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, Rainbow. Scott, Summers, Taylor-Smith & AM Waters

Your attendance is required at a meeting of the FACILITIES COMMITTEE to be held on TUESDAY 5th MARCH 2024 at 7.30pm in the Garden Room of the Community Centre

Tel: Fax: Email:

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RH18 5DZ 01342 822661 01342 825739 info@forestrow.gov.uk www.forestrow.gov.uk

Community Centre

Hartfield Road Forest Row

East Sussex

Date:

28 February, 2024

Parish Clerk

AGENDA

- 1. PUBLIC PARTICIPATION the meeting will start no later than 7.45pm
- 2. APOLOGIES FOR ABSENCE
- 3. RECORDS OF PREVIOUS MEETING OF 16TH JANUARY 2024
- 4. DECLARATIONS OF INTEREST/DISPENSATION REQUESTS FOR THIS MEETING
- 5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 5.1. Community Centre refurbishment
 - 5.2. Public library lease renewal
 - 5.3. Hambro Hall repairs
 - 5.4. Additional CCTV
 - 5.5. Street cleaning project
- 6. FINANCIAL ISSUES
 - 6.1 Financial report to date
 - 6.2 Available resources to year end & in 2024/25
- 7. BUILDING & STREET ASSETS: DISCUSSION/DECISIONS
 - 7.1 The Crittal windows
 - 7.2 Bus shelter repairs and possible additions
 - 7.3 A 'Queen's memorial bench'
 - 7.4 Signage: commercial & amenity
- 8. OPEN SPACE ASSETS & MAINTENANCE: DISCUSSION/DECISIONS
 - 8.1 Allotment manager's & Burials Clerk reports
 - 8.2 Gleeson land proposal
 - 8.3 Cemetery land consultation
 - 8.4 Rush Green proposal
 - 8.5 Additional games equipment
 - 8.6 Tree works
 - 8.7 VENUe access path
- 9. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

FACILITIES COMMITTEE

BACKING PAPERS FOR MEETING ON 5th FEBRUARY 2024

Agenda item	Description	page
	Clerk's briefing to the Committee	1-4
6.1	Committee financial report to date	5-7
7.2	Wooden bus shelters with prices	8-22
7.3	Example benches (wood/ metal with pricing)	23-25
7.4	Proposed Village Club sign	26
8.1	Allotment manager's & burial clerk's reports	27-28
8.4	Rush Green proposal	29-31
8.5	Example basketball hoops and inclusive roundabout	32-35

COUNCILLORS' BRIEFING TO THE MEETING OF THE FACILITIES COMMITTEE DATED 5th MARCH 2024

1-4. FORMAL ITEMS. As per usual.

5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

5.1 Community Centre refurbishment. At the last meeting I reported that the maintenance foreman and I would be going round the Community Centre consolidating a list of outstanding repair and refurbishment tasks. This has been hampered by the urgent need to progress outdoor tasks during gaps in the bad weather, but I hope to complete it shortly. We have, however, had to take urgent action to have the automatic entrance door repaired. 5.2 Public library lease renewal. The renewed lease is still in draft, but the text is substantially the same as before and the lease continues meanwhile. 5.3 Hambro Hall repairs. In the light of several communications from the preschool's new committee, I am arranging for a condition survey of the building to prioritise required works 5.4 Additional CCTV. I met with our supplier on 16th February about extending our CCCTV coverage to Newlands Place, following representations from the traders. This can apparently be linked wirelessly to our current system, and I await a quote for the work. More extensive CCTV would require consultation with the Police and County Council, might have data protection implications, and would certainly require a policy decision by Council . 5.5 Street cleaning project. I met with Wealden's principal waste officer on 21st February, (together with Cllr Patterson Vanegas and a director of FrowResource), and put forward an argument for the subsidised devolution of street cleaning, which is not being adequately provided at present. The essence of the response was that this was not possible as it would mean severing the service from the current contract with Biffa, which they would not consent to, whatever the level of the service being provided. The best Wealden would offer was that if we could provide evidence of the non-provision of service, it might be a factor in re-negotiating Biffa's contract next year. All rather discouraging, however, I do intend to pursue this further.

ACTION: to note

6. FINANCIAL ISSUES

<u>6.1 Financial report to date</u>. A current printout is attached (still under the two previous headings of Amenities and Property). The consolidated totals now show income running at 91.2% of forecast and expenditure at 104.9%, both close to the wire at month 11 of the financial year.

On the income side, cemetery fees have been well under budget this year, but there are still some rents and hires to come in, so the year-end total will probably meet the 100% target. Expenditure has been skewed principally by extras on play areas (especially additional skatepark lighting) and the significant increase in streetlight costs.

ACTION: to note

<u>6.2 Available resources to year-end and 2024-25</u>: As far the year-end is concerned, we anticipate some major tree care costs, which will take the outdoor maintenance code into

deficit, and building repairs may require some drawdown from the refurbishment reserve, but it may be prudent to postpone any larger project costs to the new financial year. As for 2024-25, we are budgeting to increase income by about 14%, but have significantly increased expenditure provision for outdoor maintenance, and included a new code for street cleaning to assist the new street recycling pilot. There is also greater provision for Community Centre overheads and upkeep costs. The salaries budget also reflects the identified need for more man-hours in the maintenance department.

[Please note: it would be appreciated if any queries were submitted before the meeting.] **ACTION: to note, queries as necessary**

7. BUILDINGS & STREET ASSETS: DISCUSSION/ DECISIONS

7.1 The Crittall windows. The advice from the heritage consultant – in the light of the conservation officer's stance – was to repair the existing installation, which he said was entirely feasible. I contacted three companies, one recommended by the consultant, one advertising as specialist repairers, and one larger local glaziers. The third company said it was not their line of work, the second said they would come and inspect the job, but did not, and the first came, did a thorough job and have quoted. But the total is £18,600 + VAT. How does Committee wish to proceed? I could seek another quote, but my suspicion is that it will not much differ. We have a nominated reserve to cover.

