

# Forest Row Parish Council

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



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

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

To: All members of the COMMUNITY SERVICES COMMITTEE:

Cllrs. Taylor-Smith (Chair), Christie, Cocks, Jaffay, La Djoï, Rainbow, Scott & Volkers

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

Dear Sir/Madam,

You are required to attend a meeting of the COMMUNITY SERVICES COMMITTEE to be held on **TUESDAY 11<sup>th</sup> FEBRUARY 2025 @ 7:30 pm in the Community Centre**

Date: 5 February, 2025

A handwritten signature in black ink, appearing to be 'D. O'Driscoll'.

Mr David O'Driscoll  
Clerk to Forest Row Parish Council

1. PUBLIC PARTICIPATION.
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTERESTS/REQUESTS FOR DISPENSATION
4. RECORDS OF THE MEETING HELD ON 22<sup>ND</sup> OCTOBER 2024
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 5.1 Flood risks & sewage pollution
  - 5.2 Community members in need
6. REPORTS ON CURRENT SERVICES
  - 6.1 Gages & Thursday Club
  - 6.2 Library volunteer service
  - 6.3 Market
  - 6.4 Youth service
  - 6.5 Supported independent services: Medical transport, Frow Friends, Low-cost counselling, Benefits surgery
7. REPORT FROM WORKING GROUPS
  - 7.1 Comms & Outreach
  - 7.2 The Shed project
  - 7.3 Youth Forum
  - 7.4 'Festival Corner'
8. TO CONSIDER (AND RESOLVE AS NECESSARY) ON ROAD SAFETY MATTERS
  - 8.1 Vehicle activated speed signs
  - 8.2 Community speedwatch scheme
9. FINANCIAL MATTERS
  - 9.1 Current position
  - 9.2 Next year's budget
10. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

**COMMUNITY SERVICES COMMITTEE  
BACKING PAPERS FOR MEETING 11<sup>th</sup> FEBRUARY 2025**

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5.2	Position paper on Community members in need	6-7
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7.2	Notes from Shed project	15-17
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8.1	VAS quote (with Ts & Cs)	19-20
	VAS Conditions of installation	21-25
8.2	Invitation re Community Speedwatch	26
9.1	Current financial printout for Comm.Serv Committee	27-28
9.2	Budget excerpts 2024-25 / 2025-26	29-30

**COUNCILLORS BRIEFING NOTE FOR THE MEETING  
OF THE COMMUNITY SERVICES COMMITTEE 11<sup>th</sup> FEBRUARY 2025**

1-4 Standard items, no unusual difficulties foreseen.

**5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**

5.1 Flood risks & sewage pollution A multi-agency meeting was held on 27<sup>th</sup> January, which included Councillors from East Sussex & Wealden, representatives from ESCC Highways and Southern Water, Cllr Gilbert, the Clerk & Amanda Sinclair from FRPC and a resident /former flood warden Margaret Hindler. A note of the meeting is attached to the papers.

5.2 Community members in need this issue was raised by Amanda Sinclair at the last Committee meeting, and was deferred to Full Council for consideration of a working group. Amanda has supplied a position paper (attached) which proposes an initial reference to Finance & Policy.

***ACTION: to note***

**6. REPORTS ON CURRENT SERVICES (to note, with queries/ decisions as appropriate)**

6.1 Gages & Thursday Club. Georgina & Amanda have provided brief reports on these services.

6.2 Library volunteer service. This continues to be well-staffed and well-supported.

6.3 Market. The market will resume in March. New display banners are being produced,

6.4 Youth Service. Mel has provided a written report (attached).

6.5 Supported independent services.

- The medical transport service continues to be well-patronised and well-organised.
- A brief report on Frow Friends from Amanda (who is now on their committee) is attached, with details of their successes and challenges.
- The low-cost counselling service is thriving, and the Council has now allocated a little over £2000 in support. Owen Morgan will attend the meeting to report if his schedule allows.
- The benefits surgery is continuing, but we have little direct involvement beyond providing the space for interviews

***ACTION: to note***

**7. REPORTS FROM WORKING GROUPS (with decisions as required)**

7.1 Comms & Outreach had its latest meeting on 4<sup>th</sup> February. A copy of the notes for that meeting are attached

7.2 The Shed project. A copy of the latest available meeting notes is attached

7.3 Youth Forum Alex Waters jnr has provided a brief report (attached).

7.4 'Festival Corner'.

***ACTION: to note***

**8. TO CONSIDER (AND RESOLVE AS NECESSARY) ON ROAD SAFETY MATTERS**

8.1 Vehicle activated speed signs Council voted some time ago to invest in two flashing speed reminder signs (catchily known as VAS) to help with traffic calming in the village. The price of each sign was approximately £1900 ex VAT, so two would have been within budget. However, on closer examination, there turned out to be hidden costs, firstly of the added solar powering mechanism and secondly of installation, bringing the total for *each* VAS to nearly £4,000 (details attached). Nor was that the end of the matter. I mentioned previously that there were certain regulations surrounding the installation sites. I have received and attach a copy, and they are indeed lengthy and complex. I have therefore held off, principally on budgetary grounds, implementing the previous decision, in case Committee wants to review the situation.

***ACTION: to review and decide as appropriate***

8.2 Community speedwatch scheme I have been contacted by the Sussex Community Speedwatch Officer with a view to resurrecting the speedwatch scheme in Forest Row. Does Committee wish to become involved in this initiative?

