

Forest Row Parish Council

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

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



Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

To: All members of the COMMUNITY SERVICES
COMMITTEE:
Cllrs. T Lewin (Chairman), Davies, Josephson, R Lewin,
Miller, Moore, Waters, Williams, Withers and Wogan

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

Dear Sir/Madam,

You are required to attend a meeting of the
COMMUNITY SERVICES COMMITTEE to be held on
TUESDAY 17th NOVEMBER 2020 VIA ZOOM
at 7.30pm.

Date: 11 November, 2020

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

Mr David 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. MEMBERS OF THE PUBLIC ARE WELCOME TO
STAY AND OBSERVE THE REST OF THE MEETING.

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 FOLLOWING ITEMS (INCLUDING DISCLOSABLE PECUNIARY INTERESTS)**
4. RECORDS OF THE MEETING HELD ON 23RD JUNE 2020
 - 4.1 To approve the minutes of the meeting of 23rd June 2020
 - 4.2 To consider any objections to deletion of the digital recording of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 Review of working of VENUE
 - 6.2 Car Club final report
7. **CURRENT SERVICES: TO NOTE REPORTS**
 - 7.1 Market
 - 7.2 Medical car service
 - 7.3 Hearing aid service
 - 7.4 EV charging unit
 - 7.5 Community helpline
 - 7.6 'Gages' community lunches
 - 7.7 Thursday Club
 - 7.8 Repair Café
 - 7.9 Forest Row Business Group
 - 7.10 Youth Service

8. **SERVICE DEVELOPMENT: TO NOTE REPORT**
9. **MATTERS FOR CONSIDERATION/DECISION**
 - 9.1 To consider further the goals of the 'Earth Protector' movement, and to resolve whether they should be recommended for adoption by Council (and if so, in what form)
 - 9.2 To consider (towards implementing the Environmental Policy) the advisability of a carbon footprint audit, and to resolve whether this should be recommended for implementation by Council.
 - 9.3 To consider utility usage by Council Services, and to resolve whether to recommend to Council adoption of alternative power suppliers.
 - 9.4 To consider if the Council should promote free meals for qualifying children and if so, how this might be achieved.
 - 9.5 To consider a request for assistance with a speed limit campaign for Hartfield Road
 - 9.6 To consider whether the pending legacy should be applied to any community service, and to make any appropriate recommendation to Full Council.
10. **FINANCIAL MATTERS**

To consider & adopt a draft departmental budget for 2021-22
11. **CORRESPONDENCE**
12. **ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL**

“This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or parishclerk@forestrow.gov.uk) for the access codes.”

**COMMUNITY SERVICES COMMITTEE
BACKING PAPERS FOR MEETING 23rd JUNE 2020**

Agenda Item	Description	Page nos
	Clerk's briefing note	1-2
8	Car Club: final financial report	3-4
7.1-7.5	Report (Sue Young) on Market, Medical transport, Hearing aid service, Car charging unit, & telephone helpline	5
7.6-7.9	Report (Sara Smart & Sandra Aylen) on 'Gages', Thursday Club, Repair Café, F/R Business Group	6-8,10-11
7.10	Youth Service report	12-13
8	Report (Sara Smart) on Service Development	9-11
9.1	'Earth Protector' summary goals	14
9.2	Carbon audit presentation & quote	15-18
9.5	Minutes from the local "Twenty's Plenty" campaign group	19
10	Draft departmental budget 2021-22 (A3)	20

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES
COMMITTEE TO BE HELD ON 17th NOVEMBER 2020**

1. **PUBLIC QUESTIONS** – Ms Sheereen Khan may wish to address the meeting on point 9.5
- 2-5. **APOLOGIES/ INTERESTS/ RECORDS OF MEETING/ CLARIFICATION OF ACTIONS**
No difficulties foreseen
ACTION: to discharge as appropriate
6. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 6.1 Review of working of the VENUe. It is still too early to have a formal review, since the operation has been so disrupted by the pandemic (including the latest 'lockdown'). Both attendance and expenditure figures have been skewed, and we need a period of 'normality' before the full impact of the operation can be assessed.
 - 6.2 Car Club final report. I attach the final statement of account prepared by Richard Pike, with covering memorandum. Committee will see that there was a remainder from the running capital of approximately £1180 after all liabilities were discharged. For the accounts system I have written off the remaining Car Club nominal reserve against outstanding balances, and any surplus will fall into general reserve.
ACTION: to note
7. **CURRENT SERVICES: TO NOTE REPORTS**

Items 7.1 – 7.5 are covered by Sue Young's attached report.
Items 7.6 – 7.7 are dealt with in Sara Smart's attached report (pp.7-8 of the backing papers, with an appendix on p.11 prepared by Sandra Aylen for the cancelled September meeting)
Items 7.8-7.9 are dealt with in Sara's report (pp.6-7 of the backing papers with a September appendix at p.10).
Item 7.10 has a separate report from the youth supervisor Melissa Rey-Mesher (pp of the backing papers). The youth service is temporarily suspended during the second 'lockdown', and the youth workers are being redeployed in other areas.
8. **SERVICE DEVELOPMENT: TO NOTE REPORT**

All these matters are covered in Sara's report on pp.8-9.
ACTION: to note
9. **MATTERS FOR CONSIDERATION**

It is noted that Full Council has recently been preoccupied with the 'FRow Resource project' and issues around Public Works borrowing. However, there are other issues currently being raised in the community on which Council may need to take a position. The Committee Chairman has drawn attention to the following in the Scheme of Delegation:
"COMMUNITY SERVICES COMMITTEE - shall be delegated ...

