Forest Row Parish Council

Clerk:

Mr David O'Driscoll

Email:

parishclerk@forestrow.gov.uk

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





Hartfield Road
Forest Row
East Sussex
To: All members of the COMMUNITY SERVICES
COMMITTEE:
Tel:
01342 822661
Cllrs. T Lewin (Chairman), Davies, Josephson, R Lewin, Fax:
01342 825739

Email: Website:

Date:

info@forestrow.gov.uk www.forestrow.gov.uk

9 June, 2021

Community Centre

Dear Sir/Madam.

You are required to attend a meeting of the COMMUNITY SERVICES COMMITTEE to be held on TUESDAY 15TH JUNE 2021 in the Garden Room at the Community Centre at 7.30pm.

Miller, Moore, Pritchitt, Waters and Wogan

520

Mr David O'Driscoll

Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR <u>RELEVANT</u> 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.
- APOLOGIES FOR ABSENCE
- 3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE FOLLOWING ITEMS (INCLUDING DISCLOSABLE PECUNIARY INTERESTS)
- RECORDS OF THE MEETING HELD ON 20TH APRIL 2021
 4.1 To approve the minutes of the meeting of 20TH APRIL 2021
 - 4.2 To consider any objections to deletion of the digital recording of that meeting
- 5. CLARIFICATION OF ACTIONS FROM LAST MEETING
- 6. COMMITTEE CHAIRMAN'S COMMENTS
- 7. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
- 8. TO NOTE FINANCIAL REPORT to end month 2
- 9. CURRENT SERVICES: TO NOTE REPORTS
 - 9.1 Market
 - 9.2 Medical car service
 - 9.3 Hearing aid service
 - 9.4 EV charging unit
 - 9.5 Community helpline
 - 9.6 'Gages' community lunches
 - 9.7 Thursday Club
 - 9.8 Repair Café
 - 9.9 Forest Row Business Group
 - 9.10 Youth Service

- 10. SERVICE DEVELOPMENT: TO NOTE REPORT
- 11. CORRESPONDENCE
- 12. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

COMMUNITY SERVICES COMMITTEE BACKING PAPERS FOR MEETING 15th JUNE 2021

Agenda Item	Description					
	Clerk's briefing note	1				
8.	Financial Report to month 2	2-3				
9.1-9.4	Report on Market, Medical transport, Hearing aid service, Car charging unit.	4				
9.6-9.7	Report on 'Gages', 'Thursday Club'	5				
9.8-9.9	Report on Repair Café, F/R Business Group	6-7				
9.10	Report on youth service	8				
10.	Service development report	9-12				

COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES COMMITTEE TO BE HELD ON 15th JUNE 2021

- 1. PUBLIC QUESTIONS None notified in advance
- 2. APOLOGIES FOR ABSENCE None notified in advance
- 3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION Members who have a <u>financial</u> interest in any of the items covered by this agenda may wish to declare a personal interest. But Members need to be realistic and observe a sensible 'de minimis' judgement, otherwise the provision becomes trivialised.
- 4. TO DEAL WITH RECORDS OF MEETING. Meeting of 20th April 2021.
- 5. **CLARIFICATION OF ACTIONS FROM LAST MEETING** Any points of information arising from the previous meeting that can be dealt with briefly.

ACTION: to discharge as appropriate

CHAIRMAN'S COMMENTS Cllr T Lewin will update the Committee on the progress of several initiatives which are linked to the Community Services remit.

ACTION: to note

7. CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)

The 'carbon footprint audit' & 'utility usage issue' were deferred for detailed consideration until the pandemic has 'stabilised'. In fairness this must mean until Council business is no longer subject to significant public health restrictions, and this is unlikely to be the case until at least until the end of June. The other matter reported at the last meeting was the increasing number of what might be termed 'crossover projects'. Current candidates under this heading are now being dealt with in other Committees and the forthcoming review of the Committee structure may further progress the matter.

