

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 AMENITIES AND SERVICES COMMITTEE:

Cllrs. J Wogan (Chairman), Hill, Josephson, R Lewin, McNally, Summers and Williams

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Dear Sir/Madam,
Your attendance is required at a meeting of the AMENITIES AND SERVICES COMMITTEE to be held on **TUESDAY 9th JUNE 2020** via Zoom at **7.30pm**.

Date: 3 June, 2020


Mr D 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.

AGENDA

1. PUBLIC QUESTIONS - the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW**
4. RECORDS OF THE MEETING HELD ON 10TH MARCH 2020
 - a) To approve the minutes of the meetings of 10th March 2020
 - b) To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. COMMITTEE CHAIRMAN'S COMMENTS
7. TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION:
8. FINANCIAL MATTERS
To note financial report to month 2.
9. ALLOTMENTS
 - 9.1 To note allotment report
 - 9.2 To resolve on an issue concerning the water supply
10. PLAYPARK AREAS
11. CEMETERY
 - 11.1 To note burial clerk's report
 - 11.2 To consider further the land acquisition issue
12. TREE SURVEY
 - 12.1 To note progress on the tree survey
13. CORRESPONDENCE NOT OTHERWISE DEALT WITH
14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE
"This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or parishclerk@forestrow.gov.uk) for the access codes."

AMENITIES & SERVICES COMMITTEE

BACKING PAPERS FOR MEETING 9th JUNE 2020

Agenda item	Description	page
	Clerk's briefing to the Committee	1-2
8	Financial Report to end month 2	3-4
9	Allotments: administrative report	5
11.1-2	Burial clerk's report	6

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED
9th JUNE 2020**

1-5. **FORMAL ITEMS:** no complications foreseen.

6. **COMMITTEE CHAIRMAN'S COMMENTS:** this item has been included for the Chairman to draw Committee's attention to any outstanding matters or forward projects not otherwise included in the agenda.

7. **TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION**

I reported to the last meeting on the following:

Ashdown surgery access / BT exchange forecourt / Outdoor gym (and playpark) equipment repairs / Hopyard verge / Skatepark extension / Tree planting.

All these matters have been in abeyance since the Covid-10 restrictions were put in place and are exactly where they were on the previous occasion. Progress is dependent on further relaxations of the situation.

ACTION: to note

8. **FINANCIAL MATTERS**

To note financial report to month 2. A printout is attached. There are no unusual items at this early stage in the financial year, except to note:

- code 4180: this is the 'hiring out fee' for Don & Harry to Maresfield Parish Council. Technically, this is mainly a salary offset, but we do not have another satisfactory way of showing it in the accounts.
- code 2336: this shows that we have apparently used almost half the annual budget for streetlights, but it does include the annual service charge.
- code 6151: there is an error here – the burial software of £193 has been posted here rather than in code 6123. The actual rates (for the full year) were £536, only marginally over budget.

ACTION: to note (queries as appropriate)

9. **ALLOTMENTS**

9.1 The allotment manager's report is attached.

ACTION: to note

9.2 There has also been a report of a petrol driven contraption being used by a plotholder to lift water from the supply with a short hosepipe. Another plotholder has asked if this is permissible since 'hosepipes are not allowed'. For Committee to consider.

ACTION: to resolve as appropriate

10. **PLAY AREAS**

We took the decision early on that it was pointless to try and 'tape off' the skatepark, as this would simply be ignored, and this has proved to be the case. However, the playpark on Rush Green has been locked for some weeks, with a degree of public protest. Does Committee wish to re-open it?

ACTION: to consider and resolve as appropriate

11. CEMETERY

11.1 Burial Clerk's report. Sue Young's report is attached, giving the standard statistics

ACTION: to note

11.2 Land acquisition. Committee decided some time ago that we should proceed to compulsory purchase, in the absence of an acceptable offer from the landowner. That was effectively put on hold while an alternative site was researched, but the last meeting suggested that this was unlikely to proceed. Does Committee wish to return to the CP plan?

ACTION: to consider and resolve as appropriate

12. TREE SURVEY

Mr Raeside has sent me a brief interim report as follows:

"I have virtually completed the survey. The consultancy, survey of storm damage, and application of tree tags have all been completed. 112/150 trees have been completely surveyed for hazards and 88 trees have been partially surveyed. The remaining 38 trees can be finished this week and the results sent to you by next Tuesday. I haven't continued with the survey during the lockdown."

He hopes to have a full document ready for the meeting.

13. CORRESPONDENCE NOT OTHERWISE DEALT WITH

None not already in Councillors' Reading.

14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

Detailed Income & Expenditure by Budget Heading 02/06/2020

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities & Services</u>							
<u>101 Allotments</u>							
1180 Allotment Rents	0	1,500	1,500			0.0%	
Allotments :- Income	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>1,200</u>	<u>1,200</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	0	500	500			0.0%	
1281 VG- Utilities Income	0	100	100			0.0%	
4180 Misc Income	664	0	(664)			0.0%	
Village Greens :- Income	<u>664</u>	<u>600</u>	<u>(64)</u>			<u>110.7%</u>	<u>0</u>
1236 Outdoor Maintenance	0	15,000	15,000		15,000	0.0%	
1237 Outdoor Planting	0	1,200	1,200		1,200	0.0%	
1239 VG-Utilities	0	250	250		250	0.0%	
Village Greens :- Indirect Expenditure	<u>0</u>	<u>16,450</u>	<u>16,450</u>	<u>0</u>	<u>16,450</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>664</u>	<u>(15,850)</u>	<u>(16,514)</u>				
<u>104 Amenities General</u>							
1436 Skate & Play areas	0	1,000	1,000		1,000	0.0%	
1447 Dog Fouling	0	3,000	3,000		3,000	0.0%	
Amenities General :- Indirect Expenditure	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	185	3,000	2,815		2,815	6.2%	
Outdoor Maintenance :- Indirect Expenditure	<u>185</u>	<u>3,000</u>	<u>2,815</u>	<u>0</u>	<u>2,815</u>	<u>6.2%</u>	<u>0</u>
Net Expenditure	<u>(185)</u>	<u>(3,000)</u>	<u>(2,815)</u>				
<u>203 Street Lighting</u>							
2314 SL-Power	405	1,500	1,095		1,095	27.0%	
2336 Streetlights	2,332	5,000	2,668		2,668	46.6%	
Street Lighting :- Indirect Expenditure	<u>2,737</u>	<u>6,500</u>	<u>3,763</u>	<u>0</u>	<u>3,763</u>	<u>42.1%</u>	<u>0</u>
Net Expenditure	<u>(2,737)</u>	<u>(6,500)</u>	<u>(3,763)</u>				

