

# Forest Row Parish Council

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



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

To: All members of FOREST ROW PARISH COUNCIL:  
Cllrs. Josephson (Chairman), Davies, Hill, R Lewin,  
T Lewin, McNally, Moore, Pritchitt, Spackman,  
Summers, Waters, Williams, Withers and Wogan

Community Centre  
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Dear Sir/Madam,  
Your attendance is required at an extra-ordinary meeting  
of the FOREST ROW PARISH COUNCIL to be held on  
**TUESDAY 1<sup>st</sup> MARCH** in the Garden Room of the  
Community Centre at **7:30 PM**.

Date: 23<sup>rd</sup> February 2022

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 (save where otherwise indicated),

## A G E N D A

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. TO RESOLVE TO DEAL WITH THE MINUTES & TRANSCRIPTS OF THE MEETINGS HELD ON 11<sup>th</sup> & 18<sup>th</sup> JANUARY 2022 AT THE NEXT ORDINARY MEETING
4. TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM THOSE PREVIOUS MEETINGS TO THE NEXT ORDINARY MEETING
5. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE FOLLOWING ITEMS ON THE AGENDA
6. CHAIRMAN'S COMMENTS
7. TO CONSIDER AND RESOLVE ON THE ISSUE OF THE COUNCIL'S VAN
8. TO CONSIDER A REQUEST FOR SUPPORT FROM FROWRESOURCE CIC
9. TO CONSIDER THE ISSUE OF POLL CARDS AT THE FORTHCOMING BY-ELECTION
10. TO CONSIDER A REQUEST TO JOIN OTHER COUNCILS IN MAKING REPRESENTATIONS ABOUT DISTRICT HOUSING ALLOCATION
11. TO RESOLVE TO DEAL WITH ANY OUTSTANDING NOTICES, CORRESPONDENCE OR CONSULTATIONS AT THE NEXT ORDINARY MEETING
12. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING TO THE EXTRA-ORDINARY MEETING OF FULL COUNCIL  
TO BE HELD ON 1<sup>st</sup> MARCH 2022**

**3 & 4. RECORDS OF PREVIOUS MEETINGS / CLARIFICATION OF ACTIONS**

The main purpose of this EGM is to address the urgent business under items 7-10 inclusive. It is therefore proposed to defer items of ordinary business to the next Ordinary Meeting.

***ACTION: to resolve accordingly***

- 5. DECLARATION OF INTERESTS.** Only needed if any Member has a personal *financial* interest in the main business of the meeting.

**7. TO CONSIDER AND RESOLVE ON THE ISSUE OF THE COUNCIL'S VAN**

We have now had the present van for six years and it is nearing the end of its second period of contract hire. The bodywork clearly shows six years of use, but the vehicle is mechanically sound, and the mileage is low. We have to make a decision as to what happens next. The options are sufficiently important to require a decision of Full Council, and are as follows:

- a) We could do nothing, and let the agreement roll on to a secondary rental period at a nominal rent. However, the vehicle would still not belong to us.
- b) We could sell the van to the broker and then buy it back (this ghost transaction is necessary because we cannot legally buy the van direct from the leasing company). This would cost 2% of the sale to the lessors but the vehicle would then be ours.
- c) We could trade it in and get a new electric one on contract hire (proposal attached).
- d) We could trade it in and get a new diesel one on contract hire.

Each option has advantages and drawbacks, but Council needs to decide on the principles of old or new/ diesel or electric.

***ACTION: to resolve accordingly***

**8. TO CONSIDER A REQUEST FOR SUPPORT FROM FROWRESOURCE CIC**

Council will recall the original recycling project involved the Council buying the former household waste site in Station Road and leasing it to the free-standing CIC 'FrowReSource' to run a community recycling enterprise. The County Council rejected the Parish Council's bid, and barring a miracle, the site acquisition option is dead. FrowReSource has therefore formulated a 'Plan B', namely to open a re-use/recycle/retail facility in a shop premises in the village, as the first stage of a larger community enterprise. However, there are inevitable start-up costs, and since originally the Council was willing to put up £50K into the purchase and a further £50K into refurbishment of the asset, the CIC felt it could legitimately ask for a start-up contribution to Plan B, as a grant or loan or a mix of the two.

