

# 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 FACILITIES COMMITTEE:  
Cllrs. Hugo (Chair), Cocks, Gilbert, Scott,  
Summers & AM Waters

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Your attendance is required at a meeting of the  
FACILITIES COMMITTEE to be held on  
**TUESDAY 7<sup>th</sup> NOVEMBER 2023 at 7.30pm**  
in the Garden Room of the Community Centre

Tel: 01342 822661  
Fax: 01342 825739  
Email: info@forestrow.gov.uk  
Website: www.forestrow.gov.uk

D O'Driscoll Parish Clerk

Date: 1 November, 2023

## A G E N D A

1. PUBLIC PARTICIPATION - 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 OF THE FACILITIES COMMITTEE HELD ON 27<sup>TH</sup> JUNE 2023
  - 4.1 To approve the minutes of the above meeting
  - 4.2 To consider any objections to deletion of the digital transcript
5. CLARIFICATION OF ACTIONS FROM THE ABOVE MEETING
6. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 6.1. Community Centre refurbishment (railings)
  - 6.2. Streetlight upgrade
  - 6.3. Bus shelter repairs & improvements
  - 6.4. Rush Green culvert & skatepark drain
  - 6.5. Gilham Bank renewal
7. BUILDINGS & STREET ASSETS : DISCUSSION/DECISIONS
  - 7.1 Public library lease
  - 7.2 Community Centre refurbishment
  - 7.3 The Crittall windows
  - 7.4 Memorials for deceased community members
8. OPEN SPACE ASSETS & MAINTENANCE: DISCUSSION/DECISIONS
  - 8.1 Allotment manager & Burials Clerk reports
  - 8.2 Street cleaning & litter collection
  - 8.3 Proposal for the 'Gleeson land'
  - 8.4 Christmas lights
9. FINANCIAL ISSUES
  - 9.1 Financial report to date
  - 9.2 Budget for the next year
10. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

## FACILITIES COMMITTEE

### BACKING PAPERS FOR MEETING ON 7<sup>th</sup> NOVEMBER 2023

<b>Agenda item</b>	<b>Description</b>	<b>page</b>
	Clerk's briefing to the Committee	1-3
7.1	Public library lease: summary of renewal terms	4-6
7.2	Expert report re Crittall windows with appendices	7-17
8.1	Burial Clerk's report	18
8.2	Quotes for waste collection equipment	19-21
	Schedule of council litter bins	22
8.3	Proposal for 'Gleeson land'	23
	Plan of 'Gleeson land'	24
9.1	Current financial report	25-27
9.2	Budget printout	28
	Schedule of current burial fees	29
	Hire prices with proposed increases	30
	Schedule of local comparators	31

**COUNCILLORS' BRIEFING TO THE MEETING OF THE FACILITIES COMMITTEE  
DATED 7<sup>th</sup> NOVEMBER 2023**

1-5. **FORMAL ITEMS.** As per usual. We have been notified in advance that a member of the public wishes to address the meeting on certain points concerning the allotments.

6. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**

6.1 Community Centre refurbishment (railings). Following representations from a partially-sighted service user, the decision was taken to paint the railings at the entrance points in white to make them more visible and reduce the potential hazard.

6.2 Streetlight upgrade. Full Council voted on 26<sup>th</sup> September to proceed with the first stage of the upgrade (at a cost of £11,550) and evaluate the project thereafter.

6.3 Bus shelter repairs & improvements. The repairs to the roof the Foresters' Green bus shelter have been on hold while the cost of the materials is being reviewed. The Chequers bus shelter has been repainted with a striking mural (since sadly defaced with graffiti).

6.4 Rush Green culvert & skatepark drain cover. Measurements have been provided to the blacksmith and we await the work being done.

6.5 Gilham Bank renewal. Committee voted last time to familiarise themselves with the area and discuss the matter further, but no suggestions have yet been received.

***ACTION: to note***

7. **BUILDINGS & STREET ASSETS: DISCUSSION/ DECISIONS**

7.1 Public library lease. East Sussex wish to formally renew their lease of the library rooms in the Community Centre – they have been technically 'holding over' since the last lease expired, because the future of the Forest Row library was under threat for a while. This new lease is for seven years (with a break clause allowing termination on 12 months' notice). Your papers contain a summary of the proposed terms. Committee is asked to approve the renewal on the terms proposed.

***ACTION: to approve if agreed***

7.2 Community Centre refurbishment. Committee voted last time to update the previous maintenance report supplied with the papers. Since then, an updated list more recently compiled by the maintenance crew has come to light and I propose to amalgamate the two lists, with a visual inspection of the property, to produce a definitive working schedule.

***ACTION: to approve if agreed***

7.3 The Crittall windows. The heritage expert Mr Rory Cullen visited the Community Centre (and the Village Hall for comparison) on 26<sup>th</sup> September and conducted a thorough inspection of our windows. He submitted a written report the following day, with a dossier of supporting information – the basic report text is attached to your papers. In summary, Mr Cullen's opinion is that the windows can and should be repaired and not replaced, but a Listed Building application should be made for the installation of secondary glazing, and that other thermal efficiency measures should be taken. His view is that there this will satisfy heritage building conditions and also save the Council money over the original replacement quote. Committee is asked to consider this option and vote as it sees fit.

***ACTION: to resolve as appropriate***

#### 7.4 Memorials for deceased community members.

Firstly, Fred Bishop. Mr Bishop, who passed away recently at a great age, was for many years a stalwart member of this Council and for a long time its Chairman, as well as being a prominent local citizen and business owner. A request has been received that Council should consider some form of public memorial. For Committee to discuss and decide. Secondly, Val Osbon-Saul. Val was for many years practically a daily visitor in the Community Centre, very well known to staff and councillors alike. The suggestion has been made that we could hang one of her artworks on a wall in the Community Centre as a fitting commemoration of a village 'character'.

***ACTION: to resolve as appropriate***

### **8. OPEN SPACE ASSETS & MAINTENANCE: DISCUSSION/DECISIONS**

8.1 Allotment Manager & Burials Clerk reports. The Allotment Manager's report will follow. The Burials Clerk's report is attached to your papers.

8.2 Street cleaning & litter collection. The 'state of the village' – particularly in terms of litter and pavement cleaning – has come up frequently in conversation with residents, and councillors have also expressed an interest in having dual purpose litter bins, at least in the village centre. There would be significant costs involved in the purchase of new litter bins, the provision of a dual-purpose collection trolley and an extra bulk bin for collection by Biffa. Sample quotes attached to your papers, with a list of current bins. I am also at the preliminary stages of discussion with Wealden DC over a possible devolvement of service, with subsidy, but this cannot yet be counted on. For Committee to decide whether the additional cost should be factored into the budget.

***ACTION: to resolve as appropriate***

8.3 Proposal for the 'Gleeson land'. The status of this land was briefly discussed at the meeting of 27<sup>th</sup> June, but no decisions were taken. We have now received a proposal via a councillor for a constructive use of the land. It is attached to your papers, together with a plan of the land itself edged red between our two allotment sites. For Committee to decide.

***ACTION: to resolve as appropriate***

8.4 Christmas lights. Specifically, the lights on the two trees behind the Peter Griffiths Hall. These have customarily had lights entwined in the upper branches (only illuminated at Christmas time), run off a mains supply in the village hall. However, young children have taken to climbing in the branches of the trees and have damaged the lights by pulling them off their fixings, and about 5 years ago they had to be completely replaced. They are now in a possibly dangerous state and the question is whether we should simply take them down as a health & safety hazard or replace them. For Committee to decide.

***ACTION: to resolve as appropriate***

### **9. FINANCIAL ISSUES**

9.1 Financial report to date. A printout is attached covering all the Facilities cost codes under the old headings. Receipts & expenses should nominally be just over the 50% mark against forecast. In fact, the combined income total for income is 55.2% - although the Property section at 64.1% is subsidising the Amenities section at 32.8%. Combined expenditure is 62.1% against forecast, the major overspends being on the skatepark, which required



additional lighting and cameras, and Community Centre rates & services at nearly 80% of forecast for the year. But the overall picture is healthy enough.

