

# Forest Row Parish Council

Clerk: Mr D O'Driscoll  
Email: parishclerk@forestrow.gov.uk

(Office Hours: Monday to Friday 9am to 4pm)



To: All members of AMENITIES AND SERVICES COMMITTEE:

Cllrs. J Wogan (Chairman), Hill, Hopkins, Josephson, Spackman, Summers, Waters and Williams  
Mrs Susan Wright

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Tel: 01342 822661  
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Dear Sir/Madam,

Your attendance is required at a meeting of the AMENITIES AND SERVICES COMMITTEE to be held on **TUESDAY 7<sup>th</sup> JUNE 2022 at 7.30pm** in the Garden Room of the Community Centre

Date: 1 June, 2022

A handwritten signature in black ink, appearing to be 'D O'Driscoll'.

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY.

## AGENDA

1. PUBLIC QUESTIONS - the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETING HELD ON 29<sup>TH</sup> MARCH 2022
  - 4.1. To approve the minutes of the meeting of 29<sup>th</sup> March 2022
  - 4.2. To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION
  - 6.1. Maintenance staffing & training
  - 6.2. Verges
  - 6.3. Ashdown surgery access
  - 6.4. JFC football field
  - 6.5. Playpark repairs
  - 6.6. Skatepark lighting & CCTV
  - 6.7. Gilham Bank survey
  - 6.8. Tree maintenance
7. TO CONSIDER THE FINANCIAL REPORT to end month 2
8. ALLOTMENTS
  - 8.1. To receive reports from the Allotment Manager and allotment representative
  - 8.2. To resolve on allotment management matters arising from those reports
9. BURIALS & CEMETERY MATTERS
  - 9.1. To receive Burial Clerk's report & to resolve on any matters arising therefrom
  - 9.2. To consider the position over the cemetery extension and to resolve on any matters arising therefrom
10. FOOTPATHS & SIGNAGE
  - 10.1 To consider further footpath 22G and to resolve on appropriate action to be taken
  - 10.2 To consider and to resolve as appropriate on a request for signage by the Primary School and to consider more generally the issue of fingerposts

11. FLOWERBEDS

11.1 To consider the future of the 'Chequers flowerbed' and the 'Kennard Garden'.

12. GARDEN COMPETITION

12.1 To resolve on whether the competition is to be held this year

12.2 If so, the content and procedure to be followed

13. CORRESPONDENCE

14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

**AMENITIES & SERVICES COMMITTEE**

**BACKING PAPERS FOR MEETING 7<sup>th</sup> JUNE 2022**

<b>Agenda item</b>	<b>Description</b>	<b>page</b>
	Clerk's briefing to the Committee	1-2
7	Financial report	3-4
8	Allotments: administrative report	5
9.1	Burial clerk's report	6-7
9.2	Plans & correspondence (redacted) re extension	8-10

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED  
7<sup>th</sup> JUNE 2022**

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

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

6.1 Maintenance staff & training. We have made some adjustments to the maintenance team, by amalgamating 'indoor' and 'outdoor' roles and asking Don Isted to exercise a supervisory role, so that the appropriate resources can be allocated to priority tasks. Cllr Hill has also undertaken a course in tree inspection, which should bridge the gap between reports from the public and expert investigation by tree surgeons.

6.2 Verges. As noted elsewhere, we opted to stay with two cuts a year for County Council verges, to take place in July & September. We have installed bollards on the Parish Council verge adjacent to Highfields to prevent persistent parking by residents.

6.3 Ashdown surgery access. I continue to monitor this, but there is no further progress.

6.4 The JFC football field. Planning permission for the storage container has been extended for another two years, but the JFC have been warned that a further extension is unlikely.

6.5 Playpark repairs. Outstanding repairs have been completed but we await any comments from the annual RoSPA inspection. We are conducting a weekly visual inspection.

6.6 Skatepark lighting and CCTV. Enquiries are ongoing to determine:

- If we can control the timers to ensure the permitted hours of lighting are observed.
- Whether it is economic to extend the lighting to the skatepark extension
- If the damage to the column-mounted CCTV system can be repaired.