[In terms of finance, any such contribution could not come from PWLB borrowing as it involves revenue expenditure which PWLB does not finance. However, the current budget would support it, as the set-aside for PWLB payback this year is still intact. There might also be the possibility of utilising some or all of the legacy monies which remain unspent].

At the moment of drafting this briefing note, a formal submission (business plan & financial figures) from FrowReSource is still awaited. It is hoped that this may be forthcoming in time for consideration prior to the meeting, but pending that, Council may wish to consider the matter in principle, which would provide the CIC with a 'steer' on their negotiations.

***ACTION: to resolve accordingly***

**9. TO CONSIDER THE ISSUE OF POLL CARDS AT THE FORTHCOMING BY-ELECTION**

The by-election triggered by the resignation of Cllr Miller is now set for 7<sup>th</sup> April. The Elections department have provided a working estimate of the total cost to the Council of a contested election at £5,000. However, the provision of poll cards to the electorate is *optional* in a parish by-election, and the expense incurred in providing poll cards (including postage) is approximately £1800 - more than one-third of the total election cost. Poll cards do probably increase voter turnout, but does Council wish to incur this cost?

***ACTION: to resolve accordingly***

**10. TO CONSIDER A REQUEST TO JOIN OTHER COUNCILS IN MAKING REPRESENTATIONS ABOUT DISTRICT HOUSING ALLOCATION**

Members will be aware via Councillors Reading and/ or Briefings that Wealden has been trying to persuade the Government to review its allocation of new housing to the District, and amend the methodology by which it calculates the numbers. (See: Councillors Reading 270122, item W01).

An enterprising Councillor from Chiddingly, has subsequently launched a personal campaign to get the towns & parishes to support this stance. (See: Councillors Briefing 040222), and an email went round from Hartfield Parish inviting local Chairman to get involved.

Does this Council wish to add its voice to the others? if so, in what format?

***ACTION: to resolve accordingly***

**11/12. NOTICES, CORRESPONDENCE & CONSULTATIONS // ITEMS FOR FUTURE CONSIDERATION**

As per usual for an extra-ordinary meeting.

**Prepared for** David O'Driscoll  
Forest Row Parish Council  
The Community Centre  
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**Created on** 31 January 2022  
**Valid until** 21 February 2022



Sign order form



Credit acceptance



Holding deposit



Organise with dealer



Sign contract



Delivery

Maxus  
eDELIVER 3 L1H1 90kW  
52.5kWh

**£254.19**

Per month (excluding VAT)

Contract length  
• 60 months

Annual Mileage  
• 6,000

Vehicle Status  
• Pre Registered / Delivery miles

Date of Registration  
• Plate at time

### Vehicle Options

1. Colour -Solid Blanc White
2. Trim -Cloth Cloth Upholstery
3. PLY LINING

### Payments (per vehicle)

All payments Subject to VAT at the prevailing rate

• Initial Rental	£5,084.00
• 59 Monthly Rentals	£254.19
• Excess Miles PPM	5.77 p
• Documentation fee	£150.00

### Included

- Customer Maintained
- RFL for entirety of contract
- Driver Support
- Free Delivery
- Full manufacturer warranty \*
- 1 year breakdown assistance \*

\* From date of registration

## Want extended peace of mind? Add the *ServicePlus* pack

**Monthly:** £ 25.00 P/M

Initial Cost: £ 75.00  
Contract Length: 60 months  
Excess Mileage (PPM): 4.35 p  
6,000 miles pa (excluding VAT)

Click **eSign** and tick box to add

### ServicePlus Includes

- Tyres
- Servicing
- Parts
- Labour
- MOT
- Breakdown
- Recovery
- 24hr Driver Support