***ACTION: to note***

#### 9.2 Budget for the next year:

- A printout is supplied with your papers, covering all the cost codes of the combined budget, for the last complete year, current half year, and next. The **green** items are those which are largely uncontroversial, and which will be unchanged or subject to some uprating for inflation, based on this year's performance. Please look at these figures first and satisfy yourselves that the proposals are acceptable. If you feel any total should be higher or lower, please be ready to say so and why you think that.
- The **yellow** items are those where specific decisions will be needed.
  - Under income codes, I think some increase in burial and associated fees is justified, since our fees are among the lowest locally and our space is limited. A list of the current fees is attached: they could be doubled. Our Community Centre and VENUe hiring fees are also due for an increase. Current fees list attached plus a comparison sheet for other similar premises. The suggested increases would be: Main Hall & Garden Room to £14/hour, Rose Room to £12.50 /hour, Spring Room unchanged, VENUe to £16/hour (VAT incl). The rents are set in their respective leases, but may be subject to change due to inbuilt lease clauses.
  - Under expenditure codes, you need to consider: whether outdoor maintenance expenditure should be increased (though this may affect labour costs as well); whether some more investment is needed now in play equipment, eg an extra goal in the MUGA or for accessibility equipment; what increases should be allowed for in the streetlight codes; and whether the Community Centre needs more money for upkeep (there is a reserve for this but perhaps a revenue budget is needed).
  - Please think carefully about the above items which could be much more significant than a mere inflation uprating, and be prepared to discuss which way this Committee wants to plan for the coming financial year. My proposal is that we go through the budget prep sheet supplied line by line, discuss and approve/amend the figures already inserted, and supply appropriate figures to the blank items, in order to arrive at a draft committee budget by the end of the meeting.

***ACTION: to discuss and decide accordingly***

#### 10. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

## Orbis Public Law

### LEASE RENEWAL

Final Report on the terms, conditions and other matters following completion of negotiations by Instructing Department.

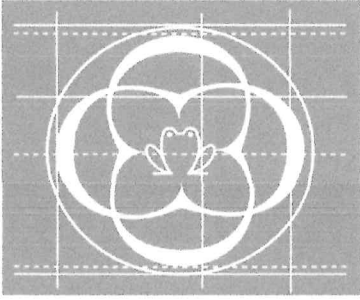
Owning department and point of contact	CET – Samantha McManus
Terrier Packet / Sheet	14446
Cost code and GL Code	TBC
Deed packet number	14446
Freehold and Leasehold title numbers	ESX194801 (freehold)
Authority for transaction	Delegated Authority
Who needs to be copied in on completion	Samantha McManus, Sophie Mantle, Zoe Tweed, Rachel Jarvis, Joanna Membry, Policy and Performance and Asset Management team, Rawdon Phillips, Russell Bright, Steven Bedford

1	<b>Property Address</b>	Part of Forest Row Community Centre Hartfield Road Forest Row East Sussex RH18 5DZ
2	<b>Name and Address of Landlord</b>	The Parish Council of the Parish of Forest Row Forest Row Community Centre Hartfield Road Forest Row East Sussex RH18 5DZ
3	<b>Name and Address of Tenant</b>	East Sussex County Council County Hall St. Anne's Crescent Lewes East Sussex BN7 1UE
4	<b>Landlord's Solicitor</b>	TBC
5	<b>Landlord's Agent</b>	David O'Driscoll Clerk <a href="mailto:parishclerk@forestrow.gov.uk">parishclerk@forestrow.gov.uk</a> 01342 822 661
6	<b>Guarantors details if applicable</b>	N/A
7	<b>Section 25 / Section 26 Notices</b>	N/A

	<b>(If there is an existing lease within 1954 Act) If not applicable, please go to section 8</b>	
8	<b>Property Description</b>	Part of the ground floor of Forest Row Community Centre, Hartfield Road, Forest Row, East Sussex, including the Landlord's fixtures and fittings, lights, radiators and electricity sockets.
9	<b>Permitted use of Property</b>	As a public library.
10	<b>Plans</b>	TBC
11	<b>Commencement date</b> (please specify any back-dated rent commencement date)	ASAP
12	<b>Term</b>	7 years
13	<b>Fees</b>	Each party to bear their own costs.
14	<b>Rent Provisions</b>	
	a. Rent	£8,500
	b. Payment interval – annually, quarterly, monthly or weekly	Quarterly
	c. In advance or arrears –	In advance
	d. Is the rent/licence fee exclusive or inclusive of any other charges such as business rates, service charge, utilities (list which) (if so specify what payments and how much is included)	Inclusive
	e. Is there rental/licence deposit and if so how much?	N/A
	f. Rent free period:	N/A
	g. Is a separate business rates assessment required?	N/A
15	<b>Rent Review Provisions</b>	N/A
16	<b>Break Clause Provisions</b>	The Tenant can break at any time following 12 months' written notice.
17	<b>Insurance</b>	The Landlord is responsible for building insurance, including plate glass.  The Tenant is responsible for contents insurance and will also maintain a minimum of £10 million public liability insurance.
18	<b>Repairing obligations</b>	The Landlord is responsible for keeping the building structure, external and communal parts in good repair, condition and decoration.  The Tenant is responsible for keeping the demised premises in good repair, condition

		and decoration. The Tenant will decorate in the last year of the tenancy but will not be required to put the windows into any better condition.  The Tenant will keep the demised premises clean and tidy.
19	<b>Alterations</b>	Permitted with the prior written consent of the Landlord, not to be unreasonably withheld or delayed.  Signage indicating the Tenant's name and business is permitted with the prior written approval of the Landlord, not to be unreasonably withheld or delayed.
20	<b>Alienation</b>	Not permitted.
21	<b>Service charge provisions</b>	N/A
22	<b>Security of Tenure</b>	Yes, as per the existing lease dated 16 <sup>th</sup> January 2012.
23	<b>Timing</b>	ASAP
24	<b>Easements granted / reserved</b> Any additional rights granted to the tenant in the lease (e.g. parking/ access)? Please list  What rights will be reserved to the landlord over the leased area (e.g. access)? Please list	The Tenant will have access to the common parts, being all those paths, stairs, accessways, landings, toilets and other areas of the building whatsoever which are capable of being used by the Tenant in common with the Landlord and other occupiers of the building and not comprised in the demised premises or any other demise of other parts of the building.  The Tenant has the right to pass and repass over and through the common parts for the purpose of access and egress from the demised premises to the Alternative Practitioners Consulting Room and the Landlord's waiting area allocated from time to time by the Landlord for the Tenant's use.  The Landlord has the right at reasonable times and on reasonable notice (except in emergency) to enter the Demised Premises for all reasonable purposes.
25	Any other special conditions, terms or information	N/A

Date 12 <sup>th</sup> June 2023	Signed Sophie Mantle
Reference C-6074/SLM	



# CULLEN

CONSERVATION

Rory C Cullen  
Cullen Conservation  
"Thorneywood"  
1A Warwick Close  
Aston Clinton  
Bucks HP22 5JF

Tel: (07825) 262716

Email: [rory@cullenconservation.org](mailto:rory@cullenconservation.org)

26th September 2023

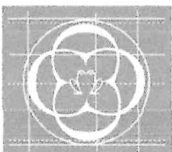
David O'Driscoll  
Clerk to Forest Row Parish Council  
The Community Centre  
Hartfield Road  
Forest Row RH18 5DZ

Dear David

**Heritage Assessment of Crittal Windows & Potential Thermal Performance  
Enhancements for Forest Row Community Centre**

It was a pleasure to both meet you this morning and to be able to undertake an assessment of the Crittal windows to the rear extensions of the Community Centre, so I can recommend a way forward to enhance their thermal performance.

