

Forest Row Parish Council

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



(Office Hours: Monday to Friday 9am to 2pm)

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

Community Centre
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Dear Sir/Madam,

Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 29th JUNE 2021 in the Garden Room at the
Community Centre at **7.30 PM**.

Date: 23rd June 2021

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.

AGENDA

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING
 - 3.1 To approve the minutes of the Meetings of Council held on 11th & 18th May 2021
 - 3.2 To consider any objections to deletion of the digital transcript of that meeting
4. CLARIFICATION OF ACTIONS FROM THE ABOVE MEETING
5. TO NOTE AND APPROVE LIST OF DELEGATED DECISIONS
6. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
7. CHAIRMANS COMMENTS
8. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION:
 - 8.1 Government 'Kickstart' scheme
 - 8.2 The skatepark extension & associated works
 - 8.3 Pending leases
 - 8.4 Waste recycling project
9. SUMMARY FINANCIAL REPORT
10. PRINCIPAL COUNCILS
11. STANDING COMMITTEES
12. REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)
13. COMMUNITY WARDEN
14. TO CONSTITUTE AND CONFIRM TERMS OF REFERENCE FOR A WORKING GROUP TO EXAMINE THE COUNCIL'S COMMITTEE STRUCTURE
15. TO CONSIDER A PROPOSAL TO PROVIDE A 'COUNCIL INFORMATION POINT' AT THE WEEKLY FARMERS' MARKET

16. TO CONSIDER A REQUEST FROM THE FOREST ROW RADIO FOR USE OF COUNCIL PREMISES
17. NOTICES, CONSULTATIONS & CORRESPONDENCE (IF ANY)
18. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

FULL COUNCIL

BACKING PAPERS FOR MEETING 29th JUNE 2021

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16.	Proposal from 'Wildhart Radio'	10-12

**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL
ON 29th JUNE 2021**

1. **PUBLIC QUESTIONS** None signified in advance
2. **APOLOGIES FOR ABSENCE** None signified in advance
3. **RECORDS OF PREVIOUS MEETINGS** Meetings of 11th & 18th May 2021
4. **CLARIFICATION OF ACTIONS FROM LAST MEETING**
ACTION: to discharge as appropriate
5. **TO NOTE & APPROVE LIST OF DELEGATED DECISIONS:** (as attached to backing papers)
ACTION: to note
6. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.
ACTION: to note

TO NOTE REPORTS

7. **CHAIRMAN'S COMMENTS**
8. **TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 8.1 Government 'Kickstart' scheme. We have now been notified about six potential candidates. However, the way in which the scheme works, we are initially given only a name, it is up to the candidates to follow through with a formal application. Two of the six have sent us a CV in connection with the outdoor maintenance position, but agreeing interview availability is proving challenging. We have been asked if we wish to send a staff member to an 'open day' for recruitment, but it is a significant time investment given the half-hearted response. It is somewhat disappointing given that some councils (eg Sevenoaks) have up to half a dozen already in placement.
 - 8.2 The skatepark extension. The skatepark extension was completed at the beginning of June according to the drawings & specifications. Some refurbishment was also done on the existing ramps at no extra cost, including a full surface polish. However, once the contractor had removed his protective fencing, there was no way in which we could prevent the facility from being used, although he arranged for some semi-professional skaters to give the ramps a full test run. So it has returned to use, and appears to be a significant success. We can now complete the tree safety works (basically a protective fence surrounding the 'shoe oak') and assess what works may be required to the adjacent ground. Some turfing may be required at modest cost, and I have suggested to the Chair of Amenities that the simplest and safest solution to the access path issue is to provide an alternative route on the opposite side of the games area and across the front of the VENUe building. This will need some surfacing work for ease of use, which can be funded from our existing CIL account.

8.3 Pending leases. The lease to the 'On My Side' charity is now drafted and approaching completion. Efforts to bestir East Sussex over the sports ground lease are continuing.