Detailed Income & Expenditure by Budget Heading 02/06/2020

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
601 Cemetery							
6180 BU-Burial Fees	0	7,000	7,000			0.0%	
Cemetery :- Income	<u>0</u>	<u>7,000</u>	<u>7,000</u>			<u>0.0%</u>	<u>0</u>
6123 Cemetery Admin	95	300	205		205	31.7%	
6151 BU- Cemetery Rates	729	500	(229)		(229)	145.8%	
Cemetery :- Indirect Expenditure	<u>824</u>	<u>800</u>	<u>(24)</u>	<u>0</u>	<u>(24)</u>	<u>103.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(824)</u>	<u>6,200</u>	<u>7,024</u>				
Amenities & Services :- Income	664	9,100	8,436			7.3%	
Expenditure	3,746	31,050	27,304	0	27,304	12.1%	
Movement to/(from) Gen Reserve	<u>(3,082)</u>						
Grand Totals:- Income	664	9,100	8,436			7.3%	
Expenditure	3,746	31,050	27,304	0	27,304	12.1%	
Net Income over Expenditure	<u>(3,082)</u>	<u>(21,950)</u>	<u>(18,868)</u>				
Movement to/(from) Gen Reserve	<u>(3,082)</u>						

AMENITIES & SERVICES ALLOTMENTS REPORT

ALLOTMENT WAITING LIST

- 25 people on the waiting list inside the Parish (9 people have joined since lockdown)
- 2 people on the waiting list outside the Parish

RAISED BEDS

- Nobody on the waiting list

SITE INSPECTION

- An allotment inspection was recently carried out during 'lockdown' which was one of a few things people were allowed to continue to do. I took into consideration that not everyone wanted to venture out during 'lockdown' and the devastation the 'floods' had already coursed at the beginning of the year, leaving lots of people disheartened with all their hard work destroyed. The inspection was mainly carried out to see what was 'going on'! What a surprise.... most plots are being worked to their full potential with 2 people receiving letters because their plots haven't been touched since last summer/autumn.

POLYTUNNELS

- It was noted that several polytunnels had been erected and a reminder was sent out to all plot holders that they must contact the PC beforehand. (Section 12)

INCIDENTS/COMPLAINTS

- Reports regarding ball games being played on the grass area outside The Newsite Allotments. Adults and children retrieving their balls by walking over people's plots and destroying and knocking down anything in their paths without any care or consideration.
- Reports regarding plot holders children having their friends join them down the allotments with no care and consideration for people's plots.
- In both cases posters have been put up by the gates or on the fences and our Community Warden has been asked to do 'random' visits. Letters/emails have also been sent out to all holders reminding them of their Terms & Conditions of their site Agreement.

BEST KEPT GARDEN COMPETITION

- I will contact Paul Neuman to set a date to judge the plots as soon as possible.

Janet Lamprell
FRPC Allotments Manager
2nd June 2020

MEMORIALS AND INSCRIPTIONS APPROVED SINCE THE LAST MEETING ON 10th MARCH 2020

DEEDS OF GRANT OF EXCLUSIVE RIGHT TO BURIAL ISSUED SINCE THE LAST MEETING

DEED 1340	GOR206	HOWELL
DEED 1341	EB20	KNEUCKER
DEED 1342	EB47	DAVIES
DEED 1343	EB32	CLARKE
DEED 1344	GOR208	MACNABB

DEEDS OF GRANT TRANSFERRED SINCE THE LAST MEETING

DEED 915	1536	HENDERSON
DEED 1025	JC6	CLARK

MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED SINCE THE LAST MEETING

DEED 1122	G279	ADDITIONAL INSCRIPTION	OWEN
DEED 1340	GOR206	TABLET	HOWELL
DEED 1344	GOR208	TABLET	RASK

HEADSTONES LAID DOWN FOR SAFETY SINCE THE LAST MEETING

REPORT ON ISSUES IN FOREST ROW CEMETERY

There are no issues to be reported.

REPORT ON COVID-19 CASES

Since the outbreak of Covid-19 in the UK we have had 7 request for burials in Forest Row Cemetery, out of the seven requests 2 were from the same household in Forest Row, the other five are from different households with most being in nursing homes on the outskirts of the village. To date four burials have taken place with the remaining three are pending.

When a funeral has been arranged the social distancing rules still apply with a maximum of 8 family members and the minister at the graveside. The funeral directors staff move to a separate area of the cemetery whilst the graveside service takes place, they then return once the service is over to lower the deceased into the ground.

In the case of a second interment into a previously used grave that is Covid-19 related, I have been advised that it is perfectly safe to re-open the grave after a period of 24 hours. This is due to the fact that the previous interment has a substantial layer of soil on top which means the first interment will not be disturbed during subsequent interments.