I trust the following points will enable you to progress things:



Registered address: "Thorneywood", 1A Warwick Close, Aston Clinton,  
Bucks HP22 5JF

Contact: 07825 262716 / [rory@cullenconservation.org](mailto:rory@cullenconservation.org)

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1. The Historic England listing which I attach shows that the property was listed at Grade II level in December 1982. This means that Listed Building Consent will be needed for any works to the property, internal or external, other than like-for-like 'repairs'.
2. As a general note, the listing date is important, as any works undertaken after this will have needed Listed Building Consent - internal or external - and if it has not been granted then the work will be unauthorised. Unlike other planning legislation, there is no four year rule and the liability will lie with the current Owner(s) to resolve the issue. This will be either through formalising approval, or if this is not granted the Local Authority could ensure that the building is returned to its previous state. I suggest that you interrogate the Planning Portal to check the application history of the building (use the post code as well as any names it is/ has been known as).
3. The definition of 'repairs' can be a grey area as it is open to interpretation, so early consultation with the Heritage Officer is always recommended before proceeding too far.
4. It is also worth noting that the building also lies within Forest Row's historic Conservation Area, as shown in the Conservation Area document which I also attach.
5. In this instance I note the correspondence you have had with the Heritage Officer, and her rejection of your intention to replace six of the Crittall windows, partly on the basis that they will not be 'like-for-like'.
6. In terms of significance, the windows are to two later (likely from the 1930's) extensions to the rear of the property, as shown in images 1 - 2 below. These later elements are of less significance than the original front elevation which was constructed in 1851. Their replacement would cause no impact on the setting of other listed buildings, but would be considered to have an impact on the setting of the listed building itself and on its historic fabric, particularly as nearly all the windows to the building are to a similar design. It is worth noting that Crittall windows from this period, along with any original fittings, have significance in their own right.





**Image 1**  
 Flat roofed 1930's extension with Crittal windows to front & side



**Image 2**  
 Pitched roof extension likely to date from similar period, again with Crittal windows to front & side

7. Heritage legislation has been part of the National Planning Policy Framework since 2012, which has had amendments in recent years - so much as the works to the Village Hall might be regarded as a precedent this will hold little weight in terms of justification for alterations.
8. In addition, decisions have to be made on a case-by-case basis, using BS7913: *Guide to the Conservation of Historic Buildings*, and I feel it would be difficult to justify the replacement of the Crittal windows in the Community Centre when you consider their significance and condition (see next point).
9. To start with, my assessment of the condition of the six windows that you are considering replacing is that they are perfectly serviceable. There are a small number of panes that require replacing; some of the ill-fitting window stays that have been replaced do not fit, with the original type reinstating; where they have been sealed they need unsealing; and there is a small amount of rust that requires attention; but other than that they are in reasonable condition. Images 3 - 6 below highlight these issues.



**Image 3**  
*Broken panes will need replacing*



**Image 4**  
*Modern window stay does not fit & should be replaced to its original design*



*Image 5*  
*Windows require de-sealing to operate as intended*



*Image 6*  
*Rust jacking to top casement requires attention*

10. I recommend that the approach should be to tackle their refurbishment first before embarking on a strategy to enhance their thermal performance. I know that Crittal offer this as a service but it is likely to be prohibitively expensive, and the works involved should not be beyond a good Tradesman who is experienced in working on these sort of windows. I have asked my local heritage contacts in the area for contact details and will forward these to you in due course.
11. Research has shown that good secondary glazing will provide similar performance to double glazing - which is likely to be prohibitively expensive as it is likely only to be approved if slimline heritage glazing units are fitted to minimise the size of the glazing bars. I have used Storm Windows for this in my own listed house very successfully. Their telephone number is (01384) 636365 and their website address is [www.stormwindows.co.uk](http://www.stormwindows.co.uk).
12. It is also worth noting that secondary glazing technically requires Listed Building Consent, so you should contact the Heritage Officer to ask this specific question. If this is confirmed, you will need to provide the fitting methodology and detailed drawings for the application - the only difficulty I can foresee is the design around the bottom casement stays, as shown in image 7 below.



**Image 7**  
*Careful design for secondary glazing around fixed bottom casement stays will be required*

13. In more general terms of thermal comfort measures, several things can be undertaken which will not require consent - cost-effective measures which will make a big difference to performance. For example, thick thermally lined curtains should be fitted to the windows which will provide a fast payback.
14. I attach a *fuel selection hierarchy* document which I was involved with producing when I was at the National Trust, which shows the difference some of these measures should make.
15. The STBA (Sustainable Traditional Building Alliance) Retrofit Guidance Wheel is also a very useful tool which can be used for an assessment - the link to this is <https://stbauk.org/guidance-wheel>.
16. Similarly, Historic Scotland provide some excellent guidance in their technical literature, with a case study on some tenement buildings in Edinburgh pertinent to internal wall insulation that you could consider for some areas. The link to this can be found from <https://www.historicenvironment.scot/.../conservation/refurbishment-case-studies>
17. In terms of roof insulation, I can advise on the specification for this. Based on my experience as Head of Buildings at the National Trust, I would not recommend Sheepswool (Thermafleece) as it is not as sustainable as it might seem for several reasons, and can cause significant issues in the future with slumping and potential pest infestation (in fact we had to remove much of this product across the Trust to safeguard collections and prevent further damage to buildings). It is also not as thermally efficient as other products.
18. As we discussed Air Source Heat Pumps, you should find the attached literature useful, again from my time at the National Trust.

19. You should be aware that an application for Listed Building Consent will take a minimum of eight weeks for the Local Authority to determine - after the time taken to prepare it. The good news is that the Local Authority do not charge for an application.
20. In terms of the cost to prepare a Listed Building Consent application, most of the work will involve the preparation of the Heritage Statement, which is an in-depth significance assessment setting out the proposals in detail and justification for the works, in accordance with BS 7913. It includes extensive research and photographs, and would typically take me around four days to prepare. If you require this service you should therefore budget around £4,000 (plus VAT which you should be able to recover) for an initial 'typical' application. However, much of the information could then be used for subsequent ones, so other applications will cost significantly less.
21. In my experience, works to listed buildings always take longer than people anticipate and cost significantly more than they think they will, so this is definitely something you should be aware of!
22. I can confirm that I would be happy to assist you in the preparation of any application(s) or future heritage-related advice at a rate of £110.00 per hour plus other essential costs (typically mileage at 50p/ mile).

Please do not hesitate to contact me if you would like any further information or clarification on any of the above. I trust this has been helpful, and I look forward to discussing this further with you in due course.

