

Forest Row Parish Council

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



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

To: All members of AMENITIES AND SERVICES
COMMITTEE:
Cllrs. J Wogan (Chairman), Hill, Josephson,
R Lewin, McNally, Royall, Summers and Williams

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

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

Dear Sir/Madam,
Your attendance is required at a meeting of the
AMENITIES AND SERVICES COMMITTEE to be held on
TUESDAY 10th SEPTEMBER 2019 in the Rose Room of
the Community Centre at **7.30pm**.

Date: 4 September, 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 HELD ON 11TH JUNE 2019
 - a) To approve the minutes of the meetings of 11th June 2019
 - b) To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
 - 5.1 Cllr. Hill asked that the signage policy on Village Greens be reviewed at the next Amenities & Services meeting
 - 5.2 Cllr. Summers asked that weeds between roads and kerbs be discussed at a future meeting.
6. TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION:
 - 6.1 the BT exchange forecourt
 - 6.2 problems with School Lane
 - 6.3 Ashdown surgery access
 - 6.4 Hopyard signage
 - 6.5 maintenance of the Jubilee Garden
 - 6.6 skatepark extension
 - 6.7 additional cemetery land
7. FINANCIAL MATTERS
To note financial report to month 5.
8. ALLOTMENTS
To note allotment report(s)

9. TREES

9.1 To note revised planting proposal and resolve as appropriate

9.2 To consider and resolve if appropriate on a tree survey

10. PLAY AREA & SKATE PARK

10.1 to consider a proposal for improvement/'wilding' of the children's play area

10.2 to resolve re the children's play area surface.

10.3 to resolve re repairs to the 'adult gym'

11. CEMETERY

To note burial clerks report

12. LATE ITEM

To consider a request to hold a fundraising event at the skatepark

13. CORRESPONDENCE NOT OTHERWISE DEALT WITH

14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

AMENITIES & SERVICES COMMITTEE

BACKING PAPERS FOR MEETING 10th SEPTEMBER 2019

Agenda item	Description	page
	Clerk's briefing to the Committee	1-2
5.1	Current village green signage policy	3
7	Financial Report to end month 5	4-5
8	Allotments: administrative report	6
9.1	Tree planting proposal: text & map	7-8
10.1	Improvement of play area: text & map	9-10
10.2	RoSPA report excerpt & quotes for play area re-surfacing	11-13
10.3	RoSPA report excerpt	14
11	Burial clerk's report	15

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED
10th SEPTEMBER 2019**

1-4. **FORMAL ITEMS:** no complications foreseen.

5. **CLARIFICATION OF ACTIONS**

5.1 Review of signage policy on village greens. Requested by Cllr Hill at last meeting. Policy as agreed in 2017 attached. Technically this forms part of the Standing Policies which are agreed as reviewed *en bloc* at the Annual Meeting, but the Committee may wish to conduct its own review.

5.2 Weeds between roads & kerbs. Requested by Cllr Summers at last meeting. Insofar as this pertains to street cleaning it is the responsibility of District, so we need to be clear about the commitment if it proposed that we take over the clearance task.

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

6.1 BT Exchange forecourt. Still no reply from BT. I have chased them again, saying that I will continue to write until they respond.

6.2 School Lane problems. After various discussions of the dangerous parking and manoeuvring in School Lane, I have proposed a solution to the school Governors & East Sussex. It depends on cooperation from a) the Christian Community Church and b) the local residents, who are now being consulted.

6.3 Ashdown Surgery access. Still no word from NHS Property. I have reminded them that we can remove the signs if they do not engage with us.

6.4 Hopyard signage. A similar scenario as with 6.3.

6.5 Jubilee Garden. Mr Ludman has regained his health and resumed regular maintenance work alongside Mrs Lynn Smith.

6.6 Skatepark extension. A pre-application meeting took place with Wealden. They are broadly supportive provided that the bridle path and major tree roots are not compromised, and there is no risk to disabled visitors to the VENUe. Fundraising continues. [* see also 12]

6.7 Additional cemetery land. There has been no further communication from Miss Pillinger & Mrs Casey. We are exploring an alternative site, and Land Registry enquiries are proceeding.

