

Forest Row Parish Council

Clerk: David O' Driscoll
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PARISH
COUNCIL

(Office Hours: Monday to Friday 9am to 4pm)

To: All members of FOREST ROW PARISH COUNCIL:

Cllrs. Josephson (Chairman), Davies, Farrar,
Hill, Hindler, R Lewin, T Lewin, McKinney,
Melson, Miller, Moore, Pritchitt, Summers
Williams and J Wogan

Community Centre
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Date: 21st March 2018

Dear Sir/Madam.

Your attendance is required at a meeting of the FOREST ROW PARISH COUNCIL

To be held on TUESDAY 27TH MARCH 2018 in the Rose Room of the Community Centre at 8.00PM.

A handwritten signature in blue ink, appearing to read 'D O Driscoll'.

David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST TEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

AGENDA

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING
 - 3.1 To approve the minutes of the meeting of Council on 16th January 2018
 - 3.2 To consider any objections to deletion of the digital transcript of that meeting.
4. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 5.1 The Venue on the Green project
 - 5.2 ~~The Sports Ground Association lease~~
 - 5.3 The Forest Row Festival
6. TO NOTE AND APPROVE LIST OF DELEGATED DECISIONS

7. CHAIRMAN'S COMMENTS
8. MATTERS FOR CONSIDERATION / RESOLUTION
 - 8.1 To consider arrangements for the Annual Parish Meeting & resolve as necessary
 - 8.2 To consider the ESCC response re the Recycling Centre and to resolve on next steps.
 - 8.3 To resolve on a proposal for a strategic planning working group.
 - ~~8.4 To consider proposals for commemoration of the end of WW1~~
9. TO NOTE REPORT FROM COUNTY COUNCILLOR
10. TO NOTE REPORT FROM DISTRICT COUNCILLOR
11. TO RECEIVE AND ADOPT REPORTS FROM COMMITTEES
 - 11.1 FINANCE & POLICY
 - 11.2 PROPERTY & ASSETS
 - 11.3 AMENITIES & SERVICES
 - ~~11.4 LOCALISM & COMMUNITY SERVICES~~
 - 11.5 PLANNING
12. TO NOTE COMMUNITY WARDEN'S REPORT
13. TO NOTE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

"Pursuant to section 12 of the Public Bodies (Admission to Meetings) 1960, the Council believes that the public and press should be excluded from the meeting on the grounds of the confidential nature of the business to be transacted."

- ~~14. TO CONSIDER AND RESOLVE ON THE FUTURE OF THE COMMUNITY WARDEN SCHEME~~
15. NOTICES
16. CONSULTATIONS
17. TO NOTE CORRESPONDENCE (not dealt with elsewhere)
18. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

BACKING PAPERS FOR MEETING OF FULL COUNCIL 27th MARCH 2018

Agenda Item no	Description	Page nos
	Clerk's briefing note	1-2
6	List of delegated decisions	3
8.2	Recycling site: questions & ESCC replies	4-5
8.3	Report from Planning Committee	6
8.4	Report from WW1 working group	7
11.2	Report from Property & Assets Committee	8
11.3	Report from Amenities & Services Committee	9
11.5	Report from Planning committee – see above	
12	Community warden's report	10-11

**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL
ON 27th MARCH 2018**

1. **PUBLIC QUESTIONS** None so far signified.
2. **APOLOGIES FOR ABSENCE** None so far signified (save District Cllr Holloway)
3. **RECORDS OF PREVIOUS MEETING**
4. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION**

5. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 5.1 Venue on the Green. The Implementation Group met on 18th January. We cannot make substantive progress until we have sufficient funds to match the lowest of the tender prices. Significant efforts are therefore currently directed to fundraising, but major grant-making bodies now often have a response time of up to three months. I am only able to give limited further information at this point.
 - 5.2 The Sports Ground Association lease. In accordance with resolution C12/18, I checked and provisionally approved the head lease (East Sussex to FRPC) and drafted a sublease (FRPC to the Association). However, because these arrangements will commit the Council for more than two decades, I thought it prudent to have the documents vetted by a commercial property solicitor. I have had a first response on the head lease, which it appears does contain some technical errors, which have been referred back to the ESCC legal dept.
 - 5.3 The Forest Row Festival. The Festival Committee have been in intensive discussion with the licensing departments. I will be reporting back to Council on the outcome.
ACTION: to note

6. **TO NOTE & APPROVE LIST OF DELEGATED DECISIONS** None to be noted on this occasion.
7. **CHAIRMAN'S COMMENTS**