***ACTION: to review and decide as appropriate***

**9. FINANCIAL MATTERS**

9.1 The current financial position for Community Services shows, at the end of month 10, income running at 88.4%% of forecast, and expenditure at 64%. Nominal performance would be 83%, so income is as expected but expenditure, as noted at the last meeting, is nearly 20% under budget, even with £2,000 expenditure on the counselling subsidy.

9.2 Turning to the budget for next year, (excerpts from the current and next year Comm.Serv budget attached) income is predicted to rise slightly, and expenditure likewise, but it is to be hoped that there will be appropriate investment in the coming year to justify the budget provision.

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

**10. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE**

## Round table #2 about sewage and flooding in Forest Row

Date: Tuesday 27th February 2025

### Attending

**Wealden District Councillor**-Patricia Patterson-Vanegas • **East Sussex County Councillor**-Georgia Taylor • Margaret Hindler-**Resident** of Hartfield Road • **ESCC Balfour Beatty (Highways)**-Mick Winter; Neil Hartman • **Southern Water**- Mike Russell; Jonny Wilde Water- • **Forest Row Parish Council** Clerk-David O'Driscoll; officer-Amanda Sinclair: councillor-Andrew Gilbert

### Apologies

Southern Water - Nick Hill • Wealden District Council - Raymond Smith • Robin@seasons

### Agenda

1. Introductions
2. Summary of the last meeting
3. Focus on Hartfield Road and Lower Road
4. Update from previous round table
5. Site visit

### Summary and actions from the meeting

Successes from last roundtable

- As a follow up from the previous roundtable that took place on 21st October 2024 Balfour Beatty raised a ticket for gulleys in Forest Row to be jetted and this has been done.
- Southern Water has been doing ongoing work including in the Hartfield Road to improve the situation.

Update:

- Wealden District Council has been monitoring Lower Road and Hartfield Road, and a mechanical sweep is scheduled for the beginning of February. Streets officers will visit in the next few days, and they will assess what is required and discuss with Biffa. Officer Raymond Smith will update us as soon as these actions happen.

### Aim of the meeting:

- To **understand** the problems of sewage and drainage in Forest Row with specific focus on Hartfield Road and Lower Road (Seasons flooding).
- To **identify potential solutions**
- To identify **actions** that each of the members of the group will take.
- To create a **'team' approach** in which we all work together to resolve problems
- If we know each other, we can get in touch and help the system work more effectively

Clarification:

Sewage is the responsibility of Southern Water, and drainage is the responsibility of East Sussex County Council Highways (contracted out to Balfour Beatty).

### Overview:

The problem of sewage and drainage is massive all around the country. The infrastructure cannot cope with changing weather and increasing demand on services. Increasing number of new builds require sewage services and these are added to an already strained infrastructure. Forest Row has had areas that flood for decades, and there are serious issues with sewage overflow, and the question posed is what can be done about it.

There are different levels of action that can be taken:

### 1. Connectivity Study

Jonny Wilde from Southern Water explained that his team would need a Connectivity Study to understand where there are problems happening along the sewage system in Forest Row. Then they would be able to tackle them

**Action:** Mike Russell and Jonny Wilde will request a connectivity study for FR

### 2. Information Sheet for residents - “How you can help the situation”

We are all part of this problem, and residents need to understand how to help. It was suggested that we could create an information sheet that will explain in a succinct way what residents can do to help Highways and Southern Water keep the infrastructure working as best as it can. With the understanding that investment from these companies is important.

Actions that residents can take include:

- Don't raise manholes when it is raining. It might protect your property but rainwater that goes into sewage drains increases the volume of water and will create problems elsewhere in the system and probably in the village.
- Clear any ditch or gulley near your property if you can. Inform councils (which?) if the problem is recurring.

**Action:** Mike Russell will send information that can be used for the resident info worksheet

**Action:** Jonny Wilde will send information to add to the resident info worksheet

**Action:** Neil Hartman will request the communications team at Balfour Beatty to write a first draft about 'What residents can do to help the situation'. Neil will let us know of his progress and hopefully send us the first draft for the information sheet.

**Action:** Andrew Gilbert and the parish council will add information to the website

### 3. Campaign to inform residents about the situation and how they can help

**Action:** Andrew Gilbert will talk with Robin from Seasons to see if something can be organised

### 4. When the Medway is high, how can flooding be prevented?

- The Environment Agency is the one in charge of clearing trees from the river.
- Can Weirwood Reservoir help in any way in terms of flood risk management?

**Action:** Patricia to talk with leasehold owner of Weirwood Reservoir

- Replace seal covers on the Hartfield Road

**Action:** Jonny Wilde will apply to change manhole and replace seal covers (9802) on Hartfield Road.

- Understand more about Lower Road

**Action:** Jonny Wilde will request sensors to be placed on the Lower Road to track what is happening in terms of sewage flow.

### 5. Forest Row parish council can

1. Add to its email automatic response signature information for residents to report sewage or drainage problems. For example,
  1. Drainage - east Sussex highways.com
  2. Southern Water?
  3. Potholes
  4. Waste in gulleys or ditches

**Action:** Add information to councillors' and officers' automatic reply (Amanda?)

**Action:** Add same information on the council website (Amanda?)

**Action:** Support the process of creation of the resident information worksheet. Gybe/Amanda?

### 6. Information sharing

Different stakeholders have access to information that can be helpful. They will email us digested information and links.

**Action:** Mike Russell will send the following information:

- Pathfinders, Southern Water
- Links for residents to report issues
- What households can do to help the infrastructure work better
- Ideas for property owners

**7. Other stakeholders that are involved in the system:**

- Environment agency - Management of the River Medway and clearance of trees in the river
- Weir wood reservoir
- Upper Medway Board

## Community Welfare in the Parish of Forest Row

The Parish of Forest Row has a population of around 5000 people which translates into around 2500 homes.

