

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, Hill, R Lewin,
T Lewin, McNally, Miller, Moore, Pritchitt,
Rosenboom, Royall, Summers, Williams, Withers
and Wogan

Community Centre
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Dear Sir/Madam,
Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 17th SEPTEMBER 2019 in the Rose Room
of the Community Centre at **7.30PM**.

Date: 11th September 2019

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN 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 23rd July 2019
 - 3.2 To consider any objections to deletion of the digital transcript of those meetings.
4. CLARIFICATION OF ACTIONS FROM THE ABOVE MEETING
5. TO NOTE AND APPROVE LIST OF DELEGATED DECISIONS
6. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW

TO NOTE REPORTS

7. CHAIRMAN'S COMMENTS
8. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION:
 - 8.1 EXTERNAL AUDIT
 - 8.2 IN HOUSE TRAINING
 - 8.3 WASTE RECYCLING GROUP
 - 8.4 FOREST ROW ENERGY CONSULTATION
 - 8.5 SKATE PARK EXTENSION
 - 8.6 FRSGA LEASE
 - 8.7 ITEMS DEFERRED TO FUTURE AGENDAS:
DEVELOPMENT PLAN & YOUTH SERVICE POLICY
9. COUNTY COUNCILLOR(S)
10. DISTRICT COUNCILLOR(S)
11. STANDING COMMITTEES
12. COMMUNITY WARDEN
13. REPRESENTATIVES ON OUTSIDE BODIES

MATTERS FOR CONSIDERATION / DECISION

14. TO CONSIDER & RESOLVE ON THE FORMAT FOR THE AUTUMN RECEPTION
15. TO CONSIDER IN PRINCIPLE THE ISSUE OF PUBLIC WORKS BORROWING
16. TO CONSIDER THE APPLICATION OF A BEQUEST
17. TO CONSIDER & RESOLVE ON SECURITY MEASURES AT THE VENUE
18. TO CONSIDER A REQUEST TO SUPPORT THE "FOREST ROW WEAVE' PROJECT

19. NOTICES
20. CONSULTATIONS
21. CORRESPONDENCE
22. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

FULL COUNCIL

BACKING PAPERS FOR MEETING 17th SEPTEMBER 2019

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18	Forest Row Weave project	6-7

**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL
ON 17th SEPTEMBER 2019**

1. **PUBLIC QUESTIONS** None notified in advance
2. **APOLOGIES FOR ABSENCE** Cllr Royall (away).
3. **RECORDS OF PREVIOUS MEETING** To cover the meeting of 23rd July 2019
4. **CLARIFICATION OF ACTIONS FROM LAST MEETING**
This item has been included for Members to raise any points of information arising from the previous (ordinary) meeting which can be answered briefly.
ACTION: to discharge as appropriate
5. **TO NOTE & APPROVE LIST OF DELEGATED DECISIONS:** list attached to backing papers.
6. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.
ACTION: to note

TO NOTE REPORTS

7. **CHAIRMAN'S COMMENTS**
8. **TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 8.1 External Audit. The external auditors raised a query over one of the items in the Governance Statement. I have supplied the required information in reply. The sign-off arrived today (11th September).
 - 8.2 In-house training. I made the request to SSALC in early August, but have not yet been given a choice of dates. I am chasing this up with the SSALC office.
 - 8.3 Waste recycling. Working group representatives met with County Council managers last week, and they were sympathetic to letting us have the old waste site free of charge to run a pilot scheme over three weekends in the next month or so. There are a number of practical problems to be resolved, principally that of licensing, but members are working on these issues. We remain within the grant budget. Responses to the 'Tip survey' have been encouraging.
 - 8.4 Consultation with Forest Row Energy. A date has yet to be fixed, due to conflicting commitments.
 - 8.5 Skate park extension. This is still in the design stage, but Wealden Planning have indicated what will be acceptable. A fundraising event is planned for the end of this month.
 - 8.6 FRGSA lease. Nothing further to report.
 - 8.7 Items deferred to future agenda. It seems to me that two items 'deferred to a future meeting' would be best considered in November: the drafting of a development plan and a review of the youth service policy. The first is currently under discussion in the Planning Committee, while the second is still evolving in the new VENUe.

