

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, Josephson, R Lewin, T Lewin, Pritchitt, Spackman, Summers and Williams
Mrs Susan Wright

Community Centre
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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 23rd NOVEMBER 2021 at 7.30pm** in the Garden Room of the Community Centre

Date: 17 November, 2021

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 28TH SEPTEMBER 2021
 - a) To approve the minutes of the meeting of 28th September 2021
 - b) 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 Pending works
 - 6.2 Gilham Bank
 - 6.3 Tree planting
 - 6.4 Tree works
 - 6.5 Gleeson land
 - 6.6 Cemetery land
 - 6.7 Staffing issues
 - 6.8 Skatepark project
 - 6.9 ESCC grass cutting
7. FINANCIAL REPORT & BUDGET 2022/23
To consider and adopt a draft departmental budget for 2022/2023
8. ALLOTMENTS
To note allotment report
9. CEMETERY
To note burial clerk's report
10. CORRESPONDENCE (if any)
11. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED
23rd NOVEMBER 2021**

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

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

6.1 Pending works.

- The surgery access request is still live, although there has been no further practical progress since the last meeting
- Verge bollards (A22 / Lower Road green) are regrettably still on the 'to do' list.
- Rush Green culverts. The blacksmiths have not replied despite reminders, leaving this task somewhat in limbo.
- The 'Shoe Oak' protective works and play area repairs – are on the priority 'to do' list. A quote for spare parts for the outdoor gym is awaited. New matting has been delivered and awaiting the maintenance team to install. Other necessary repairs are 'in hand'.
- The additional water trough for the allotments likewise. This will be installed by next Spring as it is not 'urgent' at the moment.

6.2 Gilham Bank grant application. The Clerk will look into applying to the Tesco 'Bags of Help' scheme, which funded the Canal project.

6.3 Tree planting. This should have taken place on 16th November

6.4 Tree Works. Cllrs. Hill and Wogan will liaise with the Clerk regarding this. Cllr. Hill to advise re tree stakes.

6.5 Gleeson land. Cllrs. Hill and Wogan to arrange a date to go and look at the land to see what is required.

6.6 Cemetery land. This matter is ongoing.

6.7 Staffing Issues. The Clerk investigated the matter of an apprentice as agreed at a previous meeting to no avail. The hiring of a more experienced person was now being investigated.

6.8 Skatepark Project. The project has now moved from the Skatepark to the Business park (opposite the Scout Hut) who have given their permission for a mural.

6.9 ESCC grass cutting. East Sussex County Council have responded to our request of 2 additional cuts – and refused. Therefore, we will have 1-2 cuts per year as previously.

ACTION: to note

7. **FINANCIAL REPORT & BUDGET 2022/23**

The draft budget for 2022-2023 is attached to the agenda and has already been considered by the Committee Chair. As in previous years, it shows the last complete year, the current year to the half-year (with predictions to the year-end), and proposals for the coming year. The budget as adopted by this meeting will of course be subject to further scrutiny and possible amendment by 'Star Chamber' in December and any further representations by Members before the composite budget is adopted in January. Please note that queries should be submitted to the Clerk before the meeting if possible.

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.

ACTION: to note

9. CEMETERY

9.1 Burial Clerk's report. Sue Young's report is attached, giving the standard statistics.

ACTION: to note

10. CORRESPONDENCE None not already circulated

11. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

Update on Graffiti project

Having done some investigating around the questions that CS councillors had re: Project at the skate park MM decided that it was best to look at other areas that we could facilitate the project on.

MM searched extensively for the manager of the business centre and having made contact with the park owner Bob Farrar MM has full permission to create a piece on the wall opposite the scout hut in the form of a nature mural.

MM is hoping to have a mix of volunteers from the community to work alongside the youth in the form of an intergenerational project weather permitting 16th/17th and 18th of December.

David Driscoll has put together a piece for the parish news inviting volunteers to make contact if they are interested.

MM will update on progress to council in due course.