The Parish comprises of three wards: Forest Row/Ashurst Wood, Hammerwood and Weirwood.

The demography in the collective wards are as follows:

Age Groups (C 2021)	
0-17 years	992
18-64 years	2,680
65+ years	1,193

Forest Row Parish Council's website states that:

Its aim is to ensure that Forest Row is a desirable, thriving and sustainable place in which to live:

- It represents the community at local, district, county and national level.
- It enables residents of Forest Row and its surroundings to enjoy high quality social and recreational facilities. It works for their continuing improvement.
- It seeks to preserve the unique identity of Forest Row seeking to create a socially inclusive and caring community which embraces everyone's diversity.
- It works with its residents, other councils, businesses and community organisations to achieve a safe, healthy, prosperous and sustainable community.

The Councillors live within their wards and provide a point of contact to help deal with issues facing their community.

The Parish Council values its role in providing services and facilities for local people and within the scope of its powers. It does as much as it can to improve the community's quality of life and is constantly open to exploring new ideas. As in any Parish, there will be many people



who live alongside each other who will require different levels of assistance be that in the guise of Medical/Legal/Friendship/General Assistance.

Many people are unable to get help with their shopping because they can't walk themselves, do not have transport etc. Currently there is a not service that operates this.

Many people require assistance with understanding and completing forms, others have trouble contacting/visiting their bank and therefore require assistance to understand. Once completed, the variety of forms need sending off to the right destination.

Some elderly people in the wards are unable to access Podiatry/Chiropractic/Optical services when this should be a mandatory requirement.

Social Prescribing is a service that was created to run alongside the Doctors' surgeries. However, because of the need, their services are over prescribed and many people are left out of the loop.

This problems could be eased within the Parish as a whole if a Policy was adopted.

As stated as part of the vision statement by our current council:

- It seeks to create a socially inclusive and caring community which embraces everyone's diversity.

An integral part of being a councillor should and must include:

- Immersion within their appointed wards
- Immersion would help them to explore what services are needed in each ward
- Monthly meetings in each ward
- A designated area in the Community Centre for assistance
- Everyone that calls/attends for help must be followed up

I would therefore ask that this can be added to the agenda for the next F&P Meeting.

# Gages Café

**24<sup>th</sup> January 2024 to 29<sup>th</sup> January 2025**

Total Number of Meals 3878

Total Deliveries 1395

Total Eat In 2483

Food Sales £29,370.39

Laundry Outgoings £250.00

Food Outgoings £14,606.43

Thursday is still usually the busiest day.

## **THURSDAY CLUB – February 2025**

Thursday Club continues to function on the 1<sup>st</sup> & 3<sup>rd</sup> Thursday of each month.

A Schedule of Events is organised for three months in advance.

After consultation with members, they asked to see more of the following:

- Outings
- Speakers
- Events to Attend

When I have a provisional list of events, I then ask the Club to advise if they are happy before I proceed with confirming.

### **Opportunities**

- Investigate Grant Applications for events
- Investigate other like minded groups in the area
- Encourage younger members (as Thursday Club is advertised for 50+)

### **General Attendees**

12-16



## THURSDAY CLUB

### January – March 2025

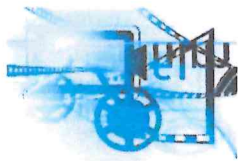
Meeting every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month  
in the Community Centre from 2.00-3.30pm  
Open to all and new members are always welcome. Cost is £2.00  
per session for tea and cake unless stated.

#### January

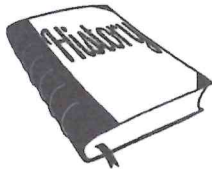


16th: Tea & Chat

#### February



6th: Film: The Great Escaper



20<sup>th</sup>: Forest Row History

#### March



6th: Chair Yoga



20<sup>th</sup>: Wych Cross Garden Centre

Call the Parish Council Office on 01342 822661 or  
email: [info@forestrow.gov.uk](mailto:info@forestrow.gov.uk)

## Community Services Report

October -December 2024

What a busy few months we had over this quarter.

Service has been well attended and we were busy with

Lots of Autumnal and Festive Activities.

We finished the Research project that we worked in collaboration with

Liverpool University on during October.

We had 4 workshops that spanned over the 4 weeks in October.

The Research was on Trees and what young people's thoughts and views are

On Trees.

The Workshops were well attended with 15 young people per session.

It was great to do something different with the youth, although difficult at points to hold their attention.

The young people received a £20 Amazon voucher for each workshop that they attended as an incentive / reward for their participation.

We received £300 per work shop for my collaboration and also hire of the space to facilitate the workshop which is positive as it tops up our budget, which we plan on using to take the youth to a theme park later on this year.

The End of October we held a Halloween party for our younger youth.

Spooky Arts and Crafts was a part of the session.

In November we started our Christmas Craft making sessions.

Second life were a fantastic support with gifts kindly donated which enabled us to give all our young people a small gift at our Christmas party.

Young people also made presents for family and friends.

We have been cooking weekly with our older teenager's.

All of the sessions are being well attended and a recent triumph has been getting youth that are out on the park to come in and to be able to hold a space for them. These young

people have been particularly “ hard to reach so it’s been good to start to build rapport with these young people and we are aiming to build on this !

We were gifted the money to buy a PlayStation 5 from Friends of The Venue which the youth have been absolutely delighted with !

Some of our older teens are now volunteering on the younger sessions and have taken on more of a mentoring role.

