

# Forest Row Parish Council

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



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

To: All members of THE PROPERTY & ASSETS COMMITTEE:  
Cllrs. Williams (Chairman), Davies, Farrar, Hill, Hindler, Josephson, R Lewin, Summers and Wogan.

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ  
Tel: 01342 822661  
Fax: 01342 825739  
Email: info@forestrow.gov.uk  
Website: www.forestrow.gov.uk

Dear Sir/Madam,  
Your attendance is required at a meeting of the PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 5<sup>th</sup> MARCH 2019 in the Rose Room of the Community Centre at **7.30pm**

Tel:  
Fax:  
Email:  
Website:

Date: 27 February, 2019

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

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

THE FIRST TEN 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 – the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETING OF THE PROPERTY AND ASSETS COMMITTEE MEETING HELD ON 30<sup>th</sup> OCTOBER 2018
  - 4.1 To approve the minutes of the meeting of 30<sup>th</sup> October 2018
  - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION – not elsewhere on the agenda:

To note the following:

  - 5.1 Community Centre corridor flooring
  - 5.2 Drainage maintenance
  - 5.3 Community Centre pointing repairs
  - 5.4 Bikestand at Community Centre
  - 5.5 New litter bins
  - 5.6 Cigarette stubber @ Newlands Place
  - 5.7 Weirwood car park repairs
  - 5.8 Community Centre leases (for information)
6. CLARIFICATION OF ACTIONS FROM LAST MEETING
7. FINANCIAL REPORT To note financial position at mid-month 11
8. CURRENT ITEMS FOR CONSIDERATION/RESOLUTION
  - 8.1 To consider how to take forward the future of the 'back end' of the Community Centre
  - 8.2 To prioritise 'other works'.
9. CORRESPONDENCE
10. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**PROPERTY & ASSETS COMMITTEE**

**BACKING PAPERS FOR MEETING 5<sup>th</sup> MARCH 2019**

<b>Agenda item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's briefing note	1-2
7	Financial report to mid-month 11	3-4

**COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 5<sup>th</sup> MARCH 2019**

- 1-4.** Introductory matters follow the standard format. No public interventions have been signified in advance and there have been no objections lodged to the records of meeting.
- 5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION** – not elsewhere on the agenda
- 5.1 The corridor flooring was completed in two days during the Christmas break
- 5.2 By the time of the meeting I shall have met with the drainage contractors to agree a date for the first maintenance operation
- 5.3 I have agreed with the pointing contractors to postpone work until we have reliable Spring weather.
- 5.4 I have identified a contractor to level the site and provide a concrete screed for the cycle storage at the Community Centre but have yet to agree a date for the work. Wealden have confirmed that planning permission is not required.
- 5.5 The new litter bins have been purchased but installation has been awaiting suitable weather. Committee may wish to clarify *exactly* where they are to be positioned.
- 5.6 Removal of the old cigarette stubber from Newlands Place is on the list, but has been postponed to other matters since the closure of the Coop store.
- 5.7 I have had little success finding a tarmac contractor for the Weirwood car park. The Friends have offered to lay the surface if we provide the tarmac but I am un-keen for insurance purposes. Committee may wish to express a view on this?
- 5.8 For information only, two of the three new leases have been agreed, but the third is still under negotiation.

***ACTION: to note and clarify as appropriate***

**6. CLARIFICATION OF ACTIONS FROM LAST MEETING**

This item is included for Members to raise any points of information arising from the previous meeting which can be answered briefly.

***ACTION: to discharge as appropriate***

**7. FINANCIAL REPORT**

Current financial report to mid-month 11 attached to the backing papers. The picture is complicated this time, so please note:

- VotG capital income & expenditure has been factored out.
- That produces the main column totals of £51,810 expenditure & £38,333 income, a deficit to date of £13,477.
- However, we paid for the litter bins from CIL monies & received a £7.5K grant for the war memorial, reducing the net expenditure (in brackets) by £8,996.
- The true deficit is therefore reduced to £4,481, with income at 85.8% of forecast and expenditure 86.2% of forecast

***ACTION: to note***

**8. CURRENT ITEMS FOR CONSIDERATION/ RESOLUTION**

8.1 The future of the 'back end' of the Community Centre (ie the 1950's extension comprising the treatment & waiting rooms, the service toilet and the boiler house). This issue has been raised by several Members and was discussed in outline at the last Committee meeting. It seems clear that any major refurbishment work will require borrowing, but before any process can be set in motion, we need a clear idea of the intended outcome. Does this Committee want to take this forward, given the proximity of the election, and if so, how?