ACTION: to note

8. FINANCIAL REPORT to end month 2

At end month 2, performance against forecast should be in the order of 16.7%, and despite current restrictions income is above forecast and expenditure below. Since the start of the year only the market and Gages have been significantly active: both are performing well.

ACTION: to note

9. CURRENT SERVICES. These are covered by the reports within the backing papers from Sue Young, Sandra Aylen, Sara Smart (part 1) and Melissa Rey-Mesher. Please raise any queries in advance of the meeting.

ACTION: to note

- SERVICE DEVELOPMENT. These matters are dealt with in Sara Smart's report (part 2).
 ACTION: to note
- 11. CORRESPONDENCE. None not already circulated in Councillors Reading.
- 12. ITEMS FOR REFERRAL TO COMMITTEE OR FULL COUNCIL

09/06/2021

Forest Row Parish Council

09:04

Detailed Income & Expenditure by Budget Heading 09/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Localism & Community Projects							
206 Community Transport							
2678 Medical Car Scheme Income	16	300	284			5.4%	
Community Transport :- Income	16	300	284			5.4%	
2554 Wealdlink	229	1,000	771		771	22.9%	•
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	229	1,200	971	0	971	19.1%	0
Net Income over Expenditure	(213)	(900)	(687)				
207 Market							
3184 CC-Market Income	2,578	6,000	3,422			43.0%	
Market :- Income	2,578	6,000	3,422			43.0%	
3151 CC-Market expenditure	419	1,300	881		881	32.3%	
Market :- Indirect Expenditure	419	1,300	881	0	881	32.3%	
Net Income over Expenditure	2,159	4,700	2,541				
209 Localism & Community Proj Misc							
2905 Repair Cafe & Wellbeing Servic	8	2,000	1,993			0.4%	
			1,555			0.476	
Localism & Community Proj Misc :- Income	8	2,000	1,993			0.4%	0
2700 Repair Cafe & Wellbeing	0	2,000	2,000		2,000	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net income over Expenditure	8	0	(8)				
304 Cafe							
3480 Gages - Sales	3,882	20,000	16,118			19.4%	
Cafe :- Income	3,882	20,000	16,118			19.4%	0
3436 Gages-Purchase of Equipment	318	1,500	1,182		1,182	21.2%	
3460 Gages -Purchases Food etc	1,505	12,500	10,995		10,995	12.0%	
Cafe :- Indirect Expenditure	1,824	14,000	12,176	0	12,176	13.0%	
Net Income over Expenditure	2,058	6,000	3,942				

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Forest Row Parish Council

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09:04

Detailed Income & Expenditure by Budget Heading 09/06/2021

Month No: 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EM
<u>306</u>	Thursday Club							
3680	TC-Subscriptions	0	400	400			0.0%	
	Thursday Club :- Income		400	400			0.0%	
3636	TC-Running Costs	0	1,000	1,000		1,000	0.0%	
	Thursday Club :- Indirect Expenditure	0	1,000	1,000	0	1,000	0.0%	
	Net Income over Expenditure	0	(600)	(600)				
<u>406</u>	Youth Provision							
4676	YP-Grants & Other Income	246	1,000	754			24.6%	
	Youth Provision :- Income	246	1,000	754			24.6%	
4603	YP - Dev costs & General Expen	483	2,500	2,017		2,017	19.3%	
	Youth Provision :- Indirect Expenditure	483	2,500	2,017	0	2,017	19.3%	
	Net Income over Expenditure	(237)	(1,500)	(1,263)				
Loca	alism & Community Projects :- Income	6,729	29,700	22,971			22.7%	
	Expenditure	2,955	22,000	19,045	0	19,045	13.4%	
	Movement to/(from) Gen Reserve	3,774						
	Grand Totals:- Income	6,729	29,700	22,971			22.7%	
	Expenditure	2,955	22,000	19,045	0	19,045	13.4%	
	Net Income over Expenditure	3,774	7,700	3,926				
	Movement to/(from) Gen Reserve	3,774						

FOREST ROW VILLAGE MARKET

The June market was a roaring success with 35 stalls in the community centre car park and a further 22 stalls on foresters Green. The footfall count on the day was 1262

The feed back from both customers and stallholders was extremely positive.