We finished the year up with our Annual Ice Skating Trip in Tunbridge wells and we took 16 of our youth on the trip.

It’s been a fantastic few months with lots of old faces and some new members too !

We excited to start planning for this coming year and are aiming to focus on promoting the service and build on the provision.

## FROW FRIENDS

- A new leaflet for FROW Friends has been designed.
- A mini marketing campaign was launched to attract new befrienders.
- Goodie Bags will be distributed for Easter.
- More Volunteers are needed.
- Application to FRPC for a grant.
- The next cabaret is 2<sup>nd</sup> October 2025.

## FINANCE

Current A/C - £2498.00

Savings - £10293.00

### Current Grants

Co-Op -£888 remaining

EG Good Common Trust – £3240.00

Verity Water Load Trust - £10242.00 (restricted to running costs)

## Comms & Outreach Group

### Notes of Meeting 4<sup>th</sup> February 2025

Present: Cllrs Christie (BC), Cocks (PC), Eichner (JE), Killick (AK), Scott (AS) & Taylor-Smith (KTS), the Clerk (DOD), Deputy Clerk (CC) & Amanda Sinclair (ASin)

Apologies: Cllrs, Evans, Jaffay, Matthews & Volkers

Cllr. Christie chaired the meeting.

#### 1. Website

JE advised that the new website was almost ready to go live. JE would visit the office and post updated policies on the new website. He advised that email addresses would be changed.

#### 2. Newsletter

It was agreed that a newsletter would be issued monthly. This would be put on the website, emailed and printed to distribute. KTS asked that the Council 'Vision' also be added to each newsletter.

#### 3. Postbox & Noticeboard

ASin had obtained a quote for £375 – she was asked to go ahead and order these items.

#### 4. Focus Groups event

This was taking place on 7, 8 and 9<sup>th</sup> March. The main subjects would be the Community Centre refurbishment, Foresters Green and the What's On (Festival Corner). Some of the previous models would be used and there would be a display with photos.

#### 5. Next Meet & Greet

Topics were discussed – it was agreed that the Village Club would be asked to talk at the March *Meet & Greet*, and May would be the Annual Parish meeting.

After discussion, it was agreed that, if possible, the *Meet & Greet* would be incorporated into the market in July as a trial.

#### 6. Forthcoming communications workshop

This would be discussed at a later date.

#### 7. AOB

DoD advised that the cemetery consultation would go out next week with a deadline of 1<sup>st</sup> March for the return of responses. KTS advised that the Library was very keen to start *Rhyme Time* sessions and a meeting had been arranged for w/c 17<sup>th</sup> February.

The meeting closed at 7.30pm

The next meeting would be held on either Tuesday 4<sup>th</sup> or 18<sup>th</sup> March at 7pm (subject to the Councillor training DOD is currently arranging)- PC to chair.



**Notes of Meeting of Forest Row Community Shed Steering Committee  
Tuesday February 3rd**

**Present: Tony Lewin (TL) Helen Munro (HM) Alistair Bailey (AB) Alex Waters(AB) Henry Howlett (HH)**

**1. Notes of last meeting**

1.1 the notes of the meetings held on January 26th were agreed

**2. Actions from last meeting**

2.1 EM to set up database

2.2 TL to look at Trustee insurance with DoD and review with Parish Council public liability insurance.

2.3 HM to ensure draft health and safety documents say we will show Shedders how to use any kit but we will not train. Each Shedder is personally responsible.

2.4 Des Simmons will work with HM to undertake a health and safety review of the building. Each machine will have its own risk assessment. The HSE website is a good source of info

2.5 AW will find risk assessments for the machines he has provide.

2.6 TL has provided the first aid box. Training to be arranged by Repair café for TL and FB. AW is already first aid trained and qualified.

2.7 AW to investigate face masks and to provide eye protection, ear defenders and armoured gloves to get us off the ground. We will be able to buy more PPE as we get started and understand what our needs are.

2.8 AW advised that we must not sweep as this increases dust in the air. He donated his Hoover and dust extractor indefinitely.

**3 CARETAKING ROLE : defintions**

3.1 Monthly Hoover and thorough clean of the kitchen, worktops and tops of cupboards.

3.2 Toilet cleaning

3.3 Regular check on security and outside of Shed

3.4 Regular check in path and salt if necessary

3.5 Shedders will be responsible for clearing up at the end of each session

3.6 **TL to discuss with Parish Council if the caretaking role can be included in the Parish Caretakers job.**

**4 Volunteer day in East Grinstead February 1st**

4.1 Positive feedback for TL and HM

4.2 The Men's Listening Circle is interested in having a base in the future at The Shed.

#### **4.3 HM will add emails to our mailing list**

### **5 Inaugural Shed Session Saturday February 8<sup>th</sup> 10am to 1pm**

- 5.1 The aims of the session were agreed as \* agree layout of the room \*agree which machines the group wants to work with \* agree rollout of machines \*agree which machines to dispense with \* sign up those attending to the group with specific roles \*start work on making a workbench
- 5.2 The format of the day to be \*TL to give introduction on project to date, long term vision, \* first project \* explain roles for the core group and ask who will sign up for what role \*set out membership subscriptions \* HH to lead session on start of workbench
- 5.3 It was agreed to use cordless tools wherever possible
- 5.4 **HH to arrange collection of worktable from Ashurst wood before Saturday.**
- 5.5 **HH and AW to liaise to agree what is needed for workbench and HH to do the required marking before the session starts.**
- 5.6 **FB to ensure tea, coffee, milk, cake, cost £2, prepare sign and AW will laminate.**
- 5.7 **TL will send out targeted email invite**
- 5.8 **HM will send out generic email invite to all who have signed up.**
- 5.9 there will be a wash up session after the inaugural session.

