

# 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 LOCALISM & COMMUNITY  
PROJECTS COMMITTEE:  
Cllrs. T Lewin (Chairman), Davies, Josephson, R Lewin,  
Miller, Moore, Rosenboom, Williams, Withers and  
Wogan

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

Dear Sir/Madam,

Date: 28 August, 2019

You are required to attend a meeting of the LOCALISM  
& COMMUNITY PROJECTS COMMITTEE to be held  
on **TUESDAY 3<sup>RD</sup> SEPTEMBER 2019** in the  
Rose Room of the Community Centre at **7.30pm**.

Mr David 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 FOLLOWING ITEMS (INCLUDING DISCLOSABLE PECUNIARY INTERESTS)**
4. RECORDS OF THE MEETING HELD ON 4<sup>TH</sup> June 2019
  - 4.1 To approve the minutes of the meeting of 4<sup>TH</sup> June 2019
  - 4.2 To consider any objections to deletion of the digital recording of that meeting
5. CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION
  - 5.1 VENUe on the GREEN: progress to date
  - 5.2 Waste Recycling Action Group
6. CLARIFICATION OF ACTIONS FROM LAST MEETING
7. FINANCIAL REPORT
  - 7.1 Current financial report to month 5

### CURRENT SERVICES: TO NOTE REPORTS

8. FOREST ROW MARKET
9. CAR HIRE CLUB
10. EV CHARGING UNIT
11. MEDICAL CAR SERVICE
12. HEARING AID SERVICE
13. 'GAGES' COMMUNITY LUNCHEs
14. THURSDAY CLUB (& FROW FRIENDS)
15. REPAIR CAFE
16. TRADERS & ENTREPRENEURS' FORUM

17. YOUTH SERVICE
- SERVICE DEVELOPMENT: TO CONSIDER (& RESOLVE UPON AS APPROPRIATE)**
18. DEMENTIA CHOIR
19. COOPERATION WITH JAVA & JAZZ
20. MEMORY CAFÉ
21. MEN'S SHED
22. THE LOWER ROAD PREMISES:
  - 22.1 COMMUNITY FRIDGE
  - 22.2 THE LIBRARY OF THINGS
23. NETWORKING WITH OTHER AGENCIES
24. TO CONSIDER PROGRESS ON THE FRPC ENVIRONMENTAL POLICY
25. TO CONSIDER PROVISION OF ONE OR MORE WATER REFILL POINTS
26. CORRESPONDENCE
27. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

**LOCALISM COMMITTEE**  
**BACKING PAPERS FOR MEETING 3<sup>rd</sup> SEPTEMBER 2019**

<b>Agenda Item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's briefing note	1-2
3	Note on declaring interests	3
7	Financial Report to month 5	4-5
8-12	Report on Market, Car charging unit, Medical transport, Hearing aid service	6-7
9	Memo to Car Club members 31/07/2019	8-10
13-16	Report on 'Gages', 'Frow Friends in the Afternoon', Repair Café, F/R Business Group, Befriending Service	11-12
17	Report on youth service	13-14
18-23	Service development report	15-19

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE LOCALISM COMMITTEE TO BE HELD ON  
3<sup>rd</sup> SEPTEMBER 2019**

1. **PUBLIC QUESTIONS** – None indicated in advance
2. **APOLOGIES FOR ABSENCE** - None indicated in advance
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION** I am attaching my previous summary note on Members' interests As I have said before, Members need to be realistic and observe a sensible 'de minimis' judgement, otherwise the provision becomes trivialised.
4. **TO DEAL WITH RECORDS OF MEETING.** Meeting of 4<sup>th</sup> June 2019

**CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)**

**5.1 VENUe on the GREEN.** The VENUe is now up and running. The youth service is doing well, ably managed by Mel Rey-Mesher with her assistants. A written report is attached to the papers. We have also started taking bookings for other sessions, including Forest Row Brownies. and a fortnightly session for children with disabilities. We will review the operation after a 'bedding in' period. Issues of equipment and security are being referred to Property & Assets.