The market has prospered during the pandemic and remained open during lockdown with essential stalls only, since being able to welcome the non-essential stallholders back we have grown from strength to strength and as we still have a waiting list and daily enquiries I plan to make the market as large as possible in the coming months by utilising the village green as well as the car park and fitting as many stalls as possible into the available space. It may be that we have all the stalls in the car park (which is a larger location) and park the vehicles over on the green (this will mean less wear and tear on the grass as there will not be people continually walking on it and less movement in general).

MEDICAL TRANSPORT

The medical transport service is still running with clients and drivers wearing face coverings during trips. This service will return completely to normal once the restrictions have been removed.

The volunteers have made 44 trips so far this year with 26 of these for Covid Vaccinations.

HEARING AID MAINTENANCE

With the community centre open to the public we are seeing an increase in the number of clients needing tube replacements and batteries. It is extremely important to encourage clients to have the tubing replaced as many have not over the past year and the tubing has become hardened which affects the overall performance of the hearing aid.

Since January we have given seen 37 clients, given out 128 packs of batteries and repaired/replaced the tubing on 15 hearing aids.

CAR CHARGING UNIT

It has been reported to us that the car charging unit is experiencing issues, I have contacted BP Pulse but have not had a reply. This has now been passed over to Tony Lewin to chase up the replacing of the unit and in the interim getting the current one up and running.

Sue Young 8th June 2021

COMMUNITY SERVICES REPORT 15th June 2021

GAGES

It has been lovely welcoming back some of our regulars to the Café in the past couple of weeks and hopefully more will return. So far, we have had 38 dinners eat in over 6 days that we have been opened.

They are having to call to order and pay for their meals before 11am. As of June we are only serving lunches Wednesday – Friday.

Sadly, the main fridge in the kitchen stopped working and was declared beyond economic repair, so a new one was ordered and was installed on Monday 7th June.

Figures taken from our daily records since 13th April 2021 (Last Community Services report) These figures include both periods of being open 3 & 4 days a week up until 4th June 2021

	Total Deliveries	Diners to Gages	Soup	Main	Veggie	Dessert	Frozen
8 Week Period	567	0	268	473	119	403	32
Average per week	70.8	0	33.5	59.1	14.8	50.3	4
Average per day	18.9	0	8.9	15.7	3.9	13.4	

THURSDAY CLUB

We welcomed back our members on the 20th May. We had to split them up into 2 rooms with myself and one of the volunteers looking after one of the rooms. We had tea and catch up.

Our second gathering on the 3rd June was in the Jubilee Garden. The weather was lovely.

They are all looking forward to Ladies Day on the 17th June where we will all wear our best hats, listen to some of the races whilst drinking Pimm's and eating strawberries & cream.





Sandra Aylen 7th June 2021

COMMUNITY DEVELOPMENT OFFICER REPORT FOR COMMUNITY SERVICES MEETING 15th JUNE 2021: part 1

REPAIR CAFÉ: The Repair Café successfully reopened its doors for the first time since last October on 22nd May to 36 repairs. The building was a hive of activity, and everyone was incredibly excited to be back volunteering and having their items fixed. Our new gazebos looked very smart and kept the teams outside protected from the rain.

We had a Repair Shop (BBC One TV show) moment for those of you that watch it, where the fabrics team were able to repair a 103-year-old teddy bear for a very grateful owner. The story is on our Facebook page for those of you that have not seen it.



https://www.facebook.com/RepairCafeForestRow/

The next Repair Café will be on Saturday 26th June and then we will revert back to our regular 3rd Saturday of the month slot.