9 & 10. TO NOTE REPORTS RECEIVED FROM PRINCIPAL COUNCILS

Cllrs Whetstone & Galley, Patterson-Vanegas & Hardy have been invited. No written reports yet received. Cllr Galley is unable to attend in person, but his newsheet has been circulated.

11. TO NOTE REPORTS FROM STANDING COMMITTEES

Any written reports received before publication of the agenda, will be attached to the backing papers. Otherwise, the Chairmen will report orally.

12. TO NOTE COMMUNITY WARDEN'S REPORT

Chris Harrison has been absent for much of the period since the last Full Council, partly for an eye operation and subsequent recuperation, and partly on annual leave. There is therefore insufficient for a full report on this occasion. Recruitment of a part-time assistant will proceed when the Crowborough Clerk returns from leave.

13. TO NOTE REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Any written reports are with the backing papers: otherwise, there may be oral reports

ACTION: to note

MATTERS FOR CONSIDERATION / DECISION

14. TO CONSIDER & RESOLVE ON THE AUTUMN RECEPTION FORMAT

This is scheduled for 22nd October at 7pm. Invitations have been sent out to the Garden Competition winners, but no other decisions have yet been taken over invitees, speakers (if any) or other content. These matters need to be urgently resolved.

NOTE: There was some feedback from last year's event which came through to the office.

The timings were felt to be right and the refreshments provided were appreciated.

But, formulated negatively, it was felt that the event was far too dominated by the garden competition and the handing out of the cups and certificates, to the detriment of acknowledging the volunteers, and the purpose of having a/the speaker was unclear.

Formulated positively, it was felt that the emphasis ought to be on acknowledging the volunteers, and that some actual charts of facts & figures about their contributions – naming names where appropriate - should be as prominent as the garden photos. If an external speaker was to remain a feature, their relevance to the event needed to be obvious. There also ought to be a 3-line whip for Councillors to attend, to evidence Council's appreciation.

For another year, if the garden competition survives, it might be worth splitting off a volunteer celebration to its own event, perhaps during national volunteers week.

ACTION: to resolve as appropriate

15. TO CONSIDER IN PRINCIPLE THE ISSUE OF PUBLIC WORKS BORROWING

At the last Full Council, a number of potential projects were mentioned – the acquisition of land/ the reconstruction of the SE end of the Community Centre - which would need capital beyond the level of the Council's reserves and therefore require borrowing. Council may wish to reflect at this point whether - in principle – it would be open to the possibility of taking on a PWLB loan (subject to the usual approvals). The current 10-year rate is 1.55%.

ACTION: to resolve in principle

16. TO CONSIDER THE APPLICATION OF A BEQUEST

I have been informed that the will of a recently deceased member of the community contains a bequest to the Parish Council in the sum of £10,000 to be applied to a specific

purpose for the benefit of the community. Council may wish to reflect on what might be a suitable purpose.

ACTION: to resolve as appropriate

17. TO CONSIDER & RESOLVE ON SECURITY MEASURES THE VENUE

This would normally be a matter for Property & Assets, but it does not have a meeting until November. Concerns have been expressed about the open access behind the VENUE, and the activities that facilitates, but opinion has been divided as to whether it should be fenced. A decision needs to be taken on this issue. We have also had an offer of a basic perimeter CCTV system for the cost of the equipment.

ACTION: to resolve as appropriate

18. TO CONSIDER A REQUEST TO SUPPORT THE 'FOREST ROW WEAVE' PROJECT

Attached to the backing papers is a description of a community weaving project. Council is asked to endorse its support for the project. As the presentation says: "No funding is needed just community enthusiasm and a small amount of people's time."

