

Forest Row Parish Council

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

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



To: All members of AMENITIES AND SERVICES COMMITTEE:

Cllrs. J Wogan (Chairman), Hill, Josephson, R Lewin, T Lewin, Pritchitt, Spackman, Summers and Williams
Mrs Susan Wright

Community Centre
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Dear Sir/Madam,

Your attendance is required at a meeting of the AMENITIES AND SERVICES COMMITTEE to be held on **TUESDAY 28th SEPTEMBER 2021 at 7.30pm** in the Garden Room of the Community Centre

Date: 22 September, 2021

Mr D O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY.

AGENDA

1. PUBLIC QUESTIONS - the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETING HELD ON 8th JUNE 2021.
 - a) To approve the minutes of the meeting of 8th June 2021
 - b) To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION:
 - 6.1 Pending works
 - 6.2 Gilham Bank
 - 6.3 Tree Planting
 - 6.4 The 'Kickstart' scheme
7. FINANCIAL MATTERS To note report to end month 5
8. ALLOTMENTS
 - 8.1 To note allotment report(s)
 - 8.2 The status and future of the 'Gleeson land'.
9. CEMETERY
 - 9.1 To note burial clerk's report
 - 9.2 To note developments on cemetery land acquisition

10. **TREE WORK**
To authorise necessary tree work
11. **STAFFING ISSUES**
To consider and make recommendations re maintenance staffing
12. **GRASS CUTTING**
To consider & resolve on arrangements for verge cutting for next year
13. **SKATEPARK PROJECT**
To consider & resolve on a request from the Youth Coordinator
14. **CORRESPONDENCE (if any)**
15. **ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE**

AMENITIES & SERVICES COMMITTEE

BACKING PAPERS FOR MEETING 28th SEPTEMBER 2021

Agenda item	Description	page
	Clerk's briefing to the Committee	1-2
7	Financial statement to end month 5	3-4
8	Allotment manager's report	5
9	Burial clerk's report	6-7
12	Grass cutting invitation and options	8-9
13	Youth Coordinator's proposal for skatepark project	10

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED
28th SEPTEMBER 2021**

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

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

6.1 Pending works.

- The surgery access request is still live, although there has been no further practical progress since the last meeting
- The BT forecourt issue appears to have died the death.
- Verge bollards (A22 / Lower Road green) are regrettably still on the 'to do' list.
- Rush Green culverts. The blacksmiths have not replied despite reminders, leaving this task somewhat in limbo.
- The 'Shoe Oak' protective works and play area repairs are on the priority 'to do' list.
- The additional water trough for the allotments likewise

6.2 Gilham Bank grant application. This was unfortunately turned down by the Lund Fund on the basis that it was too focussed on 'health & safety' (clearing out dead & volunteer growth) and 'amenity' (opening up the copse to public access), and should have concentrated on promoting wildlife - a shift of emphasis from previous criteria. I am minded to revert to the Tesco 'Bags of Help' scheme, which funded the Canal project.

6.3 Tree planting. The long-delayed planting of trees (donated by the Woodland Trust) by the New Enchantment group is now scheduled to go ahead on 12th October.

6.4 The Kickstart programme. Promised much, but sadly delivered nothing. Candidates who made contact all said that the travel issue made it too difficult.

ACTION: to note

7. FINANCIAL MATTERS. A printout is attached and requires little comment. Once the skatepark extension monies are factored out, income is a little above forecast and expenditure a little below, but no matters of concern. The underspend on outdoor maintenance matters largely reflects the impact of the pandemic.

ACTION: to note

8. ALLOTMENTS

8.1 The allotment manager's report is attached. The allotment representatives (Cllr Summers & Ms Susan Wright) may wish to add their own comments.

ACTION: to note

8.2 The 'Gleeson land'. Some Members wanted to consider the status and future of this piece of ground, which as I understood it, was originally acquired as an insurance against Wealden District Council reclaiming the 'new section' of the allotments for its own purposes (as it is entitled to do). Apart from a section cleared for leaf mould composting, the land has been left fallow and is seriously overgrown. A recent application by the 'Tiny Farm' project to use some of it for their scheme was rejected. What does Council wish to do with this ground, if anything?

ACTION: to consider and resolve if appropriate

9. CEMETERY

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

9.2 Land acquisition developments. We are now in a position to apply to the Ministry for consent to borrow towards the capital costs of the extra land. Full Council has set the borrowing consent figure at £100,000, and this will now be progressed. Does Committee wish to authorise further attempts to negotiate a price with the landowner?