8. **MATTERS FOR CONSIDERATION / RESOLUTION**
 - 8.1 Arrangements for the Annual Parish Meeting. The APM is scheduled for 10th May this year. Council resolved last year (C1480/17) that if the APM was to be held in the Village Hall, it would be Councillor-run. Council voted for that venue and the Hall has been booked. Council will now need to make the necessary organisational decisions.
 - 8.2 Forest Row recycling centre. A series of factual questions were put to East Sussex about the existing facility: the replies are attached to the backing papers. Council now has to decide on next steps. The East Sussex Waste Team have offered to meet us to facilitate discussions, but given the time factor we should already have some outline proposals to put the discussions on a practical basis
 - 8.3 At its last meeting, the Planning Committee discussed the possibility of embarking on a strategic planning initiative for the village. Please see the report attached to the backing papers (and previously circulated minutes). The proposal is for a working group to explore possible ways of realising this objective.
 - 8.4 Commemoration of the end of WW1. The working group met on 15th February. Their record of meeting is attached to the backing papers. Property & Assets approved in principle the proposal of a commemorative bench but the funding for this will need to be approved. There appears to be some lack of clarity about the funding of other proposals.
ACTION: to consider and resolve as appropriate

9. **TO NOTE REPORT FROM COUNTY COUNCILLOR**
10. **TO NOTE REPORT FROM DISTRICT COUNCILLOR**
No written reports yet received.
11. **TO NOTE REPORTS FROM COMMITTEES**
~~Advance written reports have been received from Property & Assets, from Amenities & Services, and from Planning.~~ The other heads of Committees may report orally to the meeting.
12. **TO NOTE COMMUNITY WARDEN'S REPORT**
Attached to backing papers
13. **TO NOTE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
No written reports yet received. Oral reports may be delivered at the meeting.
ACTION: to note reports received
14. **TO CONSIDER & RESOLVE ON THE FUTURE OF THE COMMUNITY WARDEN SCHEME**
A confidential backing note will be circulated separately to Members
~~***ACTION: to resolve accordingly***~~
- 15-17. **NOTICES, CONSULTATIONS & CORRESPONDENCE**
None received which has not been previously circulated.
18. **TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE**
Members are respectfully asked to limit themselves to mentioning, not discussing any such items, and not to raise issues which can be dealt with through the office in the normal course of business.

LIST OF DELEGATED DECISIONS FOR MEETING OF FULL COUNCIL 27th MARCH 2018

There are none to report on this occasion.

FOREST ROW RECYCLING SITE: QQ PUT TO ESCC AND REPLIES

1. Who owns the piece of land on which the Tip is situated?

East Sussex County Council owns the freehold.

2. If the County Council owns it, does the value of the site form part of the proposed cost saving on closure?

No, the cost saving is based on the avoided operational costs.

3. If the County Council owns it, would it be prepared to lease/ rent the land to another operating body? If so, on what outline terms?

We are open to consider suggestions but at present, we do not have any outline terms defined. Our Estates Department would deal with any land issues.

4. What is the nature of the contract between ESCC and Veolia for removal of the waste: is it free-standing or part & parcel of a larger waste management contract?

It is part of a much wider contract with Veolia – details can be found here:

<https://www.eastsussex.gov.uk/environment/rubbishandrecycling/managingwaste/download2/>

5. If the latter, is the contract for the Tip severable from the larger contract?

If ESCC stopped providing the site, then it might be possible for another organisation to continue operating a service.

6. Is the contract or part-contract with Veolia for the Tip

a) of profit to the Council and/or Veolia (through the sale of bulk recyclables such as paper, wood, metal) or a negative cost to the Council and/or Veolia but absorbed into the finances of a larger contract?

Forest Row does not run at a profit. Income from recycling offsets the much greater costs associated with waste disposal and site management.

It's a negative cost to the Council. The overall HWRS Service costs nearly £10 million a year to run the 12 sites and dispose of and recycle the waste they create. Payment for this service is paid as part of the wider contract payments to Veolia.

7. Who is required by law to hold a waste operator's licence for the Tip? Is it the County Council, or Veolia, or both?

Veolia as the ESCC contractor and site operator hold the waste permit.

8. If the County Council is required to hold a licence, what are the conditions and cost of such licence?

Please see: <https://www.gov.uk/guidance/waste-environmental-permits> for further information on the required permits and qualifications required. Costs can be site specific depending on the operation.

9. Who employs the attendant(s) at the Tip?

The Forest Row site is operated by Veolia as a franchisee site. Veolia have a contract with the franchise holder who in turn may employ other site staff.

Staffing costs are factored into the site management fee that forms part of the service cost to East Sussex County Council.