Figures from the day:

Total no of items	Fabrics	Electrical	Computers	Ceramics/Generals
36	8	17	1	10
Repaired	Not Repaired	Advice Given	Taken Home	Donations received
22	10	2	2	£174.51
Adding toge	ther advice give	n and taken h	ome =72.22% suc	cess

FOREST ROW BUSINESS GROUP: The Business Group May Day Trail was another huge success. The village was heaving with the Forest Row Market at the Community Centre and the children's funfair on the Village Green. There was a nice buzz

around all that was going on.



We gave out 96 sheets to families and had 72 completed forms returned to the VENUe on the GREEN team, we believe the funfair distracted a few children along the way! The prizes gave a huge sugar rush but a gift of a packet of sunflowers from Cooling's Wych Cross to plant and enjoy this summer was a nice touch, this was incredibly generous of them and would like to thank them for their support.

I would like to make a special mention and thank you to Bonnie at The Seasons for all her help with the posters and publicity, to Sarah from Room on the Row for giving up a few hours to help at the start of the trail, to Jenny Josephson and her team at Al Fine for the green man costume (please see photo) and for helping on the stall, Sue Young for encouraging as many families to

take part and setting up our gazebo and to the VENUe team for their help giving out prizes at the finish point, I couldn't have done it without you.

I would also like to thank 2 of our councillors for giving up their time to support us, Tony Lewin at the start for a few hours and Mike McNally for his wonderful performance as our Green Man at the finish of the trail, the children loved it and it really added to the event.

We would like to look at doing another event in the autumn before the Christmas one.

Community Services Report

April-June 2021

Total Young people for this quarter: 324

General

We re-opened our doors in line with restrictions being lifted and decided that we would extend the service and open the doors for year 5 and 6.

Our reasoning behind this was very much based on the concerns we have as youth workers around the lack of interaction and socialising young people have had over the past year.

The sessions for Year 5 and 6 are Monday/Wednesday and Friday weekly. The uptake has been fantastic and we have had to put a booking system into place as a way of managing numbers.

Sessions are averaging number wise between 15-30 children. The children absolutely love the space, it is also a great way of taking their first steps into independence preparing them for secondary school.

Our sessions for our older youth 12-14 are steadily being attended and there is also more of an appreciation for their dedicated sessions and numbers are on the up for these sessions.

Drugs and antisocial behaviour

There has been lots of work behind the scenes mainly with myself and Sara Smart to look at ways in which we can engage with the older youth that are a cause of concern in terms of reckless, dangerous behaviour.

MM has had numerous meetings with parents that are keen to get involved and will be looking at drawing on the skills we have as a community to facilitate workshops that are designed based on the ideas from the youth.

MM met with the local community police to discuss partnership working in the form of "Outreach". The idea would be that the youth teamwork alongside the police to scout the skate park and back field and to share information amongst each other.

We have decided to re-open for sessions specifically for this age group starting on the 24th June. The sessions will run weekly for 13-18year olds from 6.30-9pm.

We are holding a competition for that age group to design the branding for the youth club with the winner receiving a gift voucher for Java and Jazz. The winner will be announced on the 24th. We are hoping that this will generate some interest for the evening sessions.

We have some fantastic ideas of things that we can do to engage with this age group. We are aiming to deliver a DJ workshop throughout the month of July.

Training

Staff are all attending First Aid training on the 17th June.

COMMUNITY DEVELOPMENT OFFICER REPORT FOR COMMUNITY SERVICES MEETING 15th JUNE 2021: part 2

FROW FRIENDS SHED: At the time of writing this report I do not know what the outcome of my proposal to the Amenities and Services committee was, but this was what I asked:

I would like to seek approval from Amenities and Services to site the PC's Shed Project on the council land as described below, so that we can proceed to putting in a planning application for us to begin the work.

The site is as described below:

The land is behind the outdoor maintenance yard as circled below; diagram 1, it has become the prime location now that the fields next to this area have been cleared. The shed would be sited facing the cleared field, with no windows at the back so the yard could be kept private. The building itself would be no more than 5m wide x12m long with the plan to have a veranda and outside space to allow for outdoor working and socializing for the members. See diagram 2.