ACTION: to resolve as appropriate

10. TREE WORK

There are three matters to be decided:

- There are some pressing works to be dealt with in the cemetery. Is Committee content to delegate instruction of a tree surgeon to do these works?
- Cllrs Wogan & Hill were assessing the priority of certain tree works identified by the tree warden, but have had some issues with identification from his spreadsheet. Once this is sorted out, is Committee content to delegate instruction of a tree surgeon to do the works?
- At Full Council on 21st September, the County Councillor mentioned the possibility of the Parish Council undertaking some tree work on behalf of the County Council on a subsidised basis. Does Committee wish negotiation on this to be pursued?

ACTION: to resolve on the above matters as appropriate

11. STAFFING ISSUE

It has become clear this year that despite working diligently and to capacity, our outdoor maintenance crew have been pushed to their limits to cope with routine works and some extras have had to be postponed. The 'Kickstart' scheme has not yielded any additional labour, so Committee may wish to consider recommending to Finance/ Full Council that a further (unqualified) worker be engaged to help with general outdoor maintenance work.

ACTION: to resolve as appropriate

12. GRASS CUTTING

The County Council has invited us to submit our plans for verge cutting for next year. For the past two years we have adopted the minimum service of two 'free' cuts per year, undertaking any other cuts ourselves. The other options are: additional cuts done by ESCC at a cost, or a wholly self-managed programme, for which ESCC pays a subsidy.

The invitation and details are attached. For Committee to decide which option it prefers.

ACTION: to resolve as appropriate

13. SKATEPARK PROJECT

The youth coordinator has proposed a project basically to paint the skatepark (under professional instruction) as an alternative to volunteer (and often unsightly) graffiti. Her proposal is attached (which includes details of funding). Is Committee in support?

ACTION: to resolve as appropriate

14. CORRESPONDENCE None not already circulated

15. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

Detailed Income & Expenditure by Budget Heading 22/09/2021

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities & Services</u>							
<u>101 Allotments</u>							
1180 Allotment Rents	270	1,500	1,231			18.0%	
Allotments :- Income	<u>270</u>	<u>1,500</u>	<u>1,231</u>			<u>18.0%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	482	1,500	1,018		1,018	32.1%	
Allotments :- Indirect Expenditure	<u>482</u>	<u>1,500</u>	<u>1,018</u>	<u>0</u>	<u>1,018</u>	<u>32.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(213)</u>	<u>0</u>	<u>213</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	1,194	500	(694)			238.8%	
1281 VG- Utilities Income	0	100	100			0.0%	
Village Greens :- Income	<u>1,194</u>	<u>600</u>	<u>(594)</u>			<u>199.0%</u>	<u>0</u>
1236 Outdoor Maintenance	1,781	10,000	8,219		8,219	17.8%	
1237 Outdoor Planting	539	1,200	661		661	44.9%	
1239 VG-Utilities	70	250	180		180	28.0%	
Village Greens :- Indirect Expenditure	<u>2,390</u>	<u>11,450</u>	<u>9,060</u>	<u>0</u>	<u>9,060</u>	<u>20.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,196)</u>	<u>(10,850)</u>	<u>(9,654)</u>				
<u>104 Amenities General</u>							
1400 Amenities grants/donations	54,000	0	(54,000)			0.0%	
4180 Misc Income	1,489	0	(1,489)			0.0%	
Amenities General :- Income	<u>55,489</u>	<u>0</u>	<u>(55,489)</u>				<u>0</u>
1436 Skate & Play areas	54,186	1,000	(53,186)		(53,186)	5418.6%	
1447 Dog Fouling	780	3,000	2,220		2,220	26.0%	
Amenities General :- Indirect Expenditure	<u>54,966</u>	<u>4,000</u>	<u>(50,966)</u>	<u>0</u>	<u>(50,966)</u>	<u>1374.2%</u>	<u>0</u>
Net Income over Expenditure	<u>523</u>	<u>(4,000)</u>	<u>(4,523)</u>				
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	1,568	3,000	1,432		1,432	52.3%	
Outdoor Maintenance :- Indirect Expenditure	<u>1,568</u>	<u>3,000</u>	<u>1,432</u>	<u>0</u>	<u>1,432</u>	<u>52.3%</u>	<u>0</u>
Net Expenditure	<u>(1,568)</u>	<u>(3,000)</u>	<u>(1,432)</u>				