 - *To initiate works and projects within the Parish that progress the localism agenda such as road safety improvements, establishment of community facilities & infrastructure*
 - *To interface with other community focused initiatives..."*

He has therefore suggested that this Committee might usefully discuss items 9.1-9.6 on this agenda, and if appropriate refer to Full Council or the Finance Committee for further action.

Item 9.1 The 'Earth Protector' agenda was broached with Full Council on 28th July, which voted to defer discussion for 'further information' (minute C55/20). The summary 'manifesto' is attached for such discussion.

Item 9.2 The new Environmental Policy contained the following clauses among its actions:

"2. We will plan, audit and monitor our activities and projects to protect and enhance the environment of the village and its surrounding areas.

3. We will identify and where possible quantify the direct emissions due to the Council's activities, and we will track and publish the improvement in these figures each year."

It has been suggested that to fulfil this commitment, we need an agreed baseline via a carbon audit. A presentation and (discounted) quote are attached to see what is involved.

Item 9.3 Utility usage. We have had several enquiries about whether we are using 'green energy' suppliers. We are not at present using companies which derive their supplies exclusively from renewable sources, and have long-term agreements for both electricity & gas, both ending in 2023. I have not explored whether it would be possible to cancel those contracts, but if it were possible, there would certainly be a financial penalty. For Committee to consider whether such a cost would be justified.

Item 9.4 Children's meals There has been national concern about this, with the Government seemingly devolving the issue to local resources. The question has arisen whether we could subsidise children's meals through our existing meal provision (alongside such linked but independent initiatives such as the Community Fridge 'priority scheme').

Item 9.5 Speeding in Hartfield Road. There have for some time been complaints from residents about speeding in Hartfield Road (particularly though not exclusively), but they have been rebuffed by East Sussex Highways on the basis that on the safety criteria scale we do not qualify for action. We have been approached by a resident who has asked if FRPC could adopt speed reduction as a policy objective, or alternatively make a grant available to a residents' group to pursue the objective, or subsidise a speed detection device. [Some minutes from the local 'Twenty's Plenty' campaign are attached for information].

9.6 Application of the legacy. This issue has consistently been deferred, so that of the £10,000 legacy offered to the Council only £500 has been spent. Is there a suitable community service for which the money could reasonably be applied?

ACTION: to consider and make recommendations as appropriate

- 10. FINANCIAL MATTERS** To consider & approve a draft departmental budget for 2021-22. The draft budget is attached and has already been considered by the Committee Chair. It shows the last complete year, the current year (half-year with predictions to year-end), and proposals for the coming year. There were no suggestions received for additions or subtractions to the budget. A surplus in the coming year is predicted of about £17,000. The budget as adopted by this meeting will of course be subject to further scrutiny/ amendment by 'Star Chamber' in December and any further representations by Members. Please note that queries should be submitted to the Clerk before the meeting if possible.

ACTION: to consider and adopt a draft departmental budget

- 11. CORRESPONDENCE.** None not already circulated in Councillors Reading

- 12. ITEMS FOR REFERRAL TO COMMITTEE OR FULL COUNCIL**

Email from Richard Pike / 28-10-2020

Re: Car Club

I attach a pdf of the spreadsheet showing the final position of the car club at closure. The greyed out areas should be disregarded as no workable plan was formulated for this financial year.

In a nutshell, we have £1182.31 left of our working capital. For those doubters who have never supported the enterprise, it is worth noting that that represents £1182.31 that the council would not have had if no car club had ever existed. It has been a positive for parish council finances, if not, in the light of our initial county council seed money, for the wider taxpayer. It is also worth noting that this final result might have been as much as £4000 were it not for costly-to-recover bad debts that have accumulated over the years.

Regards,

Richard.

INCOME and EXPENDITURE vs PLAN

Enter actual data in yellow cells on this sheet and on sheet "Inc & Exp Detail"

