

Forest Row Parish Council

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



(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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Dear Sir/Madam,

On the instructions of the Chairman of the Council, your attendance is required at a meeting of the FOREST ROW PARISH COUNCIL to be held on **TUESDAY 29th MAY 2018** in the Rose Room of the Community Centre at **8.00PM**.

Date: 23 May 2018

A handwritten signature in black ink, appearing to read 'David O'Driscoll'.

Mr 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 MEETINGS
 - 3.1 To approve the minutes of the Meetings of Council held on 27/03/2018 & 08/05/2018
 - 3.2 To consider any objections to deletion of the digital transcript of those meetings
4. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATIONS PERTAINING TO THE ITEMS BELOW
5. TO NOTE CLERK'S REPORT ON MATTERS ARISING (not listed elsewhere on the agenda)
 - 5.1 The World War 1 'Silent Soldier' & bench
 - 5.2 The Community Warden
 - 5.3 The FRSGA lease
6. TO NOTE & APPROVE LIST OF DELEGATED DECISIONS
7. CHAIRMAN'S COMMENTS
8. THE ANNUAL RETURN
 - 8.1 To consider and approve the Annual Governance Statement for 2017-2018
 - 8.2 To consider and approve the accounting statements for 2017-2018
9. MATTERS FOR DECISION
 - 9.1 To resolve on the choice of a main contractor for the construction of the VoTG
 - 9.2 To resolve on whether to appoint an external Data Protection consultant/officer
 - 9.3 To resolve on the proposal for an e-newsletter/improved Council Facebook page
10. MATTERS FOR CONSIDERATION (EVENTS)
 - 10.1 To consider the recent Annual Parish Meeting and consider/resolve on any modifications for next year

- 10.2 To consider whether FRPC should have a stall at the Twinning Event and resolve as appropriate.
- 10.3 To consider the proposal for a 'tea dance' as part of the WW1 commemorations and resolve as appropriate
- 10.4 To consider the organisational arrangements for the Autumn Reception and resolve as appropriate
11. TO NOTE COMMUNITY WARDEN'S REPORT
12. TO NOTE REPORT FROM COUNTY COUNCILLOR
13. TO NOTE REPORT FROM DISTRICT COUNCILLOR
14. TO RECEIVE & ADOPT REPORTS FROM OUTGOING COMMITTEE CHAIRS:
 - 14.1 FINANCE & POLICY
 - 14.2 PROPERTY & ASSETS
 - 14.3 AMENITIES & SERVICES
 - 14.4 LOCALISM & COMMUNITY SERVICES
 - 14.5 PLANNING
15. TO NOTE REPORTS FROM CURRENT WORKING GROUPS
16. TO NOTE REPORTS FROM OUTGOING REPRESENTATIVES ON OUTSIDE BODIES
17. NOTICES
18. CONSULTATIONS
19. CORRESPONDENCE
20. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

FULL COUNCIL**BACKING PAPERS FOR MEETING 29th MAY 2018**

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**COUNCILLORS' BRIEFING TO THE MEETING OF FULL COUNCIL
TO BE HELD ON 29th MAY 2018**

1. PUBLIC QUESTIONS

None previously advised

3. RECORDS OF PREVIOUS MEETINGS

Meetings of 27/03/2018 & 08/05/2018 to be considered.

ACTION: to approve the minutes with any necessary amendments and to consider any objections to deletion of the digital recordings

4. TO DECLARE ANY INTERESTS

No agenda item appears to go beyond the 'de minimis' rule.

5. TO NOTE CLERK'S REPORT ON MATTERS ARISING (not listed elsewhere)

5.1 World War I commemorations. Members will have noted that a 'Silent Soldier' has been purchased and installed on the War Memorial green. This was acquired through the local British Legion and funded by a generous donation from one of the Council Members. Contributions towards the cost of a memorial bench have been very sluggish, and only £130 has been received to date. Sue Young has knitted a collection of poppies - one for each of the fallen of Forest Row in WWI – and these now adorn the trellis in the Kennard Memorial Garden. For further proposals see item 10 below.

