

# 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, McNally, Spackman, Summers and Williams

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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 10<sup>th</sup> NOVEMBER 2020** via Zoom at **7.30pm.**

Date: 4 November, 2020

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 9<sup>TH</sup> JUNE & 21<sup>ST</sup> JULY 2020
  - a) To approve the minutes of the meetings of 9<sup>th</sup> June & 21<sup>st</sup> July 2020
  - b) To consider any objections to deletion of the digital transcripts of those meetings
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION:
  - 6.1 Matters in abeyance
    - Ashdown surgery access
    - Play area equipment repairs
    - Hopyard verge
    - BT exchange forecourt
  - 6.2 Skatepark extension
  - 6.3 Tree survey & tree work
  - 6.4 Gilham Spring refurbishment
  - 6.5 Gilham Bank
7. ALLOTMENTS  
To note allotment report
8. CEMETERY
  - 8.1 To note burial clerk's report
  - 8.2 To consider the cemetery land acquisition issue
  - 8.3 To consider a proposal for a memorial bench
9. TREE WORK
10. FINANCIAL MATTERS  
To consider and adopt a draft departmental budget for 2021-2022
11. CORRESPONDENCE NOT OTHERWISE DEALT WITH
14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

**"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](mailto:parishclerk@forestrow.gov.uk)) for the access codes."**

**AMENITIES & SERVICES COMMITTEE**

**BACKING PAPERS FOR MEETING 10<sup>th</sup> NOVEMBER 2020**

<b>Agenda item</b>	<b>Description</b>	<b>page</b>
	Clerk's briefing to the Committee	1-2
7	Allotments: administrative report	3
8	Burial clerk's report	4
	Excerpt email re memorial bench	5
9	Schedule of required tree works	6-7
10	Draft departmental budget for 2021-22	8

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED  
10<sup>th</sup> NOVEMBER 2020**

**1-5. FORMAL ITEMS:** no complications foreseen. (Note that there are two sets of minutes & actions to be considered).

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

6.1 The following are still pending:

Ashdown surgery access / Play area equipment repairs / Hopyard verge / BT exchange forecourt.

All these matters have been in abeyance since the Covid-19 restrictions were put in place and are exactly where they were on the previous occasion. Progress is dependent on substantive relaxations of the situation.

6.2 The skatepark extension. The planning application was sent to Wealden by the sponsors on 9<sup>th</sup> September. Perhaps predictably, it was sent back requiring 'more information' - a flood assessment, an arboricultural report and a heritage statement. Submissions that these matters had all been dealt with during construction of the VENUe and/or via the pre-application advice were rejected, so reports were commissioned at additional cost. The planning application has now been formally published (and will be considered shortly by our own Planning Committee).

6.3 Tree survey. Mr Raeside's comprehensive survey was delivered after Committee's June meeting. It is 22 pages long, so the full text is not attached to the backing papers, although copies are available on request. (Please see below with respect to recommended works).

6.4 Gilham Spring. The refurbishment work was undertaken at the beginning of October and has since been reported to Council. The location has been sensitively repaired without changing its rural nature. We expect reimbursement from the grant funders on receipt of a final report. The addition of a warning sign about water quality is still under consideration.

6.5 Gilham Bank. I plan to seek a grant for refurbishment of this area as of next Spring.

**ACTION: to note**

**7. ALLOTMENTS**

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**

**8. CEMETERY**

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

**ACTION: to note**

8.2 Land acquisition. Committee resolved in June to proceed to compulsory purchase, in the absence of an acceptable offer from the landowner. The issue has been complicated by the following factors: a) the proposed revision of the planning legislation, and b) the issue of public works borrowing in which the cemetery land was included. It may be appropriate for Committee to reaffirm or nuance its decision in the light of those matters.

8.3 Submitted for Committee's consideration a suggestion made by the burials clerk for part use of the prize money from the 'Cemetery of the Year' competition. Excerpt from the relevant email attached.