ACTION: to resolve as appropriate

<u>7.2 Bus shelter repairs/additions</u>. Cllr Hugo has the repair of the Foresters' Green bus shelter in hand, and has advertised for volunteers to help with part of the work. At the same time we have had a request from a resident for a shelter on the opposite side of the road, where there is currently only the stop.

Because the shelter opposite being repaired is wooden and the location is within the conservation area, any new shelter would need to be of wood (and would probably need the conservation department's approval). Cllr Hugo has provided a brochure and price list from the premium wooden shelter providers Littlethorpe. A hardstanding would also be needed. I only add — to clarify, not to discourage the proposal - that we had a similar request a few years ago on behalf of the many schoolchildren who queue there in all weathers, but it was turned down then because of the difficulty of cutting into the bank, which would be necessary not to obstruct the pavement (and where any encroachment would also require permission, and probably a fee, from East Sussex). How does Committee wish to proceed?

ACTION: to resolve accordingly

7.3 A 'Queen's memorial bench'. This was approved in principle at the January meeting subject to a ceiling price of £600. The most promising example would seem to be a wooden bench with attached plaque by a company called 'Corido' (leaflet attached). Our long-time supplier of metal benches, David Ogilvie Ltd, do a metal memorial bench (leaflet attached, but their website does not give prices. I attach an email since received.

7.4 Signage.

 The issue was raised at the last meeting of the Parish Council fingerposts. Our maintenance crew believe they can be restored by repainting. Does Committee wish to proceed?

- The Village Club has asked permission to put a sign on the fencing at the corner of Hartfield and Station Roads (template attached). Does Committee consent to this?
 Should any of the other signs at that location be removed?
- We need to renew safety signs at the skate and play parks. I am minded to ask Don Isted to deal with this as he has his own independent signwriting business. Does Committee consent to this?

ACTION: to resolve accordingly

8. OPEN SPACE ASSETS & MAINTENANCE: DISCUSSION/DECISIONS

8.1 Allotment Manager's and Burial Clerk's report. These are attached.

ACTION: to note

<u>8.2 Gleeson Land proposal</u>. A site meeting took place last week with representatives of the Council and the WeGrow organisation. Cllr Hugo will report orally on this issue.

ACTION: to note and resolve as appropriate

<u>8.3 Cemetery land consultation</u>. The whole question of the future of the cemetery will have to go out to a formal consultation in the near future. But it has been suggested that the community should be informed *at this stage* of the outline situation and the potential availability of land canvassed. If Committee agrees to this, where should it be published and by whom should it be authored?

ACTION: to resolve as appropriate

<u>8.4 Rush Green proposal</u> A resident of Rush Green north has made a proposal for the land adjacent to her property. The proposal is attached for Committee's consideration and decision.

ACTION: to resolve as appropriate

<u>8.5 Additional games equipment.</u> Two items have been proposed. On the games area adjacent to the VENUe a baseball hoop at the opposite end to the existing one, and at the children's playpark at least one disability-friendly piece of equipment.

A basketball /goal mirroring the one already installed would cost £6,580 from Kompan (screenshot attached). A simple hoop installation can cost between £800 and £3,000 (screenshots attached) The simpler versions could be installed by volunteer labour. Meanwhile, an 'inclusive' roundabout would cost some thousands of pounds, thoughgh it could replace an existing installation (screenshot again attached)

The problem at present is funding. The revenue budget for play & skatepark facilities is overspent by £1600. There is a nominated reserve for playground replacement, currently at £32,500, but this would need to be replenished if spent this year. For Committee to decide.

ACTION: to resolve as appropriate

<u>8.6 Tree works</u>. There is a significant amount of tree work currently needed. I obtained urgent authority for the cost (and permission) to fell a large dead tree, but there are several other pending jobs I have asked our trusted tree surgeon to quote for. I anticipate that this will run to four figures: does Committee wish to go down the several quotes route?

ACTION: to resolve as appropriate

<u>8.7 VENUe access path.</u> An alternative path between Station Road and the VENUe has been mooted since before the pandemic, and quotes were obtained at the time. It has since been raised again, because of the difficulty of accessing the VENUe, particularly on winter

evenings. The ballpark figure pre-pandemic was about £3,000, it is doubtless more no[w. Does Committee wish to resurrect the proposal and obtain new quotes? – again, funding at this point in the financial year may be difficult.

ACTION: to resolve as appropriate

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

27/02/2024

Forest Row Parish Council

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Detailed Income & Expenditure by Budget Heading 27/02/2024

Month No: 11

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Amenities & Services								
101	Allotments							
1180	Allotment Rents	2,496	1,750	(746)			142.6%	
	Allotments :- Income	2,496	1,750	(746)			142.6%	
1135	Allotments-Water & Upkeep	436	700	264		264	62.3%	
	Allotments :- Indirect Expenditure	436	700	264	0	264	62.3%	0
	Net Income over Expenditure	2,059	1,050	(1,009)				
<u>102</u>	<u>Village Greens</u>							
1280	VG-Hire Income	748	750	2			99.7%	
4180	Misc Income	285	0	(285)			0.0%	
	Village Greens :- Income	1,033	750	(283)			137.7%	
1236	Outdoor Maintenance	5,492	8,000	2,508		2,508	68.6%	
1237	Outdoor Planting	634	1,000	366		366	63.4%	
1239	VG-Utilities	263	100	(163)		(163)	263.3%	
	Village Greens :- Indirect Expenditure	6,389	9,100	2,711	0	2,711	70.2%	0
	Net Income over Expenditure	(5,356)	(8,350)	(2,994)				
<u>104</u>	Amenities General							
1400	Amenities grants/donations	0	1,500	1,500			0.0%	
	Amenities General :- Income	0	1,500	1,500			0.0%	0
1436	Skate & Play areas	3,134	1,500	(1,634)		(1,634)	208.9%	
1447	Dog Fouling	2,319	3,200	881		881	72.5%	
	Amenities General :- Indirect Expenditure	5,453	4,700	(753)	0	(753)	116.0%	0
	Net Income over Expenditure	(5,453)	(3,200)	2,253				
<u>105</u>	Outdoor Maintenance							
1501	Outdoor Maintenance Equipment	704	1,705	1,001		1,001	41.3%	
0	utdoor Maintenance :- Indirect Expenditure	704	1,705	1,001	0	1,001	41.3%	0
	Net Expenditure	(704)	(1,705)	(1,001)				
203	Street Lighting							
	SL-Power	4,636	6,600	1,964		1,964	70.2%	
	Streetlights	17,516	8,250	(9,266)		(9,266)	212.3%	
	Street Lighting :- Indirect Expenditure	22,152	14,850	(7,302)		(7,302)	149.2%	
	Net Expenditure	(22,152)	(14,850)	7,302				