### **6 Treasurer**

- 6.1 AW agreed to be treasurer
- 6.2 **AW to set up a google sheet to document expenses and liaise with DOD re reimbursements and Parish Council bank details.**
- 6.3 **AW to get a card reading machine and associated bank account by February 8<sup>th</sup> if possible.**

### **7 Next Meeting**

- 7.1 **Monday February 10<sup>th</sup> at 10.30 am**

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## **7 Next Meeting**

- 7.1 **Monday February 10<sup>th</sup> at 10.30 am**

**FOREST ROW YOUTH FORUM  
REPORT TO COMMUNITY SERVICES COMMITTEE  
11<sup>TH</sup> FEBRUARY 2025**

As far as the Youth Forum is concerned, it's been fairly quiet over winter. We still need to get together to see what energy there is for this year, but I am hoping to have a meeting this month with the Youth Reps.

I've been speaking to Diane and Owen about low-cost counselling for young people, and they have ring-fenced some of their budget for the rest of the financial year . Once further funding is secured for next year, we will be working with Diane and Owen on creating some messaging to spread the word among young people that this service is available.

Alex Waters (jnr)

Forest Row PC

Quote Ref: TWM-8811

Ref.	Product Code	Description	Price	QTY	Subtotal
<b>Hardware</b>					
	TWMT-SDU-MINI.HSF	Mini300 SDU with Happy/Sad Face	£1,995.00	1	£1,995.00
	TWMT-PS-SA-90/M	Solar: Mini300 Solar Assembly (Post Top Solar Panel ONLY)	£404.83	1	£404.83
<b>Data Services and Communications</b>					
	TWMT-SC-K2/ND/200	*Standard 200 meter Non Data Collection Radar	£0.00	1	£0.00
<b>Installation &amp; Commissioning</b>					
	TWMT-SV-IAC	Installation and Commissioning (Includes MEWP, Excludes TM)	£900.00	1	£900.00
<b>Warranty</b>					
		2 Year as Standard	£0.00	1	£0.00
<b>Subtotal</b>					<b>£3,299.83</b>
<b>VAT</b>					<b>£659.97</b>
<b>Total</b>					<b>£3,959.80</b>

## Thank you for inviting TWM to quote on this project.

### Additional Information

1. All costs exclude VAT which will be invoiced at the prevailing rate.
2. No services will be supplied without a valid purchase order.
3. The delivery cost is a cost per pallet and may change dependent on final order quantity, delivery location and any delivery method/time restriction you may require.
4. We have not included for Traffic Management through ourselves, or our sub-contractors unless detailed line appears on the quote. Our price assumes that traffic management required will be provided by yourselves or others you have/will engage. Failure to provide Traffic Management to at least this specification will result in postponement of work and with associated penalty charges details below. We would be pleased to provide a quote for Traffic Management if requested.
5. When choosing locations for Solar powered signs, in order to ensure correct operation, the solar panel must point south, have a clear line of sight from East to West and not be in shadow of any trees or buildings for any significant part of the day.
6. TWM Traffic Control systems Ltd operatives will not install solar assemblies on anything smaller than an 89mm diameter post.
7. Where TWM Traffic control systems Ltd are supplying any asset with GSM communication technology enabled, it is the responsibility of the customer to ensure that any location identified has mobile coverage to allow for effective operation. Signal boosting technology is available if required, please speak to your TWM contact if you have any questions.
8. When placing an order please send to [orders@twmtraffic.com](mailto:orders@twmtraffic.com) quoting the reference number stated at the top of this quotation
9. Please note your order will be invoiced by TWM Traffic Control Systems Ltd

In addition to the Terms & Conditions of sale, a copy of which is attached to this letter. The following shall also apply:

### Delay or Postponement of works

Any installation/commissioning works that are postponed or delayed outside of our control, will be subject to a Penalty Charge based on the quoted price for Installation/Commissioning and, where appropriate, and where in our scope Traffic Management. This charge will be based on the length of time that delay is in place or the postponement notice is received and will be applied as follows:

### Finished goods

**Greater than 4 weeks from completion of build** - 100% of finished goods

**7.5% storage charge** per month thereafter

### Postponed installs

**Greater than 2 Business days' notice** – No penalty charge

**Between 2 and 1 Business days' notice** - 60% Penalty charge

**Less than 1 Business days' notice and arrival on site Notice** - 80% Penalty charge.

**When on site** - 100% penalty charge

Following any such postponement of works, we will require additional payment in advance for the value of any postponement penalty charge before re-scheduling works.

By accepting this quotation, you agree that the sale of the abovementioned products and/or services to you shall be governed by PILOT GROUP LTD standard terms and conditions of sales. You agree that these terms and conditions apply to the sale of the products and/or services to you to the exclusion of all other terms and conditions referred to, implied, offered or relied on by you, by trade, practice or in the course of dealing, whether in negotiation or at any stage in the dealings between us in the past, now and in the future, including any standard or printed terms explicitly or impliedly referred to in any other documentation tendered by you.

Revision No.: TWMEVQ-03

Next document review date: January 2023

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**From:** Road Safety <trafficsafetyfeedback-icw@eastsussex.gov.uk>  
**Sent:** 21 August 2024 13:21  
**To:** David O'Driscoll  
**Subject:** Request for information about Semi-permanent Advisory Signing (ref: 18984633)  
**Attachments:** VAS working practice January 2020.pdf

Dear Mr O'Driscoll

**Enquiry 18984633 Semi-permanent Advisory Signing**

Thank you for contacting us about Semi-permanent Advisory Signing.