***ACTION: to consider and resolve as appropriate***

**9. TREE WORK**

Attached to Mr Raeside's report (referred to at 6.3 above) was a two-page summary of trees requiring action with an indication of timescales, and this is attached to the backing papers. There is no 'category A' work (requiring immediate attention). For Committee to decide whether to proceed with the other items.

***ACTION: to resolve as appropriate***

**10. FINANCIAL MATTERS**

The draft budget for 2021-2022 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. There were no suggestions received for additions or subtractions to the budget items. Inevitably, the departmental budget will run a deficit in the coming year, calculated at £13,650. 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 consider and adopt a draft departmental budget***

**11. CORRESPONDENCE NOT OTHERWISE DEALT WITH**

None not already in Councillors' Reading.

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

**Amenities & Services Committee Meeting - Tuesday 11<sup>th</sup> November 2020**

**Allotments Waiting Lists**

- 30 people on the waiting list inside the Parish.
- 8 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 a few still outstanding - to be chased

**Concerns Raised by Plot Holders**

- Entrance gate to Johnson's Field – needs re hanging and painting
- One water trough on Johnson's Field – request for an additional trough or faster flow of water on the one already there
- Site security due to the 'number' of thefts and people on the allotments at night
- Entrances on both sites – requests to address the entrances getting 'muddy' and 'slippery' especially during the winter

**Memo :**

Sue Young to the Clerk

17/09/2020

Hi David,

I've been thinking about this since getting the email from ICCM earlier: is there any way that we could use the 'Cemetery of the Year' prize money to buy a memorial bench in memory of John Coomber for the cemetery?

The prize money isn't anything the council had expected and I really feel that the cemetery staff should get some recognition for the work they have put into the beautiful cemetery that we have for everyone to enjoy and reflect in.

I feel that a memorial bench would also be a fitting testament to the amount of work John put into making the cemetery what is us today without taking away the credit that is due to the lads.

Thank you for your consideration in this.