27/02/2024

Forest Row Parish Council

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Detailed Income & Expenditure by Budget Heading 27/02/2024

Month No: 11

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204</u>	Road Safety							
2436	RS-Road Safety	0	750	750		750	0.0%	
	Road Safety :- Indirect Expenditure	0	750	750	0	750	0.0%	
	Net Expenditure	0	(750)	(750)				
601	Cemetery							
	BU-Burial Fees	5,594	13,000	7,406			42.00/	
0.00	DO BUILDI GOS	5,594	13,000	7,400			43.0%	
	Cemetery :- Income	5,594	13,000	7,406			43.0%	0
	Cemetery Admin	256	330	74		74	77.6%	
6151	BU- Cemetery Rates	1,134	1,210	76		76	93.7%	
	Cemetery :- Indirect Expenditure	1,390	1,540	150	0	150	90.2%	0
	Net Income over Expenditure	4,205	11,460	7,255				
	Amenities & Services :- Income	9,123	17,000	7,877			53.7%	
	Expenditure	36,523	33,345	(3,178)	0	(3,178)	109.5%	
	Movement to/(from) Gen Reserve	(27,400)	33,010	(0,1.0)	v	(0,170)	103.576	
Propert	y & Assets							
<u>201</u>	Bus Shelters							
	BS-Bus Shelters	105	0	(105)		(105)	0.0%	
	Bus Shelters :- Indirect Expenditure	105	0	(105)		(105)	***************************************	
	Net Expenditure	(105)	0	105				
<u>205</u>	Miscellaneous Assets							
2551	Offsite Car Parks	225	0	(225)		(225)	0.0%	
7108	PR-Notice Boards	31	0	(31)		(31)	0.0%	
Mi	scellaneous Assets :- Indirect Expenditure	256	0	(256)	0	(256)		0
	Net Expenditure	(256)	0	256				
301	Community Centre							
	CC-Lettings	19,524	15,000	(4,524)			130.2%	
	CC-Equipment Hire	424	400	(24)			105.9%	
	CC-Rents	18,921	22,000	3,079			86.0%	
3185	MISC - incl books/copying)	398	400	2			99.6%	

27/02/2024

Forest Row Parish Council

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12:30

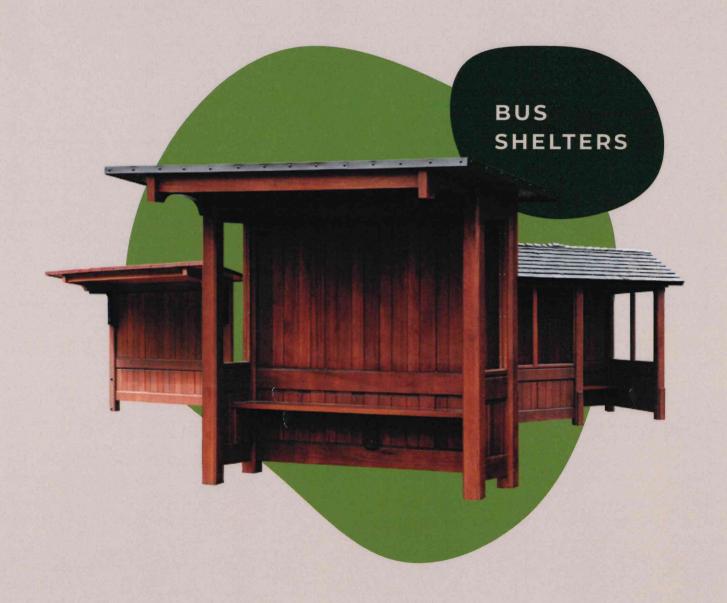
Detailed Income & Expenditure by Budget Heading 27/02/2024

Month No: 11

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3189	Misc Property Refunds	3,083	0	(3,083)			0.0%	
4180	Misc Income	100	0	(100)			0.0%	
	Community Centre :- Income	43,085	38,300	(4,785)			112.5%	
3111	CC-Rates & Services	41,014	33,000	(8,014)		(8,014)	124.3%	
3116	CC-Upkeep/Cleaning	7,688	13,200	5,512		5,512	58.2%	
3127	CC - Drinks Machine	1,046	770	(276)		(276)	135.9%	
	Community Centre :- Indirect Expenditure	49,748	46,970	(2,778)	0	(2,778)	105.9%	0
	Net Income over Expenditure	(6,664)	(8,670)	(2,006)				
303	Venue on the Green							
3306	VOTG Income	1,886	4,000	2,114			47.2%	
	Venue on the Green :- Income	1,886	4,000	2,114			47.2%	
3304	Votg Non Youth Equip	0	500	500		500	0.0%	
3305	VOTG Running Costs	2,377	4,000	1,623		1,623	59.4%	
,	Venue on the Green :- Indirect Expenditure	2,377	4,500	2,123	0	2,123	52.8%	0
	Net Income over Expenditure	(490)	(500)	(10)				
	Property & Assets :- Income	44,971	42,300	(2,671)			106.3%	
	Expenditure	52,486	51,470	(1,016)	0	(1,016)	102.0%	
	Movement to/(from) Gen Reserve	(7,515)						
	Grand Totals:- Income	54,094	59,300	5,206			91.2%	,
	Expenditure	89,009	84,815	(4,194)	0	(4,194)	104.9%	
	Net Income over Expenditure	(34,915)	(25,515)	9,400				
	Movement to/(from) Gen Reserve	(34,915)						