I attach a copy of the latest Vehicle Activated Sign Working Practice which contains information on the Semi - permanent Advisory Signing that you are interested in.

A locally funded scheme for semi-permanent signs, triggered by passing vehicles and which display the speed of that vehicle, can be considered. Such signs will be permitted only as a temporary installation, lasting no more than three months, but may be moved from site to site within a specified area. The criteria for the provision of semi-permanent signs are more flexible to reflect their temporary nature but must still be met to ensure their continued effectiveness is not lost through over-use. A scheme to provide temporary signs must be fully funded by the local community including any ongoing programme of relocation to new sites.

They are viewed as an educational tool and, as such, there is no need to demonstrate that there is a specific speeding problem but, we would usually advise that you establish that there is an actual problem, otherwise these can prove very expensive features that require a lot of work from the Parish Council for no positive impact.

If the Parish Council feel that they satisfy the criteria requirements contained in the Working Practice, an application will need to be made to the Traffic & Safety Team in the first instance, supplying full details and plans of the locations where they propose to erect the device. If the Traffic & Safety Team are satisfied that the criteria requirements are met, a meeting can be arranged on site with a representative of the Parish Council and an officer from the Licencing and Enforcement Team to ensure we are happy with any proposed locations before you formally apply.

The Working Practice requires that these signs are only in place for a limited amount of time and the Parish Council may wish to identify a number of sites that meet the criteria where the sign could be of benefit to ensure the use is maximised. The Parish Council would be responsible for all aspects of the sign and its installation.

I trust the above information will be useful to you.

Yours sincerely

Helen Clee  
**Road Safety Team**  
Communities, Economy & Transport

## **VEHICLE ACTIVATED SIGNS (VAS) – WORKING PRACTICE**

**(Updated and published – January 2020)**

### **Introduction**

The safety benefits of permanent VAS are proven but these can be lost through proliferation which lessens their impact and can lead to drivers disregarding those signs which have been installed at sites with significant crash histories. The Department for Transport has published guidance on the use of such signs in the form of Traffic Advisory Leaflet (TAL) 1/03 this states “VAS should be considered only when there is an accident problem associated with inappropriate speed that has not been satisfactorily remedied by standard signing and where safety cameras and related signs are not a cost effective or otherwise appropriate solution”.

In addition, the cost of running and maintaining VAS, which require regular calibration, as well as replacement when damaged or life expired is significantly more than for standard fixed signing and the benefit of a proposed installation should be clearly defined before a sign is approved for installation.

The signs which can be installed in the form of VAS are regulated by the Traffic Signs Regulations and General Directions. Only authorised signs will be considered for use within East Sussex. The ongoing funding for running costs and maintenance will need to be secured for future years. For any community funded project, agreement on the funding for the ongoing maintenance and replacement or decommissioning of life expired signs will need to be considered and included within a formal agreement if appropriate.

In addition to permanent installations, a locally funded scheme for semi-permanent signs, triggered by passing vehicles and which display the speed of that vehicle, will be considered. Such signs will be permitted only as a temporary installation, lasting no more than three months, but may be moved from site to site within a specified area. The criteria for the provision of semi-permanent signs is more flexible to reflect their temporary nature but must still be met to ensure their continued effectiveness is not lost through over use.

A scheme to provide temporary signs must be fully funded by the local community including any ongoing programme of relocation to new sites. The applicant will be responsible for all aspects relating to licensing of the signs and gaining the necessary permits and permissions. The applicant will also be responsible for all aspects of public liability insurance, establishing the structural integrity of the support structure and must indemnify the County Council against all claims relating to the sign.

This working practice sets out the process to be followed to determine if a VAS should be installed at any location.

### **Assessment**

There are a number of reasons why a sign might be considered

- As a Local Safety Scheme (either single site or part of a route treatment)
- To enhance speed limit compliance or as part of a traffic calming/ management scheme
- At the request of local Communities (including Community Match schemes)



Except in exceptional circumstances the use of VAS is reserved for sites where there will be a benefit in terms of casualty reduction. All such sites should initially be considered for other forms of treatment before a VAS is installed. Each site should be inspected to ensure that all the appropriate standard signs and road markings are in place and in good condition. Consideration should be given to more traditional speed reducing engineering measures and VAS should only be used if these have been ruled out as impracticable or have been installed and further measures are required. Once this initial assessment has been undertaken and it is considered a VAS may be appropriate **all** the following criteria for the specific scheme type must be met before a sign is implemented:

Scheme Type	Casualty History	Speed	Other
<b>Local Safety Scheme</b>	<p>Identified High Risk Site with 4 or more crashes involving personal injury in a three year period.</p> <p>Identified High Risk Route with high rates of crashes involving personal injury per km.</p>	<p>Hazard warning VAS: Inappropriate approach speeds for hazard as determined by crash data analysis.</p> <p>Speed Roundel VAS: Average speed of vehicles exceeds East Sussex speed limit criteria by 2mph or more<sup>(1)</sup></p>	<p>The Road Safety Team should have identified a trend that can be targeted by VAS. Other practicable remedial measures have already been implemented.</p>
<b>Speed Limit Compliance or Traffic Calming</b>	<p>Identified site with poor speed limit compliance and either of the following conditions apply:</p> <ul style="list-style-type: none"> <li>a. at least one speed related crash involving personal injury</li> <li>b. 4 or more identified crashes involving injury in the most recent three year period</li> </ul>	<p>Speed Roundel VAS: Average speed of vehicles exceeds East Sussex speed limit criteria by 2mph or more<sup>(1)</sup></p>	<p>The crash record should be analysed to ensure there is a trend which can be targeted by VAS. No other practical speed reduction measures suitable for the site.</p>
<b>Community Scheme for permanent VAS installation</b>	<p>At least one speed related crash involving personal injury in the most recent three year period.</p>	<p>Hazard warning VAS: Inappropriate approach speeds for hazard as determined by crash data analysis.</p> <p>Speed roundel VAS: Average speed of vehicles exceeds East Sussex speed limit criteria by 2mph or more<sup>(1)</sup></p>	<p>For consideration of signs not meeting the above criteria where alternative funding is available.</p> <p>A scheme must be fully funded including ongoing running and maintenance of the sign and replacement/ decommissioning as appropriate. No other practical measures suitable for the site to address the particular concern.</p>