5.2 The Community Warden. SSALC & the Police Commissioner's office are actively engaged in their county-wide appraisal. We are expecting a visit from an assessor shortly. The Clerk is meeting in person with the PCC on 31st May to discuss the future of the scheme.

5.3 The Sports Ground lease. This is still not completed, largely due to the absence from the office of the East Sussex legal officer dealing with the matter. A few details remain to be decided.

ACTION: to note

6. TO NOTE LIST OF DELEGATED DECISIONS

Return attached to the backing papers.

ACTION: to note and approve

8. THE ANNUAL RETURN

The Regulations require Full Council to consider and approve: a) the annual governance statement, b) the accounting summary for 2017-2018, before they are submitted to the external auditors. Two separate resolutions are required. Our accountant attended on 17th April and the internal auditor on 23rd May. Both expressed themselves satisfied with the financial systems in place and the end-of-year accounts. The internal auditor's final report is too lengthy for the backing papers, but is available for inspection in the Office.

The backing papers contain: the annual governance statement (with the internal auditor's certificate), to which I will add an oral commentary at the meeting so the Members can be satisfied it can properly be approved; the accounting summary, which has been verified by the accountant and the internal auditor – Members are asked to consider any questions they may have and notify these *in advance* if possible.

ACTION: to consider and approve the Annual Governance Statement; to consider and approve the Accounting Statements

9. MATTERS FOR DECISION

9.1 Main contractor for the Venue on the Green building. It was noted at the Extraordinary Meeting of 8th May that there were now two written quotations to consider (another had been received on the day of the meeting). Council therefore resolved that the Implementation Group be asked to go through both quotations and bring a recommendation to the next Full Council

meeting. The report from the Project Manager is attached to the papers and the VIG requests that Council endorse its recommendation, so that work can be put in hand.

ACTION: to resolve accordingly

9.2 Appointment of a Data Protection Officer/consultant. A great deal of work has been done by Cllrs Farrar, R Lewin and the office staff to prepare for the implementation of the GDPR. The work is not yet complete, but well on its way. The question now arises as to whether an external DPO should be appointed (which is the recommendation of both SSALC & the SLCC), and whether this should also involve a preliminary 'health check' by a specialist firm. It will cost in the order of £1,000.

ACTION: to resolve accordingly

9.3 Proposal for an e-newsletter/ interactive Facebook group. These matters have been extensively discussed in previous meetings. The idea of an e-newsletter was approved in principle (the meeting of 1st August 2017 voted to postpone this "until the website issues were sorted out"). It has not been possible to conclude the latter process, and indeed it is arguable that it ought to proceed concurrently with the introduction of better communications. It appears that a number of participants at the Annual Parish Meeting expressed the view that the time was now ripe for a digitally-based bulletin (with hard copy available for non-computer users) and I attach the relevant parts of a communication from Cllr Miller on the subject.

If Council is favourable, there are a number of practical issues to be resolved:

- Who is going to take on the basic work – initial set-up and regular content?
- What is the core content going to be?
- How often is it going to be produced?
- When is it envisaged to start?
- How is it going to be publicised?

There has also been a proposal for a better / more interactive use of a Parish Council Facebook page and the second section of Cllr Miller's communication explains how this might work.

ACTION: to resolve accordingly.

10. MATTERS FOR CONSIDERATION (EVENTS)

10.1 The Annual Parish Meeting. Council may wish to express a view on what went well this time, what might be improved and whether decisions need to be taken now for the future.

10.2 The Twinning Event / Summer Fete. Does Council wish to have a dedicated stall (or other representation) at this event in June? If so, who will organise it?

10.3 Further re WWI commemoration. The suggestion has been made of having a 'tea dance'. Does Council wish to adopt this proposal and if so, who will organise it?