2020-21	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	TOTALS	
	April	May	June	July	August	September	October	November	December	January	February	March						
MEMBERSHIP INFORMATION																		
Total members – planned	0	0	0	0	35	40	45	50	55	60	65	70						
Total members – actual																		
STATISTICS																		
Miles per month (all cars) planned	0	0	0	0	563	644	724	805	885	966	1046	1126					5759	
Miles – Actual																		0
INCOME																		
TOTAL INCOME Planned	£0.00	£0.00	£0.00	£0.00	£372.13	£425.29	£478.45	£531.61	£584.77	£637.93	£691.09	£744.25					£4,485.51	
Membership fees																	£0.00	
Invoices paid		£215.32		£257.83		£152.47											£525.62	
Other	£18.87																£16.87	
TOTAL INCOME Actual	£18.87	£215.32	£0.00	£257.83	£0.00	£152.47											£344.40	
EXPENDITURE																		
TOTAL EXPENDITURE Planned	£678.25	£528.25	£528.25	£528.25	£1,821.75	£329.74	£487.73	£345.71	£353.70	£361.69	£369.68	£377.66					£3,710.65	
Fuel	£44.14	£16.89	£90.04	£76.55													£227.62	
Moorcar Fees																	£0.00	
Leasing Costs	£428.25	£428.25	£428.25	£1,645.63		£273.70											£3,204.06	
Other	£213.63	£8.33	£18.33	£8.33		£100.00											£348.62	
TOTAL EXPENDITURE Actual	£686.02	£453.47	£536.62	£1,730.51	£0.00	£373.70											£3,780.33	
BALANCE																		
Adjustment to reflect non-car club costs allocated to this cost centre																		
BALANCE Planned	£3,639.89	£3,111.64	£2,583.39	£2,055.14	£605.51	£701.06	£691.78	£877.68	£1,108.75	£1,384.99	£1,706.41	£2,073.00						
BALANCE Actual	£3,650.99	£3,412.84	£2,876.22	£1,403.54	£1,403.54	£1,182.31												

Year to date as per PC accounts.

Year to date as per PC accounts.

FOREST ROW VILLAGE MARKET

Due to the new imposed 2nd Lockdown the November market has had to be cancelled as we are not solely a Food and essential items market.

The Christmas market is still planned for the 5th December with an additional 11 stalls inside the community centre following the one way system throughout, the plan is to go ahead with this unless further restrictions are imposed following the lockdown period. If for any reason the Christmas market is not able to go ahead on the 5th December we have plans to postpone for an additional week and hold it on the 12th December instead.

I am prepared for the restrictions to include indoor gatherings and if needs be will cancel the stalls inside the building to enable the market to proceed.

MEDICAL TRANSPORT

The drivers have been paired with clients to form a support bubble to minimise the risk to drivers and clients alike, it may be that this service will need to be suspended again during lockdown but for the time being there are drivers prepared to continue taking their clients to medical appointments.

HEARING AID MAINTENANCE

This service will be continuing as before with clients calling for batteries and we will then post them out to the clients addresses.

CAR CHARGING UNIT

Nothing to report.

FOREST ROW COVID-19 HELPLINE

The original volunteers have been contacted with the majority advising that they are available to pick up where we left off last time.

The helpline number remains the same 01342 774882 and posters are back up as well as information on our website and social media platforms.

Sue Young
04/11/2020

REPORT FOR LOCALISM MEETING 17th NOVEMBER 2020

REPAIR CAFÉ Since my last report we have successfully run 2 Repair Cafes, the September and October one. From the figures below you can see that the first was fairly quiet, but this allowed us to trial the new one way system and test out all the new procedures we carefully put in place, and the second in October doubled in numbers showing how important the service is to people. The feedback I received from volunteers and customers was all incredibly positive and they were grateful to us for keeping them safe.

I wanted to share this comment we received on Facebook as it makes me very proud of the team:

'If you ever need anything repaired, from clothes, to electrical goods, to furniture, I can't speak highly enough of the Repair Cafe Forest Row. Manned entirely by volunteers, they will fix all manner of things whilst you wait, without charge. Of course, you can and should make a donation, which goes towards the community. They fixed my expandable hose, which was otherwise destined for the tip. A really great service and something really positive in difficult times. Thank you, Don, and thank you everyone at the Repair Café.'

The next Repair Café scheduled for Saturday 21st November has been cancelled due to the second national lockdown, which is very disappointing, we will reopen in January all being well.

Thinking about the future of the Repair Café and with the expected COVID implications and restrictions rolling into next year, I will need to continue to use outdoor space for the foreseeable future, this will require the purchase of 2 gazebo's at a cost of £353.99 to keep the service running efficiently.

Figures for 19/09/2020:

Total no of items	Fabrics	Electrical	Computers	Watches	Bikes
26	5	14	2	2	3
Repaired	Not Repaired	Advice Given	Taken Home	Donations received	
15	5	6	0	£93.38	
57.7%	19.2%	23.1%	0%		
Adding together advice given and taken home =80.8% success					

Figures for 17/10/2020:

Total no of items	Fabrics	Electrical	Computers	Watches	Other
52	14	22	4	7	5
Repaired	Not Repaired	Advice Given	Taken Home	Donations received	
29	13	4	6	£178.82	
55.8%	25%	7.7%	11.5%		
Adding together advice given and taken home =75% success					

FOREST ROW BUSINESS GROUP

A Christmas trail is being planned for Saturday 5th December and will be decided on November 12th by the events committee, this will be dependent on feedback from shops and businesses that originally wanted to be involved. The second lockdown has cast doubts as to whether this will be possible, and the committee feel it will be very much dependent on lockdown ending on the 2nd December and any restrictions imposed after that. The aim of the trail is to highlight what Forest Row shops and businesses have to offer and to promote shopping locally safely.

GAGES COMMUNITY LUNCHEAS Since Sandra's last report Gages has continued to be a very valued service to those that use it. The trial to reopen to diners on a Thursday commenced in October, but after only 2 weeks it has had to close again due to the new lockdown. The feedback was incredibly positive, and customers thanked the team for their efforts to get Gages open.