More on **PAGE 4**

### Total Payments: Vehicle & ServicePlus

Initial Payment:	£ 5,159.00
59 Monthly Payments:	£ 279.19
Final Payment:	£ 0.00
Documentation fee:	£ 150.00
Excess Miles PPM:	10.12 p
	(excluding VAT)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Summary Terms & Conditions:** 1.VAT: Rentals/Payments are subject to VAT at prevailing rate. 2.Cancellations: in the event of order cancellation, we reserve the right to levy a cancellation fee of £550 plus cost of non-standard options (+ vat) prior to registration. Subsequent to registration, we may charge up to 15% of the total rentals / payments payable. 3.Deliveries: Delivery of new vehicles in to the UK is under the control of the appropriate manufacturer and their authorised dealers. Therefore, whilst every attempt will be made to deliver vehicles on the required date, we cannot be held responsible for failure to do so and will not be liable for any losses incurred by customers or any 3rd party as a result of any delay or any unforeseen circumstances. Free mainland UK deliveries fall in line with acceptable mileage limits. 4.Order: This order does not constitute a contract and any offer is subject to vehicle availability and finance approval. 5.Registration: Pre-registered vehicles may be subject to V5 (registration document) retention by supplier or funder for a period of time. 5.Fines: Should we receive a fine against this vehicle, we will pass your contact details to the relevant authority. If they do not accept this, then we will pay the fine on your behalf and invoice you for the amount paid plus £25 administration fee. If you fail to pay us, we may pass this invoice to our collection agents. E&OE. Full T&C's are available at <https://globalvans.co.uk/terms-conditions/>

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County Gates, Ashton Road, Bristol, BS3 2JH. Fax: 0117 902 0021. [www.globalvans.co.uk](http://www.globalvans.co.uk)

## Proposal to the Forest Row Parish Council for funding to assist in the set-up of a Community Shop

### **Why an Environmental Resource Centre (ERC) in Forest Row**

WRAG and then FrowResource, a Community Interest Company (CIC), has worked for 3 years in partnership with the Parish Council, who supported the initiative to establish an Environmental Resource Centre in Forest Row, to work towards becoming a Zero Waste Village. The Parish Council was ready to approach the Public Works Loan Board for £50k to support this initiative by making a community bid to purchase the old 'tip' site in Station Rd.

Outbid, but not outdone, FrowResource wishes to continue its objectives but in a different guise. This proposal outlines a two-step strategy to provide an Environmental Resource Centre - a community charity shop and an entrepreneurial and educational space to support the reduction, recycling, recovering, up-cycling, re-using, repairing and re-gifting of unwanted materials that have not yet reached their end of life; and will collect a limited number of specific lines of waste to meet residents' demand.

The objectives of the ERC will be to prevent waste, facilitate a circular economy, promote the re-use of unwanted items to achieve a zero waste village and contribute to the village retail and community life. The implementation of this proposal will contribute to delivering both central government's and County Council's stated objectives<sup>1</sup> for waste reduction<sup>2</sup>.

### **Stage 1 – Opening a Community Shop in the village**

The absence of a community charity shop in the village for the last 3 years has been a missed opportunity to provide financial resources for community projects and initiatives and this proposal addresses this gap. The ERC to be set up initially as a non-profit Community Shop will receive villagers' unwanted resources in a central location. The centre will become a self-sustaining entity providing employment and volunteer opportunities, and aims to support other community groups and initiatives striving towards zero waste.

### **Stage 2 – ERC to grow as a community hub**

FrowResource will expand provision to develop the ERC further as a community hub that will provide practical advice and support to Forest Row residents - information, guidance, educational workshops, demonstrations and host speakers. The CIC will work hand-in-hand with residents, radical thinkers in the waste industry, local groups such as the Repair Cafe, and our waste partners, to become a leading example of the way in which communities can move towards a zero waste world.

### **Proposal to Forest Row Parish Council**

FrowResource asks the Parish Council to consider **supporting STAGE ONE** of this proposal, which is about opening a Community Shop in the next three months. The set-up costs have been reduced to the minimum and the CIC is seeking a grant to deliver a much-wanted service by the residents.

**Premises for the community shop:** A premises in the village centre has been chosen as the potential site and discussions have taken place between the CIC and the Landlords, who

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<sup>1</sup> *Resources and Waste Strategy Policy Paper 2018 at a glance, Department for Environment, Food & Rural Affairs, Updated 18 December 2018*

<https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england/resources-and-waste-strategy-at-a-glance>

<sup>2</sup> At pace & scale - East Sussex Environment Strategy 2020, East Sussex Environment Board

are very keen to support the project. Initially, the shop will employ 1.5 full time employees who will be assisted by volunteers.