ACTION: to note – queries as appropriate

7. **FINANCIAL MATTERS**

To note financial report to month 5. A current printout is attached. At this point in the year, the target performance against budget should be about 41.7%, but the accounts have been skewed by two 'ghost' transactions – a nominal income figure for a direct debit error and a nominal expenditure figure in respect of an accrual from 2018-19. Taking these out, A&S is currently operating at 32.5% of forecast income and 29.9% of forecast expenditure, so within forecast parameters.

ACTION: to note

8. **ALLOTMENTS**

The allotment manager's report is attached to the backing papers, and the allotment representative will report orally to the meeting.

ACTION: to note

9. TREES

9.1 Tree planting scheme. Following the discussion at the last A&S meeting, I met on site with Judy Bartlett, the contact person for the scheme, and we looked at various possibilities on parish land. She has now submitted a revised planting scheme, which is attached for consideration and a resolution.

ACTION: to resolve as appropriate

9.2 Tree survey. Efforts to find a qualified tree inspector at a reasonable price have still not been successful. The cheapest quote I have so far obtained is £3,000. Many Councils employ unqualified volunteers to inspect their trees, but while this may be useful on a day-to-day basis, I feel we need a professional appraisal, particularly since the trees have not been fully surveyed for a couple of years. Does Committee wish to authorise the expense?

10. PLAY AREA & SKATE PARK

10.1 Improving / 're-wilding' the children's playpark. This was a suggestion of Cllr Royall at Full Council. She was asked to provide some specifics, which are attached. If Committee is in favour, formal quotes may need to be obtained.

10.2 Children's play area surface. Our application for a grant to refurbish this was unsuccessful, but the state of the play area surface remains a concern because of trip hazards. Excerpts from the RoSPA report are attached, with two quotes for a 'pour on top' solution. For Committee to decide whether the expense is justified.

10.3 Repairs to the 'adult gym'. The long-term siting of this equipment remains undecided because of the proposed skate park extension, but there are a few deficiencies highlighted by the RoSPA report (excerpts attached) which Committee may feel should be dealt with. Cost unknown at this point.

ACTION: to consider and resolve as appropriate

11. CEMETERY

The Burial Clerk's report is attached.

ACTION: to note

12. LATE ITEM: PROPOSAL FOR SKATE PARK EVENT

We have had a phone call from Tania MacNabb (mother of Hugo Palmer) to ask if we would agree to their having a fundraising event in aid of the skatepark extension at the skatepark on Sunday 29th September from 10:00 until 18:00. This would involve their putting in some temporary seating for the day, having some live music and an advertising banner adjacent to the skatepark during the previous week. It would take up only the space immediately surrounding the skatepark and all be cleared away by the end of the event.

ACTION: to consider and resolve as appropriate

13. CORRESPONDENCE NOT OTHERWISE DEALT WITH

None not previously circulated with Councillors Reading

14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE



FOREST ROW PARISH COUNCIL VILLAGE GREEN SIGNAGE POLICY

1. There is to be no signage by established businesses on village greens unless permission has been sought and granted from the Parish Council. If signage appears, the Clerk to write to the business explaining the policy and to state that if permission has not been granted by two weeks from writing, the signage will be removed to the Parish Council offices. [The signage allowed is a standard A frame].

A maximum of 7 A frames should be allowed in one area at any one time and they are left at the business's own risk. This to be reviewed if the area appears to be overcrowded.

2. Village Green hirers – to abide by the conditions on the back of the hiring form.

3. Temporary Events - there is to be no signage on the ornamental margin of Park Crescent, the triangle at the bottom of Wall Hill, the green at the rear of the Peter Griffiths Hall (with the exception of signs for the market which is a Parish Council event). If any appears, it is to be removed by the Parish Council staff and taken to the offices. Clerk to write to the organisation concerned. No signage at all is permitted on the war memorial green. [Temporary events are village events only].