8.4 Waste recycling project. For the avoidance of doubt, the state of play is as follows:

- a) Following the positive consultation response, we applied to the Secretary of State for public works borrowing permission up to the estimated market value of the site. No response has yet been received, but we are told there are currently 'long delays'.
- b) We formally registered our expression of interest with East Sussex.
- c) In parallel with b), the WRAG working group has been engaged in intensive negotiations with East Sussex to consider our approach as an application under the Community Asset Transfer legislation (linked to the site's original registration as an ACV). This would bring the transaction within ESCC's adopted policies and might also procure some discount on the purchase.
- d) To further these negotiations, it has been necessary to submit the operational business plan to ESCC as evidence of the proposed community enterprise, and that plan has been further refined by obtaining an environmental survey and quotes for essential remedial work, financed from the feasibility grant.
- e) The negotiations have been commercially sensitive because the site is still available for bids on the open market, so I trust Council will appreciate it has not been possible to report in detail. Nor has it been possible (as has been notified to the relevant working group) to make substantive progress on the Council's own management plan for freehold acquisition of the site until we know on what basis such acquisition may take place.
- f) The process has been delayed by the County Council election and its preceding purdah period, but the current state of play is that ESCC have decided to implement a formal marketing of the site as of the end of this month, in which the CAT bid will be considered on an equal footing with any purely commercial bids received.
- g) If the CAT bid is successful, we will then be able to proceed to a vote as to whether Council wishes to proceed with that bid on whatever terms ESCC may attach to its acceptance.

9. SUMMARY FINANCIAL REPORT

A summary printout is attached. Please note that the account record is complete only to the end of month 2, since there are significant income figures and expenditure items paid by BACS which are only entered at the month end.

One would therefore expect performance against forecast to be in the order of 16.7%. In practice Council will see that the figures are slightly skewed, for the following reasons:

- F&P income includes the first 50% (6 months'-worth) of the precept.
- A&S income includes the donation received for the cost of the skatepark extension.
- P&A expenditure includes the annual nondomestic rates bill for the estate.
- CS income includes some forward income from market stallholders.

10. PRINCIPAL COUNCILS

County & District Councillors have been invited and may report orally.

11. STANDING COMMITTEES

Chairmen of Committees have been invited to give a brief report in writing or orally. Written reports from Amenities & Services and Community Services are attached.

12. REPRESENTATIVES ON OUTSIDE BODIES

Representatives may report on any items of relevance.

13. COMMUNITY WARDEN

Report attached

MATTERS FOR CONSIDERATION / DECISION

14. TO CONSTITUTE AND CONFIRM TERMS OF REFERENCE FOR A WORKING GROUP TO EXAMINE THE COUNCIL'S COMMITTEE STRUCTURE

Council voted on 18th May:

- a) to establish a working group to review the current Committee structure.
- b) that each Committee should nominate a representative to the working group
- c) that the working group should be constituted by the next Full Council meeting

Each Committee (except F&P) has now nominated a member (with the Clerk to participate *ex officio* and the Assistant Clerk to act as minute taker).

Council now needs to confirm the membership and settle outline terms of reference: for the previous meeting Cllr R Lewin supplied some proposed terms of reference (attached), which may serve as a guide.

ACTION: to resolve as appropriate

15. TO CONSIDER A PROPOSAL TO PROVIDE A 'COUNCIL INFORMATION POINT' AT THE WEEKLY FARMERS' MARKET

Council has been invited to send one or two representative members to man a stall at the weekly farmers' market to publicise the Council's services and answer questions from the public. Two Members have offered to take part in such a facility. Does Council wish to accept the invitation?

ACTION: to resolve as appropriate.

16. TO CONSIDER A REQUEST FROM THE FOREST ROW RADIO FOR USE OF COUNCIL PREMISES

Members will probably be aware that a radio station has recently been set up in Forest Row (called 'Wildhart Radio'). The organisers are currently working from their own homes but would ideally like a 'base' which they could use as a mini-studio for some hours a week, and have asked if the Council could offer them any suitable space. The only available space would be the old 'staff room' on the first floor: this is currently used for storage, but could be tidied up if required. A proposal document is attached for consideration

ACTION: to consider & resolve as appropriate

17. NOTICES, CONSULTATIONS & CORRESPONDENCE

None that have not been previously circulated in Councillors Reading or Briefings.

18. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

FOREST ROW PARISH COUNCIL

ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 12/05/2021 to: 23/06/2021

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
Emergency Repairs for leak in Community Centre	Emergency Repair	The Clerk, Cllrs. R Lewin & Williams	08.06.2021	1257.00

Summary Income & Expenditure by Budget Heading 23/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	209,692	429,760	220,068			48.8%
Expenditure	55,429	393,905	338,476	0	338,476	14.1%
Movement to/(from) Gen Reserve	<u>154,263</u>					
<u>Amenities & Services</u>						
Income	57,656	12,100	(45,556)			476.5%
Expenditure	6,899	27,750	20,851	0	20,851	24.9%
Movement to/(from) Gen Reserve	<u>50,757</u>					
<u>Property & Assets</u>						
Income	4,515	30,250	25,735			14.9%
Expenditure	20,496	54,250	33,754	0	33,754	37.8%
Movement to/(from) Gen Reserve	<u>(15,982)</u>					
<u>Planning</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<u>Localism & Community Projects</u>						
Income	7,596	29,700	22,104			25.6%
Expenditure	3,050	22,000	18,950	0	18,950	13.9%
Movement to/(from) Gen Reserve	<u>4,546</u>					
Grand Totals:-						
Income	279,459	501,810	222,351			55.7%
Expenditure	85,874	497,905	412,031	0	412,031	17.2%
Net Income over Expenditure	<u>193,584</u>	<u>3,905</u>	<u>(189,679)</u>			
Movement to/(from) Gen Reserve	<u>193,584</u>					

AMENITIES & SERVICES REPORT TO FULL COUNCIL

29TH JUNE 2021

The Amenities & Services committee meeting held on 8th June was the first of the new Parish Council year 2021-22.

The outdoor maintenance staff have continued their good work in keeping the village tidy which contributes greatly to the wellbeing of our parishioners. However, the recent dry and wet weather spells have meant all growth has exploded and, as we all know from our own gardens, it has been difficult to keep on top of it all. The hanging baskets are now in place and looking very nice. They contribute greatly to the appearance of the village.

The skatepark extension has been completed and young people of all ages are enjoying the extra space. An alternative access path to the Venue is being considered.

The 'Tiny Farm' project proposed by FroCal was rejected by the committee but permission was given for a pilot trial project for the 'Grow in Forest Row' project to use the planters in the courtyard adjacent to the Cube.

The 'New Enchantment' tree planting is now able to go ahead and Cllr Hill will be meeting with the organiser to discuss suitable sites for the various types of trees.

An extra water trough is being installed on the Johnson Field allotment site which should greatly improve the facilities there.

The finances of the committee are coping well in this extended pandemic. Income is slightly down while expenditure is slightly up. The streetlights code has used 50% of its budget due to the large number of repairs required and the replacement of the lamps with LED ones. These should be more cost effective in the longer term. Also there is an overspend on the cemetery rates which unexpectedly increased.

Cllr J Wogan
Chairman
22nd June 2021

**COMMUNITY SERVICES COMMITTEE
REPORT TO FULL COUNCIL 29/06/2021**

The Community Services Committee has had a busy time and worked through long agendas, dealing not only with its familiar core services but also receiving new initiatives presented to this committee and subsequently judging them to be so-called crossover projects for referral to other committees. Examples of the latter are the Tiny Farms proposal, the GroFrow project and the litter-bin initiative.

Among our core services I can report that the Repair Cafe is now in full operation, the EV Charger is now working (though not yet replaced with the promised new-generation unit), the Friends' Shed location has been approved by A&S, freeing the way for us to apply for planning permission, and the Market and Gages restaurant are flourishing. Several other issues, such as the carbon footprint audit, are on hold pending the resumption of normal usage patterns once lockdown has ended.

Finally, all eyes are on ESCC in anticipation of the decision they will soon make regarding the sale of the Household Waste site on Station Road. We are keeping our fingers crossed that they will decide to make the sale a Community Asset Transfer, which could mean the price will be significantly lower and the long-awaited recycling project can get off to a swift start.

Tony Lewin
21/06/2021

Community Warden Report June report 2021.

Items noted and actioned during the past months include:

A broken gulley drain at the top of Hartfield Road. Raised the concern immediately to Highways as a cyclist's front wheel could have fallen into the drain throwing the rider off the bike. This concern was dealt with inside 24 hours and replaced with another drain cover.

