

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 THE PROPERTY & ASSETS COMMITTEE:
Cllrs. Williams (Chairman), Hill, Josephson, R Lewin, Spackman, Summers, Waters and Wogan.

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Dear Sir/Madam,
Your attendance is required at a meeting of the PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 21st JUNE 2022 in the Garden Room at the

Date: 16 June, 2022

Community Centre at **7.30pm**

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. 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 ITEMS BELOW
4. RECORDS OF THE MEETING OF THE PROPERTY AND ASSETS COMMITTEE MEETING HELD ON 12th April 2022
 - 4.1 To approve the minutes of the meeting of 12th April 2022.
 - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 'Crittall' windows
 - 6.2 Cemetery benches
 - 6.3 Lease of the Sports Ground premises
 - 6.4 Lease of the Community Centre treatment room
 - 6.5 Ongoing maintenance work
7. FINANCIAL REPORT
8. COMMUNITY CENTRE MAINTENANCE
9. FINGERPOSTS
10. CORRESPONDENCE
11. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

<p style="text-align: center;">COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 21st JUNE 2022</p>
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- 1-5. Introductory matters follow the standard format. No public interventions have been signified in advance and there have been no objections lodged to the records of meeting.

ACTION: to note/resolve as required

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

6.1 Crittall windows Committee voted to proceed with the replacement windows, funds permitting. As the year-end financial report showed, those funds are available, so I obtained an updated quote. The total cost (ex VAT) will now be £17,332 to supply and install, and this has been accepted. The windows are made to measure, and the estimated time to completion is about six months.

6.2 Cemetery benches. The design and positioning of the two benches for the cemetery authorised at the last meeting (minute 50/22) have now been agreed and we await their installation.

6.3 Lease of the Sports Ground premises. As the culmination of the four-year saga, the County Council have now decided to deal direct with Sports Ground Association and the Parish Council will have no role in the leasing arrangements. The SGA have agreed to this. I registered a formal complaint with ESCC about their handling of the matter, but their response to date has not been satisfactory.

6.4 Hiring of the Community Centre Treatment room. After some discussion, it was agreed that the therapist would be given the status of 'primary hirer' of the space, but with allowance made for the regular sessions held by the Anthroposophical doctor. This will be recognised by a licence (rather than a formal lease) in return for an annual fee. The therapist has also undertaken some redecoration of the space at her own expense.

6.5 Ongoing maintenance work As noted elsewhere, the indoor & outdoor maintenance roles have been amalgamated under the overall supervision of Don Isted. This should enable a better use of resources and a more satisfactory prioritisation of works.

ACTION: to note / clarify as appropriate

7. FINANCIAL REPORT

I attach a month 3 report for this Committee, and add the following comments:

We are now mid-month 3, so would expect performance against forecast to be about 21%.

As the printout shows, income is down at 15.9% and expenditure at 38.3%. Income is slightly down due to pending invoices on rentals, and expenditure slightly up because the business rates have been paid for the whole year, so the overall picture is satisfactory.

ACTION: to note

8. COMMUNITY CENTRE MAINTENANCE

Subject to the new prioritisation regime referred to in 6.5, Committee are invited to indicate which works on the recently compiled schedule they consider should be 'next on the list'.

ACTION: to resolve as necessary

9. FINGERPOSTS

The issue of fingerposts has appeared regularly on agendas during the past year without any action being taken. It has recently surfaced for discussion on the local clerk's network in the context of whether the Highways department will make any contribution to repairs or replacements. We still do not appear to have a definitive list of those extant or missing within the parish boundaries. Does Committee wish to take this forward?