***ACTION: to consider and note proposals***

8.2 Other items discussed & outstanding for the Community Centre are:

- investigation & renovation where needed, of the damp course;
- renewed repainting of hiring spaces;
- the *Crittall* windows in the Garden Room (and possibly the public library);
- the former toilets at the far end of the main hall (if not incorporated into considerations under 8.1 above);
- the fitting of 'tell-tales' over historic cracks in the outer walls;
- anything else.

Since funds are limited, we need to establish an order of priority. (The issue of the old *Venu* building was voted to be deferred for consideration until September 2019).

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

**9. CORRESPONDENCE** – none not already available via Councillors Briefing/ Reading.

**10. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
--	------------------------	-----------------------	--------------------------	--------------------------	--------------------	----------------

**Property & Assets****201 Bus Shelters**

2136	BS-Bus Shelters	6	500	494	494	1.2 %
	Bus Shelters :- Expenditure	<u>6</u>	<u>500</u>	<u>494</u>	<u>0</u>	<u>494</u> 1.2 %
	<b>Net Expenditure over Income</b>	<u>6</u>	<u>500</u>	<u>494</u>		

**205 Miscellaneous Assets**

1439	Public Seats	826	250	-576	-576	330.4 %
1442	Litter Bins (net of cil) (0)	1,496	500	-996	-996	299.2 %
2551	Offsite Car Parks	75	500	425	425	15.0 %
6139	BU - War Memorial (net of grant) (2020)	9,520	2,000	-7,520	-7,520	476.0 %
7108	PR-Notice Boards	71	500	429	429	14.1 %
	Miscellaneous Assets :- Expenditure (2992)	<u>11,988</u>	<u>3,750</u>	<u>-8,238</u>	<u>0</u>	<u>-8,238</u> 319.7 %
	<b>Net Expenditure over Income (2992)</b>	<u>11,988</u>	<u>3,750</u>	<u>-8,238</u>		

**301 Community Centre**

3111	CC-Rates & Services	15,642	20,000	4,358	4,358	78.2 %
3116	CC-Upkeep/Cleaning	9,597	10,000	403	403	96.0 %
3127	CC - Drinks Machine	735	900	165	165	81.7 %
3136	CC-Enhancement	13,843	14,500	657	657	95.5 %
	Community Centre :- Expenditure	<u>39,816</u>	<u>45,400</u>	<u>5,584</u>	<u>0</u>	<u>5,584</u> 87.7 %
3180	CC-Lettings	20,632	23,000	-2,368		89.7 %
3181	CC-Equipment Hire	814	900	-86		90.4 %
3182	CC-Rents	16,043	20,000	-3,957		80.2 %
3185	MISC - incl books/copying)	491	300	191		163.8 %
3187	CC Drinks Machine Income	526	500	26		105.2 %
3188	CC Grants & Donations	278	0	278		0.0 %
3189	Misc Property Refunds	-473	0	-473		0.0 %
3190	No longer in use	21	0	21		0.0 %
	Community Centre :- Income	<u>38,333</u>	<u>44,700</u>	<u>-6,367</u>		<u>85.8 %</u>
	<b>Net Expenditure over Income</b>	<u>1,484</u>	<u>700</u>	<u>-784</u>		

**303 Venue on the Green**

3301	VOTG - Capital Costs					
	Venue on the Green :- Expenditure					
3306	VOTG Income					
	Venue on the Green :- Income					
	<b>Net Expenditure over Income</b>					

Month No : 11

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Property & Assets :- Expenditure	(42814)	51810	49,650		0		86.29
Income		38333	44,700				85.89
<b>Net Expenditure over Income</b>	<b>(4481)</b>	<b>13477</b>	<b>4,950</b>				