Sue Young

Burials Clerk

FRPC Tree Survey - Defects and Action Priority Summary

Tree No	Species	dbh Diameter (@1.3m) cm	Root Protection Area RPA m <sup>2</sup>	Height m	Crown Diameter m	Crown Height m	Age Class NP/Y/MI/M/OM	Vigour Condition Normal N Low L	General Condition Good G, Fair F Poor P or Dead/ Hazardous H	Amenity Value 1 Worst 5 Best	Estimated remaining contribution Years	Defects Observed * Dead branch DB Basal rot BR	Action Priority None N, ASAP A, Within 6m B, 1yr C, 2yr D
234	Aesculus hippocastanum (Horse Chestnut)	53	127	17	11	1.5	M	N	H	4	0	HR	Fell B
236	Acer platanoides (Norway Maple)	50	113	18	10	2	MI	L	P	4	0	2/4 stems dead	Fell B
242	Quercus robur (Common Oak)	20	18	11	4	3	Y	L	P	5	0	Dead crown	Fell B
250	Betula pubescens (Downy Birch)	36	59	21	4	2	L	N	H	3	0	1/2 crown is dead	Fell B
15	Fagus sylvatica-purpurea (Beech)	83	312	29	11	3.4	M	N	G	5	40	healed split BR?	Monitor C
103	Fraxinus excelsior (Ash)	61	168	21	12	2	MI	N	P	3	10	HR	Monitor C
107	Betula pubescens (Downy Birch)	33	49	17	5	3	MI	N	F	3	20	Possible HR	Monitor C
111	Betula pubescens (Downy Birch)	31	43	12	7	4	MI	N	F	3	20	Possible HR	Monitor C
114	Betula pendula (Silver Birch)	39	69	17	9	5	M	N	F	3	20	Possible HR	Monitor C
130	Populus alba (White Poplar)	50	113	23	9	9	MI	N	G	3	60	8DB#5cm	Monitor C
157	Quercus robur (Common Oak)	141	900	21	16	2.4	OM	N	F	5	60	HR	Monitor C
211	Acer platanoides (Norway Maple)	28	35	9	5	2	Y	N	F	3	40	None	Monitor C
214	Platanus acerifolia (London Plane)	90	366	21	20	3	M	N	F	4	40	BL Scar #30cm	Monitor C
216	Salix chrysocoma (Weeping Willow)	80	290	14	11	6	M	N	F	3	20	BL Scar #15cm	Monitor C
225	Platanus acerifolia (London Plane)	94	400	25	16	3.5	M	N	G	4	60	BL Scar #30cm	Monitor C
233	Aesculus hippocastanum (Horse Chestnut)	60	163	17	11	2	M	N	F	3	40	None	Monitor C
243	Tilia europaea (Common Lime)	73	241	17	8	2	MI	N	G	2	80	HR	Monitor C
247	Salix fragilis (Crack Willow)	55	137	15	7	5	MI	N	F	4	20	BR	Monitor C
255	Quercus robur (Common Oak)	84	319	20	12	3	M	N	F	2	80	Possible HR	Monitor C
258	Salix chrysocoma (Weeping Willow)	62	174	14	10	3	MI	N	F	3	40	HR @ 2m	Monitor C
30	Salix chrysocoma (Weeping Willow)	62	174	10	10	2	MI	N	H	3	40	45 degree Lean	Reduce Crown
101	Quercus cerris (Turkey Oak)	80	290	31	19	3	M	N	F	4	60	1DB#10cm	Remove DBs C
102	Tilia europaea (Common Lime)	78	275	23	12	4	M	N	G	5	80	1DB#10cm	Remove DBs C
104	Tilia europaea (Common Lime)	94	400	33	22	4	M	N	G	5	80	2DB#10cm	Remove DBs C
116	Quercus robur (Common Oak)	72	235	14	13	4	MI	L	P	4	60	10DB#10cm	Remove DBs C
144	Crataegus monogyna (Hawthorn)	37	62	8	6	1	MI	N	G	3	40	Ivy	Remove Ivy D
150	Fraxinus excelsior (Ash)	44	88	20	10	5	MI	N	G	4	80	Ivy	Remove Ivy D

Defects and Action Priority Summary continued

Tree No	Species	dbh Diameter (@1.3m) cm	Root Protection Area RPA m <sup>2</sup>	Height m	Crown Diameter m	Crown Height m	Age Class NP/Y/MI/ M/OM	Vigour Condition Normal N Low L	General Condition		Amenity Value 1 Worst 5 Best	Estimated remaining contribution Years	Defects Observed *	Action Priority
									Good G, Fair F Poor P or Dead/ Hazardous H					
151	<i>Crataegus monogyna</i> (Hawthorn)	30	41	8	5	1	MI	L	F		2	Ivy	Remove Ivy D	
208	<i>Quercus robur</i> (Common Oak)	43	84	13	9	1	Y	N	G	3	100	Unstable branch	Remove DBs C	
213	<i>Tilia europaea</i> (Common Lime)	64	185	18	6	4	MI	N	G	4	80	2DBφ10cm	Remove DBs C	
218	<i>Prunus avium</i> (Wild Cherry)	24	26	7	5	1	Y	N	G	3	40	2DBφ8cm	Remove DBs C	
219	<i>Prunus avium</i> (Wild Cherry)	20	18	8	5	1	Y	N	G	3	40	None	Remove DBs C	
220	<i>Prunus avium</i> (Wild Cherry)	22	22	8	5	2	Y	N	G	3	40	DBφ8cm	Remove DBs C	
221	<i>Prunus avium</i> (Wild Cherry)	29	38	9	5	1	Y	N	G	3	40	None	Remove DBs C	
222	<i>Platanus acerifolia</i> (London Plane)	102	471	24	25	4	M	N	G	4	60	2DBφ8cm	Remove DBs C	
223	<i>Tilia europaea</i> (Common Lime)	75	255	22	9	3	MI	N	G	4	60	3DBφ8cm	Remove DBs C	
226	<i>Platanus acerifolia</i> (London Plane)	67	203	24	10	2	MI	N	G	3	80	2DBφ10cm	Remove DBs C	
227	<i>Tilia europaea</i> (Common Lime)	87	342	26	11	4	M	N	G	5	60	2DBφ10cm	Remove DBs C	
229	<i>Tilia europaea</i> (Common Lime)	86	335	29	13	5	M	N	G	1	60	1LBφ10cm	Remove DBs C	
230	<i>Platanus acerifolia</i> (London Plane)	104	489	26	26	4	M	N	G	1	60	1LBφ30cm	Remove DBs C	
237	<i>Quercus</i> spp (Hungarian Oak?)	32	46	11	8	2	Y	L	F	4	0	5DBφ10-15cm	Remove DBs D	
252	<i>Prunus avium</i> (Wild Cherry)	86	335	16	6	7	MI	N	F	3	60	DBφ10-15cm	Remove DBs D	