Continued/

Scheme Type	Casualty History	Speed	Other
<b>Community Scheme for Semi-permanent Advisory Signing</b>	Not applicable- signs permitted as an educational tool to amend driver behaviour and reduce risk.	Not applicable- signs permitted as an educational tool to amend driver behaviour and reduce risk.	<p>For consideration at sites not meeting the requirements for a permanent VAS installation.</p> <p>Signs will only be considered for use on roads where a speed limit of 40mph or below applies and only on a time limited basis, (up to a maximum of three months display), to ensure that they retain their effectiveness. The location of such signs will comply with the requirements for siting Speed Indicator Devices set out in the Sussex Police Community Speedwatch policy that are relevant to this type of sign.</p> <p>A scheme must be fully funded including ongoing programme of relocation to new sites. The applicant will be responsible for all aspects relating to licensing and gaining the necessary permits and permissions from East Sussex Highways. The applicant will also be responsible for all aspects of public liability insurance and establishing the structural integrity of the support structure and indemnify the County Council against all claims relating to the sign. The applicant will also be responsible for all aspects of fixing and relocating the signs including all necessary risk assessments, method statements and the appropriate training of anyone involved in the installation and operation of the sign/s.</p> <p>Signs must comply with the principles of sign design set out in TAL 1/03.</p>

<sup>(1)</sup> The average speed to be exceeded for the provision of a VAS is set out below based on the current approved East Sussex speed limit criteria plus 2mph:

20mph speed limit = 24 + 2 = 26mph

30mph speed limit = 33 + 2 = 35mph

40mph speed limit = 42 + 2 = 44mph

50mph speed limit = 52 + 2 = 54mph

60mph speed limit = 62 + 2 = 64mph

## David O'Driscoll

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**From:** FRPC Reception  
**Sent:** 03 February 2025 15:43  
**To:** David O'Driscoll  
**Subject:** FW: FAO David O'Driscoll

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**From:** Richard Baldwin <csww3.sussex@gmail.com>  
**Sent:** 03 February 2025 15:41  
**To:** FRPC Reception <info@forestrow.gov.uk>  
**Subject:** FAO David O'Driscoll

Good Afternoon Mr O'Driscoll

I am contacting you to set up a meeting between the Parish Council, Steve O'Connell (Community Speedwatch Sussex), East Sussex Police and myself. The aim is to establish a new Community Speedwatch group in your area and to try and attract volunteers. Some attendees will need to be via MS Teams; is this possible?

Can you please furnish me with possible date from March onwards, as we need to try and great a group up and running as soon as reasonably possible.

Many Thanks

--

Richard Baldwin  
District Administration Officer (East Sussex)  
Sussex Police Community Speedwatch  
07969085768



## Detailed Income &amp; Expenditure by Budget Heading 04/02/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Localism &amp; Community Projects</u></b>						
<b><u>206 Community Transport</u></b>						
2678 Medical Car Scheme Income	242	300	58			80.7%
Community Transport :- Income	<u>242</u>	<u>300</u>	<u>58</u>			<u>80.7%</u>
2554 Wealdlink	1,056	1,200	144		144	88.0%
2601 Voluntary Medical Car Service	118	50	(68)		(68)	236.5%
Community Transport :- Indirect Expenditure	<u>1,174</u>	<u>1,250</u>	<u>76</u>	<u>0</u>	<u>76</u>	<u>93.9%</u>
Net Income over Expenditure	<u>(932)</u>	<u>(950)</u>	<u>(18)</u>			
<b><u>207 Market</u></b>						
3184 CC-Market Income	6,721	7,500	779			89.6%
Market :- Income	<u>6,721</u>	<u>7,500</u>	<u>779</u>			<u>89.6%</u>
3151 CC-Market expenditure	6,536	7,000	464		464	93.4%
Market :- Indirect Expenditure	<u>6,536</u>	<u>7,000</u>	<u>464</u>	<u>0</u>	<u>464</u>	<u>93.4%</u>
Net Income over Expenditure	<u>185</u>	<u>500</u>	<u>315</u>			
<b><u>209 Localism &amp; Community Proj Misc</u></b>						
2670 Shed Project	(1,260)	0	1,260			0.0%
2905 Repair Cafe & Wellbeing Serv	0	500	500			0.0%
4180 Misc Income	953	0	(953)			0.0%
Localism & Community Proj Misc :- Income	<u>(307)</u>	<u>500</u>	<u>807</u>			<u>(61.4%)</u>
2700 Repair Cafe & Wellbeing	2,310	2,000	(310)		(310)	115.5%
2710 Environmental Support	0	1,000	1,000		1,000	0.0%
2715 Community Consultation	0	2,500	2,500		2,500	0.0%
2720 Capital Projects R & D	2,415	2,500	85		85	96.6%
2750 YOUTH FORUM	730	0	(730)		(730)	0.0%
Localism & Community Proj Misc :- Indirect Expenditure	<u>5,455</u>	<u>8,000</u>	<u>2,545</u>	<u>0</u>	<u>2,545</u>	<u>68.2%</u>
Net Income over Expenditure	<u>(5,762)</u>	<u>(7,500)</u>	<u>(1,738)</u>			
<b><u>304 Cafe</u></b>						
3480 Gages - Sales	21,429	22,000	571			97.4%
Cafe :- Income	<u>21,429</u>	<u>22,000</u>	<u>571</u>			<u>97.4%</u>
3436 Gages-Purchase of Equipment	713	2,000	1,287		1,287	35.6%