Yours sincerely

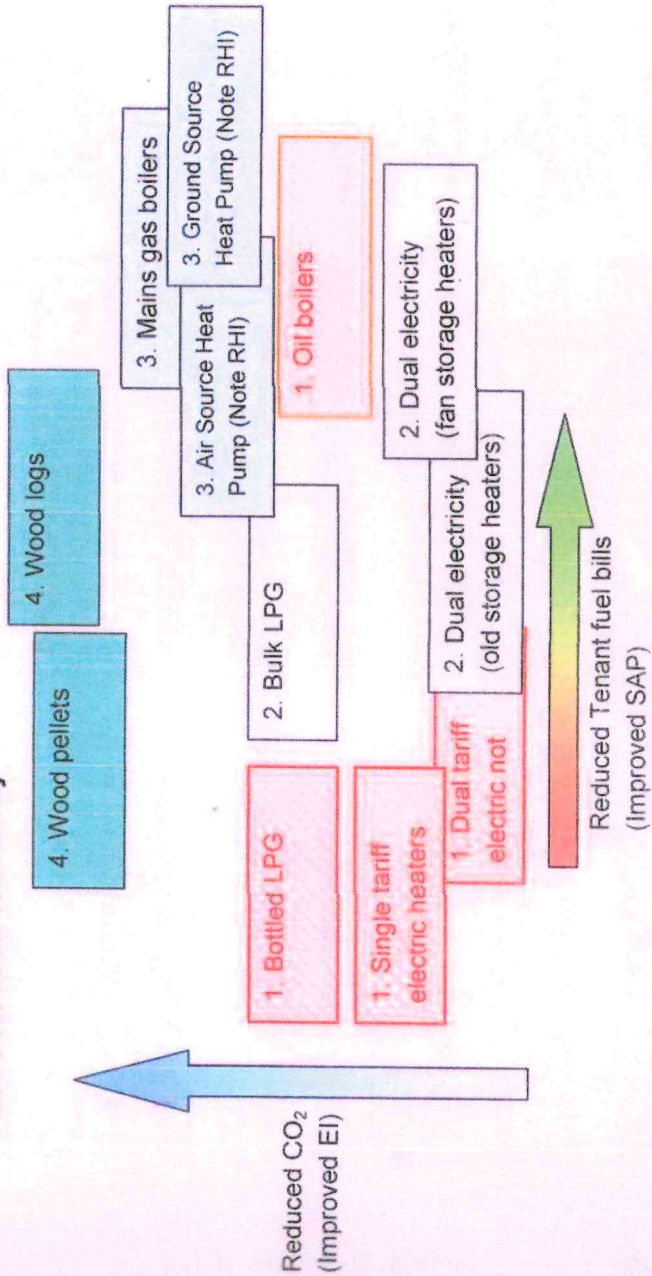
Rory Cullen *MSc (Bldg Cons), FCIQB, IHBC, CIOB Certified Heritage Practitioner (Expert)*

**Director, Cullen Conservation**



**IF IN DOUBT CONSULT THE FULL DOCUMENT**

**Fuel Selection Hierarchy**

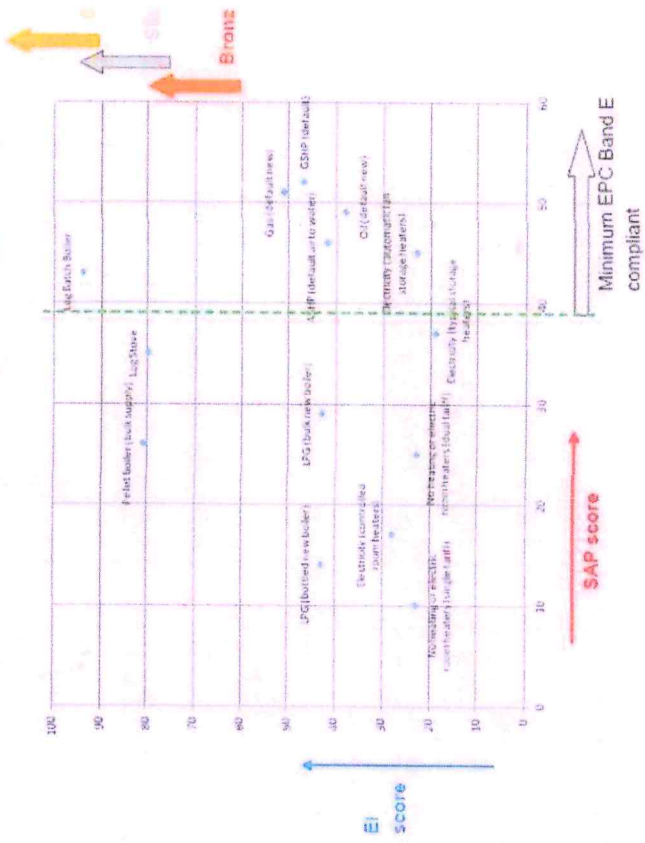


**Key**

- 1. Seek to switch fuel as a priority
- 2. Better fuel options will usually exist
- 3. Lower CO<sub>2</sub>, more affordable
- 4. Very low CO<sub>2</sub>, consider fuel price

1. Electric on peak heating is the most expensive option, and is very CO<sub>2</sub> intensive. It should always be upgraded to a system with an alternate fuel, or at the very least, to off-peak storage heating (although these are unpopular with our tenants).
2. A wet central heating system should not be removed and replaced with storage heaters, since wet systems offer more flexibility and the option for renewable fuels.
3. Oil heating presents an environmental risk because of risk of leakage. Oil systems should be replaced by an alternate fuel, and should not be upgraded. LPG is very expensive for tenants, who often under-use LPG systems because of the cost. Bottled LPG is especially expensive. LPG should be upgraded to an alternate fuel if the property is below Basic Compliance. Otherwise bottled LPG should be replaced by bulk LPG wherever possible.
4. Log Batch Boilers can be a suitable option for many National Trust properties but remember that in winter they often need to be manually filled daily (not suitable for all tenants) and they require 2-3m<sup>2</sup> utility space for boiler and water tank, and dry log storage. Where manual handling of fuel is not appropriate, a pellet boiler may be a suitable alternative.
5. Heat pumps are suitable for a wide range of properties, but because they operate at a low temperature, larger radiators may be required, and heat loss from the building must be minimised. If a ground source heat pump is being considered, remember to consult with your archaeologist.

The chart below shows different heating options applied to a fairly typical pre-1900 end terraced National Trust cottage. (Note that this cottage presents a number of other non-fuel switching upgrade options.) This chart is intended to inform selection of measures.

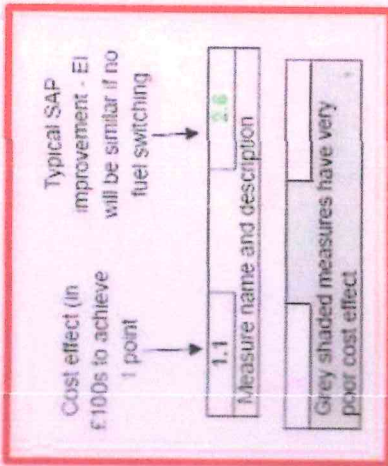




# IF IN DOUBT CONSULT THE FULL DOCUMENT

## Non-fuel switching measures

This is intended as a guide to selecting measures that are most cost effective: subject to selection of any fuel switching measures



1.6	Upgrade G rated boiler (<70% efficient)	15.3
2.5	Upgrade F rated boiler (70-74%)	9.1
3.5	Upgrade E rated boiler (74-78%)	4.3
6.7	Upgrade D rated boiler (78-82%)	2.8
15.0	Upgrade C rated boiler (82-86%)	1.6
44.2	Upgrade B rated boiler (86-90%)	0.3

You can look up a boiler's efficiency on [www.boilers.org.uk](http://www.boilers.org.uk)

<b>Wall Options</b>	
0.7	Cavity wall insulation to pre-1977 cavity wall
1.2	Cavity wall insulation to 1977-1982 cavity wall

<b>General Options</b>		
0.4	Block open chimneys with baffle	1.5
2.2	Upgrade all filament bulbs (including all halogens) to LED or compact fluorescent	0.8
4.8	Insulate under floorboards where there is a high accessible void (e.g. a cellar)	1.5
7.5	South facing solar panels*	5.9**
8.5	SE/SW facing solar panels*	5.6**
9.0	East/West facing solar panels*	5.2**
10.9	Solar hot water panels	3.2
11.6	Insulate solid floors, or under floorboards with inaccessible void	1.7

<b>Other Roof Options</b>		
2.1	Insulate flat or sloping roof with access between the rafters	6.0
2.9	Insulate loft below thatched roof	1.2
4.4	Insulate flat or sloping roof where there is no access between the rafters (e.g. from loft)	6.0

<b>Hot Water options</b>		
0.1	80mm jacket to bare cylinder	5.2
0.6	Upgrade bare cylinder to new 80mm foam cylinder	5.8
0.9	Upgrade single tariff immersion to dual tariff dual immersion (or to run from main heating)	5.5
1.0	Upgrade cylinder with 12mm jacket to 80mm foam cylinder	3.3
1.9	Upgrade cylinder with 25mm jacket to 80mm foam cylinder	1.6
2.8	Upgrade cylinder with 12mm foam to 80mm foam cylinder	1.3
6.4	Cylinder with 25mm foam to 80mm foam cylinder	0.5
11.9+	Upgrade 38mm+ foam cylinder	0.3-

