

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), Hopkins, Josephson,
Spackman, Summers, Waters
and Williams
Mrs Susan Wright

Community Centre
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East Sussex
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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 18th OCTOBER 2022 at 7.30pm** in the Garden Room of the Community Centre

Date: 12 October, 2022

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 7TH JUNE 2022
 - 4.1. To approve the minutes of the meeting of 7th June 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. Ashdown surgery access
 - 6.2. Playpark repairs
 - 6.3. Skatepark lighting & CCTV
 - 6.4. Gilham Bank
 - 6.5. Tree maintenance
7. TO CONSIDER THE FINANCIAL REPORT
8. ALLOTMENTS
 - 8.1. To receive reports from the Allotment Manager and allotment representative
 - 8.2. To resolve on any allotment management matters arising from those reports
9. BURIALS & CEMETERY MATTERS
 - 9.1. To receive a report from the acting Burial Clerk & to resolve on any matters arising therefrom
 - 9.2. To receive a report on the cemetery extension and to resolve on any matters arising therefrom
10. NOTICEBOARDS
 - 10.1 To consider the current number of advertisement signboards on Council land
 - 10.2 To consider a temporary notice request from Ashurst Wood
11. OUTDOOR MAINTENANCE
To consider priorities in the light of comments received (to include verge cutting)
12. MISCELLANEOUS MATTERS
 - 12.1 To resolve on a proposal for a one-off award in default of the garden competition

- 12.2 To resolve on a request concerning Newlands Place
- 13. NEXT YEAR'S BUDGET
To consider specifics for the departmental budget of 2023-24
- 14. CORRESPONDENCE
- 15. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

AMENITIES & SERVICES COMMITTEE

BACKING PAPERS FOR MEETING ON 18th OCTOBER 2022

Agenda item	Description	page
	Clerk's briefing to the Committee	1-2
7	Financial report	3-4
8	Allotment manager's report	5
9	Acting burial clerk's report	6
10	Signage on council land policy	7
	Request re signboard on Wall Hill triangle	8
12.2	Representations re Newlands Place	9

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED
18th OCTOBER 2022**

1-5. FORMAL ITEMS: no complications foreseen.

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

6.1 Ashdown surgery access. Members may be aware that there was a road traffic accident within the last couple of months adjacent to the surgery access involving serious injury to a pedestrian. Unfortunately, it is not clear that the 'surgery access problem' was a contributory cause, so we are no further forward than the bland reply received in the office after the last A&S meeting.

6.2 Playpark repairs. The annual RoSPA inspection took place in July. A lot of the points raised for the junior play area were cosmetic in nature, but defects identified in the zip wire and separate swing installation have been remedied. Repairs to the adult gym have been made, but missing signage was identified: this is on Don Isted's 'to do' list under his separate signwriting business.

6.3 Skatepark lighting and CCTV. I obtained a quote from Douch & partners for repairs and completion of the CCTV installation, but I regret to say this has slipped down the list of priority works. [It is not entirely clear whether this falls within the remit of A&S or of P&A]. It could possibly be funded through CIL money – does Committee wish to proceed?

6.4 Gilham Bank. My attempts to get an ecological survey have been unsuccessful. The ecologist that we employed for the Canal project warned me that most such experts are now fully employed by developers and planning agents, and that has proved to be the case. My view has been that an ecological survey is the essential gateway to grant funding, unless Committee wants simply to self-fund the necessary works.

6.5 Tree maintenance. Two potentially dangerous trees in the cemetery have been felled and cleared (at the significant cost of nearly £6,000). A tree in Blacklands Crescent obstructing a third-party building has been attended to. A diseased tree has been identified on Doctor's Hill, but no decision has yet been made about what action is required. Former councillor Miss Vivien Hill has agreed to act as a volunteer tree inspector for parish council trees, following the training course she attended earlier this year. As an authorised volunteer, she will be covered by the Council's insurance.

ACTION: to note

7. FINANCIAL REPORT

A financial report to date is attached to the papers. It is likely that this will be quite a tough year for the A&S budget. At the half year, income was running at 39.9% of forecast (rather than 50%). Expenditure was running at 61% of forecast, significantly increased by the costs of the tree work mentioned above, and the playpark repairs.