**5.2 Waste Recycling Centre progress.** Two members of the group went on fact-finding trips to successful schemes elsewhere. A usage survey, both on-line and on paper, is currently circulating in the village, and negotiations are in hand to run a pilot/pop-up scheme, part information, part waste collection, part recycling, on consecutive weekends in October. The reaction to that scheme will dictate the shape of a more permanent arrangement.

***ACTION: to note***

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

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 status to end month 5.** Performance against forecast to the end of month 5 should be in the order of 41.7%. The totals on the attached printout are within the parameters, but the following details should be noted:

- The cycle hire scheme is now fully independent, and the aim is to liquidate the rest of the 'float' against the set-up expenses incurred. There is still income due from the sale of old cycle stock, which will be offset against the expenses, and the resulting balance will be further offset against the costs incurred on the CIL account (from which we initially paid for the hardstanding) so as to leave a nil balance.
- The Repair Café costs very little to run, and user donations have been generous, so the two corresponding cost codes are allocated to general well-being services, in order to cross-subsidise services which do not (yet) have an income stream.
- 'Gages' sales are currently 8% short of forecast, but this is balanced by a corresponding reduction in food costs.

- Youth development costs are currently significantly over budget at 75.6%, but this is due to specific one-off youth costs incurred in the move over to the VENUe. Note that the 'youth income' code refers to sales of food only: the session fees paid by the youth count as income of the VENUe (and are entered in property code 3306).

**ACTION: to note**

**CURRENT SERVICES**

- 8. FOREST ROW MARKET )
- 9. CAR HIRE CLUB ) These items are covered by Sue Young's report.
- 10. EV CHARGING UNIT ) (A copy of the email sent to all Car Club members
- 11. MEDICAL CAR SERVICE ) is attached to the papers for information)
- 12. HEARING AID SERVICE )
  
- 13. 'GAGES' COMMUNITY LUNCHESES )
- 14. FROW FRIENDS in the AFTERNOON ) These items are covered by part 1 of
- 15. REPAIR CAFÉ ) Sara Smart's report
- 16. FOREST ROW BUSINESS GROUP )
  
- 17. YOUTH SERVICE This has been a particularly busy time for the youth staff. A written report is attached and a members of the youth staff will attend to answer any queries.  
**ACTION: to note reports (queries as appropriate)**

**SERVICE DEVELOPMENT**

- 18. DEMENTIA CHOIR )
- 19. COOPERATION WITH JAVA & JAZZ )
- 20. MEMORY CAFÉ ) These items are covered by part 2 of
- 21. MEN'S SHED ) Sara Smart's report.
- 22. THE LOWER ROAD PREMISES: ) Sara will attend the meeting in person to
- 22.1 COMMUNITY FRIDGE ) deal with any explanations or queries.
- 22.2 THE LIBRARY OF THINGS )
- 23. NETWORKING WITH OTHER AGENCIES )  
**ACTION: to consider and resolve as necessary**
  
- 24. TO CONSIDER PROGRESS ON THE FRPC ENVIRONMENTAL POLICY  
A working group was set up at the last Community Services Committee meeting to consider this policy but was not required to report until the Finance & Policy meeting in October.
- 25. TO CONSIDER PROVISION OF ONE OR MORE WATER REFILL POINTs  
This topic has circulated in emails recently. Does Committee wish to take an 'in principle' decision on the matter?  
**ACTION: to note and resolve if appropriate**
  
- 26. CORRESPONDENCE. None received that has not been sent out in Councillors Reading
- 27. ITEMS FOR FURTHER CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL  
(to include budget desiderata for 2020-2021)

## DECLARATION OF INTERESTS

At the Full Council meeting of 16<sup>th</sup> April, "Cllr R Lewin asked that the Clerk provide clarification at the first meeting of the new Council as to the precise circumstances in which a declaration of interest should be made." The following is brief summary of the legal position.

### Disclosable pecuniary interests

These were introduced by the Localism Act 2011. DPI's cover the member's 'employment, office, trade, profession or vocation', any 'sponsorship' of the member including contributions towards their election expenses and, for clarity, specific reference to trade union sponsorship, any 'contracts' between the member and the authority, any 'land' the member has an interest in and lies within the area of the authority, any 'licences' the member holds to occupy land in the area, any 'corporate tenancies', and certain 'securities' the member (or their spouse or partner) may hold.

