

Forest Row Parish Council

Clerk: Mr D O'Driscoll
Email: parishclerk@forestrow.gov.uk



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

To: All members of THE PROPERTY & ASSETS COMMITTEE:
Cllrs. Williams (Chairman), Davies, Farrar, Hill, Hindler, Josephson, R Lewin, Summers and Wogan.

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ
Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Dear Sir/Madam,
Your attendance is required at a meeting of the PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 10th JULY in the Rose Room of the Community Centre at 8.00pm

Date: 4 July, 2018

Mr D 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 – the meeting will start no later than 8.10pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETING OF THE PROPERTY AND ASSETS COMMITTEE MEETING HELD ON 13th MARCH 2018
 - 4.1 To approve the minutes of the meetings of 13th March 2018
 - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLERK'S REPORT ON MATTERS ARISING – not elsewhere on the agenda:
To note the following:
 - 5.1 Solar panel operation
 - 5.2 Community Centre gutters
 - 5.3 War memorial repairs
 - 5.4 Community Centre pointing repairs
 - 5.5 Ongoing redecoration
6. FINANCIAL REPORT
 - 6.1 To note position as at end month 3
 - 6.2 To note budget for current year and consider/resolve on priority works.
7. COMMUNITY CENTRE: ITEMS FOR CONSIDERATION/RESOLUTION
 - 7.1 To consider (and resolve on as necessary) quotes received for drainage repairs
 - 7.2 To consider (and resolve on as necessary) quote received for replacement 'Crittall' windows
 - 7.3 To consider (and resolve on as necessary) the proposed use of the area at rear of main hall for an 'assisted living aids' depot
 - 7.4 To consider (and resolve on as necessary) representations from the pre-school re damaged equipment
8. OTHER PROPERTY & ASSETS: ITEMS FOR CONSIDERATION/RESOLUTION
 - 8.1 To consider (and resolve on as necessary) quote for (northbound) bus shelter at Foresters' Green
 - 8.2 To consider (and resolve on as necessary) the funding of the WW1 memorial bench

8.3 To consider (and resolve on as necessary) a request re village centre litter bins

8.4 To consider (and resolve on as necessary) a request re Weirwood car park

9. CORRESPONDENCE

10. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

PROPERTY & ASSETS COMMITTEE

BACKING PAPERS FOR MEETING 10th JULY 2018

Agenda item	Description	Page nos
	Clerk's briefing note	1-2
6.1	Financial report to end month 3	3
7.1	Quotes for drainage repairs	4-6
7.2	Quotes re 'Crittall' windows	7-9
7.4	Summary email exchange re pre-school equipment (+ photo)	10-11
8.1	Publicity flyer re wooden bus shelter	12
8.2	Quote for FRPC 'standard' bench	13

COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 10th JULY 2018

- 5. CLERK'S REPORT ON MATTERS ARISING** – not covered elsewhere on the agenda
- 5.1 Solar Panel operation The solar panels on the Garden Room roof can generate up to 3.8kW: in the current fine weather they often reach this target. Since installation the panels have generated in excess of 1400 kW/hr, saving approximately £196 on our electricity bill.
- 5.2 Community Centre gutters The Community Centre gutters & rainwater goods have now been fully replaced and tested. They are in rustproof powder-coated aluminium, and we are told they should be good for at least 40 years.
- 5.3 War memorial repairs. The 75% grant has been approved. Work should start in mid-August and take approximately one month.
- 5.4 Community Centre pointing repairs. These have been surveyed by a specialist plasterer, but a price still has to be agreed: there are relatively few such lime mortar specialists in the South East, hence the delays.
- 5.5 Ongoing Community Centre redecoration. A number of the areas redecorated last year are showing signs of wear. The handyman is working his way round to repaint them.
- 6. FINANCIAL REPORT**
- 6.1 Current financial report attached to the backing papers. [Note that the first instalment of the FRYACC funding is shown at code 3306, but is ring-fenced and can be discounted from the main P&A budget]. At end month 3 the target for performance against budget should be 25%. The overall income & expenditure figures are well within target. Cost code 3116 (Community Centre upkeep & cleaning) is notably outside forecast, but this includes the annual bill for washroom services, which explains the anomaly.
- 6.2 The budget for Community Centre enhancement is £11,500. Most of this is for the guttering, and the pointing may account for the balance. An additional £1,000 is available in a nominated reserve (reduced from £5,000), but drainage repairs will probably account for that, so there are effectively no spare funds for this financial year. The only additional source of funding (barring any grants) would come from the monies received from Wealden under the Community Infrastructure Levy (CIL) scheme, which must be spent on an infrastructure project - see 8.1 below.
- 7. COMMUNITY CENTRE: ITEMS FOR CONSIDERATION/ DECISION**
- 7.1 Drainage repairs. Committee resolved at its March meeting to proceed with the drainage repairs. The situation is not as serious as we originally thought. Three quotes (attached) have been obtained, for Committee to decide on.
- 7.2 The Crittall windows (Garden Room). Two indicative quotes have been obtained and are attached. Unless a grant can be obtained, this cannot be pursued this financial year.
- 7.3 Area at rear of main hall The suggestion has been made (and adopted in principle – as a project - by Localism) that we should offer an 'assisted living aids' loan service similar to that

