

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 13th MARCH in the Rose Room of the Community Centre at 8.00pm

Date: 6 March, 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 17th OCTOBER 2017
 - 4.1 To approve the minutes of the meetings of 17th October 2017
 - 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 Use of incense by hirers	5.2 Solar panel/ battery installation
5.3 Renewal of guttering	5.4 War memorial repairs
5.5 Indoor maintenance works	
6. FINANCIAL REPORT
 - 6.1 To note position as at end month 10
 - 6.2 Next year's budget
7. ITEMS FOR CONSIDERATION / RESOLUTION
 - 7.1 To consider the priority of works for 2018-2019 and to resolve accordingly
 - 7.2 To consider a request for a bus shelter at Forester's Green (northbound) and to resolve accordingly
 - 7.3 To consider representations re refilling of grit bins and to resolve accordingly
 - 7.4 To consider a working group proposal for a WWI commemorative bench and to resolve accordingly
8. CORRESPONDENCE
9. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

PROPERTY & ASSETS COMMITTEE

BACKING PAPERS FOR MEETING 13th MARCH 2018

Agenda item	Description	Page nos
	Clerk's briefing note	1-2
6.1	Financial report to end month 10	3-4
7.1	Letter from hirer re treatment room	5
7.2	Email re possible bus shelter	6

COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 13th MARCH 2018

5. CLERK'S REPORT ON MATTERS ARISING – not covered elsewhere on the agenda

5.1 Use of incense by hirers. The relevant conversation has taken place and the matter is hopefully resolved.

5.2 The solar panel installation will be taking place over the weeks beginning 5th & 12th March. Every effort will be made to keep noise/ disruption to a minimum, but the contractors are fitting this in between other jobs, so we do not have a choice of dates.

5.3 Renewal of guttering. We agreed with the contractor to commence in the new financial year: we are negotiating over a suitable date. There will be some associated noise, but all the work is external.

5.4 Sue Young has been trying with little success to obtain a third quote required by the grant funders: the latter have now agreed to accept two quotes on receipt of evidence that other firms approached have not responded.

5.5 Our indoor maintenance worker has returned to work after surgery. There is inevitably a backlog of jobs to be done and Members are asked to be patient while he catches up.

ACTION: to note

6. FINANCIAL REPORT

6.1 A financial report to end month 10 is attached to the backing papers (and corrected to exclude the 'ghost' figures for Venue on the Green expenses). Income is a little down on forecast (due mainly to the concession given to one party during the second half of 2017), but expenditure is well within forecast.

6.2 The budget for the coming year is broadly the same as this year, but the expectation is that the new lighting installations plus the new gas contracts will result in an observable reduction in Community Centre running costs. The 'enhancement code' stands at £11,500 basic, which is designed to meet the costs of the guttering and pointing, but there is a back-up of £5K in the reserves which can be drawn on for other projects.

ACTION: to note

7. ITEMS FOR CONSIDERATION / RESOLUTION

7.1 There are several potential areas for improvement expenditure, including but not limited to: the 'Crittall' windows/ the treatment room & associated area / the 'mound' between the building and the recycling compound / possible drainage improvements. It would be helpful if Members could indicate their preferences for priority attention. A copy letter from a regular hirer is attached in support of one proposal.

7.2 We have received a request from a parishioner to consider installing a bus shelter opposite Foresters Green on the northbound side of the road. The stop is heavily used, particularly by school children, and the correspondent is concerned that on a rainy day they have to attend school in wet clothes. There is no budget for a new shelter, but if Committee felt it was important, a request could be made to Finance & Policy.

7.3 Certain of the grit bins in the parish belong to the Council, and we are now directly responsible for the cost of replenishing them. A request was recently received in respect of

the grit bin at Hammerwood (although it appears the grit may have been taken by private individuals for their own drives and paths). Does Committee want to adopt a policy on this issue?

7.4 The working group considering how to mark the centenary of the end of World War 1 have proposed a commemorative bench to be placed on Rush Green. Does the Committee support this proposal?