6.7 Gilham Bank survey. I have proposed to the Chairman that we should commission an ecological survey of Gilham Bank, to facilitate a grant application to renovate the area.

6.8 Tree maintenance. We currently have in hand necessary tree maintenance work in Gilham Lane, Blacklands Crescent and the cemetery.

***ACTION: to note***

**7. FINANCIAL REPORT**

A financial report to date is attached to the papers. At the end of month 2, nominal performance against forecast should be 16.7%. In fact, income is at 4.3%, reflecting a reduced income to date from cemetery fees, while expenditure is running slightly warm at 18%, due to early calls on playground & streetlight repairs, and increased cemetery rates.

***ACTION: to note***

**8. ALLOTMENTS**

8.1 The allotment manager's report is attached. The allotment representatives (Cllr Summers & Ms Susan Wright) may wish to add their own comments.

8.2 Members will note for possible resolution:

A query about the refundable deposit scheme resolved on at last meeting

***ACTION: to note reports and resolve as appropriate***

**9. BURIALS AND CEMETERY MATTERS**

9.1 Burial Clerk's report. Sue Young's report is attached, giving the standard statistics. Please note also the report on the new DEFRA regulations for burial grounds.

## 9.2 The cemetery extension.

It seems there is some ambiguity about which plot of land is on offer / sought by the Council. A title plan is attached which accompanied the previous purchase, on which are marked 3 numbered areas. Area 1 was the subject of the previous purchase, 2 & 3 were potential areas for future expansion. Before her departure, my predecessor said in her view a purchase of both 2 & 3 was beyond the Council's means and possibly its needs as well. It appears the landowner was of the same view, and I attach also an excerpt from the willing landowner dated 6<sup>th</sup> October 2016, which makes it clear that only Area 2 was on offer. We have therefore since then proceeded on that basis. The landowner's valuation was based on that parcel (with the somewhat strange retention of a corner of the parcel, ostensibly for access). I have disregarded that in the valuation we have obtained, which covers the whole of Area 2, but neither valuation nor recent correspondence touches on Area 3, which would be more expensive (having a highway access), and perhaps surplus to our requirements. If Committee takes a different view, now is the time to say so.

In practical terms, we still await the consent of the Secretary of State to incur borrowing. I have made enquiries on the clerks' network, and the Department is clearly understaffed and taking months rather than weeks to process requests. But our particular case is modest, necessary and well-supported, and I have no doubt that it will be favourably considered.

***ACTION: to note report/ opinion and resolve as necessary***

## 10. FOOTPATHS & SIGNAGE

10.1 Footpath 22G. It appears that the County Rights of Way department is still willing to spend some money on refurbishing this path. I quote from an email received this week: "The Rights of Way (RoW) team reported to me that they were setting aside some time and materials to work on footpath 22g." I hope to be able to report to Committee on the opinion of a pathway contractor currently engaged to do other work for us.

10.2 Signage issues. Committee will recall that the Primary School wishes to put a sign advertising the school on Parish Council land on Rush Green South. I have asked the school to specify exactly where, and to clarify the dimensions and content of the sign.

There has also recently been an on-line discussion concerning fingerposts, and whether ESCC will contribute to repair costs. Does Committee wish to take this subject further?

***ACTION: to consider and resolve on appropriate next steps***

## 11. FLOWERBEDS

At Members' request I include consideration of two flowerbed areas in the village: the small triangular bed adjacent to the Chequers Inn, and the area known as Kennard Garden. How does Committee want these beds to be managed?

***ACTION: to consider & resolve as appropriate***

## 12. GARDEN COMPETITION

Does Committee want this event to continue this year and/or subsequent years and if so, how is it to be managed – content, procedure, and the making of awards?