10.4 The Autumn Reception. One Member has asked that we consider this event well in advance to see if improvements are needed to its format.

ACTION: to resolve in each case as appropriate

11. TO NOTE COMMUNITY WARDEN'S REPORT

Report attached to backing papers

ACTION: to note

12. TO NOTE REPORT FROM COUNTY COUNCILLORS

13. TO NOTE REPORT FROM DISTRICT COUNCILLOR

Cllrs Whetstone, Galley, and Holloway have been invited (although Cllr Holloway is still indisposed and Cllr Moore may supply in his stead). One written report attached.

ACTION: to note

14. TO RECEIVE & ADOPT REPORTS FROM OUTGOING COMMITTEE CHAIRS:

14.1 FINANCE & POLICY

14.2 PROPERTY & ASSETS

14.3 AMENITIES & SERVICES - written report attached

- 14.4 LOCALISM & COMMUNITY PROJECTS
- 14.5 PLANNING
- 15. **TO NOTE REPORTS FROM CURRENT WORKING GROUP**
Report from the WRAG attached
- 16. **TO NOTE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
two written reports received
ACTION: to note & adopt reports received
- 17. **NOTICES**
- 18. **CONSULTATIONS**
- 19. **CORRESPONDENCE (not dealt with elsewhere).**
None at present requiring attention
- 20. **TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE**

FOREST ROW PARISH COUNCIL

ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 09/01/18

to: 22/05/18

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
Service & Repairs to ride on mower	In consultation with Cllrs. Wogan & R Lewin	David O'Driscoll	26/03/2018	1069.07

Annual Internal Audit Report 2017/18

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/12/17 & 23/05/2018

Name of person who carried out the internal audit

MARK MULBERRY BA(Hons) FCCA CTA

Signature of person who carried out the internal audit



Date 23/05/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

FOREST ROW PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

www.forestrow.gov.uk

Section 2 – Accounting Statements 2017/18 for

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	301,895	328,469	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	310,000	325,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	159,458	131,589	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	228,664	274,934	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	26,077	26,077	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	188,143	201,680	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	328,469	282,367	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	313,592	291,107	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,833,250	1,833,250	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	24,352	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

23/05/2018

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

FULL COUNCIL MEETING 29th May 2018

Submission from Cllr Miller re an e-newsletter

Regarding the newsletter why don't we make the proposal that we are calling it an E bulletin in response to direct requests from the community that we take their emails - that were freely offered at the annual meeting that we create an email list for the (GDPR compliant) Parish Council to send occasional ongoing relevant emails to those subscribers so that we can then not be tied to how often.

Personally, I would keep it to a monthly reminder of upcoming events such as the repair cafe, the market - a very simple E bulletin that just reminds those of us who keep forgetting when things are on without us having to go and try and find it on the Forest Row PC website.

Parish councillors who have something to add to what would logically be sent out once a month could do so by sending that to a designated person in the office and all that we need to do is have the Clerk's eye cast over it before it is sent off each month - literally just a list of what's happening and a link to more information (usually the relevant link to the website). This means the current website is perfectly adequate for adding a direct link to a page with the info that is currently added - but no-one can find it without a direct link.

I'm happy to support in this to get it set up in Mailchimp and signed off by the Clerk. We don't need full council to say yes every time to an e-bulletin which will vary only slightly each month.

FULL COUNCIL MEETING 29th May 2018

Submission from Cllr Miller re improved Parish Council Facebook page

The existing Parish Council Facebook page does not provide the opportunity for local people to ask questions and share their thoughts or ideas which they could do in a group - there is an existing group but it is effectively dormant but could easily be revived or we could create a new one. The group would be closed and it doesn't have to initially allow contributions from the public without them first being authorised by the admin. I recommend a member of the office is the administrator and I'm happy to provide backup support. I would suggest that other parish councillors would also support this group when they discover that it provides a fantastic platform to promote their community focused initiatives, for example the best garden competition. We should not be relying on the Forest Row community page as our only source of sharing relevant information with our community where they can interact which they can't do on the Facebook PAGE. I can assure the council that the GROUP can be a closed group and that only approved members of Forest Row parish can be members of the group. Any contributions they make will have to be approved before they become live. However all approved members will be able to comment on any posts that we as a parish council approve to go live in the group.