The building will be raised up due to the Foresters Link being liable to flooding. We are looking at a timber-built building with a pitched roof to keep it in sympathy with the surroundings, but we will consider a shipping container that could be timber clad if this proves cost efficient, this has yet to be decided on.

The entrance to the site would be from the Foresters Link. The building would need electricity, water and sewage, there is already power and water on the Village Green and to the maintenance yard so this will be easy to tap into. There are sewage pipes that run across the yard and the site so we should not have a problem with this either. Obviously, these are considerations we would need to get verified and would make up part of the planning application.

We would need to have some plans for the design drawn up, but a local architect has said she would be willing to do this as a gift to the project and the community.

I have a team of people willing to support the project with design ideas, timber expertise and skills to get us started, including 2 councilors and a member of staff.

The cost of the planning application is covered by a grant we were awarded from Action in Rural Sussex. The rest of the project will need to be grant funded for or look at local sponsorship and crowd funding. This has not been able to be investigated yet as we cannot proceed without planning permission. When planning is approved this will be the next priority.

The shed project will need to have a shed coordinator, which ideally would be a paid position through funding, to lead the work. This has been incredibly cost efficient at MAYFACS and I will be speaking to their manager and coordinator to learn from them.

Diagram 1:

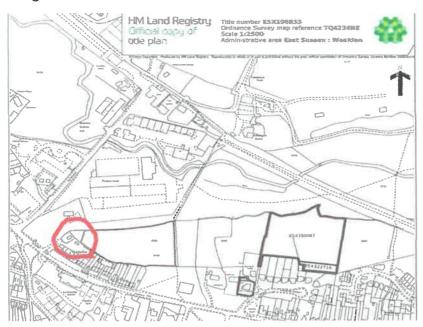
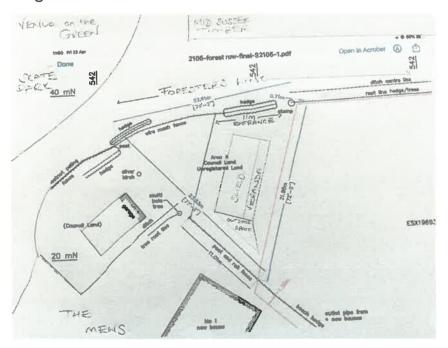


Diagram 2



ALLOTMENT PROJECT: Janet Lamprell is waiting for an allotment to be vacated for us to take on for this project in Johnsons Field.

<u>DEMENTIA GARDEN:</u> I spoke to Lynn Smith about the idea of collaborating with her and her team to start the dementia garden project in the Jubilee Garden, she has said she is happy to discuss the project further so I will organize a meeting with her to see how we can move this forward.

FROW FRIENDS BEFRIENDING/THURSDAY CLUB COLLABORATION: FRow Friends Befriending is planning to send out a quarterly newsletter from now on, Spring, Summer, Autumn and Winter as their funding has now ended and is unable to afford

to do it more regularly. The newsletter has proved incredibly popular with our Thursday Club members so the cost of the next issues, which is minimal, will be taken from the Thursday Club budget as a way of supporting all the good work they have provided our members.

A funding application by FRow Friends Befriending has gone in to fund the cost of a minibus and subsidise the cost of a summer trip to the seaside in September if COVID restrictions allow. This will be open to our Thursday Club members as per usual.

COLLABORATIVE WORKING AND DEVELOPMENT: The Good Company People, a not-for-profit organisation based in Rotherfield, has approached us to promote their service in Forest Row. The founder Lucy Buck and I were introduced during a 3VA meeting. It is an interesting concept that I believe could work well here in the village and although this is a separate project from anything we are doing here at the PC, I believe Lucy could be a good contact for people needing support and care facilities.

The Good Company People want everyone over 60 to have good company on their doorstep so that no one has to feel alone.

And we need you!

- Would you like to earn an income and make a difference in your community?
- · Are you compassionate, trustworthy & fun?
- . Do you live in or around Forest Row?
- Could you provide regular Good Company day sessions to three older adults in your own home?
- · Do you have hobbies & interests you'd like to share?