***ACTION: to consider and resolve on any appropriate action***

13. CORRESPONDENCE None not already circulated

14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2022

Month No: 2

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	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	68	1,675	1,607			4.1%	
Allotments :- Income	<u>68</u>	<u>1,675</u>	<u>1,607</u>			<u>4.1%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	80	1,000	920		920	8.0%	
Allotments :- Indirect Expenditure	<u>80</u>	<u>1,000</u>	<u>920</u>	<u>0</u>	<u>920</u>	<u>8.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(12)</u>	<u>675</u>	<u>687</u>				
<b><u>102 Village Greens</u></b>							
1280 VG-Hire Income	324	750	426			43.2%	
1281 VG- Utilities Income	0	100	100			0.0%	
Village Greens :- Income	<u>324</u>	<u>850</u>	<u>526</u>			<u>38.1%</u>	<u>0</u>
1236 Outdoor Maintenance	665	5,000	4,336		4,336	13.3%	
1237 Outdoor Planting	0	1,000	1,000		1,000	0.0%	
1239 VG-Utilities	0	250	250		250	0.0%	
Village Greens :- Indirect Expenditure	<u>665</u>	<u>6,250</u>	<u>5,586</u>	<u>0</u>	<u>5,586</u>	<u>10.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(341)</u>	<u>(5,400)</u>	<u>(5,060)</u>				
<b><u>104 Amenities General</u></b>							
1436 Skate & Play areas	1,466	1,000	(466)		(466)	146.6%	
1444 Environmental Support	0	3,500	3,500		3,500	0.0%	
1447 Dog Fouling	0	3,100	3,100		3,100	0.0%	
Amenities General :- Indirect Expenditure	<u>1,466</u>	<u>7,600</u>	<u>6,134</u>	<u>0</u>	<u>6,134</u>	<u>19.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,466)</u>	<u>(7,600)</u>	<u>(6,134)</u>				
<b><u>105 Outdoor Maintenance</u></b>							
1501 Outdoor Maintenance Equipment	0	2,500	2,500		2,500	0.0%	
Outdoor Maintenance :- Indirect Expenditure	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				
<b><u>203 Street Lighting</u></b>							
2314 SL-Power	0	4,000	4,000		4,000	0.0%	
2336 Streetlights	2,241	7,500	5,259		5,259	29.9%	
Street Lighting :- Indirect Expenditure	<u>2,241</u>	<u>11,500</u>	<u>9,259</u>	<u>0</u>	<u>9,259</u>	<u>19.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,241)</u>	<u>(11,500)</u>	<u>(9,259)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	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	353	15,000	14,647			2.4%	
Cemetery :- Income	<u>353</u>	<u>15,000</u>	<u>14,647</u>			<u>2.4%</u>	<u>0</u>
6123 Cemetery Admin	0	300	300		300	0.0%	
6151 BU- Cemetery Rates	1,048	700	(348)		(348)	149.7%	
Cemetery :- Indirect Expenditure	<u>1,048</u>	<u>1,000</u>	<u>(48)</u>	<u>0</u>	<u>(48)</u>	<u>104.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(695)</u>	<u>14,000</u>	<u>14,695</u>				
Amenities & Services :- Income	745	17,525	16,780			4.3%	
Expenditure	5,500	30,600	25,100	0	25,100	18.0%	
<b>Movement to/(from) Gen Reserve</b>	<u>(4,755)</u>						
<b>Grand Totals:- Income</b>	<u>745</u>	<u>17,525</u>	<u>16,780</u>			<u>4.3%</u>	
<b>Expenditure</b>	<u>5,500</u>	<u>30,600</u>	<u>25,100</u>	<u>0</u>	<u>25,100</u>	<u>18.0%</u>	
<b>Net Income over Expenditure</b>	<u>(4,755)</u>	<u>(13,075)</u>	<u>(8,320)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(4,755)</u>						

## Amenities & Services Committee Meeting - Tuesday 7<sup>th</sup> June 2022

### Allotments Waiting List

- 13 people on the waiting list inside the Parish.
- 11 people on the waiting list outside the Parish.

### Raised Beds Waiting List

- \_Nobody on the waiting list.