LITTLETHORPE







CANTILEVER

Cropston

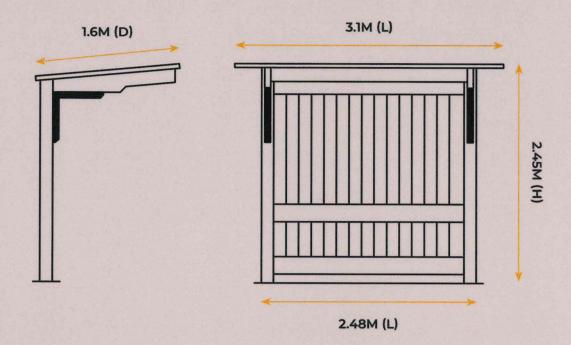




Even the smallest spaces deserve a beautiful shelter. The Cropston combines the distinctive Littlethorpe style with a minimal footprint, meaning there will no longer need to be a compromise between look and functionality.



DIMENSIONS

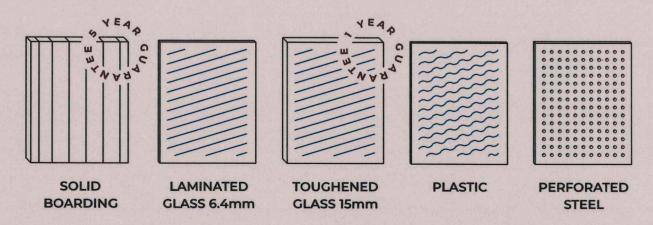


PANEL STYLES



ROOF OPTION

GLAZING OPTIONS



OPEN FRONTED

Eaton

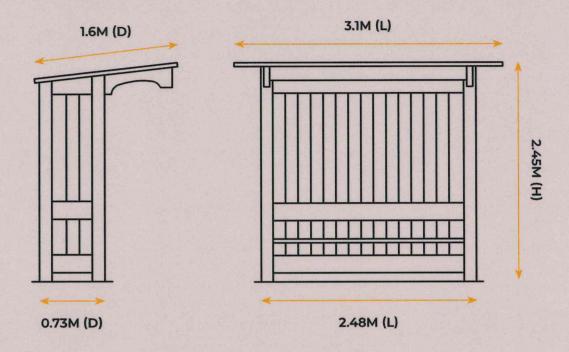




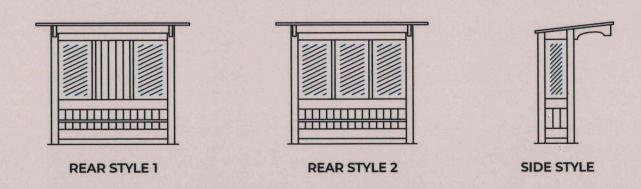
The iconic design of our Eaton shelter can be found in cities, towns and villages all over the UK. With its small footprint and protection to the sides, this is a perfect choice for both busy streets and rural settings.