8. **CORRESPONDENCE** None received save as mentioned above

9. **ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL**

Month No : 11

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Property & Assets</u>							
2136	BS-Bus Shelters	260	500	240		240	52.0 %
2137	Use 2136	3,229	0	-3,229		-3,229	0.0 %
	Bus Shelters :- Expenditure	3,489	500	-2,989	0	-2,989	697.8 %
	Net Expenditure over Income	3,489	500	-2,989			
<u>Miscellaneous Assets</u>							
1440	Use 1439	0	500	500		500	0.0 %
1442	Litter Bins	0	200	200		200	0.0 %
1443	Use 1442	0	300	300		300	0.0 %
2551	Offsite Car Parks	75	300	225		225	25.0 %
2553	Grit bins	60	0	-60		-60	0.0 %
6111	Do not Use	29	0	-29		-29	0.0 %
6139	BU - War Memorial	0	2,000	2,000		2,000	0.0 %
7108	PR-Notice Boards	119	0	-119		-119	0.0 %
	Miscellaneous Assets :- Expenditure	283	3,300	3,017	0	3,017	8.6 %
	Net Expenditure over Income	283	3,300	3,017			
<u>Community Centre</u>							
3111	CC-Rates & Services	16,759	20,000	3,241		3,241	83.8 %
3116	CC-Upkeep/Cleaning	8,898	10,000	1,102		1,102	89.0 %
3120	Use 4120	401	600	199		199	66.8 %
3121	Use 4121	688	1,200	512		512	57.3 %
3123	Use 4123	216	500	284		284	43.3 %
3126	Use 4126	333	1,200	867		867	27.7 %
3127	CC - Drinks Machine	800	900	100		100	88.8 %
3136	CC-Enhancement	20,276	17,000	-3,276		-3,276	119.3 %
	Community Centre :- Expenditure	48,370	51,400	3,030	0	3,030	94.1 %
3180	CC-Lettings	22,422	22,000	422			101.9 %
3181	CC-Equipment Hire	1,423	800	623			177.9 %
3182	CC-Rents	15,490	20,000	-4,510			77.5 %
3185	MISC - incl books/copying)	300	250	50			119.9 %
3186	USE 3185	32	100	-68			32.0 %
3187	CC Drinks Machine Income	538	500	38			107.6 %
3189	Misc Property Refunds	0	50	-50			0.0 %
3190	No longer in use	0	50	-50			0.0 %
	Community Centre :- Income	40,205	43,750	-3,545			91.9 %
	Net Expenditure over Income	8,166	7,650	-516			

Month No : 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3253 CCC-Loan Charges	13,038	26,000	12,962		12,962	50.1 %
Community Centre Capital :- Expenditure	<u>13,038</u>	<u>26,000</u>	<u>12,962</u>	0	12,962	50.1 %
Net Expenditure over Income	<u>13,038</u>	<u>26,000</u>	<u>12,962</u>			

Property & Assets :- Expenditure	65,180	81,200	16,020	0	16,020	80.3%
Income	40,205	43,750	-3,545			91.9 %
Net Expenditure over Income	<u>24,975</u>	<u>37,450</u>	<u>12,475</u>			

TO WHOM IT MAY CONCERN

I have been a tenant and latterly a hirer of space within the Community Centre since 2002. Might I express my appreciation for the recent change to the lighting in the Treatment Room; it is a huge improvement and a most welcome change.

I have reason to believe that the question of the décor in the room is being looked into. As the room stands at present, I am loath to see anybody that I don't know very well in there. Were the tiles to be removed the room would look and feel more welcoming, and I, for one, would then feel comfortable to begin seeing new patients there; hence an increase in use of the room.

Yours sincerely

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

14 NOV 2017

14 NOV 2017

David O'Driscoll

From: [REDACTED]
Sent: 21 January 2018 18:53
To: David O'Driscoll
Subject: Fwd: Bus Shelter

-----Original message-----

From: [REDACTED]
Date:
To: parishclerk@forestrow.gov.uk
Subject: Bus Shelter

Dear Mr O'Driscoll

We are writing to you as Parish Clerk of Forest Row Parish Council in the hope that something may be done regarding our grandchildren having to wait for a bus in the pouring rain without any shelter. They catch the bus, with others, near the Community Centre car park in Hartfield Road just before 8.00am to go to Chailey School. When it is raining, as has been the case several times recently, they are soaked right through. This last week they had to sit all day at school in soaking wet clothes. Their clothes, bags and school books were still wet when they arrived back home late afternoon.

They will be back at the doctors due to this which means more pressure on the Dr.'s surgery and they will be off school due to colds etc.

We are asking if some sort of bus shelter can be put at this stop for all the children, and adults to enable them to be kept dry until their bus arrives.

Thanking you for your help in this matter.

Yours sincerely
[REDACTED]