

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
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Dear Sir/Madam,
Your attendance is required at a meeting of the
AMENITIES AND SERVICES COMMITTEE to be held on
TUESDAY 10th MARCH 2020 in the Rose Room of the
Community Centre at **7.30pm**.

Date: 4 March, 2020

Mr D 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 - 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 10TH DECEMBER 2019
 - a) To approve the minutes of the meetings of 10th December 2019
 - b) To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. TO NOTE CLERK'S REPORT ON PENDING MATTERS NOT REQUIRING A DECISION:
 - 6.1 Ashdown surgery access
 - 6.2 BT exchange forecourt
 - 6.3 Gym & playpark equipment repairs
 - 6.4 Hopyard verge
 - 6.5 Skatepark extension
 - 6.6 Tree planting
 - 6.7 Tree survey
7. FINANCIAL MATTERS
To note financial report to month 11.
8. ALLOTMENTS
To note allotment report
9. PLAYPARK DEVELOPMENT
To consider and resolve on an amended playpark development plan
10. CEMETERY
 - 10.1 To note burial clerk's report
 - 10.2 To consider the cemetery land issue

11. THE ANNUAL GARDEN COMPETITION

To consider its future & resolve accordingly

12. REGISTERED FOOTPATHS

To consider a proposal for a local footpath survey and resolve as appropriate

13. CORRESPONDENCE NOT OTHERWISE DEALT WITH

14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

AMENITIES & SERVICES COMMITTEE

BACKING PAPERS FOR MEETING 10th MARCH 2020

Agenda item	Description	page
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6.1	Copy email from NHS Property Services	3
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8	Allotments: administrative report	6
9	Improvement of play area: specification & costings	7-8
10.1	Burial clerk's report	9
11	Note on Garden Competition	10

**COUNCILLORS' BRIEFING TO THE MEETING OF THE AMENITIES AND SERVICES COMMITTEE DATED
10th MARCH 2020**

1-5. FORMAL ITEMS: no complications foreseen.

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

6.1 Ashdown surgery access. I have chased this up again, and the reply I have received is attached. There are two potentially thorny issues: whether it will need 'substitute land' and how the costs of the exercise will be covered. Nevertheless, it is arguable that something needs to be done, as the number of near miss vehicle collisions is increasing.

6.2 BT exchange forecourt. I have chased up BT property again.

6.3 Outdoor gym (and playpark) equipment repairs. These have not yet been done due to the adverse weather, but they are on the list for attention.

6.4 Hopyard verge. The Hopyard did not reclaim their signs, but unfortunately their absence has led to a degradation of the verge by parked vehicles. As soon as weather & ground conditions permit, we shall be putting in some anti-vehicle posts

6.5 Skatepark extension. The family have raised more than half their projected budget, and have now received a Wealden grant to complete their funding. I understand that drawings are now being prepared to support a formal planning application.

6.6 Tree planting. The tree planting agreed to will be taking place on the weekend of the 28/29 March. The work will be done by volunteers, though I shall ask our maintenance crew to check the sites in the previous week to ensure there are no obstructions.

6.7 Tree survey. I discussed the specification for the tree survey with the original arborist we approached, and we negotiated some amendments resulting in a fee at the original level budgeted for. The survey has been progressing over the past few weeks.

ACTION: to note (queries as appropriate)

7. FINANCIAL MATTERS

To note financial report to month 11. A printout is attached. As before, 'ghost entries' have been removed in order to present a true picture of the Committee's finances. At month 11, the percentage against forecast should be about 91.7%. The adjusted totals are 106.2% (income) and 71.6% (expenditure), which are acceptable (although there are major tree surgeon fees due in the coming month). I would be grateful if any queries could be raised in advance of the meeting, as the answers usually require reference to the accounts system.

ACTION: to note (queries as appropriate)

8. ALLOTMENTS

The allotment manager's report is attached.

ACTION: to note

9. PLAYPARK DEVELOPMENT PLAN

At the last meeting, Cllr Royall submitted drawings of her proposal for a development ('re-wilding') of the playpark on Rush Green. Committee resolved for her to bring back the ideas to this meeting with costings. These are attached for discussion.