run at one time by the surgery (and Red Cross). We have been offered a four-figure grant for this, subject to 'effective implementation steps' being taken by mid-July. However, a storage, cleaning & administrative facility for this would be required, and the suggestion has been made to use the obsolete toilet block at the rear of the main hall (which no longer has unrestricted public access because of the electrical switchgear). The space would require some adaptation which the grant funding would cover. But it would also clearly require the agreement of this Committee to the use of the space for this purpose.

7.4 Pre-school representations re damaged equipment. The pre-school reported that rats, allegedly from the storage compound, had got into their outdoor shed and contaminated some of their equipment. They alleged this was due to the state of the compound encouraging rats, but there is no actual evidence of this and I have disclaimed liability. We already have an active pest control programme. I have asked the pre-school to provide photo evidence of the damage and details of their equipment insurance. For Committee to decide if any contribution is to be made as a goodwill payment.

8. OTHER PROPERTY & ASSETS: ITEMS FOR CONSIDERATION/ RESOLUTION

8.1 Bus shelter on Foresters' Green (northbound). Discussed at last meeting. Installation of a shelter would be physically possible. An alternative supplier has come forward who could provide a wooden shelter for £3840 (ex VAT) installed. Although there is no provision in this year's budget for a new bus shelter, this could be substantially financed (F&P Committee permitting) from the CIL monies we have received, currently £3210. Committee would need to put this as a firm recommendation to F&P.

8.2 The WW1 Memorial bench. The funding for this has rather ground to a halt. The figure to date via the funding website is £145, and the Royal British Legion has offered £250, giving a total of £395. The chosen style of bench would cost £721 plus £105 delivery (ex VAT), meaning that we currently have 47.8% of the total price, or 54.7% of the price of the bench alone. So either we try to raise more money, or settle for a cheaper style of bench.

8.3 Litter bins. We have received a twofold request from a parishioner re litter bins:
a) to replace all open bins with lidded bins to prevent scattering of litter by vermin;
b) to replace single bins with dual bins to allow for separate collection of recyclable waste. Committee is advised that there is only £500 in this year's budget for litter bins.

8.4 Weirwood car park. The Friends of Weirwood contacted the office to say that there are a number of large potholes in the car park which is our responsibility. There is £500 in this year's budget for the car park: does Committee wish to have the repairs done?