<b>Glazing options</b>		
1.2	Draught proofing to all doors and windows	0.9
7.8	Secondary glaze single glazed windows	4.1
8.2	Replace single glazing with double glazing	4.7
18.6	Secondary or old double glazing to new double glazing	2.4

<b>Upgrade Loft Insulation</b>		
0.3	300mm to uninsulated loft	10.4
0.5	Topup 12mm to 300mm	6.2
0.7	Topup 25mm to 300mm	4.4
1.1	Topup 50mm to 300mm	2.8
1.8	Topup 75mm to 300mm	1.7
2.2	Topup 100mm to 300mm	1.4
3.6	Topup 150mm to 300mm	0.8
8.5	Topup 200mm to 300mm	0.4
20.6	Topup 250mm to 300mm	0.1

<b>Controls Options</b>		
0.4	Add thermostat and TRVs to make full normal controls	6.9
1.2	Upgrade full normal controls to full zone controls	4.8
1.3	Add hot water tank thermostat	1.9
1.3	Add TRVs to radiators	1.5

(Note that many other control combinations exist)

\*Appropriate situations only (e.g. garden arrays, valley roofs, non-historic properties, etc.) \*\*depending on array size etc

## David O'Driscoll

---

**From:** Rory Cullen <rory@cullenconservation.org>  
**Sent:** 27 September 2023 12:03  
**To:** David O'Driscoll  
**Subject:** Re: Report on Potential Replacement of Crittall Windows to Community Centre

David

I've undertaken a bit of further research & can now provide some additional information that I am sure will also help you.

If secondary glazing is to be considered then vertical sliding casements would be most appropriate in terms of design, with the casements in-line with the horizontal elements of the windows. The position of the units within the reveal would need to be agreed to ensure the correct operation of the original windows and the aesthetics when viewed externally. As discussed, it would also be essential that trickle ventilation is incorporated (one of the Crittall casements could be left on its catch to enable this without adding a trickle vent, which would require additional consent). The secondary glazing units could also have discreet security fittings which lie within the rebates.

Having run this issue past former National Trust colleagues I am sure that the repairs/maintenance to the existing windows should be able to be carried out by a competent local Contractor. The existing windows need the paint/ and detritus removed back to the bare metal and the appropriate paint system applied, taking great care not to damage the existing glass. It would be worth noting that the selection of any replacement glass would need to be approved to match the original, bedded, and re-pointed in best quality metal casement putty.

The window furniture to replace the incorrect and inappropriate window furniture with to match the originals will also ensure the correct operation/ function of the windows, and I can confirm is available.

A very effective insulation product which was used by the National Trust which can be installed in the frames used to be available by Belzona. This can be painted to match the frame colours. Their website is currently down so I have spoken to their local Agent and he is currently looking into this – once I receive the details I will send them to you.

A friend of mine who is Head of Building at Somerset House recently specified a new window film product at Somerset House and has reported back a potential increase of 35% in thermal performance - I will also send you these details as it would be well worth applying this once the existing windows have been refurbished.



One other recommendation - before & after thermal images should be taken internally and externally to show the impact that each element has had on the thermal performance. If you google 'thermal image camera' you can download the software to your phone for a trial period for free. You could also use this to see where heat loss is taking place for the whole building.....

Best wishes

Rory

On Tue, 26 Sept 2023 at 18:59, Rory Cullen <[rory@cullenconservation.org](mailto:rory@cullenconservation.org)> wrote:  
David

As promised please see attached my report on today's site visit, together with the information I promised you on thermal performance enhancements.

Please let me know if I can be of any further assistance.

Best wishes

Rory

## CEMETERY REPORT 24<sup>TH</sup> JUNE – 18<sup>TH</sup> OCT

### DEEDS OF GRANT OF EXCLUSIVE RIGHT TO BURIAL

DEED NO.	GRAVE NO.	SURNAME
DEED 1403	H1L	GADD

### DEEDS OF GRANT TRANSFERRED

DEED NO.	GRAVE NO.	SURNAME
----------	-----------	---------

### RENEWAL DEEDS OF GRANTS

DEED NO.	GRAVE NO.	SURNAME
----------	-----------	---------

### MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED

DEED NO.	TYPE	SURNAME
DEED 1246	TABLET	LAMPRELL
DEED 1347	HEADSTONE	BLAXALL
DEED 1348	HEADSTONE	BLAXALL
DEED 545	CROSS	STILL
DEED 1394	BENCH	PRINCE

### INTERMENTS

NAME OF DECEASED	GRAVE NO.	FULL INTERMENT OR ASHES
MOORE	EC14	FULL
LAMPRELL	GOR176	ASHES
MINNS	B1288	FULL

### HEADSTONES LAID DOWN FOR SAFETY

DEED NO.	GRAVE NO.	SURNAME
----------	-----------	---------

### Glasdon Jubilee™ Duo 220 Recycling Bin

### Litter/General Waste & Mixed Recyclables

The Glasdon Jubilee Duo 220 dual waste bin is a traditionally styled litter/recycling bin with a large 220L capacity. This slimline solution is ideal for heritage-style street-scapes and public spaces. Available in a selection of colours with a choice of liners, recycling aperture panels, co-ordinating coloured banding and graphics.



£705.56

excluding VAT

£846.67 inc. VAT

Includes free delivery\*

Add to Basket

How can I pay?

How can I get a quote?

Quick Quote

Quantity:

Quantity input field with minus, 1, and plus buttons

Colours:

Colour selection dropdown menu

Lock:

Lock selection dropdown menu

Liners:

Liner selection dropdown menu

#### You may also be interested in...



Aperture & Graphic Kit Options -

Left Door Side (Front & Rear):

Aperture kit selection dropdown

Aperture & Graphic Kit Options -

Right Door Side (Front & Rear):

Aperture kit selection dropdown

A5 Vinyl 'Recycle Now' Body Graphics -

Left:

Graphic kit selection dropdown

A5 Vinyl 'Recycle Now' Body Graphics -

Right:

Graphic kit selection dropdown

#### Accessories



Poster Frame Kits - Left:

Poster frame kit selection dropdown

Poster Frame Kits - Right:

Poster frame kit selection dropdown

Banding Options:

Banding options dropdown

Fixing Options:

Fixing options dropdown

Aperture Flap Kits

(Litter/General Waste Only):

Aperture flap kit selection dropdown

Drilling for Rodent Bait Station +£0.00



Price includes delivery\*

\*Please refer to terms and conditions



Delivered fully assembled



In Stock Ready for Immediate Despatch



Reviews

click to view



Product News

click to view

## Double Space-Liner™ Orderly Barrow

The Double Space-Liner is an outdoor robust litter collection orderly barrow which allows for the collection and segregation of two different waste streams. Ideal for Local Authorities.



**£1121.74**

excluding VAT

£1346.09 inc. VAT

Includes free delivery\*

🛒 Add to Basket

How can I pay?

How can I get a quote?

📧 Quick Quote

🎥 Schedule Product Demo

Quantity:

- 1 +

Lid & Moulding colour:

-- Please select -- ?

Tyres:

-- Please select -- ?

Brake unit **£45.05** ?

Extra refuse sack retention band & fixings **£22**

Recycling divider (main bin) **£121.91** ?

Sack hook (set of 2) **£19.00** ?

Operator's box partition **£33.80** ?