This will allow a level of interaction and conversation which is essential to our role as parish councillors so that we understand what it is that our parishioners really want or at least a section of them - many of the parishioners who access this group will want to keep up-to-date with what's going on - for example the E bulletin can be posted in there every month, and some of those parishioners may prefer this to receiving emails.

By offering access to a Facebook group we will be allowing local people to not only access the E bulletin without relying on email, but we will also be providing a platform in a closed group where they can share their own ideas.

I am happy to support in revamping the original group or creating a new one and putting together a simple strategy of how to use it effectively in a time efficient way. I propose that we offer this Facebook group for a period of time (6 months) and then review how it's going and make a decision on whether to continue with it from there.

Cllr Suzy Miller
18/05/2018

Community Warden Report 11

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

- Abandoned vehicle K494 CEW Park Crescent. logged with WDC Street Scene Officer. Warning notice placed on windscreen. No longer *in situ* - recovery truck collected vehicle.
- Vehicle reported to WDC Street Scene Officer parked on the highway in Upper Close with no MOT and notified to DVLA as 'off road'. Silver Nissan R004 DJX. Vehicle removed.
- I received some vehicle details from a resident from Freshfield Bank stating that a vehicle was driving very slowly around the housing estate on Saturday 14th April looking around the area. The vehicle details were handed over to me with along with the time frame, colour of the vehicle. I emailed these details over to Sussex Police to see whether this vehicle was known to them. I received an email the following day stating that the vehicle was of interest to them as it had committed theft in another police area. The vehicle details were then put on the Forest Row Parish Council Facebook site to warn residents that if they saw the vehicle in the area to contact Sussex Police. BD03BPE.
- A blue Ford van stopped for me to cross the zebra over to Co-op as I was crossing the road I noticed that the driver had his mobile phone in his right hand talking on it whilst on the road. I turned to the male and asked him to refrain from using his phone whilst driving. The vehicle drove off and turned down into Station Road before I was able to get its details.
- I spotted a green Mini Cooper VC67BMZ drive up into Hillside going the wrong way up the one-way street. I asked the driver to pull over so that I was able to talk to him about the incident. The driver had a blind passenger with him, as they had just spent 6 hours on the road driving down from Yorkshire to attend a funeral on Tuesday. He was very apologetic over the incident. Words of advice given.
- Yellow VW Lupo X899LCY left across the pavement facing the wrong direction for traffic. Causing a dangerous obstruction of the highway. Sussex Police contacted. Police will try to contact the owner of the vehicle for them to remove it from the location.
- I have also been working with Withyham Parish Council providing a visible presence around Groombridge, engaging with the main primary school, speaking with some of the community groups who frequent the Community Centre once a week, speaking with the staff at the pre-school. I have been out to Blackham Village Hall on their market day 07/04 introducing myself, talking about my role to the residents who were asking me various questions which I was able to point them in the right direction of who they needed to contact. I have more recently been involved with an issue regarding the community Space in Balls Green Withyham. I carried out a large enquiry speaking to a large number of residents asking them how badly they were affected by noise coming from the Community Space

where the youths and younger children played. We had a meeting with some of the councilors and it was agreed that I would carry out a street meeting on 6th June inviting all the residents to attend the location along with all the partner agencies, including Sussex Police, ESCC, WDC & Parish council to try and resolve the ongoing issue.