10. What is the status of the retail recycling 'shop' at the Tip? Does it belong to the County Council, to Veolia, or is it an enterprise run by the attendant(s)?

It is operated by the franchisee as part of their contract with Veolia.

11. Are any profits from sales in the recycling shop offset against the cost of the Tip?

ESCC does not receive any benefit from the sale of materials at the site.

12. What would be the projected saving to the County Council of closing this Tip altogether, and how is the total made up?

Moving the site to part time opening resulted in an approximate saving of £29,000 per year. By closing completely, its estimated that ESCC would save a further £56,000 per year. These savings are made up from the running costs at the site which include staffing, utilities, maintenance and a number of other service charges.

Planning Committee Report for meeting of 27 March 2018

There have been no significant applications to report.

There have been no re-submissions on the major planning applications on either the site to the South of Hartfield road beyond the development boundary or the Brambletye..

It would appear that the Foresters conversion to a new Co-op store is to begin in earnest in the early summer.

In the centre of the village it is worth noting that the application to build a house on the 'Old Bakery' site on the Lewes Road opposite Rose Cottages has been roundly dismissed with many reasons cited, but essentially it was considered to not be a positive addition to the street scene in the conservation area, it would have decreased sight lines for traffic on the A22, it overlooked neighbouring properties and provided insufficient space to manoeuvre a car on the site without causing a hazard. An interesting comment was made by the Planning Officer in his report that despite the acute need for housing, that a single house in this position could not be granted permission.

As the pressure for housing development is currently a major issue and with the recent major applications (albeit withdrawn) it seemed prudent to discuss the need for serious consideration of some forward strategic planning. At the most recent meeting we discussed both the possible merits and corresponding downsides of preparing a Neighbourhood Development Plan and whether there were perhaps other ways of harnessing the benefits of community engagement that could be gained from a neighbourhood planning process without the inevitable negative effects and without undermining the current safeguards that protect our local environment. To this end it was agreed by the Planning Committee to request that the Full Council discuss the proposal to form a small working group to explore the ways to develop a strategic plan for Forest Row Parish with full community involvement including the financial implications.

Margaret Hindler

20/3/18

WORLD WAR ONE WORKING GROUP

RECORD OF MEETING HELD ON THURSDAY 15TH FEBRUARY 2018

Present: Ken Farrar Forest Row Parish Council
Jane Wogan Forest Row Parish Council

Simon Morris Royal British Legion
Alan Leach Royal British Legion
Lyn Leach Royal British Legion

Rev Angela Martin Holy Trinity Church

The group met in Holy Trinity Church Hall on Thursday 15th February 2018.

Jane and Ken explained that the Parish Council had formed a working group to explore ways the commemoration of the end of WW1 be celebrated in Forest Row. They are its representatives and the others present had been invited to join it.

Discussion took place on various ideas. The working group recommended that the 'Silent Soldier' be purchased and placed on the war memorial green. It should be sited facing towards the village hall so that in view of road safety it would not distract drivers approaching Forest Row from the Wych Cross direction.

It was recommended that a bench complying with the Parish Council's policies and a plaque be purchased and sited on Rush Green near the playground.

Holding an exhibition in the church on the men who died in Forest Row during the war be held. Alan Leach said he would look out some photographs and ask other members of the RBL if they had any. Jane said she would ask Cllr Hill about the research she had been involved in and see if it could be made available.

A tea dance and sing-along was discussed. Perhaps this was an event the Parish Council could organise.

The Town Twinning fete is being held on Saturday 16th June. It was agreed that RBL would have a stall with the Church who would be doing vintage teas.

On Saturday 3rd November there will be a recital in Holy Trinity Church organised by Simon Morris in aid of the Poppy Appeal. He said that collections would take place on three Saturdays this year instead of the normal two, ie 27th October, 3rd and 10th November. There will also be the Poppy Appeal coffee morning held in the Peter Griffiths Hall on 10th November.

The RBL are organising GP90 in August. This is to commemorate the Great Pilgrimage of 1928 when 11,000 families toured the battlefields, culminating with a service at the newly built Menin Gate. GP90 will replicate this pilgrimage and each branch has been invited to send two representatives and to raise £1,000 to assist with the cost. Two members of the Forest Row branch of the RBL will be attending and a fundraising event was being held on 16th February.

The commemoration will end with the Remembrance Service on Sunday 11th November in Holy Trinity Church.

Cllr J Wogan
19th February 2018

Property And Assets Report for the Full Council Meeting on Tuesday 27th March 2018

The community centre refurbishment is proceeding as planned.