ACTION: to consider and resolve as appropriate

10. CEMETERY

10.1 Burial Clerk's report. Sue Young's report is attached, giving the standard statistics

ACTION: to note

10.2 Cemetery land. I have continued research into an alternative site. Without at this point disclosing the identity of the landowners concerned, they have given a positive response 'in principle', but we have not discussed either the cost or the planning/ highway implications. I may have some further information for the meeting, but it would be good to have a steer from Committee as to whether they support further investigation.

ACTION: to consider and resolve as appropriate

11. THE ANNUAL GARDEN COMPETITION

The format of the garden competition was modified last year to allow for more 'public participation' in nominating candidates, but concern has been expressed that it did not notably revive the competition and that the event itself has become somewhat tired. Committee is asked to consider the status and structure of the competition, which of course still forms a major part of the Autumn Reception. A note is attached from Janet Lamprell, who has been responsible for administering the competition for some years.

ACTION: to consider and resolve as appropriate

12. REGISTERED FOOTPATHS

This issue has been referred to Amenities Committee by Cllr T Lewin. It appears that with the digitisation of mapping, there is a real risk of losing some historic footpaths, and we need to take action now to ensure that this does not happen. The suggestion is that FRPC might sponsor/ organise/ oversee a survey of local footpaths, inviting residents to help compile a catalogue, perhaps with some kind of linked community activity or event.

ACTION: to consider and resolve as appropriate

13. CORRESPONDENCE NOT OTHERWISE DEALT WITH

None not already in Councillors' Reading.

14. ITEMS FOR REFERRAL TO FULL COUNCIL OR COMMITTEE

**Email from NHS Property Services
received 2nd March 2020**

Hi David.

Thanks for raising this issue again.

Like you, I am keen to get this access road widened too, but the stumbling block years ago was that the Parish Council would not allow us to take the small strip of land which is needed to widen it, and said that they needed an equal size of surgery land in order to move forward.

Also, of course, there is the issue of funding the works. Would the Parish Council be prepared to fund the costs, as it would be their piece of land, but in so doing, it would greatly benefit the local community and also road users driving past on the A22. So would tick a few boxes if we could go ahead with this.

I have passed your email to my line manager, and will get back to you with any update. Likewise, if you are able to let me know as regards any FRPC funding, that may help push it along too.

Thanks David.

Regards

Lindsay Ransome | Premises Manager, Crowborough and Uckfield Localities

NHS Property Services Ltd

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T: 01892 652284 X6222 or 01892 603110 | M: 07342 093406 | E: lindsay.ransome@property.nhs.uk

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Detailed Income & Expenditure by Budget Heading 03/10/2019

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities & Services</u>							
<u>101 Allotments</u>							
1180 Allotment Rents	1,442	1,300	(142)			110.9%	
Allotments :- Income	<u>1,442</u>	<u>1,300</u>	<u>(142)</u>			<u>110.9%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	177	300	123		123	59.1%	
Allotments :- Indirect Expenditure	<u>177</u>	<u>300</u>	<u>123</u>	<u>0</u>	<u>123</u>	<u>59.1%</u>	<u>0</u>
Net Income over Expenditure	<u>1,265</u>	<u>1,000</u>	<u>(265)</u>				
<u>102 Village Greens</u>							
1280 VG-Hire Income	825	500	(325)			165.0%	
1281 VG- Utilities Income	12	150	138			8.2%	
Village Greens :- Income	<u>837</u>	<u>650</u>	<u>(187)</u>			<u>128.8%</u>	<u>0</u>
1236 Outdoor Maintenance	6,214	15,000	8,786		8,786	41.4%	
1237 Outdoor Planting	835	1,200	365		365	69.6%	
1239 VG-Utilities	170	100	(70)		(70)	169.6%	
Village Greens :- Indirect Expenditure	<u>7,219</u>	<u>16,300</u>	<u>9,081</u>	<u>0</u>	<u>9,081</u>	<u>44.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,381)</u>	<u>(15,650)</u>	<u>(9,269)</u>				
<u>104 Amenities General</u>							
1400 Amenities grants/donations (at charge)	163	0	(163)			0.0%	
4180 Misc Income	0	0	0			0.0%	
Amenities General :- Income	<u>163</u>	<u>0</u>	<u>(163)</u>				<u>0</u>
1436 Skate & Play areas (incl resurfacing)	10,339	12,000	1,661		1,661	86.2%	
1447 Dog Fouling	2,250	3,000	750		750	75.0%	
Amenities General :- Indirect Expenditure	<u>12,589</u>	<u>15,000</u>	<u>2,411</u>	<u>0</u>	<u>2,411</u>	<u>83.9%</u>	<u>0</u>
Net Income over Expenditure	<u>12,426</u>	<u>(15,000)</u>					
<u>105 Outdoor Maintenance</u>							
1501 Outdoor Maintenance Equipment	1,843	3,000				61.4%	
Outdoor Maintenance :- Indirect Expenditure	<u>1,843</u>	<u>3,000</u>	<u>16,426</u>	<u>0</u>			<u>0</u>
Net Expenditure	<u>1,843</u>	<u>(3,000)</u>					
<u>203 Street Lighting</u>							
2314 SL-Power	2,227	1,500	(727)		(727)	148.5%	