Detailed Income & Expenditure by Budget Heading 22/09/2021

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Street Lighting							
2314 SL-Power	1,271	1,500	229		229	84.7%	
2336 Streetlights	2,586	5,000	2,414		2,414	51.7%	
Street Lighting :- Indirect Expenditure	<u>3,856</u>	<u>6,500</u>	<u>2,644</u>	<u>0</u>	<u>2,644</u>	<u>59.3%</u>	<u>0</u>
Net Expenditure	<u>(3,856)</u>	<u>(6,500)</u>	<u>(2,644)</u>				
204 Road Safety							
2436 RS-Road Safety	0	500	500		500	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
601 Cemetery							
6180 BU-Burial Fees	10,765	10,000	(765)			107.7%	
Cemetery :- Income	<u>10,765</u>	<u>10,000</u>	<u>(765)</u>			<u>107.6%</u>	<u>0</u>
6123 Cemetery Admin	0	300	300		300	0.0%	
6151 BU- Cemetery Rates	809	500	(309)		(309)	161.8%	
Cemetery :- Indirect Expenditure	<u>809</u>	<u>800</u>	<u>(9)</u>	<u>0</u>	<u>(9)</u>	<u>101.1%</u>	<u>0</u>
Net Income over Expenditure	<u>9,956</u>	<u>9,200</u>	<u>(756)</u>				
Amenities & Services :- Income	<u>67,717</u>	<u>12,100</u>	<u>(55,617)</u>			<u>559.6%</u>	
Expenditure	<u>64,072</u>	<u>27,750</u>	<u>(36,322)</u>	<u>0</u>	<u>(36,322)</u>	<u>230.9%</u>	
Movement to/(from) Gen Reserve	<u>3,646</u>						
Grand Totals:- Income	<u>67,717</u>	<u>12,100</u>	<u>(55,617)</u>			<u>559.6%</u>	
Expenditure	<u>64,072</u>	<u>27,750</u>	<u>(36,322)</u>	<u>0</u>	<u>(36,322)</u>	<u>230.9%</u>	
Net Income over Expenditure	<u>3,646</u>	<u>(15,650)</u>	<u>(19,296)</u>				
Movement to/(from) Gen Reserve	<u>3,646</u>						

Amenities & Services Committee Meeting - Tuesday 28th September 2021

Allotments Waiting List

- 24 people on the waiting list inside the Parish.
- 9 people on the waiting list outside the Parish.

Raised Beds Waiting List

- Nobody on the waiting list.

Site Inspection

- Site inspection - Most plots are being worked/cultivated but there are still some that are not due to ongoing health issues.

Renewals Payments

- At the end of August - all renewal payments were sent out for 2021 - 2022.

PLOTS

- 5 plots have been returned or taken back due to not being worked.

MEMORIALS AND INSCRIPTIONS APPROVED SINCE THE LAST MEETING ON 8th JUNE 2021**DEEDS OF GRANT OF EXCLUSIVE RIGHT TO BURIAL ISSUED SINCE THE LAST MEETING**

DEED 1355	EA41	ARCHIBALD
DEED 1356	EB29	CATTERALL
DEED 1357	EB30	CATTERALL
DEED 1358	GOR209	RUDIN
DEED 1359	EB33	BISHOP
DEED 1360	EB34	BISHOP
DEED 1361	EB35	BISHOP
DEED 1362	EB36	BISHOP
DEED 1363	EB21	KNEPPERS
DEED 1364	EB22	KNEPPERS
DEED 1365	EB23	KNEPPERS
DEED 1366	EB24	KNEPPERS
DEED 1367	EB25	CATTERALL
DEED 1368	EB26	CATTERALL
DEED 1369	EB27	CATTERALL
DEED 1370	EB28	CATTERALL

DEEDS OF GRANT TRANSFERRED SINCE THE LAST MEETING

DEED 744	HI4	SUMNER	TO	EMMS
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RENEWAL DEED OF GRANTS

DEED 612	1485	MAIDEN
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MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED SINCE THE LAST MEETING

DEED 1354	EB37	HEADSTONE & BASE	COMER
DEED 612	1485	ADDITIONAL INSCRIPTION	MAIDEN
DEED 1238	EA31	ADDITIONAL INSCRIPTION	JOHN
DEED 744	HI4	ADDITIONAL INSCRIPTION	EMMS
DEED 690	HH3	REPLACEMENT HEADSTONE	KING
DEED 1248	EA39	REPLACEMENT HEADSTONE	RICHARDSON
DEED 1351	EB45	HEADSTONE AND BASE	HOLLOWAY
DEED 864	315	ADDITIONAL INSCRIPTION	EICHNER

INTERMENTS 2021

NAME OF DECEASED	GRAVE	FULL INTERMENT OR ASHES	COVID-19
SHUTTLEWORTH	EB44	FULL	NO
EVANS	HG1	FULL	YES
EMMS	HI4	ASHES	EXHUMED FROM K & SX CREM
STOCKLEY	GOR140	ASHES	NO
PAYNE	EA41	FULL	NO
COMER	EB37	ASHES	NO
CATTERALL	EB29	FULL	NO
AMY	GOR238	ASHES	NO
POPE	GOR129	ASHES	NO
EICHNER	315	FULL	NO
MAIDEN	1485	ASHES	NO

HEADSTONES LAID DOWN FOR SAFETY SINCE THE LAST MEETING

NONE

REPORT ON ISSUES IN FOREST ROW CEMETERY

We have had a complaint by Kirti Roser regarding the condition in the bottom right hand side of the cemetery, we are awaiting a quote to have the trees trimmed of low hanging branches and to clear/chip the branches that have fallen onto the graves in this area.