To find out more, please call Lucy Buck on 07472 564519 or visit www.thegoodcompanypeople.org

Good Company People



What is The Good Company People?
The Good Company People is a not-for-

profit piloting a new model of care across Wealden. Our aim is to promote fulfilling social connections to people over 60 experiencing social isolation.

We want to find friendly hosts who want to be paid to provide stimulating, safe and affordable Good Company sessions (9.30 -2.30) for up to three guests in the hosts own homes.

We will provide comprehensive training, vetting and induction. We will ensure guests are matched based on hobbies and interests.

Why The Good Company People?

- We want guests to enjoy doing the activities they love in Good Company.
- We want relatives to have regular, affordable breaks knowing that their loved ones are in Good Company.
- We want hosts to find a fulfilling career and earn a regular income.

YOUTH WELLBEING SUPPORT GROUP:

Unfortunately due to a change in circumstances for Rosie Youngman she has sadly had to stop the sessions. The membership had not risen by many so Rosie was able to explain the situation to each of those that had attended, and they all fully understood.

The need for such a group is something that Mel Mesher (Youth Supervisor) and I are discussing as a future project, but we are aware that this group was not advertised to its full potential so word had not spread enough among those that would have benefitted from it.

<u>DRUG ISSUES/SUPPORT:</u> There is grave concern within the community at the moment around the serious drug use and dealing going on around the Village Green, Skate Park and VENUe on the GREEN. This is being addressed by the Youth Team, the

Community Warden, Police and PCSO's but members of the public have made comment on Facebook which has instigated a very productive conversation/meeting and plan of action that Mel Mesher and I are looking to action. Please see Mel's report for further details of the activities and projects that this collaboration has brought forward. I will continue to support Mel as much as needed.

TRAINING/NETWORKING: I attended a Sussex Community Foundation Funding Surgery facilitated by MSVA, which was a very useful session with ideas on how best to apply for funding and what the funders are looking for.

An Advanced Masterclass in Befriending Good Practice to learn more about befriending and how the PC can support FRow Friends in the future if there was a need to.

I am continuing to attend the Older Peoples Services Forum facilitated by 3VA, which is a great network for learning what others are doing and for enhancing projects and activities we do. I have been asked to join one of their working parties around either a collaborative older peoples day event or coordinating publicity/info of all older people's activities. I would like to be involved but will see what the time commitment is before agreeing.

<u>OTHER NETWORKING:</u> The Clerk and I had a meeting with **Frocal** to discuss ways in which we can collaborate on projects or support the work each are doing in the local community. This could be an interesting relationship to explore.

I will be looking to make contact and build a relationship with **The Ashdown Hub** as they are doing some interesting outreach work in the community around wellbeing and mental health. They have been in contact with Mel Mesher to look at how to support the older youths, so it would be good to be able to build on this for our social prescribing.

https://www.ashdownhub.org/

Wildhart Radio a new local digital radio station has contacted me to explore the possibilities of sharing what the Parish Council do, either as a regular advertising slot or to go on and promote all our services. I have also been asked if any of our volunteers, members of Thursday Club or those that attend Gages would be interested in hosting a show, they wish to reach out to all the community and are especially interested in reaching the elderly. I think it would make a lot of sense for us to either take on a regular slot maybe once a month.

DEMENTIA FRIENDS SESSIONS: Could I please encourage all councillors that have not completed their training to have a look and let me know when they have. If you have done it through another organisation, please say so I can add you to our list that you are a Dementia Friend.

The personalised link that you need to access this short training is: https://www.dementiafriends.org.uk/DF_WEBC_PartnerVideos?page=videos-for-organisations#,YHBfM8-SIPb and then please enter the code For11102

The collaborative dementia work we can do with Wealden Dementia Action Alliance will be enhanced by us being a Dementia Friendly Parish Council.

Sara Smart / Community Development Officer 02,06,2021