9. CORRESPONDENCE – none that has not already been sent out in Councillors' Reading

Month No : 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Property & Assets						
201 Bus Shelters						
2136 BS-Bus Shelters	0	500	500		500	0.0 %
Bus Shelters :- Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>500</u>	<u>500</u>			
205 Miscellaneous Assets						
1439 Public Seats	0	250	250		250	0.0 %
1442 Litter Bins	0	500	500		500	0.0 %
2551 Offsite Car Parks	0	500	500		500	0.0 %
6139 BU - War Memorial	0	2,000	2,000		2,000	0.0 %
7108 PR-Notice Boards	48	500	453		453	9.5 %
Miscellaneous Assets :- Expenditure	<u>48</u>	<u>3,750</u>	<u>3,703</u>	<u>0</u>	<u>3,703</u>	<u>1.3 %</u>
Net Expenditure over Income	<u>48</u>	<u>3,750</u>	<u>3,703</u>			
301 Community Centre						
3111 CC-Rates & Services	4,772	20,000	15,228		15,228	23.9 %
3116 CC-Upkeep/Cleaning	3,616	10,000	6,384		6,384	36.2 %
3127 CC - Drinks Machine	237	900	663		663	26.4 %
3136 CC-Enhancement	0	11,500	11,500		11,500	0.0 %
Community Centre :- Expenditure	<u>8,626</u>	<u>42,400</u>	<u>33,774</u>	<u>0</u>	<u>33,774</u>	<u>20.3 %</u>
3180 CC-Lettings	6,038	23,000	-16,962			26.3 %
3181 CC-Equipment Hire	207	900	-693			23.0 %
3182 CC-Rents	7,120	20,000	-12,880			35.6 %
3185 MISC - incl books/copying)	32	300	-268			10.7 %
3187 CC Drinks Machine Income	120	500	-380			24.0 %
Community Centre :- Income	<u>13,518</u>	<u>44,700</u>	<u>-31,182</u>			<u>30.2 %</u>
Net Expenditure over Income	<u>-4,892</u>	<u>-2,300</u>	<u>2,592</u>			
303 Venue on the Green						
3306 VOTG Income	100,000	0	100,000			0.0 %
Venue on the Green :- Income	<u>100,000</u>	<u>0</u>	<u>100,000</u>			
Net Expenditure over Income	<u>-100,000</u>	<u>0</u>	<u>100,000</u>			
Property & Assets :- Expenditure	<u>8,673</u>	<u>46,650</u>	<u>37,977</u>	<u>0</u>	<u>37,977</u>	<u>18.6 %</u>
Income	<u>113,518</u>	<u>44,700</u>	<u>68,818</u>			<u>254.0 %</u>
Net Expenditure over Income	<u>-104,845</u>	<u>1,950</u>	<u>106,795</u>			

CONTRACTOR 'B'

Thank you for your recent enquiry, I am pleased to submit the following quote to carry out the following works having received and studied the CCTV report this morning of the underground drainage at **The Community Centre, Hartfield Road, Forest Row, RH18 5DZ**

QUOTATION:

To attend site and provide skilled crew, labour, plant and equipment.

REPAIR 1) – To carry out high pressure water jet to gully from foul water manhole.

REPAIR 2) – To grab out and remove mass silt and mud from 3 rain water gully's and jet through to leave free flowing.

REPAIR 3) – To dig down on surface water manhole near front entrance, to remove and replace broken pipe work downstream to next manhole chamber. The distance being approximately 7 meters at 1.4m deep through tarmac and concrete. To reinstate and re tarmac as found.

REPAIR 4) – To suck out gully next to manhole outside front entrance and concrete to seal it off from leaking into manhole. To then install new pvc pipe from gully to manhole to act as an overflow for the gully.

REPAIR 5) – To camera foul water manhole in flower bed to check condition and report findings.

ALL SPOIL TO BE REMOVED FROM SITE. ALL WORKS GURANTEED.

We will be pleased to carry out the above works for the sum of £4970+ vat

We are able to commence works on as required.

If I can be of any further assistance, please do not hesitate to call.

Kind regards

CONTRACTOR 'A'

Forest Row Community Centre
Community Centre
Hartfield Road
Forest Row
RH18 5DZ
United Kingdom

Quotation

Quote Number: 859
Quote Date: 20/06/2018
Valid for: 30 days
Site Address: Community Centre, Hartfield Road, Forest Row

Description	Total
SURFACE WATER MANHOLE 1 to SURFACE WATER MANHOLE 2 Excavate through concrete and tarmac to approximate depth of 0.9 metres to replace defective section of pipe-work. While excavation is open, high-pressure water jet drain run and install 5 metres of 100mm resin impregnated liner. Install new 100mm UPVC pipe-work to replace defective section. Reinstate all areas to existing. YARD GULLIES Remove all silt from 4 X yard gullies. High pressure water jet and CCTV to all pipe-work from yard gullies. Supply full written report and DVD on findings.	1,625.00

Total Net Amount: £1,625.00
VAT: £325.00
Quote Total: £1,950.00

CONTRACTOR 'C'

Quotation

28th June 2018

Site: The Community Centre, Hartfield Road, Forest Row, RH18 5DZ

- a) To attend site with skilled operator(s), plant and equipment;
- b) To cordon off and make safe the working area;
- c) ~~To excavate run to expose collapsed pipe work at side of property~~
- d) To remove damaged section and replace with new section
- e) To back fill and bring surface up to match existing finish
- f) ~~To clear all storm gullies and high-pressure jet in and around site and test~~
- g) To remove all spoil and leave the site in a clean and tidy condition;

Statutory/ Miscellaneous

~~The total cost of the works detailed would be £4,800.00 plus VAT inclusive of labour, plant, materials and reinstating.~~

Payment terms for any works undertaken are strictly net on completion.