During lockdown 2 we have reinstated the Monday home deliveries after numerous requests. The chef will cover this day with volunteers and members of the youth team supporting her.

Figures taken from our daily records since June 23rd. (Last Community Services Meeting) These figures include the period where we were still open 4 days a week.

	Total Deliveries	Diners to Gages	Soup	Main	Veggie	Dessert	Frozen
13 Week Period	1074	16	422	630	179	552	32
Average per week over period	82.6	8	32.5	48.5	13.8	40.2	2.5
Average per day over period	20.6	8	8.2	12.2	3.5	10.6	

THURSDAY CLUB During the drop offs of the FRow Friends Befriending treat bags our volunteers were asked by members if we could look at how it would be possible to restart Thursday Club in social bubbles. The plan was to get a couple of our members to lead some of the sessions in groups of 6 using 3 rooms of the community centre whilst it was quiet. A meeting was held on 15th October to discuss how this could be worked out, after discussions and calls to our members, those that were interested were due to join us here on Thursday 5th November. Sadly, due to the lockdown this was not possible, we plan to start this as soon as guidelines allow. Covid safe activities will include knit and natter, storytelling, baking, tea and chat, bingo, beetle drive, and art. Activities chosen to make our members feel socially included and help with their loneliness and mental wellbeing. The cost to hire out the extra community centre rooms during this time has been put into a grant funding bid by FRow Friends Befriending.

MEN'S SHED The space over at the Lower Road car park is too small for us to consider using whilst government restrictions are in place, but we will look to start as soon as it is possible.

FROW FRIENDS BEFRIENDING Is continuing to work with the Parish Council to support our Thursday Club members during this time by producing a newsletter and treat bag for each of our members, this is all being generously funded by FRow Friends Befriending. A Christmas bag is being prepared in collaboration with Greenfields School and a local market trader to provide extra treats, this will be going out on 15th December. The feedback we have had has been so heart-warming, please see below.

'Thank you to you all at FROW. What a lovely thing you did today. I know when I say on behalf of Oakwood Park how much it was appreciated. You called on us all with such a lovely cheery smile in such awful weather. What an uplift it was. Thank you all for everything you do for us throughout the year. We look forward to being able to all being able to get together again. With all of our heartfelt thanks.'

This is the type of collaborative working we should be supporting going forward and thank FRow Friends Befriending for their support and generosity.

This collaborative working is so beneficial to our members and we should continue to work together to provide a service that supports our members during what could be a lonely winter for some. Thank you to FRow Friends Befriending for their support and generosity.

FOREST ROW COVID-19 RESPONSE HELPLINE This has been reinstated as mentioned in Sue Youngs report.

COLLABORATIVE WORKING I have been continuing to work alongside Action in Rural Sussex, MAYFACS, RSM and 3VA during this time and have started to build new networks that will benefit us going forward through introductions by 3VA. The Parish Clerk at Groombridge was keen to learn more about what we do and build relations, and I will be looking to work with her in the future. The Town Clerk from Polegate and I have a meeting planned for mid-November to share good practice and community projects.

A good neighbour scheme support group facilitated by AiRS is allowing me to build relationships with our surrounding villages which was something I strongly believed we should start to harness. The sharing of volunteers and services could be very beneficial during the winter due to more of our volunteers being unable to help if self-isolating due to symptoms or shielding.

Other links: The Coop have a new Community and Shared Value Coordinator that has introduced herself and would like to get involved and support some of our projects that involve the lonely and isolated, I am setting up a virtual meeting to discuss if we could work together. The Coop are an incredibly community minded supermarket and it would be good if we could find a common goal or project.

We are still supporting Wealden Dementia Alliances Sunflower Lanyards, the lanyards given out have been greatly appreciated by those who need them.

As mentioned, I would like to encourage all staff and council members to undertake the Dementia Friends training to gain us the status of a dementia friendly organisation.

For more information please see the link below:

<https://www.dementiafriends.org.uk/WEBArticle?page=about-partner-organisations#.X6VsgSxxdPY>

This was sent through by Wealden Dementia Alliance if Council members are interested to do their training during lockdown.

Dementia Friend Sessions:

There are many virtual dementia friend sessions taking place. If you aren't already a Dementia friend, please take part in a session. Some of our local Champions are planning on some virtual sessions, but in the meantime please take a look and share with friends, family and colleagues. This link will take you to the sessions taking place across the country-

<https://www.dementiafriends.org.uk/WEBSession#.X2SK53dFxPY>

Sara Smart
06.11.2020

Notes from September meeting that was cancelled.