- Bengal Village Environmental Health Pollution. I have spoken with the Pollution Team in Bexhill sending them 4 photos of the food debris and all the other piles of rubbish including a full house hold rubbish large green bin that not been emptied for weeks.
- I have also been heavily involved with linking in with Chris Bone WDC Waste manager on the state of the Recycling Centre in the WDC carpark sending images of the state of the recycling area requesting for some of the street cleaning team to pay a visit and remove any of the fly tipped items that should not be in there.
- On the 11/4 I attended a First Aid Training Day being run by WDC. This was a level 3 training course. I am pleased to say that I passed the training. I have received my certificate and card to show that this has been to the level required.

Appendix 1: The Swan public house

I was informed by one of the retailers that the Swan PH. Had closed. I decided to visit the location as there were two contractors vehicles from VPS (Vacant Property Solutions.). One of the Contractors stated to me that the Swan was now empty and they had been asked by *Enterprise*, the owners of the Swan, to board it all up as they wanted to carry out renovation works on the building before the building would be reopened. I contacted the Head office of VPS who confirmed to me that this was the case. It may be closed between 4-5 months, although this is subject to change.

I then raised a concern with the contractors about the large rubbish bins that were sitting there causing an Environmental Health concern stating that this would only encourage fly tipping. Also, there was the concern that if were vermin, Tesco was on the other side of the wall. The contractors carried out another visit, and I am pleased to say that they emptied the bins and washed down the area with bleach.

Appendix 2: Works at the former Foresters' Arms

I have also been liaising with the Operations manager from J.M Scully who are the contractors carrying out the new development of the Foresters Arms into the new home for the Co-op. This has also included a meeting with WDC on site about the parking for the contractors' vehicles in the WDC carpark. They have been allocated between 6-10 spaces at the front of the carpark close to the building. They have a site manager on the ground always and they have got my contact number if there are any issues or concern. I will be kept updated as things develop on site so that the Parish Council will be aware with any impending partial road closures for the arrival of equipment required on site.

Chris Harrison / Forest Row Community Warden /22nd May 2018

FULL COUNCIL MEETING 29th May 2018

District Councillor update

The Wealden Local Plan will be published at the end of June with time for representations before Full Council consider it in July. The Habitat Regulations Assessment (including in relation to the Ashdown Forest) will be published at the same time.

Herstmonceux became the first place in Wealden to have a Neighbourhood Plan, when it was formally voted on in a referendum in May.

Back in April the latest amendments to permitted development rights were published by the Government, amongst other things this made it easier to convert agricultural buildings to residential outside of AONB.

'Sussex Homemove' is the new dedicated online portal service for dealing with choice based lettings. Also, in terms of housing allocation in rural areas, the 'local' component of employment in an area no longer brings more likelihood of a council property, however the 'family connections' criteria have been made more important.

WDC has expressed 'strong reservations' about the ESCC's proposals for closing the Household Waste sites at Wadhurst and Forest Row.

Cllr Rowena Moore
21/05/2018

FULL COUNCIL MEETING 29th May 2018

Update on the Amenities & Services Committee

The Council is only in month 2 of this financial year so there is nothing much to report. The only significant expenditure to date is on streetlighting, whose invoice includes a period from the last financial year. This is an expected expenditure and one budgeted for. As I mentioned in my last report, there will be an unbudgeted expenditure this year for the drainage of the skatepark. The drainage has never been satisfactory since the installation of this amenity. In periods of wet weather the drain does not function properly and the water sits in the skatepark bowl. If not dealt with, this could damage the surface and incur even more expense.

Cllr J Wogan
20th May 2018

FULL COUNCIL MEETING 29th May 2018

Update on the Forest Row HWRS ('WRAG' working group)

The WRAG has met I think 3 times, including one meeting with officers from ESCC.

Although there was a reprieve on possible closure about 4 years ago when the Tip moved to 3 day a week opening, the reasons for the original proposals remain – it is small, old style and takes low volumes of waste. It costs ESCC around £56k pa to run via a much wider waste and recycling contract that ESCC has with Veolia, who currently operate the FR tip. Of this cost around 5k is for waste permits, and the majority of the rest is staff costs.