ACTION: to resolve as appropriate

19-21 NOTICES / CONSULTATIONS / CORRESPONDENCE

None that have not been circulated within Councillors Reading

22. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

FOREST ROW PARISH COUNCIL

ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 15/07/2019 to: 11/09/2019

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
Car Club: early termination payment	Contractual obligation	David O'Driscoll (with Cllr T Lewin)	17/07/2019	1365.93
ESCC: balance of librarian contribution	Agreement with ESCC to maintain service	David O'Driscoll (with Cllr R Lewin)	20/07/2019	1625.86
New electricity contract (from 02/20)	Favourable advance terms	David O'Driscoll (with Cllr R Lewin)	09/08/2019	n/a-ongoing
Tree work	Urgent safety requirement	David O'Driscoll (with Cllr Wogan)	14/08/2019	650.00

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Forest Row Parish Council – ES0038**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

- None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

10/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Proposal for a community weaving project - FROWeave

weaversbazaar is a small company based in Forest Row whose existence centres on woven Tapestry, we make it, sell supplies for it and teach others how to do it. Every year we set aside some of our profits to sponsor weavers or weaving projects, often with a focus on community weaving.

It is our 10th year in Forest Row and we would like to bring the Forest Row community together to create a woven tapestry for Forest Row – The FROWeave. Not only would this be an opportunity for the community to collaborate on a creative endeavour but it would also give individuals the opportunity to connect with one another over a common project which in its tangible form will live on for many, many years to come.

The idea in brief

- weaversbazaar would work with the local groups and individuals to gather ideas for a theme and seek help from local people, including artists, to design a contemporary theme for a tapestry for Forest Row.
- weaversbazaar will supply a large mobile tapestry loom for FROWeavers which can be taken from place to place or group to group in the village so a broad group of villagers can contribute to the Tapestry . We will supply all materials and tools and share the necessary skills with interested groups to enable them to work on the tapestry themselves.
- One idea would be for the loom to be positioned on the green for the duration of the Forest Row Festival to allow anyone from the public to do a bit of weaving and contribute ideas towards a design. weaversbazaar will steward this at the event and help people to weave either on the large loom or to make woven cards or other small items. This activity would work particularly well alongside the Bridging Ages activity at the Forest Row Festival so we aim to be next to them.
- We will continue to work with the village until the tapestry is completed - which could be a year or even 2 years, then we will pass it over to the village to hang wherever it chooses – perhaps The Venue, the community centre, or anywhere – it could in theory even be hung outside as tapestry is extremely resilient.

What are we asking for from Forest Row?

To take this forward we are seeking agreement in principle and support from as many groups and individuals as possible, ideally including the Parish Council, the youth group, the Thursday group, Scouts, Guides, Brownies and Cubs, Bridging Ages, the WI and more.

Prior to the Forest Row Festival we would particularly like introductions to the right people in these groups to see if they are interested in participating and committing in principle.

No funding is needed just community enthusiasm and a small amount of people's time.

Role of weaversbazaar

We would be very happy to supply all materials and equipment needed, share skills so people can weave, provide technical expertise and co-ordinate the project. Lin Squires and Rachel Hanney (both FRowers) will be the principle contacts for weaversbazaar.

We see this as a good way of celebrating all that is good about Forest Row.

Context

Tapestry, with a history extending back over five and a half thousand years but still being woven by amateurs and professionals to this day, struck us as an excellent medium for group activity. It is low tech, meditative, an activity that can be done while talking and with minimal physical effort and it very eco-friendly. So it is a good way to bring people together inter-generationally. It is a medium often used to tell stories, capture narratives and link past and present. The use of Tapestry as a common metaphor is quite telling in this respect. But when completed a tapestry is mobile, handle-able, robust and almost indestructible and will keep telling its story.

Examples of other community weaving projects are below

Cambridge MakeWeaves Project <https://www.facebook.com/makeweaves/>

The Big Weave <http://www.thebigweave.org/about.html> projects in Abingdon, Dorset and Derry

Sark Community Weave

California http://www.moonrain.ca/community_tapestry.html