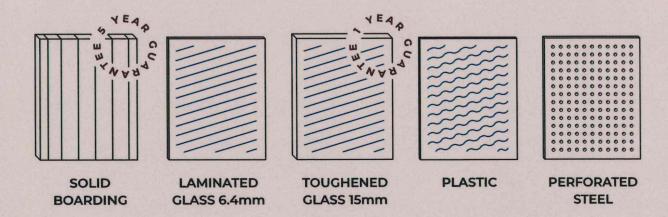
DIMENSIONS

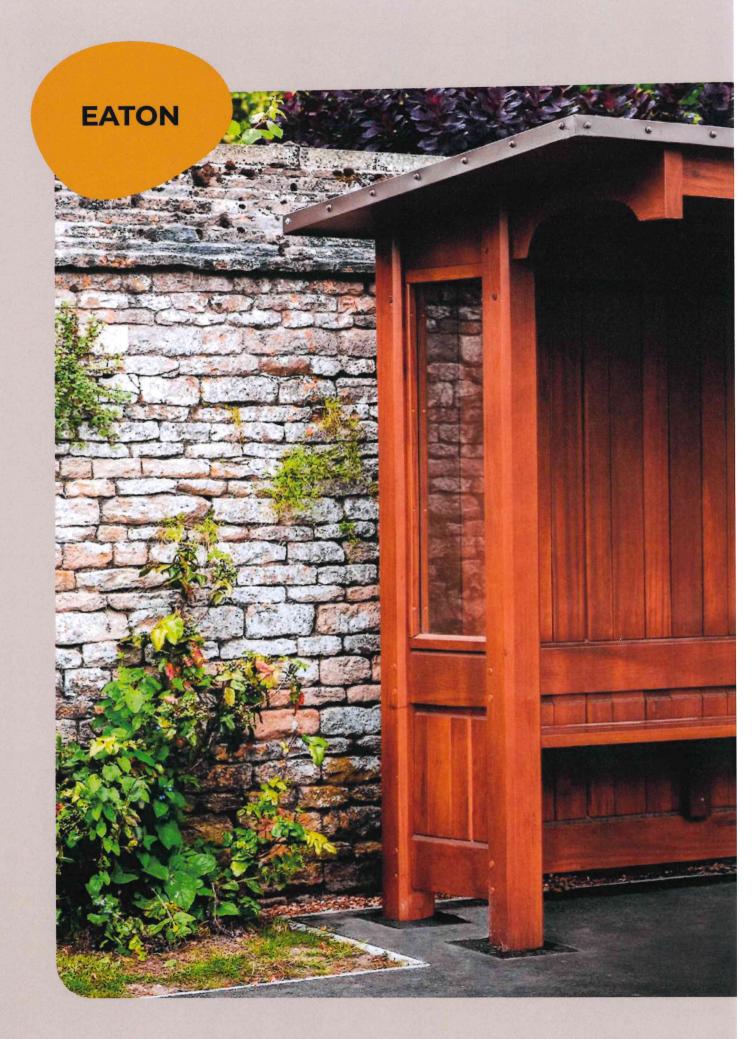


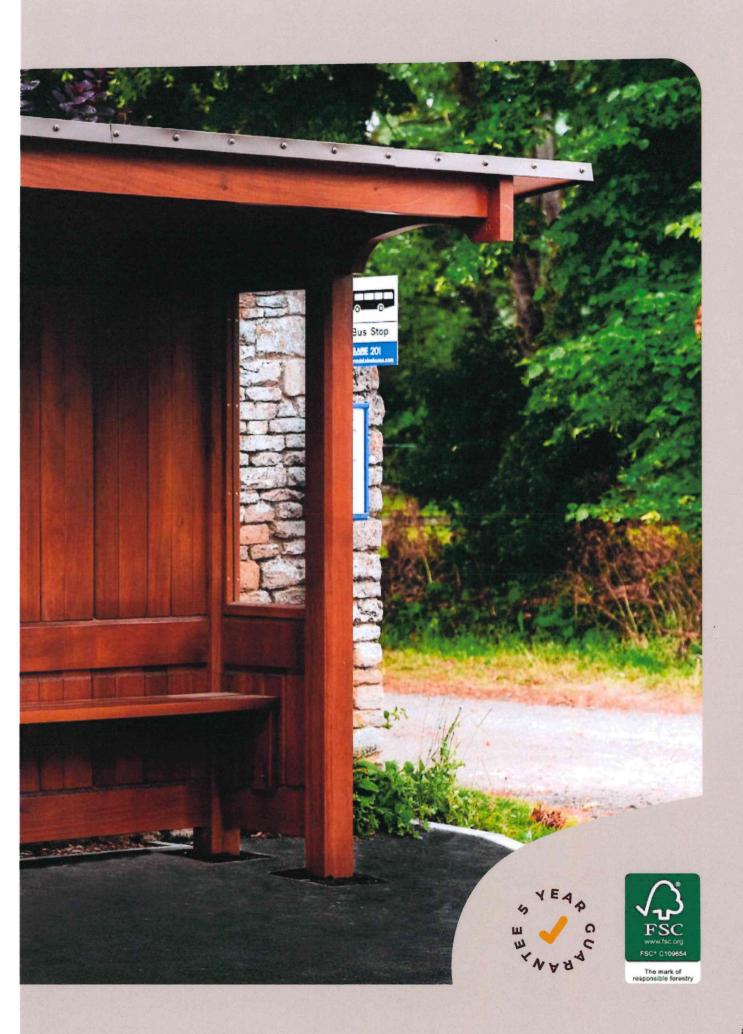
PANELS



GLAZING OPTIONS







PITCHED ROOF

Newstead

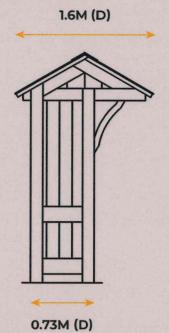


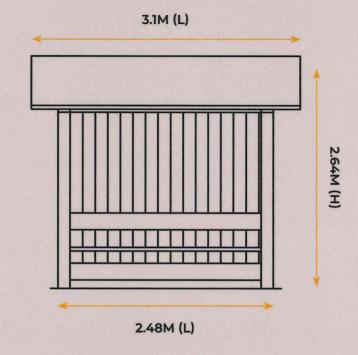


The pitched roof and curved brackets of the Newstead shelter make this a timeless design that beautifully complements rural and heritage locations.



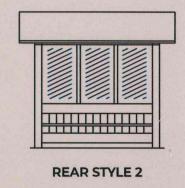
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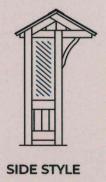




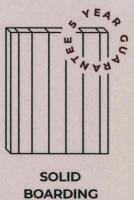
PANELS





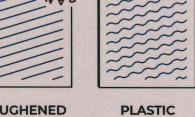


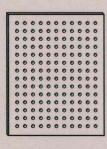
GLAZING OPTIONS











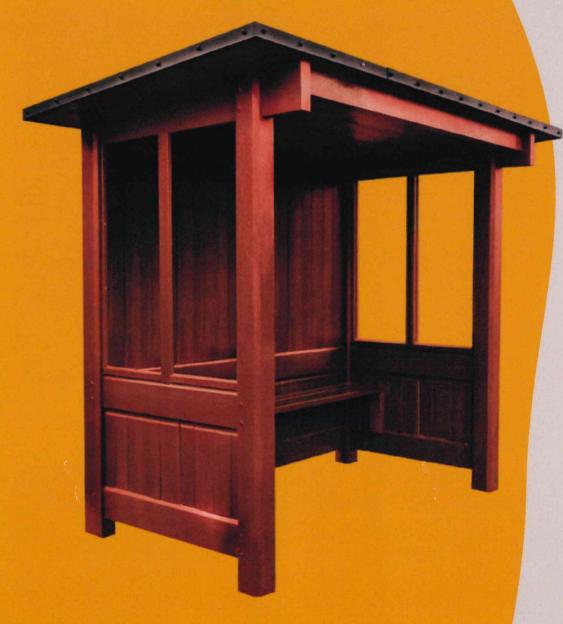
TOUGHENED PLAST GLASS 15mm

PERFORATED STEEL

WEATHER PROTECTION

Rettendon



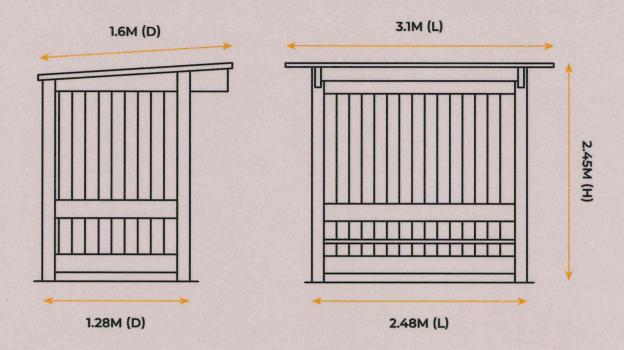


The Rettendon is a deep sided shelter, providing protection from the elements. With multiple glazing options and configurations available, this shelter can be customised to suit any environment.