### Refundable Deposits

- **£50.00 Refundable deposits – do we charge half of the refundable deposit fees if someone is taking on half a plot on Johnson’s Field? (A question asked by someone taking on half a plot). The New Site Allotments we are charging £50.00, and they are smaller than the half plots on Johnson’s Field.**

### Letters

- 18 letters sent out 26/4/22 due to state of plots. 7 plots have already been returned so far.

### Water Tank

- Water tank on Johnson’s Field has been installed.



**MEMORIALS AND INSCRIPTIONS APPROVED SINCE THE LAST MEETING ON 23<sup>rd</sup> March 2022**

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

DEED

**DEEDS OF GRANT TRANSFERRED SINCE THE LAST MEETING**

DEED 1025                      JC6                      CLARK                      TO                      POOLEY

**RENEWAL DEED OF GRANTS**

DEED

**MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED SINCE THE LAST MEETING**

DEED 884                      ADDITIONAL INSCRIPTION                      STEVENS  
BENCH                      TOP 2<sup>nd</sup> PATH CEMETERY EXTENSION                      WELLS

**INTERMENTS 2022**

<b>NAME OF DECEASED</b>	<b>GRAVE</b>	<b>FULL INTERMENT OR ASHES</b>
HOLMES	EB85	FULL
RUMENS	HB8	FULL
STEVENS	1544	ASHES
SAPIR-HIGGO	EC37	FULL
PERRIS	EB69	FULL
CLARK	JC6	ASHES
PALMER	EB11	FULL

**HEADSTONES LAID DOWN FOR SAFETY SINCE THE LAST MEETING**

NONE

**REPORT ON ISSUES IN FOREST ROW CEMETERY**

UPDATE ON PERMITTING – Following an update from the ICCM, the existing cemetery does not need to have a permit and the proposed cemetery extension falls outside the Ground Water Source Protection Zones I & II and meets the criteria to be deemed a low risk.