REPORT FOR LOCALISM MEETING 15th SEPTEMBER 2020

REPAIR CAFÉ A decision has been taken in consultation with the Clerk to reopen the Repair Café on Saturday 19th September. A Zoom meeting with the volunteers took place on 17th August where we talked through our options and asked who was happy to return. After this meeting I had 17 of our volunteers agree to participate and I have since been working hard to create a COVID safe plan for the event. Things will be very different on the day but with careful planning and following government guidelines the plan is now in place. We decided to stick to running it in its normal morning slot but use the whole building with everyone spaced out and a one-way system through the building. There will not be a café for visitors, but we will provide refreshments to volunteers, as this will add to numbers in each room and more risk to our volunteers. It will be very much a 'suck it and see' event and if anything changes locally or nationally beforehand, we will act accordingly. In all the publicity that now goes out I will make it clear what to expect on the day, with my reception team having a dedicated meeting in the days before to train them up on the new process. We have already had positive comments from the community Facebook page welcoming us back, so I am convinced this is the right decision for the Repair Cafe. After the event I will get feedback from my volunteers to see what they thought and how we can improve the process in any way.

FOREST ROW BUSINESS GROUP Following on from the businesses in Hillside coming together to try and create a café culture on the green spaces opposite their premises and the interest that created, the Forest Row Business Group has come together to run another trail around the village on Saturday 3rd October 10.30-2.30pm. The idea is to showcase what the village has to offer as we enter this next phase of post lockdown. The trail will follow the same format as the Easter and Christmas ones which have been highly successful. The theme of the trail is a harvest festival one which will also showcase and celebrate the hard work and dedication of individuals and groups that have gone above and beyond during the pandemic. These will be nominated by the community members as they end the trail to say thank you. We will also be respectful of those affected by COVID, whether it be by health, job or loss with a message board for anyone to comment on. The Parish Council will facilitate and support the event but the committee which includes business owners will organise it.

MEN'S SHED At the last Community Services meeting I was asked to cost up how much The Men's Shed would cost the PC when it opens. The only expense to Council is the one they are already paying the bills for ie electricity, rent and rates so this makes no significant difference. The cost to buy a new boiler, new door, furniture, add lightning and heating will be sourced from grant funding or donations. Once open a membership fee will be charged on a weekly basis to cover some time costs to the office. The projects the men will work on will be ones to improve the facilities in the venue saving labour costs.

FRW FRIENDS BEFRIENDING The Parish Council have been working in conjunction with FRow Friends Befriending, to send out 'treat bags' to Thursday Club members

and volunteers in the last few months. The bags which have included a range of goodies from a full afternoon tea from Coco's Café, activity packs, weaving kits kindly donated by Weavers Bazaar to locally made face masks. Each bag was hand delivered by a volunteer who stopped and chatted with our members giving us the chance to find out how they all are and if they were coping during lockdown. The cost of each bag and pack has kindly been covered by a grant obtained by FRow Friends Befriending from Sussex Community Foundation. This is the type of collaborative working we should be supporting going forward and thank FRow Friends Befriending for their support and generosity.

Sara Smart
15.09.20

COMMUNITY SERVICES REPORT 15th SEPTEMBER 2020

GAGES

Gages is still going strong with around 18 meals being served daily and takings on average of £500 a week.

We are hoping to open the restaurant up again from October with social distancing measures in place and those who would like to attend will have to phone in to book a place so we can control numbers.

THURSDAY CLUB

None of our members have been forgotten even though we are not getting together. FRow Friends Befriending have been including our members in their monthly treat bags which have included afternoon tea, strawberries cream and an activity pack.

Sandra Aylen
04th September 2020

Community Services Report

Thursday 5th November 2020

Statistics August 17th-October 23rd= 183 YOUTH

GENERAL

In line with government guidelines we officially re-opened our doors on Monday 17th August.

It was slow going to start as we had expected. Many parents I think were concerned about social distancing and were perhaps reluctant for their children to be in an enclosed space.

The weeks to follow we really picked up. We had quite a few new faces they were young people year 7 age that were from Ashurst wood and East Grinstead. They seemed to filter out however when the schools went back.

Throughout the month of September things really began to pick up. word of mouth was spreading that we were open and feedback from parents and the youth was extremely positive.

It has been a difficult time for us as staff in terms of managing the new measures we have in place.

MM put together a list of procedures for staff and we also created a new list of rules for the youth that have to be agreed before entry.

There is a one way system and continuous hand sanitising throughout the session.

Although it has been tricky at points to manage the youth have adapted and have been extremely respectful of the rules.

We have put hot food on hold for the moment as we need to have all of our attention focused on the youth.

Activities September-October

We held a tie dye session with the youth which we were able to do in the garden. The youth brought in old t shirts and thoroughly enjoyed this session-pics are on our facebook page.

Street Dance Taster -MM organised a street dance class that was co-ordinated by a local young man called Teo.

Pizza making-We made Pizza pittas with the youth in the main area of the centre to ensure social distancing.

Games session- We held a staff vs Youth games session using board games.

Arts and Crafts- We spent an afternoon making cards with the youth

Youth

MM had a meeting with Eva Davis and a local mother re concerns around behaviour and activities at the skate park. There seems to be some youth that are drinking and taking drugs. This is not hapening whilst we are at the centre and it isnt the youth that are accessing the service.

MM and ED discussed ways in which we may be able to reach these young people.