AMENITIES & SERVICES BUDGET

	2020-2021				2021-2022				2022-23	
	Budget	Actual to yr end	% of forecast	comments	Budget	Actual to 6mth	% of forecast	Forecast yr end	comments	
INCOME BUDGETS										
1180 Allotment rents	1500	1665	111%	previous year=1590 recd	1500	874	58.2%	1673	full payment expected	1675
1280 VG hire	500	0	0%	previous year = 825 recd	500	1194	238.8%	1194	no more hires expected	750
1281 VG utilities	100	0	0%	previous year = 12 recd	100	0	0.0%			100
1400/3188 Grants	0	3000	0%	Lund grant	0	0	0.0%		skatepark excluded	0
6180 burial fees	7000	11484	154.1%	previous year = 10428 recd amalgamated 2019-20	10000	10959	109.6%	17500	estimate only	15000
6181 Deeds of grant										
4180 Misc income	0	1684	0%	principally cemetery prize	0	2737	0.0%	3000	cemetery prize + Maresfield PC hires	0
TOTAL	9100	17833	196%		12100	15764		23367		17525
								193.10%		
EXPENDITURE BUDGETS										
1135 Allotment upkeep	300	78	26%		1500	515	34.4%	600		1000
1236 Outdoor maintenance	15000	7755	51.7%	previous year = 9712	10000	2460	24.6%	5000	estimate	5000
1237 Outdoor planting	1200	0	0%	previous year = 835	1200	539	44.9%	600		800
1501 Outdoor equipment	3000	1604	53.5%	previous year = 2557	3000	1575	52.5%	2500	estimate	2500
1239 VG utilities	250	81	32.4%		250	70	28.0%	100	estimate	250
1436 Skate & play areas	1000	193	19.3%	prev.yr ex virement = 339	1000	186	18.6%	1000	excludes skatepark	1000
1447 Dog waste	3000	3000	100%		3000	1560	52.5%	3120		3100
2314 Streetlights - power	1500	2426	161.7%	previous year - 2427	1500	1730	115.4%	3000		3000
2336 Streetlights	5000	5941	118.80%		5000	4827	96.5%	7500	estimate	7500
2436 Road safety									t/f to Comm-Serv	
6123 Cemetery admin	300	193	64.3%	previous year = 344	300	193	64.3%	200		200
6151 Cemetery rates	500	677	135.5%		500	651	130.2%	650		700
6152 Cemetery repairs				deleted 2020-21						
TOTAL	31050	21948	70.7%		27250	14306	52.3%	24270		25050
								89.1%		

Commentary: In the last complete year 2020-21, actual income was 196% of forecast, due once again to increased burial fee income. The same phenomenon is visible this year, where the 6-month figure for burial fees is already 109.6% of the increased annual forecast. Income received from the bereaved is therefore effectively subsidising our outdoor maintenance programme as a whole, not simply the maintenance of the cemetery. The last complete year was anomalous because of the limitations imposed by the pandemic (hence the inclusion of the 2019-20 figures under 'comments'). But there are clear trends which suggest that: a) the main maintenance budgets should be reduced in favour of augmenting the departmental labour costs, and that b) the provision for streetlighting should be significantly increased.

Amenities & Services Committee Meeting - Tuesday 9th November 2021

Allotments Waiting List

- 15 people on the waiting list inside the Parish.
- 10 people on the waiting list outside the Parish.

Raised Beds Waiting List

- Nobody on the waiting list.

Renewals Payments

- All renewal payments have been sent out and there are still a few outstanding that are being chased.
- Next year's rental year (2022-2023) payments will go up by a £1.00 per plot.

Johnson's Field

- Plots on this site are going to be halved where possible as they are too big when they are either returned or taken back. This was agreed at a recent meeting.

MEMORIALS AND INSCRIPTIONS APPROVED SINCE THE LAST MEETING ON 28th SEPT 2021

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

NONE

DEEDS OF GRANT TRANSFERRED SINCE THE LAST MEETING

DEED 908 GOR61 ELLENDER TO ELLENDER

RENEWAL DEED OF GRANTS

NONE

MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED SINCE THE LAST MEETING

DEED 869 1528 ADDITIONAL INSCRIPTION BERRY

INTERMENTS 2021

NAME OF DECEASED	GRAVE	FULL INTERMENT OR ASHES	COVID-19
DOUCH	EB80	FULL	NO

HEADSTONES LAID DOWN FOR SAFETY SINCE THE LAST MEETING

NONE

REPORT ON ISSUES IN FOREST ROW CEMETERY

I attended an Environment Permitting Regulations Webinar on the 28th October which covered the new DEFRA consultation regarding the environmental impact of cemeteries pertaining to Full Burials and the plumeing that happens after the burial has taken place. I will be looking at the consultation document over the next week or so but I am hopeful that as we are a small cemetery that has less than 20 full body interments which is on a clay soil that we will not require a permit. The only snagging point for our cemetery is the close proximity of the stream which flows on the opposite side of Priory Road which needs to be 30Mtrs away.

I have attached the link to the recording of the webinar for anyone wishing to understand more on this topic.