This quotation was formed on the knowledge of a past survey

~~In the event of any errors or omissions due to inaccessible sections or other unknown factors at the present time this company reserves the right to alter the quotation as appropriate.~~

To discuss any aspect of this document please contact Dale Shaw

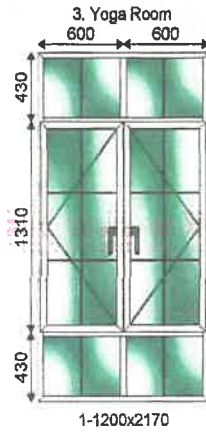
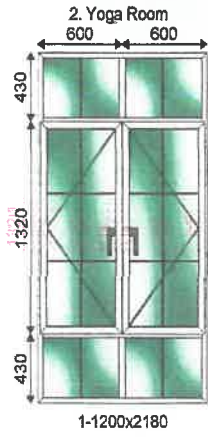
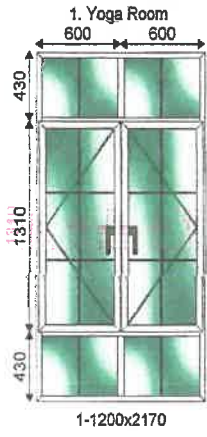
COMPANY '1'

Schedule: **Supply and install double glazed – Old materials removed from site**

<u>Item</u>	<u>Location</u>	<u>Window Style</u> (viewed externally)	<u>Window Cost</u>	<u>Quantity</u>	<u>Total</u>
1	Yoga Room	See Style Sheet	£3,430	1	£3,430
2	Yoga Room	See Style Sheet	£3,470	1	£3,470
3	Yoga Room	See Style Sheet	£3,430	1	£3,430
Total					£10,330
Total After Discount					£9,297

Terms of Business:

- Payment terms: -
25% deposit; 60% prior to commencement of installation; and 15% on receipt of notice from the Company of substantial completion.
- VAT is included in price quoted
- All Quotations are subject to survey
- Estimated Delivery: 8 - 10 weeks from survey approval and sign off by the Customer
- 10-year Insurance-backed Warranty guaranteed by IWA
- Price held for 30 days from above date



COMPANY '2'

To: Mr David O'Driscoll
The Community Centre, Hartfield Road,
Forest Row,
East Sussex RH18 5DZ.

Date: 2.July.2018
Ref: O'Driscoll
Tel: 01342 822661

QUOTATION

All Items are viewed from Outside

White steel replacement - 001 - 1200mm w x 2170mm h

Item 1 of 3



External RAL colour:- 0
Internal RAL colour:- 0
Sash colour:- White
Cill:- No cill

Hinges:- Egress hinges

Prepared opening

Handle colour:- White handle (s)
Clear Toughened Low E glass Georgian

Notes:Matt White inside and out with standard inline handles - flat 20mm bars internally and putty line 20mm bars externally

£ 2,224.00

White steel replacement - 002 - 1200mm w x 2180mm h

Item 2 of 3



External RAL colour:- 0
Internal RAL colour:- 0
Sash colour:- White
Cill:- No cill

Hinges:- Egress hinges

Prepared opening

Handle colour:- White handle (s)
Clear Toughened Low E glass Georgian

Notes:Matt White inside and out with standard inline handles - flat 20mm bars internally and putty line 20mm bars externally

£ 2,231.00

White steel replacement - 003 - 1200mm w x 2170mm h

Item 3 of 3



External RAL colour:- 0
Internal RAL colour:- 0
Sash colour:- White
Cill:- No cill

Hinges:- Egress hinges

Prepared opening

Handle colour:- White handle (s)
Clear Toughened Low E glass Georgian

Notes:Matt White inside and out with standard inline handles - flat 20mm bars internally and putty line 20mm bars externally

£ 2,224.00

Total price (including VAT) : £ 6,679.00

David O'Driscoll

From: Forest Row Community Pre-School <forestrowpreschool@hotmail.co.uk>
Sent: 06 April 2018 12:19
To:
Subject: Rat Problem

Dear

We are writing due to our upset over the poor waste management in the yard behind our building. This has consequently lead to a rodent infestation which has affected our garden area and shed.

Due to the rat droppings, we have had to dispose of several expensive pieces of equipment due to the health risk they now present to our children. As you know we are charity and work extremely hard to fundraise, apply for grants and drive our numbers higher. We will not be able to replace this missing equipment.