As at the date of this meeting, the position has improved. Income is now at 50.7% of forecast, boosted by allotment rents and burial fees, while expenditure has reduced, leaving a figure of 66.5% of forecast. (The month 7 target would normally be 58.3%).

However, care will be needed in setting next year's budget.

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 three requests in the above report for possible resolution:

ACTION: to note reports and resolve as appropriate

9. BURIALS AND CEMETERY MATTERS

9.1 Acting Burial Clerk's report. Attached to the papers. Committee will also note that there was a £1000 prize attached to the cemetery competition award: how might this be spent? Also to note that two staff will shortly be doing an update course on burial management.

ACTION: to note

9.2 The cemetery extension.

- The Ministry required a reformulation of the Council vote (done on 27th Sept), plus evidence of ongoing publicity of the issue (see September *Parish News*), plus an idea of the extension set-up costs. I hope to provide this within the next fortnight.
- One of the two joint landowners is willing to agree terms of purchase, the other has replied and has at least not said 'no', which is a positive step forward, though it is a matter of concern that there is no effective way of forcing the issue.
- I am still obtaining quotes for the set-up and licensing costs.
- The sticking point is still the land purchase. I assure Committee that I am progressing the matter as rapidly as the circumstances allow.

ACTION: to note reports and resolve as necessary

10. NOTICEBOARDS

10.1 The number of advertisement signboards. We have a policy on this (attached to backing papers), but I have recently received an oral complaint about the number on the A22 in particular as ugly and distracting. Does Committee wish to revise its view?

10.2 A temporary notice request I have had a request for Ashurst Wood to place a temporary sign on Wall Hill Triangle (attached). For Committee to decide.

ACTION: to resolve as appropriate

11. OUTDOOR MAINTENANCE

Committee will recall that we have had several representations recently about 'the state of the village'. My stock reply is that we prioritise our maintenance work according to the seasons and the demands of public safety, and that additional results would require more resources at additional cost. Does Committee wish to give indications as to its views?

ACTION: to consider & resolve as appropriate

2. NEXT YEAR'S BUDGET

Does Committee want to make representations about items for next year's budget, in the light of this meeting's agenda items or otherwise?

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 & Expenditure by Budget Heading 12/10/2022

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities & Services</u>							
<u>101 Allotments</u>							
1180 Allotment Rents	1,027	1,675	649			61.3%	
Allotments :- Income	<u>1,027</u>	<u>1,675</u>	<u>649</u>			<u>61.3%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	345	1,000	655		655	34.5%	
Allotments :- Indirect Expenditure	<u>345</u>	<u>1,000</u>	<u>655</u>	<u>0</u>	<u>655</u>	<u>34.5%</u>	<u>0</u>
Net Income over Expenditure	<u>682</u>	<u>675</u>	<u>(7)</u>				
<u>102 Village Greens</u>							
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	7,390	5,000	(2,390)		(2,390)	147.8%	
1237 Outdoor Planting	819	1,000	181		181	81.9%	
1239 VG-Utilities	29	250	221		221	11.6%	
Village Greens :- Indirect Expenditure	<u>8,238</u>	<u>6,250</u>	<u>(1,988)</u>	<u>0</u>	<u>(1,988)</u>	<u>131.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,914)</u>	<u>(5,400)</u>	<u>2,514</u>				
<u>104 Amenities General</u>							
1436 Skate & Play areas	2,771	1,000	(1,771)		(1,771)	277.1%	
1444 Environmental Support	0	3,500	3,500		3,500	0.0%	
1447 Dog Fouling	1,560	3,100	1,540		1,540	50.3%	
Amenities General :- Indirect Expenditure	<u>4,331</u>	<u>7,600</u>	<u>3,269</u>	<u>0</u>	<u>3,269</u>	<u>57.0%</u>	<u>0</u>
Net Expenditure	<u>(4,331)</u>	<u>(7,600)</u>	<u>(3,269)</u>				
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	273	2,500	2,227		2,227	10.9%	
Outdoor Maintenance :- Indirect Expenditure	<u>273</u>	<u>2,500</u>	<u>2,227</u>	<u>0</u>	<u>2,227</u>	<u>10.9%</u>	<u>0</u>
Net Expenditure	<u>(273)</u>	<u>(2,500)</u>	<u>(2,227)</u>				
<u>203 Street Lighting</u>							
2314 SL-Power	2,761	4,000	1,239		1,239	69.0%	
2336 Streetlights	3,316	7,500	4,184		4,184	44.2%	
Street Lighting :- Indirect Expenditure	<u>6,077</u>	<u>11,500</u>	<u>5,423</u>	<u>0</u>	<u>5,423</u>	<u>52.8%</u>	<u>0</u>
Net Expenditure	<u>(6,077)</u>	<u>(11,500)</u>	<u>(5,423)</u>				