**Criteria For Low Risk Cemeteries**

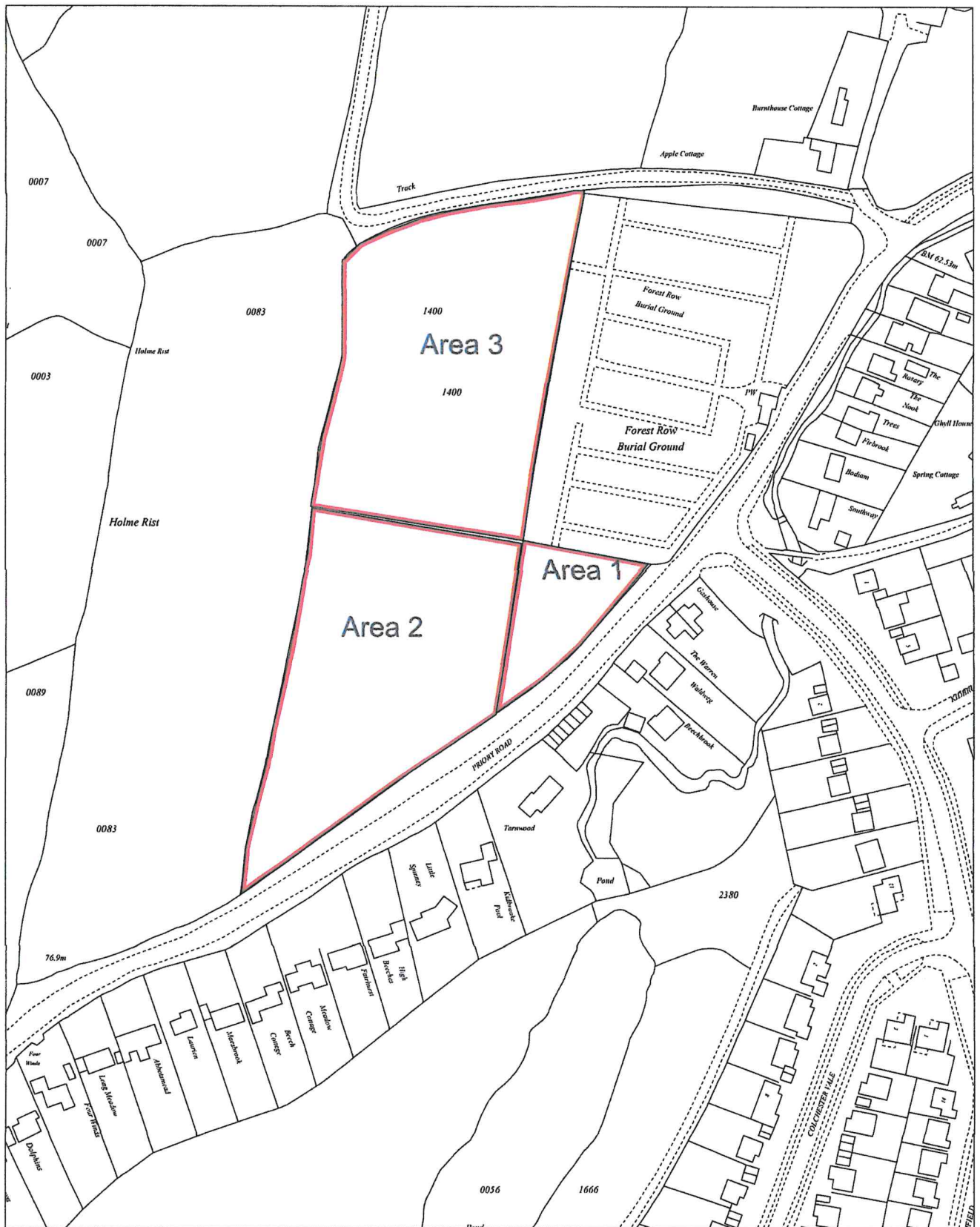
- A principal aquifer and not within a groundwater SPZ2 (our cemetery and proposed extension are in Zone 3)
- The burial rate is less than 30 burials per annum ( this refers to burials of bodies and not ashes)
- A secondary A aquifer and burial rate is less than 50 per year
- A secondary B aquifer and the burial rate is less than 100 per year.
- Unprotected strata

## **Groundwater definition**

- Water stored below the ground in rocks or other geological strata is called groundwater. The geological strata that hold water are called aquifers. Groundwater may rise to the surface through naturally occurring springs, or be abstracted using boreholes and wells. Groundwater may also naturally flow into rivers (called base flow) and support wetlands, forming part of local ecosystems.
- The legal definition of groundwater is: 'All water which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.'
- Aquifers are: 'A subsurface layer or layers of rock or other geological strata of sufficient porosity and permeability to allow either a significant flow of groundwater or the abstraction of significant quantities of groundwater.'

Full information can be viewed

[Protect groundwater and prevent groundwater pollution - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/groundwater)



**Plan title: Land Adjoining Cemetery, Forest Row**

Case type:

Key

Map title: TQ4234NE  
Scale: 1:2000

Coordinates: 542150,134898  
Area: Perimeter:



Area 1: 0.15 ha (0.39 acres)  
Area 2: 0.77 ha (1.91 acres)  
Area 3: 0.87 ha (2.15 acres)



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Date: 6/11/2006





David O'Driscoll  
Forest Row Parish Council  
Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ



6<sup>th</sup> October, 2016

Dear 

**Forest Row Cemetery Extension**

Further to your letter and our conversation, I am writing to confirm that I am happy for you to purchase Plot 2 on your Plan 1 – Land adjacent to Cemetery dated 05.11.06 (copy attached) on the following basis.

- The Parish Council cover all costs including independent valuation, solicitor's fees and any work on the grounds such as fencing, hedges etc.
- Being that Plot 1 has taken approximately 10 years to fill and Plot 2 is at least four times the size, there would be no request for further land for 30 years.

Of course this is subject to  agreeing. To that end I have sent a copy of this letter to  with the attached plan.

Yours sincerely



Land adjoining Forest Row Cemetery