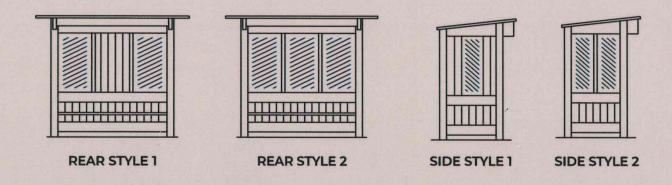
See website for our full range of shelters.



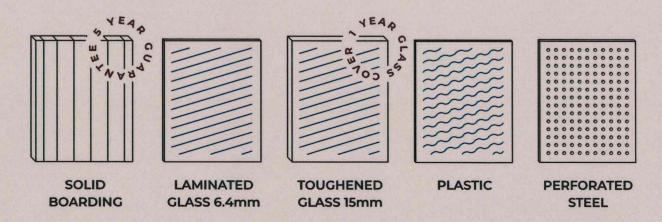
DIMENSIONS



PANELS



GLAZING OPTIONS



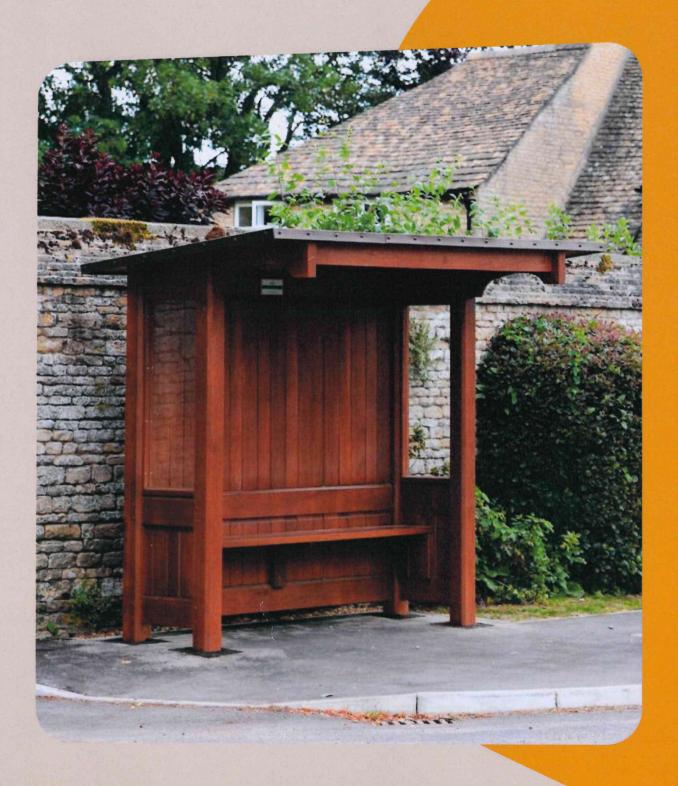
Guaranteed against vandalism for 5 years

Shelter Guarantee

If your new Littlethorpe shelter is damaged beyond repair by vandalism, we don't think the community should suffer. Our shelters are guaranteed for five years against being kicked in or burnt down.









Toughened Glass Cover

When you upgrade to 15mm toughened glass, we cover each pane against any breakage for one year.



Open Shelter Pricing

April 2023





Shelter	Price	Size	Roof Size	Roof Type	
Cropston	£6795	2.48m x 0.19m	3.1m x 1.6m	Flat	SS.
Eaton	£6795	2.48m x 0.73m	3.1m x 1.6m	Flat	FSC
Hassocks	£6795	2.48m x 0.73m	3.1m x 1.6m	Flat	°Ç, FSC FSC
Bushby	£6795	2.48m x 0.73m	3.1m x 1.6m	Flat	FSC
Ashkirk	£6795	2.48m x 0.73m	3.1m x 1.6m	Flat	FSC TSC
Uppingham	£12,590	4.82m x 0.73m	5.4m x 1.6m	Flat	SE SE
Surrey	£10,690	2.48m × 1.28m	2.9m x 2m	Hipped	Ç Ş
Newstead	£7995	2.48m x 0.73m	3.1m x 1.6m	Pitched	FSC FSC
Meriden	£7945	2.48m x 1.28m	3.1m x 1.8m	Flat	FSC FSC
Great Leigh	5666 3	2.48m x 1.28m	3.1m x 2m	Pitched	řšć řšč
Sheffield	£10,845	2.98m x 1.5m	3.46m x 2m	Pitched	, FSC
Rettendon	£7795	2.48m x 1.28m	3.1m x 1.6m	Flat	FSC



If you choose our toughened glass option, we'll replace any broken glass panels for the first year.



shelter, we'll replace it free if damaged beyond repair burns down a Littlethorpe in the first five years.† If someone kicks-in or

ittlethorpe.com

Delivered fully assembled. Price excludes VAT & delivery cost. Full T&C's available online. *15mm toughened glass cover redeemable once per pane for the first year. † Delivery & installation costs not included. Excludes vehicle strikes, graffiti or glazing.











Enclosed Shelter Pricing

April 2023



Shelter	Price	Size	Roof Size	Roof Type	
Rutland	£15,495	4.16m x 1.63m	4.64m x 2.15m	Flat	ڗڮؿۣڒ
Snowdon	£13,495	3.12m × 1.63m	3.52m x 2m	Pitched	Ç.ª
Redmile	£13,495	3.12m x 1.63m	3.52m x 2m	Pitched	Sec. 1
St. Neots	£13,845	2.98m x 1.63m	3.46m x 2.5m	Pitched	ESC.
Denbigh	£12.445	2.98m x 1.63m	3.4m x 2m	Hipped	-C-I
Harborough	£18,595	4.61m x 1.63m	5.09m x 2m	Pitched	Ş. Ş.
Uffington	£12,370	2.98m x 1.63m	3.46m x 2m	Pitched	Ş.Ş.
Northampton	£15,740	4.82m x 1.7m	5.1m x 2m	Hipped	گ ^ا د
Park Shelter	£22,550	4.8m x 2.4m	5m x 2.8m	Pitched	Ç _i
Countesthorpe	£11,245	2.98m x 1.63m	3.36m x 2.15m	Flat	FSC
Kilworth	E9440	2.48m x 2.07m	3.1m x 2.17m	Flat	Gs∓

Options	
Flag Bracket	£120
LED Lighting	POR
Solar Lighting	POR
Retrofit RTPI	POR
Timetable Case	£250
Display Case	£400
Notice Board with door	POR
Notice Board no door	POR
Delivery	POR
Installation	POR

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Standard	ĘO	03	POR	POR
Laminated Glass 6.4mm	Boarding	Plastic Glazing	Toughened Glass 15mm	Perforated Steel





littlethorpe.com

Delivered fully assembled. Price excludes VAT & delivery cost.