Under the Code of Conduct, these must be declared here they touch on any business of the Council, and the Member must withdraw from any discussion or vote on that business, although a written request for dispensation may be sought.

### Personal interests

Our Code of Conduct (part 2/ section 8) also speak of 'personal' interests, where:

- (a) it relates to or is likely to affect any body where the Councillor is a Member or office-holder where they have been appointed by the Council, or charities, public bodies or political organisations; or their own employment or business or where they own or have an interest in land, or
- (b) where a decision might reasonably be regarded as affecting the councillor's or their family's financial position or well-being to a greater extent than the average resident.

Those interests have to be declared, and if they are *prejudicial*, ie where a member of the public might reasonably regard it as likely to influence the Councillor's judgment, the Member may attend the meeting to provide information but should not vote unless dispensed.

Month No : 5

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Localism &amp; Community Projects</u></b>							
<b>206 Community Transport</b>							
2554	Wealdlink	443	900	457		457	49.2 %
2601	Voluntary Medical Car Service	12	100	88		88	11.6 %
2602	Car Hire Club	6,001	13,000	6,999		6,999	46.2 %
2605	Cycle Hire Scheme running cost	949	0	-949		-949	0.0 %
	Community Transport :- Expenditure	<b>7,405</b>	<b>14,000</b>	<b>6,595</b>	<b>0</b>	<b>6,595</b>	<b>52.9 %</b>
2677	Car Hire Club Income	5,587	15,000	-9,413			37.2 %
2678	Medical Car Scheme Income	110	300	-190			36.7 %
2679	Cycle Hire Scheme Income	510	500	10			102.0 %
	Community Transport :- Income	<b>6,208</b>	<b>15,800</b>	<b>-9,592</b>			<b>39.3 %</b>
	<b>Net Expenditure over Income</b>	<b>1,197</b>	<b>-1,800</b>	<b>-2,997</b>			
<b>207 Market</b>							
3151	CC-Market expenditure	436	1,250	814		814	34.9 %
	Market :- Expenditure	<b>436</b>	<b>1,250</b>	<b>814</b>	<b>0</b>	<b>814</b>	<b>34.9 %</b>
3184	CC-Market Income	2,812	7,000	-4,188			40.2 %
	Market :- Income	<b>2,812</b>	<b>7,000</b>	<b>-4,188</b>			<b>40.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-2,376</b>	<b>-5,750</b>	<b>-3,374</b>			
<b>209 Localism &amp; Community Proj Misc</b>							
2700	Repair Cafe & Wellbeing	69	1,500	1,431		1,431	4.6 %
	Localism & Community Proj Misc :- Expenditure	<b>69</b>	<b>1,500</b>	<b>1,431</b>	<b>0</b>	<b>1,431</b>	<b>4.6 %</b>
2905	Repair Cafe & Wellbeing Servic	1,017	1,200	-183			84.8 %
	Localism & Community Proj Misc :- Income	<b>1,017</b>	<b>1,200</b>	<b>-183</b>			<b>84.8 %</b>
	<b>Net Expenditure over Income</b>	<b>-948</b>	<b>300</b>	<b>1,248</b>			
<b>304 Cafe</b>							
3436	Gages-Purchase of Equipment	446	1,000	554		554	44.6 %
3460	Gages -Purchases Food etc	3,543	12,000	8,457		8,457	29.5 %
	Cafe :- Expenditure	<b>3,988</b>	<b>13,000</b>	<b>9,012</b>	<b>0</b>	<b>9,012</b>	<b>30.7 %</b>
3480	Gages - Sales	7,392	22,000	-14,608			33.6 %
	Cafe :- Income	<b>7,392</b>	<b>22,000</b>	<b>-14,608</b>			<b>33.6 %</b>
	<b>Net Expenditure over Income</b>	<b>-3,404</b>	<b>-9,000</b>	<b>-5,596</b>			