Detailed Income & Expenditure by Budget Heading 03/10/2019

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
2336 Streetlights	5,195	5,000	(195)		(195)	103.9%	
Street Lighting :- Indirect Expenditure	<u>7,422</u>	<u>6,500</u>	<u>(922)</u>	<u>0</u>	<u>(922)</u>	<u>114.2%</u>	<u>0</u>
Net Expenditure	<u>(7,422)</u>	<u>(6,500)</u>	<u>922</u>				
<u>601 Cemetery</u>							
6180 BU-Burial Fees	8,127	8,000	(127)			101.6%	
Cemetery :- Income	<u>8,127</u>	<u>8,000</u>	<u>(127)</u>			<u>101.6%</u>	<u>0</u>
6123 Cemetery Admin	314	300	(14)		(14)	104.7%	
6151 BU- Cemetery Rates	501	400	(101)		(101)	125.4%	
6152 BU-Memorial Repairs	0	100	100		100	0.0%	
Cemetery :- Indirect Expenditure	<u>815</u>	<u>800</u>	<u>(15)</u>	<u>0</u>	<u>(15)</u>	<u>101.9%</u>	<u>0</u>
Net Income over Expenditure	<u>7,312</u>	<u>7,200</u>	<u>(112)</u>				

Grand Totals:- Income	<u>10,569</u>	<u>9,950</u>	<u>(7,444)</u>				
Expenditure	<u>30,065</u>	<u>41,900</u>	<u>27,104</u>	<u>0</u>	<u>27,104</u>		<u>106.2%</u>
Net Income over Expenditure	<u>(19,496)</u>	<u>(31,950)</u>	<u>(34,548)</u>				<u>71.6%</u>

Amenities & Services Committee Meeting - Tuesday 10th February 2020

Allotments Waiting List

- 12 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.

Renewals Payments

- All payments now received

Floods

- Emails and letters are going out to all plot holders asking to retrieve any items that have ventured from their plots and reclaim.
- Later, I will ask Don and Harry to tidy up any items that have been left.

Site Inspection

- Once the weather becomes drier under foot, I will do a site inspection to see how things are progressing after the floods, clean and update noticeboards.