MM explained that is difficult when it is taking place out of hours and also stressed that she feels a presence at the skate park of an official level would be a huge detterent. It is difficult to engage and raise awareness if we cant get them to come in. It was a productive meeting as following on from this MM and the rest of the staff have decided to run an older session on Thursday from 6-9pm and will work with parents to look at ways in which we can raise awareness. We do have a good rapport and a mutual respect based on hatch servings and outreach when we can at the skate park. The general feedback from the youth was that they would like a dedicated time/session that is for them. MM did a rally and there were 12 youth age 14-16 that have expressed interest. the hope was to start rolling this in November but obviously this will now have to wait until we re-open.

Mental health and well being of our youth has suffered so much during this year and we are absolutely devestated to be closing our doors again.

It is such a a shame as things were just starting to pick up and also we had lots of exciting plans in the pipe line.

We will reach out to youth and parents via facebook but really hope we are able to re-open our doors again soon.

EARTH PROTECTOR TOWN – DECLARATION

In declaring (name of town) an Earth Protector Town, the Council undertakes to collaborate and cooperate with communities, local government bodies, businesses and other organisations to protect land, wildlife, air, soil and water. The Council considers the repercussions of its decisions and rigorous care is observed to avoid environmental harm in the exercise of its functions.

To protect the Earth, this Council will;

Endorse, support and, through the publication of this declaration, raise awareness of the Earth Protector movement which campaigns to amend the Rome statute and declare ecocide* a crime at the International Criminal Court (ICC).

Protect the community as best it can from environmental damage.

Produce a strategy for the Council's operations, including a date, to achieve a carbon zero future.

Work with the community to guide action on becoming a carbon neutral town and programme awareness raising about climate change into our community work.

Promote the movement from sustainable to regenerative living wherever possible across the town, including for households.

Campaign with and support the community to achieve single use Plastic Free Community status.

Work with the community to minimise the Town's environmental impact and create a strategy to protect, enhance and connect ecosystems/habitats/species in and around our town.

Raise awareness of climate and ecological emergencies through education, promotion of events and providing appropriate information.

Pledge that any future investment decisions consider the environmental practices of the institutions involved, as well as existing legal requirements on public investments.

Assure transparent and regular reporting of the implementation of the above pledges (including where possible a shared database of participating stakeholders' specific goals and progress achieved in attaining them).

In declaring itself an Earth Protector Town, (name of town) is publicly supporting the campaign to amend the Rome statute and declare Ecocide a crime at the ICC.

**ECOCIDE is serious loss, damage or destruction of ecosystems, and includes climate and cultural damage.*



Proposal – Carbon Footprint Forest Row Parish Council

Tony Lewin

27th August 2020

**Eshcon Ltd
Anya Ledwith**

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ESHCON

EFFECTIVE ENVIRONMENTAL MANAGEMENT

Reducing risk, cutting costs, saving time & winning business - this is Effective Environmental Management

Proposal - Executive Summary

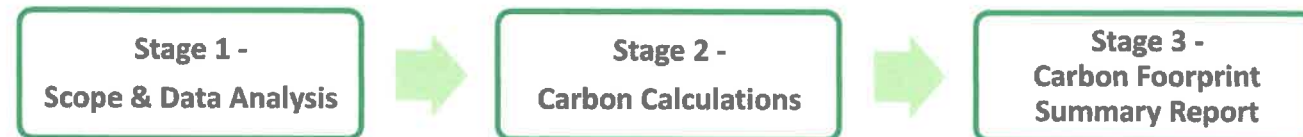
Your Needs

With climate change becoming ever more prevalent in the news, it is important that organisations properly demonstrate that they understand the issues & are contributing to reducing carbon emissions. Individuals as well as businesses often require carbon footprint data & environmental policies from suppliers.



You wish to show leadership to the community & demonstrate your commitment to managing environmental impacts. You want to understand your carbon footprint arising from the council's activities, to monitor it over time & show others they can also help to reduce emissions.

Service Overview - Carbon Footprint



This Carbon Footprint service covers all emissions sources relevant to your organisation, using data provided by yourselves in a pre-agreed format. Some validation of data is undertaken if significant issues are observed; full validation of data is not undertaken.

Your footprint, given in tonnes of carbon dioxide (tCO₂e), shows your organisational emissions for a one-year period by each activity (e.g. electricity use) and emissions type (e.g. Scope 2). Emissions are given as total & relative (against a performance metric, like turnover).

So, rather than just a single figure, this breakdown allows you to then use to focus your activities for effective emissions reductions.

Data required

You will need to gather data for a 12-month period including:

- energy consumption (kWh of electricity & gas),
- company vehicles (miles or litres of diesel or petrol),
- business journeys (miles by air, car, train, bus or taxi),
- other fuels (e.g. litres of fuel in equipment),
- refrigerant gases (kg of gas),
- materials used (reams of paper or tonnes of raw material)
- and other activities (waste, water, hotel stays or deliveries).

This will cover the Parish Council's operational footprint (buildings & staff) – and not the wider community.

Comparing carbon emissions

Your carbon footprint should be done each year. This allows you to monitor progress against targets set & plan for the future. But in order to properly compare with previous years, you actually need to recalculate your previous footprints using current emissions factors. Factors may change over time, e.g. the electricity factor has been falling because of more renewable electricity being produced.