The missing items include, but are not limited to

Community Playthings Wooden Push carts x2 @ £ 388.80
Community Playthings Push Me Pull Me @ £152.40
Community Playthings Kiddy Car @ £126.60
Community Playthings Large Arctic Truck @ £136.40

We also lost several smaller cars, puzzles, balls and games due to the infestation.

Good Afternoon

Thank you for your email(s)

I am obviously sorry that your equipment suffered rodent damage. I have forwarded your emails to the Chair of Property for him to consider. I cannot at this point accept liability on the Council's behalf.

The matter will have to go to Council – the values claimed are well in excess of my delegated authority. But before we can take the matter any further, I need to know details of your equipment insurance. I would also appreciate photos of the damaged equipment and of the storage facility in which they were kept.

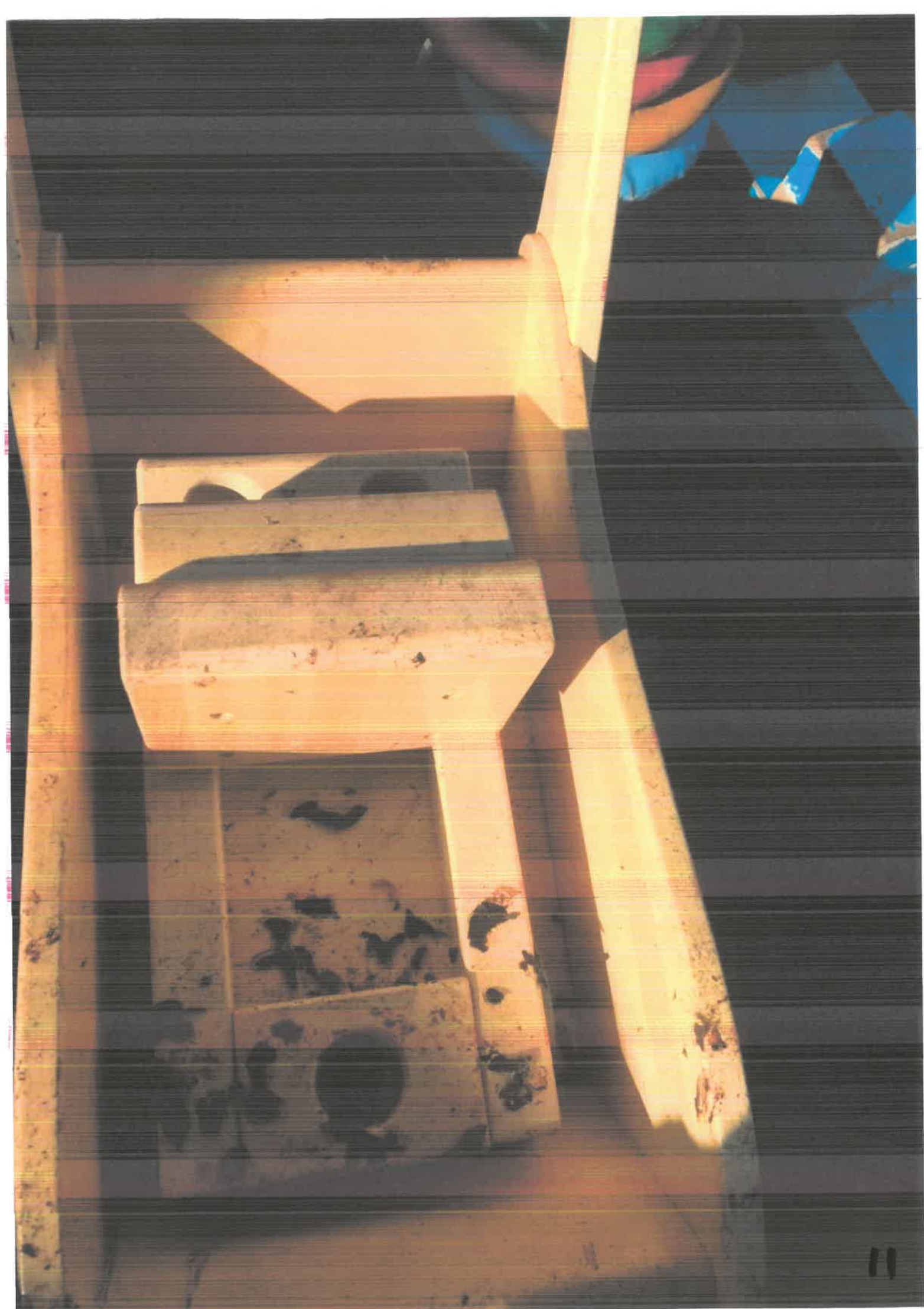
Many thanks & best regards

- Any photos of the damage & the storage facility (see my exchange of emails : dated 19/04/18).
- Details of your equipment insurance (see same email exchange). Have you made a claim, or at least notified your insurers?
- The original claim valued the damage at about £1200: Council will need some evidence of this, plus an explanation of why equipment valued at £1K+ was stored in an outside shed.