4. Newlands Place - No signage allowed without permission from the Parish Council. The foot/wheelway to be kept clear. Any tables and chairs must be placed with a minimum of 1 metre of clear foot/wheelway. No banners, notices etc are allowed on the railings.

5. Footway at the rear of Peter Griffiths Hall not to be obstructed.

6. Council to check the position annually in May to confirm permission.

Policy due for review:
May 2020

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Amenities & Services						
101 Allotments						
1135 Allotments-Water & Upkeep	70	300	230		230	23.3 %
Allotments :- Expenditure	<u>70</u>	<u>300</u>	<u>230</u>	<u>0</u>	<u>230</u>	<u>23.3 %</u>
1180 Allotment Rents	92	1,300	-1,208			7.1 %
Allotments :- Income	<u>92</u>	<u>1,300</u>	<u>-1,208</u>			<u>7.1 %</u>
Net Expenditure over Income	<u>-22</u>	<u>-1,000</u>	<u>-978</u>			
102 Village Greens						
1236 Outdoor Maintenance	3,266	15,000	11,734		11,734	21.8 %
1237 Outdoor Planting	537	1,200	663		663	44.8 %
1239 VG-Utilities	55	100	45		45	55.2 %
Village Greens :- Expenditure	<u>3,859</u>	<u>16,300</u>	<u>12,441</u>	<u>0</u>	<u>12,441</u>	<u>23.7 %</u>
1280 VG-Hire Income	225	500	-275			45.0 %
1281 VG- Utilities Income	12	150	-138			8.2 %
Village Greens :- Income	<u>237</u>	<u>650</u>	<u>-413</u>			<u>36.5 %</u>
Net Expenditure over income	<u>3,621</u>	<u>15,650</u>	<u>12,029</u>			
104 Amenities General						
1436 Skate & Play areas	364	2,000	1,636		1,636	18.2 %
1447 Dog Fouling	750	3,000	2,250		2,250	25.0 %
Amenities General :- Expenditure	<u>1,114</u>	<u>5,000</u>	<u>3,886</u>	<u>0</u>	<u>3,886</u>	<u>22.3 %</u>
1400 Amenities grants/donations	63	0	63			0.0 %
4180 Misc Income	6,770	0	6,770			0.0 %
Amenities General :- Income	<u>6,833</u>	<u>0</u>	<u>6,833</u>			
Net Expenditure over Income	<u>-5,719</u>	<u>5,000</u>	<u>10,719</u>			
105 Outdoor Maintenance						
1501 Outdoor Maintenance Equipment	-14,086	3,000	17,086		17,086	-469.5 %
Outdoor Maintenance :- Expenditure	<u>-14,086</u>	<u>3,000</u>	<u>17,086</u>	<u>0</u>	<u>17,086</u>	<u>-469.5 %</u>
Net Expenditure over Income	<u>-14,086</u>	<u>3,000</u>	<u>17,086</u>			
203 Street Lighting						
2314 SL-Power	1,012	1,500	488		488	67.5 %

Month No : 5

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
2336	Streetlights	2,597	5,000	2,403		2,403	51.9 %
	Street Lighting :- Expenditure	<u>3,609</u>	<u>6,500</u>	<u>2,891</u>	<u>0</u>	<u>2,891</u>	<u>55.5 %</u>
	Net Expenditure over Income	<u>3,609</u>	<u>6,500</u>	<u>2,891</u>			
601	Cemetery						
6123	Cemetery Admin	193	300	107		107	64.3 %
6151	BU- Cemetery Rates	931	400	-531		-531	232.8 %
6152	BU-Memorial Repairs	0	100	100		100	0.0 %
	Cemetery :- Expenditure	<u>1,124</u>	<u>800</u>	<u>-324</u>	<u>0</u>	<u>-324</u>	<u>140.5 %</u>
6180	BU-Burial Fees	3,025	8,000	-4,975			37.8 %
	Cemetery :- Income	<u>3,025</u>	<u>8,000</u>	<u>-4,975</u>			<u>37.8 %</u>
	Net Expenditure over Income	<u>-1,901</u>	<u>-7,200</u>	<u>-5,299</u>			
	Amenities & Services :- Expenditure	<u>-4,309</u>	<u>31,900</u>	<u>36,209</u>	<u>0</u>	<u>36,209</u>	<u>-13.5 %</u>
	Income	<u>10,187</u>	<u>9,950</u>	<u>237</u>			<u>102.4 %</u>
	Net Expenditure over Income	<u>-14,496</u>	<u>21,950</u>	<u>36,446</u>			