ACTION: to resolve as appropriate

10. CORRESPONDENCE – none not already available via Councillors Briefing/ Reading.

11. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

Detailed Income & Expenditure by Budget Heading 14/06/2022

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Property & Assets							
301 Community Centre							
3180 CC-Lettings	3,154	15,000	11,846			21.0%	
3181 CC-Equipment Hire	56	750	694			7.5%	
3182 CC-Rents	2,319	22,000	19,681			10.5%	
3185 MISC - incl books/copying)	108	400	292			26.9%	
3187 CC Drinks Machine Income	93	500	408			18.5%	
3189 Misc Property Refunds	370	0	(370)			0.0%	
Community Centre :- Income	6,099	38,650	32,551			15.8%	0
3111 CC-Rates & Services	13,711	20,000	6,289		6,289	68.6%	
3116 CC-Upkeep/Cleaning	1,472	12,000	10,528		10,528	12.3%	
3127 CC - Drinks Machine	218	500	282		282	43.7%	
3136 CC-Enhancement	0	3,250	3,250		3,250	0.0%	
Community Centre :- Indirect Expenditure	15,402	35,750	20,348	0	20,348	43.1%	0
Net Income over Expenditure	(9,303)	2,900	12,203				
303 Venue on the Green							
3306 VOTG Income	687	4,000	3,313			17.2%	
Venue on the Green :- Income	687	4,000	3,313			17.2%	0
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	2,132	9,500	7,368		7,368	22.4%	
Venue on the Green :- Indirect Expenditure	2,132	10,000	7,868	0	7,868	21.3%	0
Net Income over Expenditure	(1,445)	(6,000)	(4,555)				
Property & Assets :- Income	6,786	42,650	35,864			15.9%	
Expenditure	17,534	45,750	28,216	0	28,216	38.3%	
Movement to/(from) Gen Reserve	(10,748)						
Grand Totals:- Income	6,786	42,650	35,864			15.9%	
Expenditure	17,534	45,750	28,216	0	28,216	38.3%	
Net Income over Expenditure	(10,748)	(3,100)	7,648				
Movement to/(from) Gen Reserve	(10,748)						

site visit 19.10.21

Community Centre

location	work recommended	funded by	action	notes
<i>largely exterior</i>	minor alteration to direct pipe into drain replacement by double-glazed in similar style	PWLB	quote from Heritage Windows	
1 Crittal windows	repair of holes left by old pipework (patch or replacement stone)	P&A budgets	quote from quarry/stonemason (VH?)	instead of splashing as now
2 exterior stonework	minor alteration to direct pipe into drain	P&A budgets		
3 pipework from kitchen	fat trap to prevent drain clogging	P&A budgets		
4 drain from kitchen	inside/outside man to clear summer growth	P&A budgets	quote from company	replacement must be wooden (as listed)
5 exterior surface gullies	replacement or extensive repair			
6 1st floor wooden sash window				
<i>ex-toilets area, back of main hall</i>				
7 lobby	none		none	control panels, meters etc.
8 toilet from lobby (north)	possible review & disposal of redundant stuff	P&A budgets	some clearance?	store for repair café + other stuff
9 toilet from lobby (south)	as above	P&A budgets	some clearance? minor repair to windows?	cracked pane
<i>1960s extension and environs</i>				
10 toilet	redecorate, clearing verdigris, rust, bleach tiles	P&A budgets	new blind?	
11 wall between toilet & hired room	soundproofing? Work suggested some yrs ago	P&A budgets	quote for soundproofing?	even if done is this really hirable? 3 windows, all need some work.remove old fittings scars from ceiling
12 waiting room	redecorate, ventilation essential	P&A budgets	louvres, mend + security bars?	
13 corridor	floor level lower than outside, no practical suggestions for work	P&A budgets	checks on mats, outside drain & entrance regularly	
14 sandstone (originally outer wall)	replacement lime mortar at some time in the future, also possibly a replacement block(s)	P&A budgets	keep a watching brief, summer & winter checks + after any flooded corridor?	sandstone wall drier since water pipe repairs
15 two treatment rooms locked			corridor?	not seen

location	work recommended	funded by	action	notes
<i>outside sheds</i>				
16 west shed		P&A budgets	some pruning of contents is desirable	these are both used for maintenance work
17 east shed		P&A budgets	as much appears redundant (skip hire?)	
<i>exterior of building</i>				
18 voids	repair of voids as recommended previously	PWLB	stonemason's quote, supply of suitable sandstone included	
19 DPC	examination for continuity			one day perhaps!
20 tarmac level	lowering of tarmac to reveal DPCs in certain areas	PWLB?		
21 surface drains	clearance of summer weeds	P&A budgets	inside/outside man?	would prevent minor flooding