I am not trying to be difficult, but Council needs the evidence before it can properly consider the issue.

Many thanks & every good wish

CLERK, FOREST ROW PARISH COUNCIL
01342 822661



The Shed Man

Becketts Farm, Edenbridge, Kent TN8 7AU

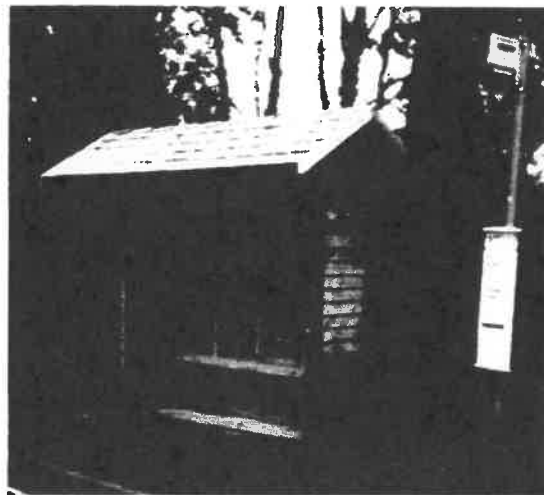
The Village Rural Bus Shelter

Dear Parish Councillors,

We would like to introduce our company and our 'village' rural bus shelter.

We are a small Kent based business with long experience in designing, building and installing bespoke garden/outdoor buildings.

Having lived and worked in the countryside all my life, we have now designed our 'village' bus shelter specifically for rural locations.



- Designed to protect and withstand all weathers.
- Most importantly - to look in keeping with the countryside.
- No glass or metal.
- Beautifully seasoned, quality timber, with cedar shingle roofs.
- Attractive, durable, low maintenance, small footprint.
- Shelter size: 2.48m long x 0.73m deep with a roof size of 3.1m long and 1.6m deep
- A bench seat runs along the back panel.
- Quickly installed by ourselves for you.
- 10 year Timber Treatment Guarantee.

We do all the hard work from start to finish so you can sit back on the 'village' rural bus shelter bench.

We are experienced in working with Parish Councils and are aware of budgeting implications and this is reflected in our competitive pricing and as a Parish Council you can reclaim the VAT .



Please contact us by phone or email at anytime and I will happily discuss your project with you in detail.



07785 746213 - daytime



01892 870006 - evenings and weekends



andy@theshedman.info - anytime!

Andy Baker

www.theshedman.info

Forest Row Parish Council
 David O'Driscoll
parishclerk@forestrow.gov.uk
 01342 822661

BLACK (RAL 9005)
 YELLOW (BS 363)
 RED (BS538)
 DARK GREEN (RAL 6005)
 LIGHT GREEN (RAL 6018)
 DARK BLUE (RAL 5005)
 LIGHT BLUE (RAL 5012)

PRODUCT	QTY	COLOUR	PRICE PER ITEM	TOTAL
KC bench seat 1500mm c/w feet	1	TBC	£645.00	£ 645.00
Stainless steel plaque 120x80mm (40-45 words)	1	s/s	£49.00	£ 49.00
Underground leg extensions	1	-	£27.00	£ 27.00
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -

Underground leg extensions are charged at £27 per item if required

Bolt Down Kits are charged at £9.50 per item if required

Delivery Charges are calculated based on location and quantity required. Min Charge's apply

SUBTOTAL	£ 721.00
DELIVERY CHARGE	£ 105.00
TOTAL EX VAT	£ 826.00
TOTAL INC VAT	£ 991.20

ALL PRICES ARE EXCLUSIVE OF VAT. ERRORS AND OMISSIONS EXCEPTED.

Items are made to order. Order est. time 6-8 weeks unless specified

DEL NAME & ADDRESS

Forest Row
 East Sussex
 TBC

Goods will be released on receipt of full payment.
Goods remain the property of David Ogilvie Engineering Ltd until paid in full as per Terms & Conditions.