Amenities & Services Committee Meeting - Tuesday 10th September 2019

Allotments Waiting List

- 15 people on the waiting list inside the Parish.
- 2 people on the waiting list outside the Parish.

Raised Beds Waiting List

- Nobody on the waiting list.

Site Inspection

- Site inspection carried out on Tuesday 27th August.
Most plots are being worked in accordance with the Terms & Conditions of their signed Agreements.

Renewals Payments

- All renewal payments have been sent out for 2019 -2020.

Allotment Competition

- The competition was judged by Paul Neuman on Monday 15th July with one winner and 2 commended.

TREE PLANTING PROPOSAL (WOODLAND TRUST) FOR RUSH GREEN ENVIRONS

Here is the map where we propose to plant the trees (see attached). And which trees we suggest to plant in which area.

We added to the area the larger area on the right of the stream, which you said was also an option. This as the two small sites together were not big enough for the smallest tree pack available from the woodland trust.

Suggested trees to be planted, in each area:

10 Cherry trees at the large area, mixed with 5 rowans

10 Birch trees along the little stream. (birch trees do really well in wet areas, and help to keep the area less wet)

5 Rowan trees at the small triangle.

Judy Bartlett



IMPROVEMENTS TO CHILDREN'S PLAY AREA, HARTFIELD ROAD

CONCEPT

A proposal to reduce pollution from vehicles on Hartfield Road affecting the play area and re-wilding to improve the play and learning experience for children.

This outline proposal seeks to expand the play area to increase the enjoyment of children and adults alike to interact and engage with the sounds and smells of the natural environment. To be achieved by incorporating additional seating among areas of wild flower planting; to provide bug hotels and a Stumpery to stimulate interest in insects and butterflies; secret places to relax and enjoy the sounds of buzzing insects and the scent of the plants and flowers; a hedge between the road and the play area to help reduce pollution for the children in the play area from vehicles on Hartfield Road; a fully accessible entrance and pathway for wheelchair users, prams and pushchairs; and new wood and rope climbing frame and; possibly a drinking water fountain.

A place for children to have fun with their friends but also to relax, to explore and to discover nature.

- Main proposal to include:
- Hedge to help reduce pollution from Hartfield Road
 - Wheelchair accessible access path
 - Drinking water fountain
 - Wild Flowers
 - Bug Hotels
 - New Climbing frame
 - Secret Places



CONCEPT



A proposal to reduce pollution from vehicles on Hartfield Road affecting the play area and re-wilding to improve the play and learning experience for children.

General Surface

Manufactured by (Unknown)



Innate risk level

Actual risk level

Risk level:
Medium

Potential risk score reduction:
4

Remedial tasks:
1

Standards:



None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Finding

Description

The surface is cracking.

Tasks

Repair.

Note

Across playground.

Risk level:

Medium

Risk score:

8

Finding Photos



David O'Driscoll

From: Tahira Shamim <TahiraS@dcmsurfaces.com>
Sent: 29 April 2019 14:26
To: David O'Driscoll
Subject: RE: Play area surface enquiry

Hi David,

Thank you for your enquiry.

Please see pricing as follows;

401m² @ 20mm Black EPDM - £27 - £10,827 + VAT

Any regulating with rubber base will be charged at £22 per bag laid.
Surface must be clean and weed free.