So, in subsequent years, I can not only provide you with your carbon footprint but also recalculate previous footprints so you can properly assess your progress.

Costings

Carbon Footprint Report - £488 plus any expenses & VAT

This includes a 50% discount for charity or community customers.

VAT is applicable. Reasonable expenses are charged for travel and subsistence.

Terms include: 50% payment prior to commencement of project.

This proposal is valid for 90 days.

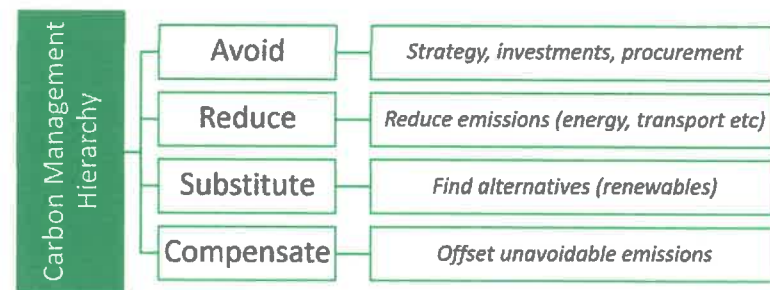
Next Steps - Using the footprint

After this project, use the data gathered to monitor and manage on an ongoing basis. If not, you're missing out of a great opportunity. Calculating emissions for each activity shows where to focus your attention.

Set a target to reduce your emissions (good to have something to aim for) and develop a plan to achieve this target - with activities to reduce your key emissions sources. Ongoing calculations should be done each year to show progress against any reduction targets set.

The footprint is effectively the first stage of a carbon management strategy, e.g. many companies are setting Net Zero targets. The graphic below shows the hierarchy from avoiding emissions down to compensation (offsets).

Let's talk further if you wish to explore these options.



The Value Eshcon Brings You

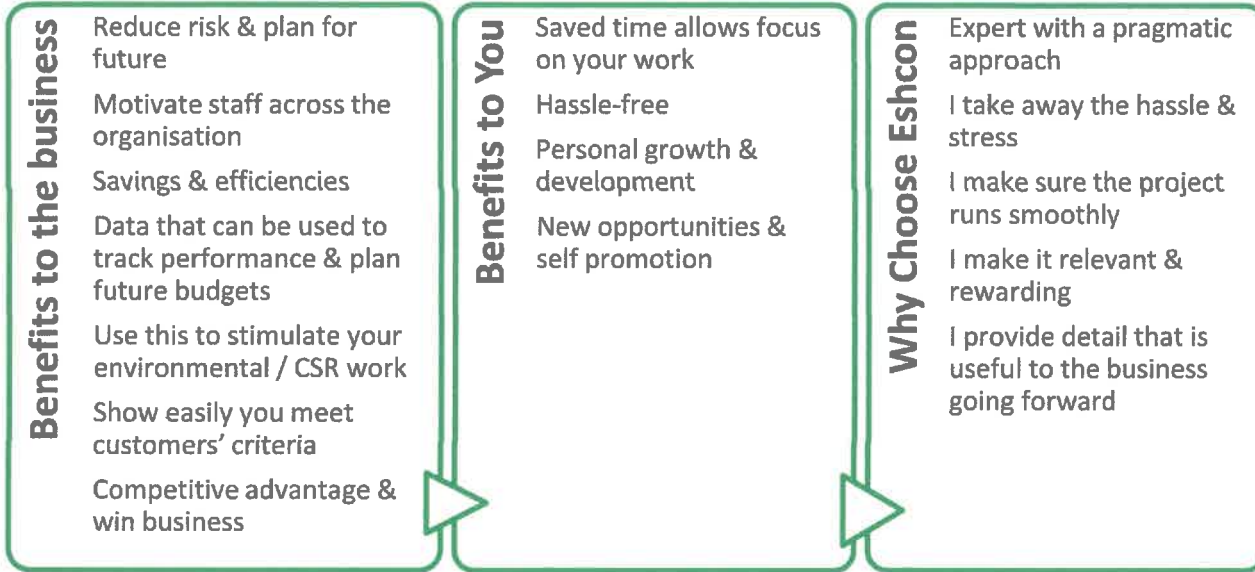
It is my mission to make environmental management the business norm.

Eshcon is a premium brand. Ultimately, why do people do business with me?

Eshcon provides:

- ✓ Expert - over 20 years in the field of environmental, energy and carbon management.
- ✓ Considered approach – I am a business person, not eco-warrior! I make sure you meet your objectives and get the best results.
- ✓ Excellent communicator – I speak your language, helping to engage staff to get best results.
- ✓ Small consultancy – with flexibility & responsiveness, I am available for you. You won't be fobbed off with inexperienced juniors or a hard-to-reach director.
- ✓ Trust & collaboration – I will advise and guide you through the processes, so you get the best out of it – learning, doing, achieving.

BENEFITS



I hope this proposal is of interest to you - I think it will be an interesting & rewarding project, & I welcome the chance to work with you.

Any further queries & to make sure we cover all your needs, please do give me a call on 07952 987 772 or email info@eshcon.co.uk.