Detailed Income & Expenditure by Budget Heading 12/10/2022

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204 Road Safety							
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>
Net Expenditure	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
601 Cemetery							
6180 BU-Burial Fees	7,536	15,000	7,464			50.2%	
Cemetery :- Income	<u>7,536</u>	<u>15,000</u>	<u>7,464</u>			<u>50.2%</u>	<u>0</u>
6123 Cemetery Admin	39	300	261		261	12.9%	
6151 BU- Cemetery Rates	1,048	700	(348)		(348)	149.7%	
Cemetery :- Indirect Expenditure	<u>1,087</u>	<u>1,000</u>	<u>(87)</u>	<u>0</u>	<u>(87)</u>	<u>108.7%</u>	<u>0</u>
Net Income over Expenditure	<u>6,449</u>	<u>14,000</u>	<u>7,551</u>				
Amenities & Services :- Income	<u>8,887</u>	<u>17,525</u>	<u>8,639</u>			<u>50.7%</u>	
Expenditure	<u>20,351</u>	<u>30,600</u>	<u>10,249</u>	<u>0</u>	<u>10,249</u>	<u>66.5%</u>	
Movement to/(from) Gen Reserve	<u>(11,465)</u>						
Grand Totals:- Income	<u>8,887</u>	<u>17,525</u>	<u>8,639</u>			<u>50.7%</u>	
Expenditure	<u>20,351</u>	<u>30,600</u>	<u>10,249</u>	<u>0</u>	<u>10,249</u>	<u>66.5%</u>	
Net Income over Expenditure	<u>(11,465)</u>	<u>(13,075)</u>	<u>(1,610)</u>				
Movement to/(from) Gen Reserve	<u>(11,465)</u>						

Amenities & Services Committee Meeting - Tuesday 18th October 2022

Allotments Waiting List

- 14 people on the waiting list inside the Parish.
- 12 people on the waiting list outside the Parish.

Raised Beds Waiting List

- _Nobody on the waiting list.

Letters

- Renewal letters have been sent out. Payment has gone up by a £1.00 in accordance with section 1 of the Agreement.
The rent shall be paid on the first day of October in each year and shall increase by £1 every two years, commencing October 2005.

Water Tanks

- Two more water tanks have been requested for The New Site Allotments

Toilet

- A compost toilet has been requested for the ladies.

Skip

- Skip ordered through Cox's and all items from the floods and other people adding to the piles removed.

Wasps Nest

- Balcombe Pest Controller safely remove wasps' nest on Plot 17 – Johnson's

Dividing Plots

- Plot holder has asked if they can half their plot on Johnsonson's Field that has already been divided in half?

Allotment Competition

- WINNER: New Site Allotments - Plot 50 Christine Harris
HIGHLY RECOMMENDED: New Site Allotments – Plot 65 Mr Beverton

Manure

Manure kindly offered and has been delivered on 2 occasions to both sites by Mr Simonis. I have received lots of thanks which I have passed on and arrangements have been made for me to contact Mr Simonis when we need more.

MEMORIALS AND INSCRIPTIONS APPROVED SINCE THE LAST MEETING ON 7th JUNE 2022

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

DEED 1375	EB11	PALMER
DEED 1376	EC37	HIGGO
DEED 1377	EB13	SCHWITZER
DEED 1378	EB14	ROSE
DEED 1379	GOR239	WINSLADE
DEED 1380	EB15	JACKMAN
DEED 1381	EC49	LEWIN
DEED 1382	EB91	HUBERT
DEED 1383	GOR147	SAUNDERS
DEED 1384	GOR 179	DE CARLO-DAVIES
DEED 1385	EC50	HOMEWOOD
DEED 1386	GOR246	LOVE