### Measurable Outcomes

- Monthly chart of reduction of waste sent to incineration and landfill by tonnage - visible to all who enter the shop.
- Monthly chart of miles saved (measured in CO<sup>2</sup> emissions) by reduction of travel to the Maresfield Tip and East Grinstead Charity Shops.
- Record of: number of customers using the shop, number of volunteers, initiatives supported, money given to local community initiatives, strict financial reporting
- Development of social impact measurements that reflect the delivery of new ways of thinking about waste, the provision of expertise and new skills to the community
- Outcomes for a community of 5000 residents:
  - Significant increase in re-distribution of unwanted goods
  - Reduce need to purchase new goods
  - Reduce energy use for recycling and incinerating
  - Provide a new social venue for the community based on purposeful activity (donation, re-use or low energy recycling, upcycling, etc.)
  - Engage individuals with spare time and skills in considered purposeful projects – be it researching new ways to reuse, skills sharing, education, practical workshops to make new out of old, facilitating activities of the site through volunteering
  - Increase the local level of recycling (as evidenced by the pop-up recycling weekend and metal recycling day)
  - Increase local employment long and short term – in short term at least 2 paid employees and longer term apprenticeships to learn new skills and increase employability
  - Reduce social isolation
  - Offer entrepreneurial skills for people of all ages
  - Increase community resilience
  - Wellbeing

### Finances

Appendix 1 – Financial model for stage 1

Appendix 2 - Cashflow Forecast for years 1-3

FrowResource CIC are asking Forest Row Parish Council for a grant to cover the start-up costs to get this initiative started for the sum of £ 22,075, comprising:

● 3 month deposit of shop rental	£4,375
● 6 months rent	£8,700
● Project Manager	£9,000
<b>Total</b>	<b>£22,075</b>

Ideally, the funding is sought in the form of a one-off grant. Should this not be acceptable to the Council, an alternative arrangement of part grant/part loan would be considered, provided it did not jeopardise the financial stability of the initial trading period.

### Fundraising

- FrowResource CIC has set up a 'Just Giving' page
- Additional 'pop up' metal retrieval days will be organised
- Grants are being investigated and researched to provide additional funding

### **The 'community shop' as a distinctive way of running a business**

Two surveys have shown that the community is behind this project, we have the experience of the charity shop in the village that raised over £200k to partly fund the building of a new youth centre, When communities rally behind a project, they support it, make it flourish and provide a space of belonging - they own it.

### **FrowResource - working with the Community to raise awareness and funds**

#### **Case Study 1: Pop Up Recycling Weekend in November 2019**

- 351 visitors over the two days (which considering the adverse conditions on Saturday, was excellent)
- 151 vehicles.
- 932 kilos of Scrap Metal recovered
- 1.24 tonnes of Wood
- 0.9 tonnes of Cardboard
- 500 kilos of Textiles
- Over 3.5 tonnes with 0% going to landfill
- £300+ in donations against re-use items handed in and taken away.
- Great community atmosphere
- Artist displays on the walls from art produced with materials from the old tip site
- Young entrepreneurs displaying and receiving donations for environmentally friendly products

#### **Case study 2: Metal Recycling Day in Forest Row**

- 80 cars dropping off accumulated and unwanted metal
- 2.5 tonnes of metal were recycled
- **1450 miles of car emissions saved** that would have polluted our beloved Ashdown Forest
- £450 donated towards the re- opening of the Station Road site as a Resource Centre
- Fun and community strengthening day for residents of all ages that were involved.