Kind Regards,
Tahira



Tahira Shamim
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www.dcmsurfaces.com

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SAFETY SURFACES LIMITED

RTC Safety Surfaces Ltd
 Woodland House
 Chestnut Business Park
 Smallshaw Lane
 Burnley
 Lancashire BB11 5SQ

Tel:-01282 414131
 Fax:-01282 414133

E-mail:- rebecca.cotzec@rtcsafety.co.uk
 Web:- www.rtcsafety.co.uk

ESTIMATE: 1904381

To:	Forest Parish Council	From:	Rebecca Cotzec
Attn:	David O'Driscoll	Date:	29/04/2019
Phone:	01342 822661	Page:	1
Email:	parishclerk@forestrow.gov.uk		

Site: Forest Row
Access: Assumed Good - Please Note That Bad Access May Increase The Cost
Base works: Existing Surfacing
Works: Supply And Install Wet Pour Safety Surfacing - Cut Back Existing Surfacing Around Inclusive Roundabout To Allow Gentle Ramp Down
Graphics: Solid Black Throughout
Retention: 0%
Cut & Chase: Not specified

Please note that polyurethane binder is subject to yellowing upon UV exposure. This can cause certain colours to alter in appearance. Please refer to our UV information sheet

Site	Blk	Col	CFH (m)	Depth (mm)	Colours	Units (m2)	Price (£)
Forest Row	x		0.6	20	Black	380.4	£ 9,975.00
	x		1.5	50	Black	20	
Sub Total (£)							£ 9,975.00
Total (£)							£ 9,975.00

Summary Terms and conditions (see attached for detail)
Estimates are exclusive of VAT and valid for a 30-day period from date of quotation

Please Note Only Surfacing Laid up to PCC Edges Are Guaranteed, Cut & Chase is Not Covered Surface Repairs and Overlays are also not Covered under our Guarantee - Please Contact RTC For Further Information

Please provide any Asbestos Register or Survey as this may impact our works and subsequently affect the price

Yours sincerely,

Rebecca Cotzec
 Sales & Marketing Executive

Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Platform, sharp edges left.

Risk level:

High

Risk score:

15

Finding Photos



MEMORIALS AND INSCRIPTIONS APPROVED SINCE THE LAST MEETING ON 11th JUNE 2019

DEEDS OF GRANT OF EXCLUSIVE RIGHT TO BURIAL ISSUED SINCE THE LAST MEETING

DEED 1332	GOR233	MOORE
DEED 1333	GOR234	SMITH

DEEDS OF GRANT TRANSFERRED SINCE THE LAST MEETING

DEED 983	JD1	DEWAR
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MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED SINCE THE LAST MEETING

DEED 1326	GOR230	TABLET	FLORY
DEED 351	1360	ADDITIONAL INSCRIPTION	BISHOP
DEED 1079	GOR111	ADDITIONAL INSCRIPTION	BELLACK
DEED 828	GOR42	ADDITIONAL INSCRIPTION	COWAN
DEED 1331	GOR234	TABLET	SMITH
DEED 1333	GOR232	TABLET	CARABINE
DEED 983	JD1	ADDITIONAL INSCRIPTION	BLACKWELL

HEADSTONES LAID DOWN FOR SAFETY SINCE THE LAST MEETING

REPORT ON ISSUES IN FOREST ROW CEMETERY

Report of damaged memorial on plot EB67 which is one of our baby graves in the new part of the cemetery, I have written to the family notifying them of the damage and await their response.

CEMETERY OF THE YEAR AWARDS

I am so proud to say that Forest Row Cemetery has won either a Gold or Silver award in the Institute Of Crematorium and Cemetery Management's annual awards. I was touched when Phillip Potts from the ICCM judging panel visited in August to verify our entry, he said that Forest Row Cemetery was a credit to the staff who run and maintain the cemetery and burial services. This award would not have been achievable without the hard work and dedication of Don Isted, Harry Curtis and we must not forget John Coomber who worked tirelessly to maintain the cemetery grounds to such a high standard. The awards points were based on the administration of the cemetery but I feel that the maintenance is just as important. I have asked the ICCM to dedicate this award to John who worked so hard to make it a beautiful and tranquil place for families to enjoy and reflect. The awards ceremony is on the 24th September and I will let members know what award we have achieved upon my return.