DEEDS OF GRANT TRANSFERRED SINCE THE LAST MEETING

DEED 636	737N	EVANS
DEED 685	HG1	EVANS
DEED 686	HG2	EVANS

RENEWAL DEED OF GRANTS

DEED 1050	739N	EVANS
DEED 687	HH1	EVANS
DEED 688	HH2	EVANS

MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED SINCE THE LAST MEETING

DEED 1375	HEADSTONE & BASE	PALMER
DEED 1342	HEADSTONE & BASE	DAVIES
DEED 1025	ADDITIONAL INSCRIPTION	CLARK

INTERMENTS 2022

NAME OF DECEASED GRAVE FULL INTERMENT OR ASHES

WHEELER	EB13	FULL
DOUCH	EB80	FULL
ROSE	EB14	FULL
SANDIFORD	EB15	FULL
ADAM	1095	FULL

UNKNOWN SCATTERED CREMATED REMAINS REMOVED FROM 737N AND PLACED UNDER TREE BEHIND ALONG WITH ARTIFICIAL FLORAL TRIBUTES NOT BELONGING TO THE LESSEE OF 737N

HUBERT	EB91	FULL
KEMP	GOR147	ASHES
KEMP	GOR147	ASHES
RUDIN	GOR209	ASHES
RUDIN	GOR209	ASHES

HEADSTONES LAID DOWN FOR SAFETY SINCE THE LAST MEETING

NONE



FOREST ROW PARISH COUNCIL VILLAGE GREEN SIGNAGE POLICY

1. There is to be no signage by established businesses on village greens unless permission has been sought and granted from the Parish Council. If signage appears, the Clerk to write to the business explaining the policy and to state that if permission has not been granted by two weeks from writing, the signage will be removed to the Parish Council offices. [The signage allowed is a standard A frame].

A maximum of 7 A frames should be allowed in one area at any one time and they are left at the business's own risk. This to be reviewed if the area appears to be overcrowded.

2. Village Green hirers – to abide by the conditions on the back of the hiring form.

3. Temporary Events - there is to be no signage on the ornamental margin of Park Crescent, the triangle at the bottom of Wall Hill, the green at the rear of the Peter Griffiths Hall (with the exception of signs for the market which is a Parish Council event). If any appears, it is to be removed by the Parish Council staff and taken to the offices. Clerk to write to the organisation concerned. No signage at all is permitted on the war memorial green. [Temporary events are village events only].

4. Newlands Place - No signage allowed without permission from the Parish Council. The foot/wheelway to be kept clear. Any tables and chairs must be placed with a minimum of 1 metre of clear foot/wheelway. No banners, notices etc are allowed on the railings.

5. Footway at the rear of Peter Griffiths Hall not to be obstructed.

6. Council to check the position annually in May to confirm permission.

Policy due for review:
May 2022

FRPC Reception

From: website@bluelevel.co.uk
Sent: 13 September 2022 09:31
To: FRPC Reception
Subject: Contact form submission

Contact Form Submission

Name: Hannah Metz

Telephone: 07758221893

Email: myhnegon@gmail.com

Enquiry: This is a query about permissions to advertise on public land. I'm planning this year's Ashurst Wood Scarecrow Trail and have arranged for many houses to host an advertising board for us around AW village, EG and Lewes Road at Willow Ridge and Windmill Lane. One blind spot is the Lewes Road as it approaches Ashurst Wood from Forest Row and I was wondering about the green corner at the bottom of Wall Hill. I'm assuming there are regulations etc but I was wondering if it was possible to get permission to place an advertising board there at no cost? Thank you for your advice.



David O'Driscoll

From: [REDACTED]
Sent: 06 October 2022 19:43
To: David O'Driscoll
Subject: Silver Birch.

[REDACTED] Good Afternoon David

[REDACTED] My name is Carol, Ralph's wife. I own Ralph's cafe, down the road.

We have a Silver Birch planted in the brick bedding, and it's got to the stage where it is too big and the tree is starting to lean on the barrier, and fully rooted in the bed,

I understand that you are ok with taking the tree out, however I cannot put in what I would like, I know someone who is very keen to re-plant the Silver Birch elsewhere.

I have spent large amounts of my own money , maintaining and keeping everything looking colourful, and pretty, with lots of compliments over the last nine years, which I would like to continue with.

The council has not made any effort to maintain these trees, shrubs, beds etc.

So I am asking if I can put what I like in the bed outside the shop, as nobody seems to pay any interest in it.

Look forward to hearing from you

[REDACTED]