INVESTORS IN PEOPLE







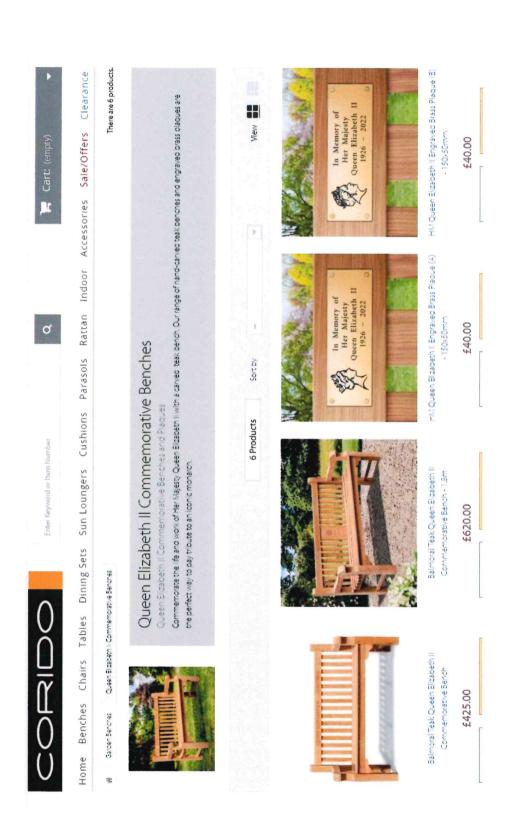














Queen's Memorial Bench Seat

Our Queen's Memorial Seat design is made from 6mm thick laser cut steel then crafted by hand and made into a bench seat on our OE frame at the standard length of 1800mm. This design also has a galvanized and painted steel backing panel fitted with anti tamper bolts which is to eliminate any finger or heads traps but it also provides a better visual impact. Thank you for your website enquiry.

Price for our Queen's Memorial Bench Seat is £1,193+VAT+Delivery.

Price for a stainless-steel dedication plaque 120x80mm accommodating up to 45 words of engraving is £67 +VAT.

Price for a bolt down kit to secure to a hard standing is £15 +VAT or alternatively price for a set of underground leg extensions for securing into a soft standing is £36 +VAT.

Lead time from point of order to delivery is currently around 6-8 weeks due to demand and the slow supply of materials. However this maybe delivered sooner.

Delivery for 1no seat to Forest Row Parish Council is £135+VAT.

(We deliver with our own driver and very large articulated lorry and delivery addresses must be able to accommodate this size of vehicle our driver may also require assistance to offload, please let us know if this is not suitable).

We manufacture all from steel, hot dip galvanize for weather and corrosion protection, then wet paint in our 2-pack acrylic paint system in your colour of choice ([http://]www.ralcolor.com except Luminous & Metallic/Pearl colours).

They are virtually vandal proof, maintenance free and come with our 25-year guarantee against rust and corrosion.

All our products come fully fabricated, CE and ISO 9001 certified and IPR (intellectual Property Rights) protected.

Please let me know if you need any other information.

(All prices exclude VAT @ 20%, delivery charges and are valid for 30 days, errors and omissions excepted).

Kind Regards,
Katrina Catterick
Marketing Manager
David Ogilvie Engineering Ltd
8 Balmoral Road
Kilmarnock
KA3 1HL



Facilities Committee Meeting - Tuesday 5th March 2024

Allotments Waiting List

- 3 people on the waiting list inside the Parish.
- 3 people on the waiting list outside the Parish.

Raised Beds Waiting List

Nobody on the waiting list.

Removal of Rubbish

 Once the ground can cope with a heavy vehicle, I will be in touch with the Clearance Company clearing the rubbish to go ahead. Chris is aware of this and waiting my call. I was hoping to do this last year before the ground became unsuitable. STILL WAITING FOR THE ALLOTMENTS TO DRY OUT.

Site Inspection

 A site inspection in February revealed a lot of surface water especially on The New Site Allotments. Despite this 'some' plots are being prepared along with plots on Johnson's Field Allotments. Next inspection will be carried out the middle of March.

CEMETERY REPORT 19TH OCT 2023 - 28TH FEB 2024

DEEDS OF GRANT OF EXCLUSIVE RIGHT TO BURIAL

DEED NO.	GRAVE NO.	SURNAME
DEED 1404	EC45	ORBELL
DEED 1405	EC38	AITCHISON
DEED 1406	EB5	COCKS
DEED 1407	EC39	AITCHISON
DEED 1408	WALLGOR211	LEWIS

DEEDS OF GRANT TRANSFERRED

DEED NO.	GRAVE NO.	SURNAME
960	OC/J/4F	WHITE

RENEWAL DEEDS OF GRANTS

DEED NO.	GRAVE NO.	SURNAME

MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED

DEED NO.	TYPE	SURNAME
DEED 1335	WALLGOR236	BROWN
DEED 1376	EC37	SAPIR-HIGGO

INTERMENTS

NAME OF DECEASED	GRAVE NO.	FULL INTERMENT OR ASHES
MINNS	B1288	FULL
BROWN	WALLGOR236	ASHES
TAYLOR	EC38	FULL
OAKLEY	WALLGOR211	ASHES

HEADSTONES LAID DOWN FOR SAFETY

DEED NO.	GRAVE NO.	SURNAME

REPORT ON RUSH GREEN LEAF MAINTENANCE ISSUE

Reason for particular concern:

Old House which is Grade 2 listed and over 500 years old has a floor level 1/2 meter below the natural surrounding ground level. The floor level is below ground level due to 500 years of leaf fall and accumulation of the silt from the hill gradually gathering at its feet. The house relies on efficient surface water drainage into Rush Green stream to not flood. Leaves and small branches that are not cleared tend to gather against the Rush Green stream outflow culvert and over time have in some instances significantly reduced the flow through the culvert during heavy rain.