**AMENITIES & SERVICES BUDGET**

	2019-2020				2020-2021				2021-22	
	Budget	Actual to yr end	% of forecast	comments	Budget	Actual to 6mth	% of forecast	Forecast to yr end	comments	
<b>INCOME BUDGETS</b>										
1180 allotment rents	1300	1590	122.3		1500	688	45.9	1500	1500	leave unchanged
1280 VG hire	500	825	165		500	0	0	0	500	maintain
1281 VG utilities	150	12	8		100	0	0	0	100	maintain
1400/3188 Grants	0	163	0		0	0	0	0	0	
6180 burial fees	8000	10428	130.3		7000	8441	120.6	11000	10000	
<del>6181 Deeds of grant</del>				amalgamated						
4180 Misc income	0	130	0	ghost fig removed	0	0	0	0		
<b>TOTAL</b>	<b>9950</b>	<b>13148</b>	<b>132.1</b>		<b>9100</b>	<b>9129</b>	<b>100.3</b>	<b>12500</b>	<b>12100</b>	
<b>EXPENDITURE BUDGETS</b>										
1135 Allotment upkeep	300	303	101		300	75	25	300	300	
1236 Outdoor maintenance	15000	9712	64.7		15000	2550	17	10000	10000	reduce per outcomes
1237 Outdoor planting	1200	835	69.6		1200	0	0	200	1200	keep same
1501 Outdoor equipment	3000	2557	85.2		3000	507	16.9	2500	3000	keep same
1239 VG utilities	100	170	169.6		250	0	0	0	250	maintain
1436 Skate & play areas	12000	10339	86.2	incl virement	1000	193	19.3	500	1000	to allow for repairs
1447 Dog waste	3000	2850	95		3000	1500	50	3000	3000	keep same
2314 Streetlights - power	1500	2427	161.8		1500	1215	81	1600	1500	get new deal
2336 Streetlights	5000	5195	103.9		5000	2332	46.6	5000	5000	keep same
<del>2436 Road safety</del>	0	0	0							
6123 Cemetery admin	300	344	114.5		300	193	64.3	300	300	keep same
6151 Cemetery rates	400	531	132.7		500	695	139.1	695	500	allow for inflation
6152 Cemetery repairs	100	0	0		0	0	0	0	0	
<b>TOTAL</b>	<b>41900</b>	<b>35263</b>	<b>84.1</b>		<b>31050</b>	<b>9260</b>	<b>29.8</b>	<b>24095</b>	<b>25750</b>	

Commentary: In the last complete year, income (corrected to remove ghost figures) was at 132.1% of forecast, largely due to the surge in burial fees. This year, income has again been boosted by burials, which reached 120% of annual forecast in the first half year. I have adjusted next year's forecast to take account of this continuing performance level. Village green income is maintained at the same level in the expectation that regular hirers will return during 2021. Most of the expenditure budgets remain unaltered, although seeing that outdoor maintenance has now performed at about two-thirds of its forecast level for two years, it seems appropriate to reduce it by a third for the coming year. The net result will be a forecast departmental deficit of £13,650 (as against £21,950 last year). There have been no Member representations for additions or deletions.