and this may impact on future reserves. The current Festive Lighting budget for 2020 is £3750.00.

It was also noted that the following agenda item 11.2, would involve expenditure up to £1500 to repair the Merry Christmas Hassocks motif which would currently need to be released from General Reserves.

Members discussed the options in detail and after much discussion it was agreed that a preferred option would be to hire ex-hire lights at a lower cost. In the first instance this would release some funds towards the repair of the Merry Christmas Hassocks motif this year, and provide a surplus for the next two years for any other repairs or possibly to enable additional lighting. The Committee then reviewed the quotations for ex-hire lighting and Company 3 provided the lowest quotation. Members were informed that this was Merlin Lighting Installations.

**GE 20/14.1** It was **RESOLVED** to **approve** Company 3, Merlin Lighting Installations, to supply, install and maintain 14 ex-hire column motives and provide installation, take-down and storage of the two motifs owned by Hassocks Parish Council at a cost of £2890.00 plus VAT per year over a three year contract period.

The Deputy Clerk was requested to liaise with the contractor over designs based on preferences provided by the Committee.

**GE 20/15** At the G&E meeting held on 27 February 2020 Members were informed that the Merry Christmas Hassocks Frame has started to fail in sections, which is to be expected over a period of time. Members were invited to consider the various options and agreed that keeping the original frame was the preferred option. It was therefore **AGREED** that a complete refurbishment would be the preferred route at the provided guide price of £1200 plus VAT if a guarantee were provided with the work. The quote had been provided by the current contractor Merlin Lighting Ltd. The Deputy Clerk was instructed to confirm that a guarantee would be provided.

The contractor had confirmed that a 12 month warranty would be provided on the refurbishment. This guarantee would be extended to cover 3 years should the contractor be selected to provide the overall lighting as he would be responsible for the movement and storage of the light.

It was noted that a saving of £860 had been made on the Festive Lights this year and therefore this could be used towards the refurbishment of the large motif. Allowing for funds to cover the cost of energy usage, based on a max charge of £1500 for the repair £700 would be needed from General Reserves to cover the full cost.

**GE 20/15.1** It was **RESOLVED TO APPROVE** the expenditure of £800 from the 2020 Festive Lights budget towards the cost of the refurbishment of the Merry Christmas Hassocks motif at a total cost of up to £1500 plus VAT to be carried out by Merlin Lighting Ltd.

**GE 20/15.2** It was **RESOLVED TO RECOMMEND** to Full Council that up to £700 may be released from General Reserves towards the cost of the refurbishment of the Merry Christmas Hassocks motif at a total cost of up to £1500 plus VAT.

**GE 20/16** **URGENT MATTERS at the discretion of the Chairman for noting and/or inclusion on a future agenda.** There were no urgent matters.

**GE 20/17** **DATE OF NEXT MEETING** 3 September 2020 at 7.30pm

There being no other business the meeting closed at 16.05pm.

Signed .....Chair Date.....

**HASSOCKS PARISH COUNCIL**  
**Grounds & Environment Committee 9.7.20**

<b><u>Hassocks Burial Ground</u></b>		<b>APPROVED FEES From 1 August 2020</b>
<b><u>Burials</u></b>		<b>EROB (50yrs) and 1st Interment Non parishioner - 5 x fee</b>
A stillborn child, or a child up to the age of 18 years old. Resident or Non-resident.		<b>Free Residents and Non-residents</b>
A person whose age at the time of death exceeded 18 years.	Single plot depth	<b>£379.00</b>
	Double plot depth	<b>£492.00</b>
Second burial interment		<b>£122.00</b>
Interment of ashes into a Burial Plot		<b>£122.00</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>£122.00</b>
For the right to have additional inscription on an existing memorial.		<b>£61.00</b>
<b><u>Additional Fees or Charges</u></b>		
Search Fee		<b>£34.00</b>
Replacement, transfer or amendment of Deed of Grant		<b>£57.00</b>

<b><u>Hassocks Burial Ground</u></b>		<b>APPROVED FEES From 1 August 2020</b>
<b><u>CREMATED REMAINS AREA</u></b>		<b>Interment of ashes, including the right to have an entry on the Wall of Remembrance</b>
		Non-residents 5x fee
Child whose age did not exceed 18 years old. (Residents and non-residents)		Free (Residents and Non-residents))
Adult over the age of 18 years	<b><u>Memorial Wall area</u></b> EROB, first interment and numbered ground marker.  To purchase a plaque on the Memorial Wall.  <b><u>Southern Memorial Area</u></b> EROB, first interment and permission for a Memorial Tablet.	<b>£208.00</b>   <b>£32.00</b>   <b>£270.00</b>
Second Interment of cremated remains.		<b>£103.00</b>
Additional Inscription on a tablet.		<b>£19.00</b>



HASSOCKS PARISH COUNCIL		
<b>Adastra Park Sports Facilities Fees and Charges 2020/21</b>		
General Conditions		
1.	The charges included in this leaflet are effective from 1 August 2020 to 31 March 2020 in relation to the sports facilities operated by Hassocks Parish Council. Summer and Winter season dates are specific to each facility and activity.	
2.	All hirers must complete an official HPC application form and adhere to the Council's published Terms and Conditions of Hire prior to the booking period.	
3.	Payment for the hire of facilities must be made in advance unless otherwise are agreed.	
4.	Discounted Rates - where a discounted rate (50% of the full rate) is provided, the following conditions apply:	
	Juniors-to qualify for the discounted rate, facility users must be under the age of 17 at the time of hire.	
	Senior Citizens - to qualify for the discounted rate, facility users must be 60 or over at the time of hire.	
	<b>Full Rate</b>	<b>Discounted Rate</b>
	2020/21	2020/21
<b>SPORTS HIRE - SUMMER</b>		
	Cricket Turf Wicket - per use	45.30
	Cricket Turf Wicket - evening rate	23.80
	Juniors on Artificial Pitch	11.90
	Cricket Net Practice	
	Per session	23.80
	Water for cricket square will be recharged at cost	
	Stoolball - South Field per use	22.20
	North Field	N/A
	Bowls - Club Members	131.20
	Water use will be recharged to the Bowling Club	
	Tennis - Casual Hire per Court	7.00
	Key Deposit - returnable	5.00
	Tennis - Club Members	94.00
	Couples	N/A
	Children of Adult Members	16.45
<b>SUMMER PAVILION HIRE</b>		
	Changing Rooms/Toilets/Kitchen/Bar/Storage	38.60
	Changing Rooms/Toilets/Kitchen/Storage	26.10
	Toilets/Kitchen/Storage	13.10
		6.50
<b>SPORTS HIRE - WINTER</b>		
	Football - per use	58.50
	Junior Football on Senior Pitch	29.30
	Mini-Pitch	14.50
	Training Session (per session)	15.00
		7.50
	<b>WINTER PAVILION HIRE</b>	31.80
		16.00
	<b>Community Pavilion Hire</b>	9.70
	Fitness Training Charges (4 hour session)	10.80