- The solar panels have now been installed. The panels and inverter are working. The delivery of the battery is imminent.
- The renewal of the guttering will commence in the new financial year and a suitable date is been negotiated.
- Two quotes for the War Memorial have been sent to the grant fund raisers for a decision.
- Our indoor maintenance worker has returned to work after surgery. He is working through the backlog of work.

We are currently working towards a prioritised schedule of works for the parish council assets. I would like to thank all the work done by the councillors and in particular the office staff who have made these refurbishments happen.

The current financial statement for the end of month eleven shows our income as 91.9% and our expenditure as 80.3% against budget.

The budget for the coming year is approximately the same as this year, but there should be a reduction in community centre running costs due to the new lighting installations, new gas contracts and the solar powered electricity.

Brett Williams

Chair of the Property and Assets Committee

REPORT FOR FULL COUNCIL

TUESDAY 28TH MARCH 2018

AMENITIES & SERVICES COMMITTEE

This committee last met on 20th February. The community compost bins on the Gleeson land at the allotments have now been built and last year's leaf fall emptied into them. Cllr Maureen Summers has volunteered to be the new allotment representative for Johnson's Field.

A new streetlight contract has been negotiated which should result in savings of over £1,000 per year. A heritage information board has been commissioned for the Canal and there will be an official opening later in the spring.

The compulsory purchase of the additional land for the cemetery has been put on hold until the final draft of the Wealden District Council local plan has been published later in the year. A working group has been formed to consider the new extension and management of the current cemetery.

East Sussex County Council has notified the council that the grass cutting of the verges is being reduced from 6 cuts to 2 cuts per year. Various options were given which involved finances but the committee decided to monitor the situation.

The drainage of the skatepark is becoming a serious problem in wet weather as the current arrangement is inadequate. This will need to be a priority and an unbudgeted expense for the next financial year.

The committee's budget is on target for this financial year. Expenditure is up due to increased spending on outdoor maintenance but this has been offset by overall income.

Cllr J Wogan
Chairman
18th March 2018

Community Warden Report 10.

Please see a list of concerns and incidents that I have dealt with since my last report:

- Burst water main Upper Close. South East Water dealing with problem. I visited a member of the resident's association who gave me a key so that the gate at the bottom of Woodcote Road could be opened and the traffic from Upper Close & Hatch End could have access to get in and out whilst the road was being dug up to repair the burst water main. The road closure was put out on social media Facebook in Forest Row along with 'Road Closed@ & diversion signage at the bottom of Upper Close / Hartfield Road.

- 29/1 Chequers Grange, parking issues on Highgate Road preventing the bin men from being able to collect the rubbish bins unless the residents brought their bins up to the junction. I spoke to the waste management team for WDC who sent over 2 images of the lorry trying to get past without churning up the grass verges. I paid a visit to an address on Lewes Road. The owner of the 2 transit vans lives there. I spoke with him on the phone explaining the situation, he said he would be moving the vehicle this evening when he got back home. 30/1. I subsequently received an email plus a text message stating that the vans had been moved out of Highgate Road to allow room for the bin men to collect the bins from Chequers Grange.

- 27/1.Drain Cover and main frame loose close to Freshfield Hall on London Road. 8/2. Drain repaired by Southern water. 8/2.

- Lewes Road pavement by crossing by Highgate Road. Contacted WDC street cleaning team to jet wash pavement due to mud/slurry & water causing potential slip hazard

- Hartfield Road opposite Post Horn Lane. Pavement and lay-by potential slip hazard residents are having to stand in muddy slushy mess to post letters. WDC contacted for street cleaning team to clear away all the debris to make it safe.

- The pavement along the front of the cemetery in Priory Road was also raised as a concern due to the large amount of leaves and other debris over the pavement. Potential slip hazard. WDC cleared the area, the following morning.

- 25/1. A concern was raised by a resident along Hartfield Road, regarding a very worn sign at the furthest pinch point stating Give Way to Oncoming Vehicles. A photo was taken and sent over to Highways this sign has now been replaced with a brand new one.

- 21/2. I received a call from the office stating that one of the preschool staff had just witnessed a male run along Hartfield road pavement and run over a black BMW parked up on part of the pavement causing criminal damage to the roof leaving dents in 2 locations. This was captured on the Community Centre CCTV clearly showing the male leaving the building walking out of the carpark and then running up onto the vehicle. CAD 0786 21/2/2018. The police are now dealing with this as an offence

- 5/3. I visited Hartfield Parish Council and carried out a community Warden talk to their full Council Meeting giving advice and answering any questions that they wanted to ask me.