## Detailed Income &amp; Expenditure by Budget Heading 04/02/2025

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3460 Gages -Purchases Food etc	9,741	18,000	8,259		8,259	54.1%
Cafe :- Indirect Expenditure	<u>10,453</u>	<u>20,000</u>	<u>9,547</u>	<u>0</u>	<u>9,547</u>	<u>52.3%</u>
<b>Net Income over Expenditure</b>	<u>10,976</u>	<u>2,000</u>	<u>(8,976)</u>			
<b>306 Thursday Club</b>						
3680 TC-Subscriptions	232	200	(32)			116.0%
Thursday Club :- Income	<u>232</u>	<u>200</u>	<u>(32)</u>			<u>116.0%</u>
3636 TC-Running Costs	281	750	469		469	37.5%
Thursday Club :- Indirect Expenditure	<u>281</u>	<u>750</u>	<u>469</u>	<u>0</u>	<u>469</u>	<u>37.5%</u>
<b>Net Income over Expenditure</b>	<u>(49)</u>	<u>(550)</u>	<u>(501)</u>			
<b>406 Youth Provision</b>						
4676 YP-Grants & Other Income	854	2,500	1,646			34.2%
Youth Provision :- Income	<u>854</u>	<u>2,500</u>	<u>1,646</u>			<u>34.2%</u>
4603 YP - Dev costs & General Expen	2,342	3,500	1,158		1,158	66.9%
4604 YP - Youth Forum	0	500	500		500	0.0%
Youth Provision :- Indirect Expenditure	<u>2,342</u>	<u>4,000</u>	<u>1,658</u>	<u>0</u>	<u>1,658</u>	<u>58.6%</u>
<b>Net Income over Expenditure</b>	<u>(1,488)</u>	<u>(1,500)</u>	<u>(12)</u>			
Localism & Community Projects :- Income	29,172	33,000	3,828			88.4%
Expenditure	26,242	41,000	14,758	0	14,758	64.0%
<b>Movement to/(from) Gen Reserve</b>	<u>2,930</u>	<u>(8,000)</u>	<u>(10,930)</u>			
<b>Grand Totals:- Income</b>	<u>29,172</u>	<u>33,000</u>	<u>3,828</u>			<u>88.4%</u>
<b>Expenditure</b>	<u>26,242</u>	<u>41,000</u>	<u>14,758</u>	<u>0</u>	<u>14,758</u>	<u>64.0%</u>
<b>Net Income over Expenditure</b>	<u>2,930</u>	<u>(8,000)</u>	<u>(10,930)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>2,930</u>	<u>(8,000)</u>	<u>(10,930)</u>			

Excerpt from Comm.Serv	2024-25
	Budget
<b>Income streams</b>	
Medical transport	300
Market income	7500
Service devpt income	500
Gages sales	22000
Thursday club subs	200
Youth income	2500
Misc income	0
<b>TOTAL</b>	<b>33000</b>
<b>Expenditure</b>	
Medical transport	50
Wealdlink	1200
Market expenses	7000
Service development (2700)	2000
Gages food	18000
Gages equipment	2000
Thursday Club running	750
Youth development	3500
Road safety	1500
<i>Enviro/emergency</i>	1000
<i>Community consultation</i>	2500
<i>Capital projects R&amp;D</i>	2500
<i>Youth Forum</i>	500
<b>TOTAL</b>	<b>42500</b>

**EXCERPT FROM FRPC REVENUE BUDGET FOR 2025-26**

COMM.SERVICES		as per 2024-25 forecast	C/S EXPENDITURE	
2678 Medical transport income	120	as per 2024-25 forecast	2601 Medical car scheme	50
3184 Market income	7500	unchanged	2554 Wealdlink	1200
2905 Service development income	500	nominal	3151 Market expenses	7000
3480 Gages sales	22000	unchanged	3460 Gages food	18000
3680 Th.Club subscriptions	200	unchanged	3436 Gages equipment	2000
4676 Youth grants/subscriptions	1000	as per 2024-25 forecast	3636 Thursday Club costs	750
4180 Misc.income	0	not guaranteed	4603 Youth expenses	3500
<b>TOTAL C-S INCOME</b>	<b>31320</b>		new: Youth forum	500
		(= approx 95% of 2024-25 figure)	new: Shed project	2000
			Emergency equipment	0
			2436 Road safety	1500
			new: Environmental support	1000
			new: Community consultation	2500
			2700 New service support	2000
			new: capital projects R&D	2500
			<b>TOTAL C-S EXPENDITURE</b>	<b>44500</b>

assumes unchanged  
inflation uprate  
incl. manager fee  
inflation uprate  
unchanged  
unchanged  
unchanged  
contingency  
if yard site used  
not yet agreed  
assessments  
alternative Committee choices  
3rd party surveys  
renamed from R/C & wellbeing  
feasibility studies  
(=approx 121.3 or  
133.3% of 2022-23 figure)