CEMETERY AWARDS 2021

I am pleased to advise that Forest Row Cemetery won the Cemetery of the Year Awards 2021 and the prize money will be used to carry out the work mentioned above with any remaining funds to be used to replace/plant a couple of good sized cherry trees as there are a few that are dead and need to be removed.

David O'Driscoll

From: Contracts Management Group <Contracts.ManagementGroup@eastsussex.gov.uk>
Sent: 21 September 2021 10:46
To: David O'Driscoll
Subject: Urban Grass Cutting Options 2022
Attachments: Self Delivering Verge Cutting - Information.pdf

Dear Forest Row Parish Council,

I am writing in relation to the urban grass cutting service for 2022. East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for next year.

Please note, from this year on we will be including an inflationary increase in the prices. This means that what you would pay ESCC for 4 extra cuts or what we would contribute to you to self-deliver will be slightly increased this year and each year going forward.

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.

Option 2 – Extra cuts: Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish/Town Council a total of £1762 for the year.

Option 3 – Self delivery: Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish/Town Council the sum of £881 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Parish/Town Council if you opt to self-deliver. Further details are available in the attached document.

I would be grateful if you could indicate which option your Council would like to choose by **20th December**. Please be aware that if we have not heard back by this date, we will default to Option 1 – two standard cuts.

If you require any further information you can contact me at contracts.managementgroup@eastsussex.gov.uk.

Best regards,

Fenella Lillywhite | Service Support Officer | Service Development Team

Contracts Management | Communities, Economy & Transport Department

[Coronavirus \(COVID-19\) – help and support](#)

East Sussex
Highways 



Agreement and Evidence Documents

From last year we requested all who decided to self-deliver the Urban Grass Cut to sign an agreement.

The agreement outlines both East Sussex County Councils responsibilities and your own.

You will be asked to sign two copies and send them back to us. We then Seal both and send one copy back to you for your records.

The Agreement must be signed and sent back to us before the contractor commences work on the highway.

Notes on employing a contractor

As noted below, we also request certain documentation to be provided from your contractor. We request this every year as certain documents should be updated each year, such as Risk Assessments and Methods Statements.

When employing a contractor to carry out verge cutting on the highway you must satisfy yourselves of their competence.

Any individual carrying out works on the highway (including grass verges) must comply with all relevant legislation including, but not limited to, the [Highways Act, 1980](#) and the [New Roads and Streetworks Act \(NRSWA\), 1991](#).

They must also be trained and competent as required by the [Safety at Streetworks and Roadworks Code of Practice, 2013](#). This includes training in traffic management as well as the use of machinery.

Further information on [Street Works qualifications](#).

In addition they must be able to provide copies of:

- Staff training and qualifications in traffic management including signing and guarding
- Staff training and qualifications in the safe use of machinery
- A formal contract with your Council
- Insurance certificates including a minimum of £10 million public liability insurance
- A health and safety policy
- Risk assessments for carrying out verge cutting on the highway
- Method Statements for carrying out verge cutting on the highway

Copies of evidence **must** be sent to contracts.managementgroup@eastsussex.gov.uk **before** the contractor commences work on the highway.

Brief for proposal for graffiti project @ The Skate Park

I would like to propose that The VENUe Youth workers co-ordinate the delivery of a graffiti project at the skate park.

Many skate parks in London and other areas have completed similar projects as the 2 usually go hand in hand.

The idea would be to create a mural piece of art rather than just painting random things on the ramps.

We would work alongside our local talented graffiti artist Julian Johnson who has completed some beautiful pieces in the past.

We would collect ideas from the youth from the VENU but also encourage participation from other members of the community and some of the younger children that use the park.

MM has recently applied for a small grant of £500 from the police that would help to cover the cost for materials and contribute towards paying Julian for his time.

I have not spoken about the specifics of the project to Julian yet as I will need council's approval before taking this any further.

Considering recent events and looking at ways of being inclusive and tackling antisocial behaviour I feel that this would be a positive project. I feel it would be a real "feel good" project that would provide the young people with a sense of ownership and respect in personalising an area of the village that so many benefit from.

It would be a community project although mainly youth led and could help to bridge some of the intergenerational gaps that we have.