Box of 200 Black Sacks - Sack C - 077/5077 **£66.3**

### You may also be interested in...



### Accessories



Price includes delivery\*

\*Please refer to terms and conditions

Reviews

click to view

Product News

click to view

Product F.A.Q

click to view

Product Videos

click to view

Downloadable Information

click to view

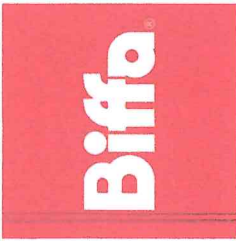
Product Warranty

click to view

Personalise This Product

find out more here





18.10.23

# Quotation

Ref: 246293

## Company Information

Biffa Group Limited, Coronation Road,  
Cressex, High Wycombe, HP12 3TZ

VAT No: 537 911 627  
Registration No: 06409675



Dear Carolyn Coomber,

We have pleasure in providing the following quotation which is valid for 30 days.

<b>Waste Collection Address</b>	FOREST ROW PARISH COUNCIL, FOREST ROW COMMUNITY CENTRE, HARTFIELD ROAD, FOREST ROW, RH18 5DZ	
<b>Contract Term</b>	Our standard contract has an initial 12 month term, plus a notice period. Extended terms are available if required.	

Item	Waste Type	Container Size & Type	Qty	Collection Frequency	Weight Limit *	Lift Rate / Haulage †	Price per Tonne	Daily Container Rental	WTN Standard Charge ‡	Total Weekly Price
1	Mixed Recycling	1100L CONTAINER	1	Weekly	49kg	£15.00		£0.00	£1.55	£16.55

### Pricing and Service Charges, simply explained

\* Assumed Weight Limit - The maximum weight of waste you can supply (per lift, per container). Varies for Exchange services

† Lift Rate / Haulage - Price per container, per visit, to collect your waste. If no price per tonne is stated, disposal of your waste is included Plastic Bags – Cost of collection is payable in advance, in multiples of 50 bags

‡ WTN Standard Charge - The cost to complete your Waste Transfer Note documentation. In some instances only one WTN charge will apply

One-off container delivery charge is applicable to all new contracts except Plastic Bags (from £25 per container) and will appear on your first invoice

**WEEKLY £16.55**

**MONTHLY £71.72**

**ANNUAL £860.60**

**ALL RATES ARE SUBJECT TO VAT AND PAYABLE BY DIRECT DEBIT**

**Ready to set up your account?**

**Freephone 0800 307 307**  
Mon - Fri, 8.30am - 5.00pm, excluding public holidays

**E-Mail sales@biffa.co.uk**  
Write to us confirming acceptance of this quote

Litter bin

AssetCode	Descriptio	Location	DateAcquisition	CurrentVa	DateLastValuation	Insurance	DateNextInspectionDue	DateReplacementDue	ReplacementCost	CostCentri	NominalC	AssetDispr	GrantFund	SupplierCode	SupplierName
LB01	Litter Bin	Park Crescent Ornamental Verge	20/05/2010	£300.00	10/09/2015	£300.00	11/11/2015		£300.00		FALSE	0	SUP07	Earth Anchors	
LB02	Litter Bin	Rush Green & Play Area	20/05/2010	£229.00	10/09/2015	£229.00	11/11/2015		£229.00		FALSE	0	SUP2	Playdale Playgrounds Ltd	
LB03	Litter Bin	Rush Green & Play Area	20/05/2010	£229.00	10/09/2015	£229.00	11/11/2015		£229.00		FALSE	0	SUP2	Playdale Playgrounds Ltd	
LB05	Litter Bin	Old School Lay-by - Community Centre	20/05/2010	£249.00	11/11/2015	£249.00	11/11/2015		£249.00		FALSE	0	SUP07	Earth Anchors	
LB07	Litter Bin	Upper Close Green	20/05/2010	£249.00	11/11/2015	£249.00			£249.00		FALSE	0	SUP07	Earth Anchors	
LB08	Litter Bin	Upper Close Green	20/05/2010	£0.00		£0.00			£249.00		FALSE	0	SUP07	Earth Anchors	
LB10	Litter Bin	Forester's Green	20/05/2010	£299.95	22/10/2015	£300.00			£299.95		FALSE	0	SUP07	Earth Anchors	
LB11	Litter Bin	Forester's Green	20/05/2010	£249.00	22/10/2015	£249.00			£249.00		FALSE	0			
LB12	Litter Bin	Forester's Green	20/05/2010	£249.00	22/10/2015	£249.00			£249.00		FALSE	0			
LB13	Litter Bin	Newlands Place	20/05/2010	£909.00	22/10/2015	£909.00	11/11/2015		£909.00		FALSE	0			
LB14	Litter Bin	Surgery, Lewes Road	20/05/2010	£709.00	22/10/2015	£709.00			£709.00		FALSE	0			
LB15	Litter Bin	Top of Doctors Hill	20/05/2010	£249.00		£249.00			£249.00		FALSE	0			
LB16	Litter Bin	Hightgate Green	20/05/2010	£249.00		£249.00			£249.00		FALSE	0			
LB17	Litter Bin	Lower Square/Lower Road	20/05/2010	£550.00		£550.00			£550.00		FALSE	0	SUP23	Furnitubes International Ltd	
LB18	Litter Bin	Outside HSBC - Hillside	20/05/2010	£909.00		£909.00			£909.00		FALSE	0	SUP08	Glasdon UK Ltd	
LB19	Litter Bin	The Swan - Priory Road	20/05/2010	£550.00		£550.00			£550.00		FALSE	0	SUP23	Furnitubes International Ltd	
LB21	Litter Bin	London Road, Opp Riverside	20/05/2010	£249.00		£249.00			£249.00		FALSE	0			
LB22	Litter Bin	The Square	20/05/2010	£550.00		£550.00			£550.00		FALSE	0			
LB25	Litter Bin	Village hall (Front)	20/05/2010	£675.00		£675.00			£675.00		FALSE	0	SUP23	Furnitubes International Ltd	
LB27	Litter Bin	Trimmer's Green, Lower Road	20/05/2010	£249.00		£249.00			£249.00		FALSE	0			
LB28	Litter Bin	Sleepers Path	20/05/2010	£249.00		£249.00			£249.00		FALSE	0	SUP06	David Oglevie Engineering	
LB29	Litter Bin	Cemetery	20/01/2011	£30.00	26/01/2016	£30.00			£30.00		FALSE	0			
LB30	Litter Bin	Cemetery	20/01/2011	£30.00	26/01/2016	£30.00			£30.00		FALSE	0			
LB31	Litter Bin	Cemetery	20/01/2011	£30.00	26/01/2016	£30.00			£30.00		FALSE	0			
LB32	Litter Bin	Community Centre Car Park	20/01/2011	£249.00	22/10/2015	£249.00			£249.00		FALSE	0			
LB33	Litter Bin	Newlands Place	20/01/2011	£909.00	22/10/2015	£909.00	11/11/2015		£909.00		FALSE	0			
LB35	Litter Bin	Newlands Place	20/01/2011	£909.00	22/10/2015	£909.00	11/11/2015		£909.00		FALSE	0			
LB36	Litter Bin	Hightgate Green	12/02/2014	£249.00		£249.00			£249.00		FALSE	0			
LB37	Litter Bin	Jedely, Highfields - Junction with Lewes Road	12/02/2014	£249.00		£249.00			£249.00		FALSE	0			
LB38	Litter Bin	Brambletye Bus Shelter	29/05/2014	£250.00		£250.00			£250.00		FALSE	0			
LB39	Litter Bin	Chequers Bus Shelter	29/05/2014	£249.00		£249.00			£249.00		FALSE	0			
LB40	Litter Bin	Community Centre Car Park	29/05/2014	£909.20	22/10/2015	£909.20			£909.20		FALSE	0	SUP08	Glasdon UK Ltd	
LB41	Litter Bin	Forester's Link	29/05/2014	£249.00		£249.00			£249.00		FALSE	0	SUP06	David Oglevie Engineering	
LB42	Litter Bin	Kennard Path	29/05/2014	£0.00		£0.00			£0.00		FALSE	0			
LB43	Litter Bin	Hillside/Hartfield Road	29/05/2014	£902.00		£902.00			£902.00		FALSE	0			
LB44	Litter Bin	Brambletye Bus Shelter	05/02/2016	£245.00		£245.00			£245.00		FALSE	0	SUP06	David Oglevie Engineering	



## **PROPOSAL re GLEESON LAND**

A piece of land called the Gleeson Land came up in the meeting I think last month. Whereabouts is it please? And what kind of size? Does it belong to the PC? The CIC I work with, We Grow, are looking for 2 small pieces of land for a community orchard and a veg co-op. I'm aware that if we put a proposal in to the council, I'd need to declare and step out etc.