Overgrown vegetation along the side of the footpath between Swans Ghyll down to the Cemetery was raised with Highways, as parents with pushchairs were struggling to use the pathway without the child getting a face full of vegetation, other pedestrians were finding it very problematic getting past.

Spoke with one of the senior workers at Mid Sussex Timber raising concerns about vehicles parking on their exit ramp from the site, there have been conversations with management about having lighting put over the area and possibly CCTV due to suspected drug dealing going on in the area, so we could see if there were regular vehicles parking up. This is still out to consultation, but is something that could pay dividends for the future.

Skate Park extension. I spent a lot of time engaging with the youths asking to them to stay away from the site whilst the contractors were adding the new extension to avoid causing damage which would then delay the re-opening of the site. I carried out daily checks with the site manager checking that there had been no overnight problems. I am pleased to report that everything has been in order. Now it is completed, the youths think the skatepark is fantastic.

There was a huge bee swarm by the 'Shoe Tree Oak' on the village green. Skateboarders raised concerns about the swarm possibly causing problems. A local resident who had some knowledge about bee behaviour examined the swarm at the location. He explained to the skateboarders to ignore the bees, allow them to rest and that they would not cause any harm unless disturbed. The swarm left the area later in the evening.

Several complaints received about trees & other vegetation hanging very low over the pavement by the Christian Community Church, causing the public to walk in the road. Several voicemail messages left to try and resolve the problem.

WORKING GROUP PROPOSAL

- To establish a Working Group to review the current Committee structure, without limitation, to meet over the next 9 months or so (and report to a Full Council prior to the next AGM).
- Such Working Group to include at least one representative from each current Committee plus, due to the possible implications for staff involvement and costs, the Clerk as a member, not facilitator, and therefore a Group secretary.
- The remit of the Group shall be to consider:
 - The terms of reference of each current Committee.
 - Whether the number of Committees can reasonably be reduced and, if so, how.
 - Whether a different structure can allow more time for discussion on key issues.
 - How Committees are made up (including obligation on Chair and Vice Chair to attend all), the benefit of co-opted members and voting structure for F&P).
 - To develop a menu of options for Full Council to consider in due course, including a balanced analysis of the implications of each option – NOT to put forward a recommendation.
 - Such options to include staying as we are.
 - Once the range of options have been agreed by the Group, consult with all Councillors prior to any submission to Full Council.
 - Such submission to fairly reflect comments received (confidential if requested) in the final paper to Full Council.