As far as we know Mr Unwin has vacated Forest Row as of December 2019

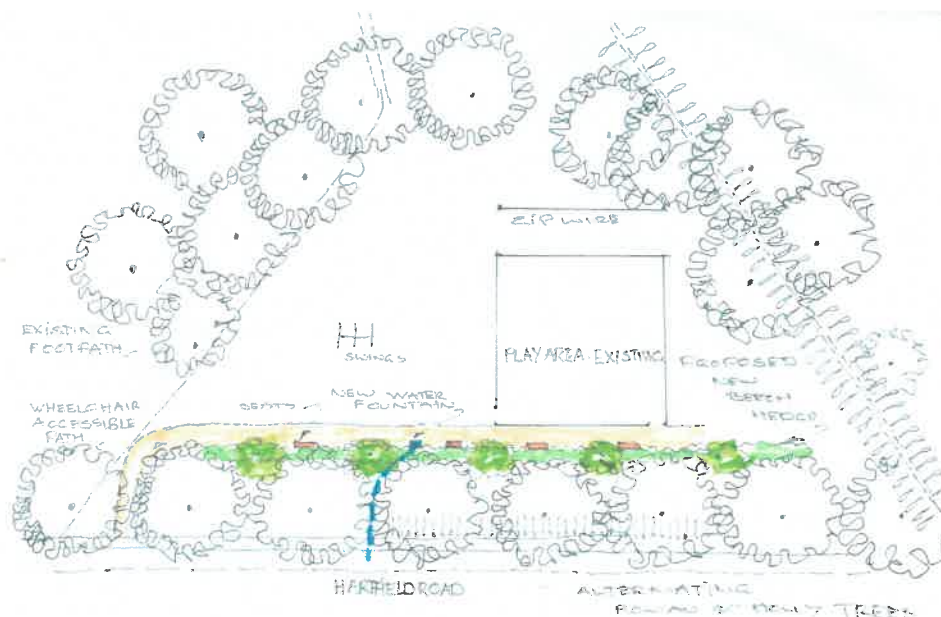
IMPROVEMENTS TO CHILDREN'S PLAY AREA HARTFIELD ROAD

A two phase improvement scheme to help reduce pollution from vehicles on Hartfield Road affecting the children using the play area and to improve the play and learning experience for children.

Phase one - the provision of:

- beech hedge running parallel to the road between the plane and lime trees and the play area to help reduce pollution from vehicles on Hartfield Road
- wheelchair accessible path
- drinking water fountain

The proposal includes fencing within the length of the hedge in anticipation of increasing the size of the play area in the near future.



Sketch shows

- the proposed 2m wide pathway stretching some 80m, accessed at each end from the pavement on Hartfield Road, would run alongside the proposed hedge and incorporate existing bench seating. The path to be finished in resin bonded gravel which can be cleaned easily, if necessary, without detriment to the surface finish;
- beech hedge incorporating traditional Sussex fencing with steel mesh applied on one side. Rowan and holly trees to be incorporated to provide additional autumn interest;
- bottle filler drinking water fountain

Phase two of the proposal (not included) would aim to expand the enclosed safe play area to increase the enjoyment of children and adults alike; to interact and engage with the sounds and smells of the natural environment. A place for children to have fun with their friends but also to relax, to explore and to discover nature. This second phase to be designed with the full participation of the users, adults and children alike.



BUDGET COSTS - Phase One

Budget costs because only one quotation has been sought from local (Forest Row) companies thus far for the hedging and pathway.

Hedging

£8,330.00

Including

- 80 metres 60-80cm bare root *Fagus sylvatica* (beech)
- 3 *Sorbus aucuparia* (Rowan) 45 litre pot 10/12 cm girth
- 3 *Ilex aquifolium* (Holly) 65 litre pot 8/10cm girth
- Chestnut Sussex style pot and rail fencing with stock fencing attached
- Installation complete with stakes and mulch

Pathway

£14,617 .00

- 90 metres x 2m wide pathway
- topsoil removed and carted away
- 100mm permeable concrete on Teram
- 18mm resin bound aggregate finish

Drinking water fountain

£2,700.00

Supply and installation of a bottle filler drinking water fountain.

(Note: The cost of providing mains water and meter not available as South East Water required £78 to provide a quotation.)

Budget Cost (Excluding VAT and mains water supply) £25,647.00

VAT - based at 20% £5,129.40

Total £30,776.40

MEMORIALS AND INSCRIPTIONS APPROVED SINCE THE LAST MEETING ON 10th DECEMBER 2019

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

DEED 1335	GOR236	BROWN
DEED 1336	EB44	SHUTTLEWORTH
DEED 1337	EB50	ASHE
DEED 1338	EB40	MUNDAY
DEED 1339	EB32	CLARKE

DEEDS OF GRANT TRANSFERRED SINCE THE LAST MEETING

DEED 1062	GOR117	AINSWORTH
DEED 1122	279	OWEN

MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED SINCE THE LAST MEETING

DEED 1324	EB56	LAWN MEMORIAL	WESTMUCKETT
DEED 1334	GOR235	TABLET	WILSON
DEED 1335	GOR236	TABLET	BROWN
DEED 1162	1622A	ADDITIONAL INSCRIPTION	JONES

HEADSTONES LAID DOWN FOR SAFETY SINCE THE LAST MEETING

REPORT ON ISSUES IN FOREST ROW CEMETERY

There are no issues to be reported.

Garden Competition

Driving around the village there is less and less residents participating. Leaving majority of the trophies being won by the same people year after year. Disheartening when winners and runners up don't attend to receive their certificates and trophies. A lot of time is taken up inside and outside the office for a yearly event I feel now has run its course to organise from:

- Advertising
- Viewing winning gardens
- Invitations
- Engraving of trophies
- Certificates
- Photographs
- Display boards
- Catering

Janet Lamprell
02/03/2020