**Promap**

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*David Cooper*  
*P. R. ...*



## Detailed Income &amp; Expenditure by Budget Heading 18/10/2023

Month No: 7

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Amenities &amp; Services</u></b>							
<b><u>101 Allotments</u></b>							
1180 Allotment Rents	1,634	1,750	116			93.4%	
Allotments :- Income	<u>1,634</u>	<u>1,750</u>	<u>116</u>			<u>93.4%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	386	700	314		314	55.2%	
Allotments :- Indirect Expenditure	<u>386</u>	<u>700</u>	<u>314</u>	<u>0</u>	<u>314</u>	<u>55.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>1,248</b></u>	<u><b>1,050</b></u>	<u><b>(198)</b></u>				
<b><u>102 Village Greens</u></b>							
1280 VG-Hire Income	748	750	2			99.7%	
Village Greens :- Income	<u>748</u>	<u>750</u>	<u>2</u>			<u>99.7%</u>	<u>0</u>
1236 Outdoor Maintenance	3,847	8,000	4,153		4,153	48.1%	
1237 Outdoor Planting	634	1,000	366		366	63.4%	
1239 VG-Utilities	263	100	(163)		(163)	263.3%	
Village Greens :- Indirect Expenditure	<u>4,744</u>	<u>9,100</u>	<u>4,356</u>	<u>0</u>	<u>4,356</u>	<u>52.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>(3,996)</b></u>	<u><b>(8,350)</b></u>	<u><b>(4,354)</b></u>				
<b><u>104 Amenities General</u></b>							
1400 Amenities grants/donations	0	1,500	1,500			0.0%	
Amenities General :- Income	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
1436 Skate & Play areas	3,134	1,500	(1,634)		(1,634)	208.9%	
1447 Dog Fouling	1,494	3,200	1,706		1,706	46.7%	
Amenities General :- Indirect Expenditure	<u>4,628</u>	<u>4,700</u>	<u>72</u>	<u>0</u>	<u>72</u>	<u>98.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>(4,628)</b></u>	<u><b>(3,200)</b></u>	<u><b>1,428</b></u>				
<b><u>105 Outdoor Maintenance</u></b>							
1501 Outdoor Maintenance Equipment	75	1,705	1,630		1,630	4.4%	
Outdoor Maintenance :- Indirect Expenditure	<u>75</u>	<u>1,705</u>	<u>1,630</u>	<u>0</u>	<u>1,630</u>	<u>4.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>(75)</b></u>	<u><b>(1,705)</b></u>	<u><b>(1,630)</b></u>				
<b><u>203 Street Lighting</u></b>							
2314 SL-Power	2,646	6,600	3,954		3,954	40.1%	
2336 Streetlights	5,574	8,250	2,676		2,676	67.6%	
Street Lighting :- Indirect Expenditure	<u>8,220</u>	<u>14,850</u>	<u>6,630</u>	<u>0</u>	<u>6,630</u>	<u>55.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>(8,220)</b></u>	<u><b>(14,850)</b></u>	<u><b>(6,630)</b></u>				

## Detailed Income &amp; Expenditure by Budget Heading 18/10/2023

Month No: 7

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>204 Road Safety</b>							
2436 RS-Road Safety	0	750	750		750	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<b>601 Cemetery</b>							
6180 BU-Burial Fees	3,197	13,000	9,803			24.6%	
Cemetery :- Income	<u>3,197</u>	<u>13,000</u>	<u>9,803</u>			<u>24.6%</u>	<u>0</u>
6123 Cemetery Admin	256	330	74		74	77.6%	
6151 BU- Cemetery Rates	1,100	1,210	110		110	90.9%	
Cemetery :- Indirect Expenditure	<u>1,356</u>	<u>1,540</u>	<u>184</u>	<u>0</u>	<u>184</u>	<u>88.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,841</u>	<u>11,460</u>	<u>9,619</u>				
Amenities & Services :- Income	<u>5,580</u>	<u>17,000</u>	<u>11,420</u>			<u>32.8%</u>	
Expenditure	<u>19,410</u>	<u>33,345</u>	<u>13,935</u>	<u>0</u>	<u>13,935</u>	<u>58.2%</u>	
<b>Movement to/from Gen Reserve</b>	<u>(13,830)</u>						
<b>Property &amp; Assets</b>							
<b>201 Bus Shelters</b>							
2136 BS-Bus Shelters	105	0	(105)		(105)	0.0%	
Bus Shelters :- Indirect Expenditure	<u>105</u>	<u>0</u>	<u>(105)</u>	<u>0</u>	<u>(105)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(105)</u>	<u>0</u>	<u>105</u>				
<b>205 Miscellaneous Assets</b>							
2551 Offsite Car Parks	150	0	(150)		(150)	0.0%	
7108 PR-Notice Boards	31	0	(31)		(31)	0.0%	
Miscellaneous Assets :- Indirect Expenditure	<u>181</u>	<u>0</u>	<u>(181)</u>	<u>0</u>	<u>(181)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(181)</u>	<u>0</u>	<u>181</u>				
<b>301 Community Centre</b>							
3180 CC-Lettings	11,112	15,000	3,888			74.1%	
3181 CC-Equipment Hire	200	400	200			49.9%	
3182 CC-Rents	10,964	22,000	11,036			49.8%	
3185 MISC - incl books/copying)	172	400	228			43.0%	
3187 CC Drinks Machine Income	371	500	129			74.2%	
3189 Misc Property Refunds	3,083	0	(3,083)			0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 18/10/2023

Month No: 7

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 Misc Income	100	0	(100)			0.0%	
Community Centre :- Income	<u>26,002</u>	<u>38,300</u>	<u>12,298</u>			<u>67.9%</u>	<u>0</u>
3111 CC-Rates & Services	25,822	33,000	7,179		7,179	78.2%	
3116 CC-Upkeep/Cleaning	4,334	13,200	8,866		8,866	32.8%	
3127 CC - Drinks Machine	618	770	152		152	80.3%	
Community Centre :- Indirect Expenditure	<u>30,774</u>	<u>46,970</u>	<u>16,196</u>	<u>0</u>	<u>16,196</u>	<u>65.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(4,771)</u>	<u>(8,670)</u>	<u>(3,899)</u>				
<u>303 Venue on the Green</u>							
3306 VOTG Income	1,130	4,000	2,870			28.2%	
Venue on the Green :- Income	<u>1,130</u>	<u>4,000</u>	<u>2,870</u>			<u>28.2%</u>	<u>0</u>
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	2,227	4,000	1,773		1,773	55.7%	
Venue on the Green :- Indirect Expenditure	<u>2,227</u>	<u>4,500</u>	<u>2,273</u>	<u>0</u>	<u>2,273</u>	<u>49.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,097)</u>	<u>(500)</u>	<u>597</u>				
Property & Assets :- Income	27,132	42,300	15,168			64.1%	
Expenditure	33,287	51,470	18,183	0	18,183	64.7%	
<b>Movement to/(from) Gen Reserve</b>	<u>(6,154)</u>						
Grand Totals:- Income	32,712	59,300	26,588			55.2%	
Expenditure	52,697	84,815	32,118	0	32,118	62.1%	
<b>Net Income over Expenditure</b>	<u>(19,985)</u>	<u>(25,515)</u>	<u>(5,530)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(19,985)</u>						