Kind regards

Anya

Anya Ledwith CEnv FIEMA, Director
Eshcon Ltd

MINUTES FROM 'TWENTY'S PLENTY' CAMPAIGN GROUP MEETING

1. As well continuing to campaign in individual villages / towns, we will form a (collective) campaign at a county level. Lewes is happy to lead and I can support. I suggest a follow up call in a couple of weeks to think about specific actions, such as:
 - a. Draft a "manifesto" of some sort to focus on the PCC and County Council elections next May
 - b. Ask for a meeting with relevant officers / councillors at ESCC to press our case
 - c. Document why the current ESCC policy on 20mph doesn't work, fails to meet DfT guidance and what we think it needs to say
 - d. Ask for meeting with PCC and Chief Constable to get their support
 - e. Circulate Parish Councils to see where there is support for 20mph. Possible meeting with Local Associations of PCs?
 - f. Respond to ESCC Local Cycling and Walking Infrastructure Plan
- <https://consultation.eastsussex.gov.uk/economy-transport-environment/escclcwip-2020/>
 - g.etc
2. Of those attending last night, we already have 20's Plenty campaigns in Burwash, Crowhurst & Crowborough and we think it would be good to establish a presence in the others:
 - a. Forest Row
 - b. Maynards Green
 - c. Isfield
 - d. Catsfield
 - e. Groombridge
 - f. Bexhill
3. The map of 20mph places and campaigners is here: https://www.google.com/maps/d/u/0/viewer?ie=UTF8&hl=en&msa=0&ll=52.81610480493774%2C5.103440687500029&spn=19.248626%2C41.660156&source=embed&mid=1GhiZV47Yy4DYg4Y3jNO_ZMr72Uo&z=5
4. I haven't disclosed your emails to each other as yet (GDPR and all that) but will do so in future. Please let me know if you would rather that I didn't disclose your email address to others in the group.
5. 20's Plenty for Us has a closed user group Facebook site for campaigners, which is useful resource for sharing experiences, hearing the latest news etc. I will send you all an invitation, without obligation to join of course

I have no doubt at all the ESCC will give in and enable 20mph in all your places...it's just a question of when...together we stand, divided we fall and all that. Look forward to speaking again in a couple of weeks to plan next steps.

Best Wishes

South East Region Coordinator

COMMUNITY SERVICES BUDGET

32250

	2019-20				4180	2020-21					2021-22 Budget
	Budget	Actual	% forecast	Comments		Budget	To month 6	%/forecast	Year End	Comments	
INCOME BUDGETS											
2677 Car Hire Club	15000	13738	91.6			13000	644	5	644	now closed	0
2678 Medical transport	300	250	83.3			300	34	11.2	100	covid estimate	300
2679 Cycle Hire scheme	500	630	126	incl cycle sales		0	476		976	incl cycle rent	0
2905 Repair Café & wellbeing	1200	3564	297			2000	639	32	800	covid estimate	2000
3184 Market income	7000	6858	98			6000	3792	63.2	6000	if Xmas runs	6000
3480 Gages sales	22000	21950	99.8			20000	12990	65	22000		20000
3680 Thursday Club subs	150	495	330			400	0	0	0		400
4676 Youth income	0	2842	0			1000	253	25.3	400	covid estimate	1000
TOTAL	46150	50327	109.1			42700	18828	44.1	30920	72% approx	29700
EXPENDITURE BUDGETS											
2554 Wealdlink	900	886	98.4			900	687	76.3	1000	covid estimate	1000
2601 Medical transport	100	74	74			200	0	0	100	covid estimate	200
2602 Car Hire Club	13000	11023	84.8			13000	3780	29.1	3780	now closed	0
2605 Cycle Hire running costs	0	949	0	incl new cycle stands		0	0	0		offset by sales	0
2700 Repair Café & wellbeing	1500	2892	192.8	incl lower rd rent		2000	786	39.3	1500	covid estimate	2000
3151 Market expenditure	1250	1142	91.4			1300	864	66.4	1000		1300
3436 Gages - equipment	1000	1348	134.8			1000	853	85.3	1000		1500
3460 Gages - food	12000	10845	90.4			12000	5795	48.3	11000		12500
3636 Thursday Club running	1000	712	71.2			1000	0	0	0		1000
4603 Youth development costs	1500	3350	223.3	offset by 4676		2000	363	18.1	600	covid estimate	2500
TOTAL	32250	33221	103			33400	13128	39.3	19980	60% approx	22000

Commentary. In the last full year (2019-20), C-S ran a strong balanced budget in line with forecast, the major services performing close to target and with welcome supplementation from wellbeing services (particularly the Repair Café) and from youth refreshment sales. Expenditure showed a similar pattern.

This year has been anomalous due to the pandemic and the (linked) demise of the Car Club. The latter was wound up with all liabilities met and a small surplus. The market & Gages have remained operational and done well, so that at the half-year the income was still at 44% of forecast, and estimates to year end suggest the accounts will balance without a deficit. The staff who maintain the major services deserve particular credit for careful financial monitoring.

Next year's budget is hard to predict because no one knows how things will turn out, so the target figures have been scaled back to between 65-70% of last year, but with the expectation of a small operating surplus.