Month No : 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>306 Thursday Club</b>						
3636 TC-Running Costs	353	1,000	647		647	35.3 %
Thursday Club :- Expenditure	<u>353</u>	<u>1,000</u>	<u>647</u>	<u>0</u>	<u>647</u>	<u>35.3 %</u>
3680 TC-Subscriptions	310	150	160			206.7 %
Thursday Club :- Income	<u>310</u>	<u>150</u>	<u>160</u>			<u>206.7 %</u>
<b>Net Expenditure over Income</b>	<u>43</u>	<u>850</u>	<u>807</u>			
<b>406 Youth Provision</b>						
4603 YP - Dev costs & General Expen	1,134	1,500	366		366	75.6 %
Youth Provision :- Expenditure	<u>1,134</u>	<u>1,500</u>	<u>366</u>	<u>0</u>	<u>366</u>	<u>75.6 %</u>
4676 YP-Grants & Other Income	564	0	564			0.0 %
Youth Provision :- Income	<u>564</u>	<u>0</u>	<u>564</u>			
<b>Net Expenditure over Income</b>	<u>571</u>	<u>1,500</u>	<u>929</u>			
Localism & Community Projects :- Expenditure	<u>13,386</u>	<u>32,250</u>	<u>18,864</u>	<u>0</u>	<u>18,864</u>	<u>41.5 %</u>
Income	<u>18,302</u>	<u>46,150</u>	<u>-27,848</u>			<u>39.7 %</u>
<b>Net Expenditure over Income</b>	<u>-4,916</u>	<u>-13,900</u>	<u>-8,984</u>			



## **REPORT FOR COMMUNITY SERVICES COMMITTEE 3<sup>rd</sup> SEPTEMBER 2019**

### **FOREST ROW VILLAGE MARKET**

The market this year has been quieter (stall wise) than last year but this has been the same for all the Wealden Markets this year. We have a steady number of new stalls but have sadly lost a few of our original ones due to moving away from the area. The market team were nominated this year for an award by the stallholders but as yet I am unsure whether they have achieved one.

Due to injury I am unable to help the market staff with the set up and pack down of the market and have asked Steve Kemp to help until I am fit to do so again. We have welcomed Kieran Weston onto the crew, and he is settling in very well.

<b>DATE</b>	<b>STALLS</b>	<b>FEES IN</b>	<b>STAFF COSTS</b>
02/03/2019	29	£670.50	£229.50
06/04/2019	31	£790.50	£229.50
05/05/2019	34	£827.50	£137.70
01/06/2019	28	£643.50	£137.70
06/07/2019	25	£565.50	£183.90
03/08/2019	29	£658.50	£114.75
<b>TOTALS 2019</b>	<b>176</b>	<b>£4,156.00</b>	<b>£1,033.05</b>

### **FOREST ROW CAR CLUB**

Following the price increase on the 1<sup>st</sup> August the usage of the cars has dropped, all members have been asked to agree to the new Terms & Conditions and pricing structure to be able to continue to use the cars. We have had 40 members renew their membership and 4 new members joining.

### **CAR CHARGING UNIT**

Please see below the breakdown of charges for use of the Car Charging point since the last meeting in June.

<b>Start Date</b>	<b>Cost</b>
2019-08-14	£1.25
2019-08-14	£1.25
2019-08-10	£1.25
2019-08-08	£1.25
2019-08-04	£1.25
2019-08-02	£1.25
2019-07-27	£1.25
2019-07-26	£1.25
2019-07-19	£1.25
2019-07-13	£1.25
2019-07-12	£1.25
2019-07-12	£1.25

2019-07-10	£1.25
2019-06-21	£1.25
2019-07-01	£1.25
2019-07-08	£1.25
2019-06-21	£1.25
2019-06-20	£1.25
2019-06-20	£1.25
2019-06-16	£1.25
2019-06-16	£1.25
2019-06-14	£1.25
2019-06-11	£1.25
2019-06-08	£1.25
2019-06-07	£1.25
2019-06-03	£1.25
2019-06-03	£1.25
2019-06-03	£1.25
<b>TOTALS</b>	<b>£35.00</b>

**MEDICAL TRANSPORT** Please see below the performance statistics.

<b>MONTH</b>	<b>TRIPS</b>	<b>ADMIN FEE</b>	<b>DONATIONS</b>	<b>MILEAGE</b>
April	8	£8.00	£4.10	200.00
May	19	£19.00	£4.00	422.10
June	26	£23.00	£8.30	364.00
July	18	£13.00	£8.30	318.50
August	5	£5.00	£1.50	130.00
<b>Totals</b>	<b>58</b>	<b>£68.00</b>	<b>£26.20</b>	<b>1434.60</b>

**HEARING AID  
MAINTENANCE**

Please see below stats for this year so far.