**BUDGET PREP FACILITIES**

	2022-23			2023-24			2024-25			commentary
	budget	actual	percent	budget	to 6m	percent	f'cast	12m		
<b>Income streams:</b>										
Allotment rents	1675	2887	172	1750	908	52	2000	2000	2000	unchanged
Village green hires	750	324	43	750	648	86	750	750	750	unchanged
Village green utilities	100	0	0	0	0	0	0	0	0	unchanged
Burial fees	15000	16921	113	13000	3079	24	12000	12000	1000	factor in uplift (double?)
Grants/misc (amenities)	0	2700	0	1500	0	0	1000	1000	1000	unchanged
<b>CC-hirings</b>	15000	21143	141	15000	9074	61	18000	18000	1500	factor in uplift (12%?)
CC-equip hire	750	509	68	400	176	44	400	400	400	unchanged
CC-rents	22000	23879	109	22000	10547	48	22000	22000	400	adjusted:Hambro/Cube
Misc (books/copies)	400	398	100	400	150	38	400	400	400	unchanged
CC-drinks machine	500	635	127	500	321	64	600	600	600	unchanged
Misc - property refunds	0	370	0	0	3083	0	3100	0	0	unchanged
Grants/misc (property)	0	683	0	0	100	0	100	100	100	unchanged
VotG income	4000	3345	84	4000	980	25	2000	2000	1000	factor in 7% uplift
<b>TOTAL INCOME</b>	<b>60175</b>	<b>73794</b>	<b>127</b>	<b>42300</b>	<b>24431</b>	<b>58</b>	<b>46600</b>	<b>46600</b>	<b>1500</b>	<b>110%</b>
<b>Expend streams</b>										
Allotment upkeep	1000	458	46	700	386	55	700	700	700	unchanged
VG utilities	250	29	12	100	263	263	400	400	400	to reflect 2023-24 uplift?
Outdoor mt'ce	5000	9939	199	8000	3743	46	8000	8000	1000	unchanged
Outdoor planting	1000	979	98	1000	634	63	750	750	1000	unchanged
Outdoor equipment	2500	4094	164	1705	75	4	1000	1000	1000	unchanged
Play & skate areas	1000	2771	278	1500	3134	209	4000	4000	3500	inflation uprate
Dog bins	3100	3276	106	3200	1494	47	3200	3200	350	inflation uprate
Cemetery admin	300	556	185	330	256	78	330	330	1200	inflation uprate
Cemetery rates	700	1090	156	1210	1100	91	1100	1100	1200	inflation uprate
Streelights-power	4000	5213	130	6600	2646	40	6600	6600	10000	inflation uprate
Streelights- mtce	7500	6238	83	8250	3284	40	10000	10000	10000	inflation uprate
<b>CC - rates &amp; services</b>	<b>20000</b>	<b>33739</b>	<b>169</b>	<b>33000</b>	<b>24280</b>	<b>74</b>	<b>50000</b>	<b>50000</b>	<b>50000</b>	
CC - upkeep/cleaning	12000	4852	40	13200	4257	32	12000	12000	1000	inflation uprate
CC - drinks machine	500	1090	218	770	525	68	1000	1000	1000	inflation uprate
CC - enhancement	3250	4333	133	0	0	0	0	0	500	unchanged
VotG non youth equip	500	224	45	500	0	0	0	0	0	unchanged
VotG running costs	9500	2132	22	4000	2227	56	3000	3000	0	covered
Bus shelters	0	0	0	0	105	0	105	105	0	by
Offsite car park	0	0	0	0	150	0	150	150	0	CIL
Notice boards	0	0	0	0	9	0	0	0	0	
<b>TOTAL EXPENDITURE</b>	<b>72100</b>	<b>81013</b>	<b>107</b>	<b>84065</b>	<b>48568</b>	<b>58</b>	<b>102335</b>	<b>102335</b>	<b>126%</b>	

# Forest Row Parish Council

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Tel:  
Email:  
Website

01342 822661  
info@forestrow.gov.uk  
www.forestrow.gov.uk



## TABLE OF CEMETERY FEES FROM 1<sup>st</sup> JULY 2019

### The exclusive right to burial in earthen graves

	£
a) Reservation of a plot 9' x 4' for a period of 50 years <b>Non-Parishioner</b>	354.00 <b>1416.00</b>
b) Reservation of a plot 3' x 2' for a period of 50 years for burial of cremated remains no deeper than 18" <b>Non-Parishioner</b>	118.00 <b>472.00</b>
c) Reservation of a child plot (12 years or less)	118.00

### Interments

a) Fee payable on interment of body (adult or child over 12 years) <b>Non-Parishioner</b>	118.00 <b>472.00</b>
b) Fee payable on interment of ashes (any grave) <b>Non-Parishioner</b>	70.00 <b>280.00</b>
c) Interment of child (12 years or less)	NO CHARGE

**None of the above fees cover the digging of graves, this must be arranged with the Funeral Director**

### Memorials

a) On graves 9' x 4' to which exclusive right of burial is granted (A headstone shall not exceed 3' in height, or desktop memorial 3" in height) <b>Non-Parishioners</b>	118.00 <b>472.00</b>
b) On graves 3' x 2' to which exclusive right of burial is granted (A flat stone 18" x 12" x 2" is permitted, or desktop memorial maximum height 3") <b>Non-Parishioners</b>	60.00 <b>240.00</b>
The above include the first inscription. For each subsequent inscription	38.00

### Search Fees

Search by Parish Council staff 21.00

### Issue of Duplicate Grant

25.00

### Transfer of Exclusive Right of Burial

47.00

**NOTE: the fees will be **QUADRUPLED** for non-parishioners i.e. those not permanently resident within the Parish Council boundary.**

## Other Regulations

- No memorial may be erected without prior approval of the Parish Council and payment of the prescribed fees.
- The only memorials permitted are approved headstones not exceeding 3' in height, flat stones 18" x 12" x 2", wall plaques 9" x 6", and desktops not exceeding 3" in height. Other designs may be permitted after consideration by the Burials Committee.
- After the earth has fully settled following a burial the grave will be levelled, put down to grass and mown.
- Well tended planting (of annuals, perennials and small shrubs) is permitted. No fencing or raised borders to graves allowed. If planted graves are neglected or untidy they will be mown and returned to grass.
- The number of the grave space must be inscribed on any memorial.**
- No fixed article above ground level is permitted in the Cemetery.
- No loose items are to be placed on graves and no glass containers are to be used for flowers. Any unauthorised items will be removed and stored for a period of three months, after this time if they have not been claimed they will be disposed of.
- When in the Cemetery the peace and dignity of all should be respected.

## COMMUNITY CENTRE PRICES 2019

<b>Room/Equipment</b>	<b>Price</b>	<b>Proposed Price</b>
Main Hall	£12 <sup>PH</sup>	£14 <sup>PH</sup>
Garden Room	£12 <sup>PH</sup>	£14 <sup>PH</sup>
Rose Room	£12 <sup>PH</sup>	£12.50 <sup>PH</sup>
Spring Room	£10 <sup>PH</sup>	Stay the same
Kitchen (for food)	£18 per period of hire + VAT	Stay The Same
Kitchen (for drinks)	£6 per period of hire + VAT	Stay The Same
VENUE on the GREEN	£15 <sup>PH</sup> inc VAT	£16 <sup>PH</sup> inc VAT
VENUE on the GREEN Kitchen	£10 per session	Stay The Same
Flip Chart including Paper & Pens	£1.00 when hiring a room.	Stay The Same
Table	£4 each + VAT	Stay The Same
Chair	£1 each + VAT	Stay The Same
Staging Units	£6 each + VAT	Stay The Same



## **Comparison of Local Hire Venues**

### Village Hall

Freshfield Hall - £22.10ph

Peter Griffiths Hall - 20.10ph

### Ashurst Wood Village Centre

£14.00ph

### Hartfield Village Hall

Main Hall £18ph Inc use of Kitchen

### East Court

Main Hall £22.00ph (minimum 2 hours) Kitchen free but only if hiring main hall for a minimum of 8hrs