We have lived at the Old House for nearly 20 years and experienced significant surface water flooding during a very large thunderstorm in 2007. The extent of the flooding experienced was largely due to a lack of long term maintenance of the local surface water drainage system in the area. We do therefore keep an eye on the local watercourses and during leaf fall time regularly clear the ditch of eaves on the Green that fronts our boundary hedge. In recent years the it has clearly not been a Parish priority to be carry out the level of maintenance required to keep Rush Green fully maintained.

It is an issue for the Maintenance Team that the Green directly in front of the Old House is particularly difficult to mow as frequently as the rest of the Green because it tends to be boggy throughout the winter and dependent on rainfall, it can be wet almost all year. This used not to be a significant problem until the leaf clearance by the Parish became less frequent. This winter the Green has still not been fully cleared 3 months after the trees' full leaf-fall. The most used part of Rush Green that surrounds the playpark was only cleared at the end of January.

The resultant issues are:

- · The longer the leaves are left the heavier and more difficult they become
- · to lift and remove for the Maintenance team.
- The leaves continue to drift into the ditches/steam meaning more frequent
- · clearing and more risk of flooding if it is not done.
- · The grass on the Green dies underneath the areas near the trees and
- struggles to recover over the summer
- · Under some of the trees there has been an increase in ponding due to
- · lack of grass cover that is a result of the lack of leaf clearance.

PROPOSAL:

To reduce the impact of the leaf fall and to decrease the level of maintenance required I propose that the parts of the Green that are almost never used by anyone for any kind of activity be allowed encouraged to return to meadow / wetland as appropriate. This could become a community endeavour to plant bulbs and appropriate native species. A border of mown area to either side of the roads, drives, ditches and boundaries should be kept for neatness and to allow for maintenance and safe sight lines. See attached photographs of the issue and marked up Ordnance Survey map.

Please note that this does not address the fundamental issue that leaves on the rest of Rush Green need to be cleared early in the autumn.

24 December 2023 before clearance of stream by Medway Internal Drainage board onto banks:



View from Old House Drive looking towards Ashdown road



View from Old House Drive upstream



View from Old House Drive looking towards School Lane

REPORT ON RUSH GREEN LEAF MAINTENANCE ISSUE

31 December 2023 Leaves blown back into stream/ditches due to general lack of clearance :



Ditch to South of Old House before we yet again cleared it



Rush Green stream



Rush Green exit culvert



Field down-stream (with horses) partially blocked up with leaves on other side of Rush Green exit culvert due to sewage pipe obstruction that crosses stream bed in field. Note the lower level of water in the stream in comparison to the Rush Green side seen above:

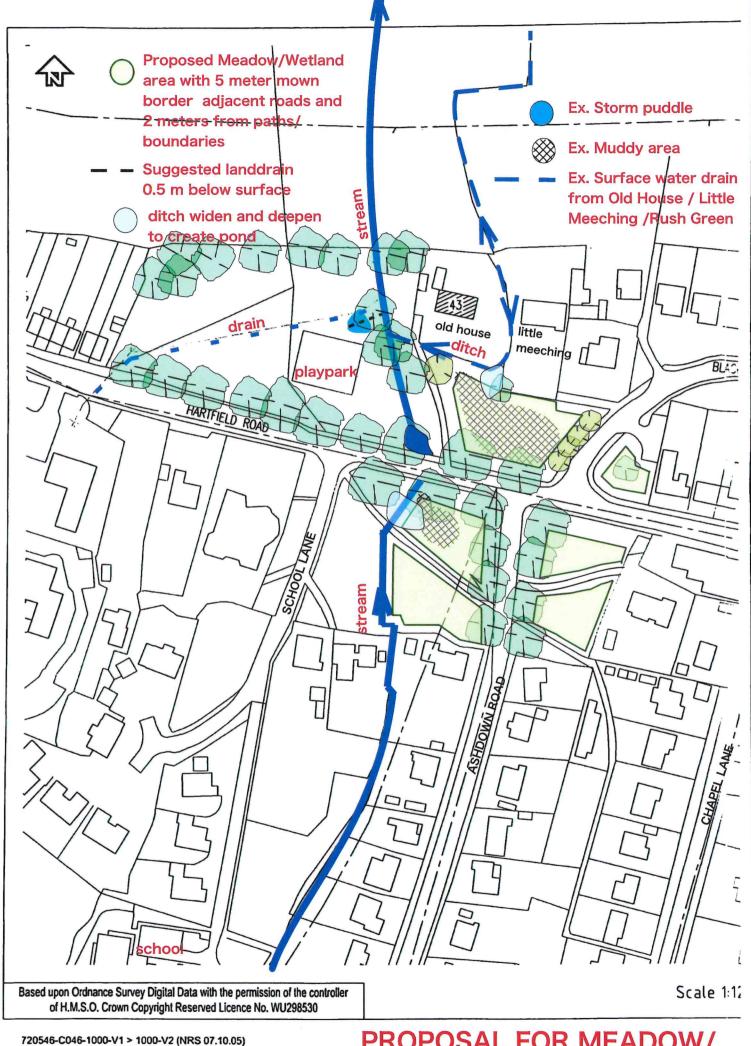
15 January 2024 yet again d ditch to front of Old House needs clearing:



Rush Green Stream



Ditch to front of Old House



PROPOSAL FOR MEADOW