ESCC are under incredible pressure to find financial savings but we have objected to the latest closure proposals on the basis that they are premature and prejudicial. The proposals are premature as there may be possibilities for charging for certain types of waste disposal which may make the Tip more financially viable. Several things are in the pipeline:

- Defra is overdue in issuing a guidance document on HWRS that is expected to cover aspects like charging for certain types of waste disposal
- Wealden DC will start charging for Garden waste collection from next year, and
- ESCC is currently consulting on whether or not residents think certain types of waste disposal should be chargeable.

Until these can be seen it is premature to close the Tip which may be able to operate incurring much lower net costs.

It is however unlikely that the Tip can be expected to stay open indefinitely without some kind of charging.

Decision will be taken by ESCC Cabinet on 6th June. If the decision goes in favour of closure we anticipate that the Tip would likely cease to operate around October. We understand there are no other plans for the site and it would be likely that Veolia would remove its equipment/containers and the site would be mothballed.

Cllr Rowena Moore
21/05/2018

WORLD WAR ONE WORKING GROUP
RECORD OF MEETING, WEDNESDAY 21ST MARCH 2018

Present: Ken Farrar	Forest Row Parish Council
Jane Wogan	Forest Row Parish Council
Simon Morris	Royal British Legion

The meeting had been called to update the group.

Commemorative Bench

The Property & Assets Committee had approved the purchase of a bench at their meeting on 13th March. This would cost approximately £700. However, it had been requested that the Royal British Legion be asked for a donation. Simon said that he was sure the RBL committee would agree to a £250 donation but that it would have to be discussed at their next meeting on 8th May. Simon asked if a commemorative plaque would be on the bench and it was confirmed that there would be one.

Town Twinning Fete, Saturday 16th June 2018

Ken was attending a meeting of the above committee that evening. It was confirmed that the Church would be providing a vintage tea tent and that the RBL would have a stall within the tent with publicity material.

Exhibition

Jane confirmed that she had been in touch with Cllr Vivien Hill and they had yet to meet to discuss this.

Silent Soldier

Simon asked about the Parish Council purchasing a Silent Soldier. This had been agreed in principle and would be noted at the full council meeting on 28th March. At the moment, Forest Row was the only village in the area without one.

FULL COUNCIL MEETING 29th May 2018

Update on the Town Twinning Association.

The Town Twinning Association continues to flourish although as always they are on the lookout for new members, particularly younger ones. In these days of cheap international travel it is not surprising that peoples horizons are ever expanding. A full programme of events is scheduled for this coming months. A recent newsletter advised that there will be the Summer Fete on Forester's Green, a walk for members possible including s visit to a local vineyard and a flea Market in n the Village Hall. There will then be the bi—annual visit from our counterparts in Milly le Foret in October which will culminate in a dinner at Michael Hall School. It is probable that there will be another French breakfast in the autumn as well. All fund-raising is geared towards this event. Sadly a founder member and enthusiastic supporter of the Association Jon Humberston died earlier this year.

Ken Farrar
22/05/2018

FULL COUNCIL MEETING 29th May 2018

Forest Row Energy Co-op — latest news

- Feasibility study for campus-wide renewable energy network at Emerson College, funded by a £20,000 award from the Rural Community Energy Fund. Study will be supported by Brighton and Hove Energy Services Co-operative (BHESCO)
- Forest Row Energy Co-op won a business development grant from LoCASE (Low Carbon Across the South East) in April. This will be used to develop the new website, which will help promote low-carbon products
- Solar installation and storage battery at FR Community Centre now operational. Has generated 742.00 kWh as of 21 May
- Project to explore residential renewable heat in FR among residents associations and groups, aiming to reduce carbon emissions and energy costs in our village. Expressions of interest are being sought
- Membership drive in 2018 — share price is just £20. Benefits include discounts on renewable energy products

Cllr Tony Lewin
23/05/2018