APPENDIX 1 Financial Model for Community Shop		Costs	Revenue Gross	Notes and Assumptions
<b>Set Up Costs</b>				
<b>Shop</b>				
Deposit for Lease	£4,375			Pre-negotiation
Adaptation of building fabric by Frow Resource				Cleaning and Painting by volunteers -
Signage - external	£100			We will approach volunteers for this (£100 budgeted for decorating materials)
Marketing for Opening	£1,000			
Business rates				Approx rateable value £10,500 eligible for rate relief - zero stated for this purpose
Repairs and Maintenance	£420			£35 per month to landlord
Telephone and Broadband	£600			Broadband c£25 per month & Dedicated mobile c£25 per month
Project Manager for 4 months	£9,000			Professional Project Manager to work with staff & directors part time to ensure project delivery
<b>Internal Fit Out</b>				
Till - IPAD	£350			
EPOS system and accounting software	£700			Square payment - plus software and monthly charge for usage
Shelving, Rails, Counter, Work Table, Chairs for Work Table	£1000			Volunteers and businesses will be asked to contribute towards cost/labour
Signage - internal				Will look for volunteers to do this
PC and Printer	£1,100			MacBook Air + printer
Fitting of low energy light bulbs	£500			
Weighing Machine	£250			To measure weight of products recycled/recycled - industrial weighing machine
Washing/Drying Machine	£400			
Iron/Ironing Board/Steam	£160			£80 Steamer/£40 Ironing Board/£40 Iron
<b>Fund Raising</b>				
Pop-up waste days x 2			£800	
Just Giving Donations			£10,000	Target amount (provisional, subject to Parish Council Support)
Grants - Locality, South East Business Boost			£20,000	Target amount (provisional, subject to Parish Council Support)
Parish Council Grant- Stage 1 of project - Rental Charges			£22,075	£8,700 Rent for first 6 months, Project Manager £9000, Deposit of Rent £4375
Advertising/marketing	£500			
<b>Other costs</b>				
Debit and credit cards charges, bank charges	£20			
Set Up of Charity by Frow Resource	£13			Legal and Accounting input required - is this the way we are going?
Adaptations to website to take donations (money) and make sales	£500			
Consumerables	£400			e.g. cleaning products, stationery, labelling machine
<b>Contingency</b>				10% of revenue = £8k
<b>Staffing for First Year of Operation</b>				
Shop Manager/Assistant Manager	£43,000			1.5 FTE includes on costs - for 40 hour week. We may operate fewer at start
Volunteer expenses	£240			Travel, Refreshments,
<b>Other Costs for First Year &amp; Ongoing</b>				
Rent	£17,500			Before negotiation
Heat, Water, Electricity, Sewage - Utilities	£900			Estimated
Legal Expenses for Setting up Rental	£300			
Insurances	£1,000			Public Liability/shop insurance/premises - estimate tbc
Debit and credit cards charges, bank charges	£200			Estimate ongoing and dependent on outgoing costs and inputting of digital payments



Tax and accountancy services	£1,000	Professional Tax Accountancy to be employed
Website maintenance & development	£600	
Corporation Tax	£672	dependent on if we move to charitable status where no Corporation Tax is required - 19% if not
Waste disposal	£200	Biffa 1100 weekly
Consumerables		labes/till rolls/stationary
<b>Income Sources</b>		
Cash in Bank	£2000	
Grants		
Fundraising and crowdfunding		
Donations and shop sales	£80,000	Historic evidence from previous charity shop operating in Forest Row and other local charity shops
Recycling sales	£2,000	e.g. via Samco, Terracycle
Pop Up Waste Days		
<b>Sub total</b>	<b>£86,000</b>	<b>£134,875</b>
	<b>Costs</b>	<b>Revenue</b>
		<b>Notes and Assumptions</b>
Assumptions		
- 3 months to become operational		

**APPENDIX 2 Community Shop 3 year cash flow forecast**

	2022/23	2023/24	2024/25
<b>Setup costs</b>			
3 mth lease deposit	4375		
external signage	100		
Marketing for Opening	1000		
business rates	0		
repairs & maintenance	420		
telephone & broadband	600		
project manager 4 mths	9000		
till IPAD	350		
epos software	700		
shelving & fittings	1000		
advertising/marketing	500		
shop consumables stationery etc	400		
bank charges etc	33		
website amendments for donations	500		
	<b>18978</b>		
<b>Ongoing costs</b>			
Shop manager 1.5 wte	43000		
volunteer expenses	240		
annual rent	17500		
utilities	900		
legal cost for rental	300		
card and bank charges	200		
tax and accountancy	1000		
website maintenance	600		
waste disposal	672		
consumables	200		
ongoing costs total	<b>64612</b>	<b>64612</b>	<b>64612</b>
Contingency at 10% of donations (loan repayment?)	<b>8000</b>	<b>8000</b>	<b>8000</b>

Community Fund	2000	5000	5000
<b>total costs</b>	<b>93590</b>	<b>77612</b>	<b>77612</b>
<b>Income</b>			
Cash in bank feb 2022	2000		
Grants -Locality, SE Business boost	20000		
Parish Council grant	22075		
Just Giving donations	10000		
Pop up waste days (2)	800	800	800
Recycling sales	2000	2000	2000
Donations and shop sales	80000	80000	80000
Year 2 and 3 new income streams		5000	10000
<b>total income</b>	<b>136875</b>	<b>87800</b>	<b>92800</b>
<b>Net balance</b>	<b>43285</b>	<b>10188</b>	<b>15188</b>