Cllr Robert Lewin
18/05/2021

WILDHART RADIO



Proposal - Council Room Usage

Date - 18th June 2021

Proposed by Emma Mogg - Wildhart Radio Business

Director

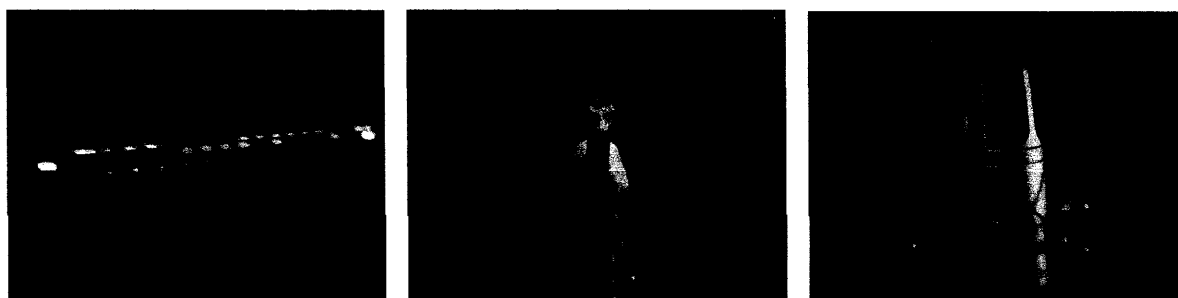
Mobile - 07565388664

Email - emmawildhartradio@gmail.com

Wildhart Radio

By the Community, For The Community

Wildhart Radio is a non-profit making community radio internet based station aiming to provide a platform and a voice to Forest Row and the surrounding areas. We are a grassroots service aiming to showcase local creative talent, celebrate our unique diversity and offer a way to bring our community together. Wildhart Radio was conceived in the Lockdown 2020; a phoenix from the flames. During the Pandemic many have felt isolated and cut off from society. Our normal meeting places were unobtainable and those human connections were lost. However communities recognised the need to support one another through the Pandemic, connect virtually, reach out to those who were lonely or needed help, supported local business and do what we could. Creative and imaginative people were furloughed and stages, movie sets, clubs, theatres fell silent. Never more so was there a need to regroup as a community. To look at who we are, what makes us unique and what we can achieve together. To have a voice. To communicate with each other and the world. To showcase local talent and creativity. To have fun. To bring together all ages, opinions, skills and life experiences. We believe our strength is a high level of community participation in producing programmes to learn technical skills, interviewing techniques, editing, research and other aspects of running a radio station. We believe that building this project WITH the community as well as FOR the community will make it sustainable, rooted and with a sense of shared ownership. Wildhart Radio may have been created in a crisis but together we are creating something special.



Our Studio Proposal

We would like to set up a Studio based in a central community hub in Forest Row. From this Studio we will bring our family of Presenters and Technicians together to deliver great music, community news and creative content. We will be available to visitors to the Community Centre so that the community feels connected to the work we are doing and part of the Voice.

Following a visit to the Council at the Forest Row Community Centre, we would like to make an application to use the upstairs room as a studio for Wildhart Radio and our volunteers. The usage is outline below:

- **Usage** | Radio Studio and Meeting Room
- **Equipment** | Desk with microphones, computers and a sound mixing board.
- **Number of Occupants** | This would be approx 3 to 4 people (not more than 5)
- **Hours** | We broadcast from 8am to Midnight, however would only need the Studio between 8.30am and 8.30pm. Most shows will be pre-recorded so we will not need to use the Studio for example late at night. A sample of our Schedule is below with some of the shows which may be recorded at the Studio highlighted in blue.
 - **Access** | The staircase is very narrow and may be a risk. Also we will have to think about getting equipment up into the room.
 - **Cost** | As we are a start up CIC we have no funds as yet, but we are working on obtaining funding and becoming self supporting. Although we would not be able to pay rent initially we would be able to offer payment in kind in the form of promoting Free of Charge the initiatives that the Council are providing and broadcast these to the community. This would include interview and outside broadcasts of these initiatives.



Wildhart Radio Schedule

Time	Friday	Time	Saturday
8.00	Toast -handpicked buttery ambient playlist	8.00	Toast playlist Ambient/Chill
9.00	A Fine Bromance with Potts & Palmos	9.00	What's the Music w/ Gregers Brinch
10.00	The Country Show with Kelly Ann	10.00	What's the Music w/ Gregers Brinch
11.00	Sunlight Sounds Playlist	11.00	The Wellness Show w/ Jaqui & Cecilia
12.00	Road to Mali Sounds Playlist	12.00	The Great American Roadtrip w/ Michael Cooper
13.00	Kai Life with Kai Hughes Ecstatic Electric	13.00	Helping You Help Yourself - Comedy with our resident Agony Aunt & Uncle, Ros & Phil
14.00	The Starting Over Show with Suzy Miller from Divorce TV	14.00	In Search of the Wild w/ Fergus (the Forager) Drennan
15.00	The Gumbo Show with Jamie Parsons New Orleans Jazz	15.00	Kai Life with Kai Hughes Ecstatic Electric
16.00	The Conversation with Nick Smith This week with Patricia Vanagas Patterson, Local Green Councillor	16.00	Road to Mali Sounds Playlist
17.00	Chill Hour Playlist	17.00	The Country Show with Kelly Ann
18.00	FRed Talk with Andrew Parr, Coach, Author & Hypnotherapist	18.00	Tea & Vinatgeology - handpicked ole' time playlist
19.00	Story Medicine	19.00	All Over The Road with Kieran O'Sullivan
20.00	The Tribal Ecstatic Music Experience with DJ Bass Druid	20.00	Drum Machines Have Feelings Too Alex Rae House & Techno
21.00	The Late Junction Dance and Techno	21.00	Drum Machines Have Feelings Too Alex Rae House & Techno
22.00	Ambient Picnic	22.00	Tech Noir with DJ James 'Stelfox' Beatty
23.00	Dream Maps Phil Clemo	23.00	Tech Noir with DJ James 'Stelfox' Beatty
0.00		0.00	