<b>MONTH</b>	<b>PEOPLE SEEN</b>	<b>BATTERIES GIVEN OUT</b>	<b>NEW LIFE TUBES REPLACED</b>	<b>NORMAL TUBING REPLACED</b>
Jan-19	17	47	2	10
Feb-19	13	35	3	3
Mar-19	12	28	11	6
Apr-19	18	48	1	13
May-19	20	55	12	8
Jun-19	17	50	0	3
Jul-19	14	39	8	4
<b>TOTALS</b>	<b>111</b>	<b>302</b>	<b>37</b>	<b>47</b>

**Sue Young 27.08.2019**

New rates and Ts&Cs to take immediate effect

## Car Club - 31st July 2019

### New Rates and Ts&Cs

#### Action required to make further bookings

Firstly, my apologies for the length of this email and that, due to it's importance, you will undoubtedly receive a duplicate from another source. Please read all the way to the bottom even if you use the cars infrequently or not at all.

If you have read recent emails from me you will know that renewing our insurance this year was a touch and go business. Moorcar, who mediate our insurance, have imposed some tough conditions on us and we're having to pay them a lot of money. That means that our Terms and Conditions are changing and we are going to have to increase our rates.

The coordinators feel that it is not enough to just inform you of these changes, but that you should actively accept them. The mechanism we have devised to do this is to temporarily remove all the names and email addresses from the Shlott booking system and to only reinstate them when we have received a reply to this email indicating your acceptance. We will take that reply to mean that you have read this email and the [Ts&Cs viewable here](#) and accept them in full. We will also change the keysafe code tomorrow morning. When we have your reply you will be given the new code on request.

Here is a summary of the changes which we are making with effect from tomorrow, 1st August 2019 and the terms you need to accept in order to make bookings beyond this date.

1) Hourly, Daily and Mileage rates are increasing from:

Per mile	Up to 3 hours	3 to 6 hours	6 to 9 hours	9 to 12 hours	Day Rate
£0.29	£2.80	£1.90	£1.90	£1.90	£24.00
to:					
£0.36	£3.50	£2.80	£2.50	£2.50	£34.00

2) In the event of an accident you may now be liable, in the worst case, for up to £750 of repair costs. This is the new paragraph of our Terms and Conditions that explains the new arrangements.

### *7. Responsibility of the Member*

*7.1 In the event of theft or any other loss or any damage howsoever caused and whoever is at fault, the following provisions apply.*

*7.2 The FRCC will not make an insurance claim for repairs or rectification costing less than £1000. In the event of an insurance claim, the member will be charged an excess of £500 which will be refunded to him or her only if our insurers deem it to be a no fault claim. This excess of £500 is imposed by FRCC and is not related to the excess specified by the terms of the insurance policy in force at the time.*

*7.3 The cost of repairs costing less than £1000 will be borne by the FRCC and the member in the following manner. The member hiring the car will always be responsible for the first £500. The remainder of the repair costs will be shared equally between the FRCC and the member.*

*7.4 Members must consider taking out additional personal insurance to cover these potential costs.*

I would draw your attention to to para 7.4. Car hire excess insurance policies are widely available and comparatively inexpensive. They are annual policies that will cover all your car hire needs worldwide, not just the use of our cars. I have checked with the company I use, <http://insurance4carhire.com>, and they have confirmed that an excess of the sort described above would be covered by their policy. However, I make no recommendations as to who you should use. You will need to do your own research and confirm that the policy offered will meet your needs.

3) In the unlikely event of an accident deemed to be your fault, Moorcar will no longer accept you as an insurance risk and your membership of FRCC would therefore have to be terminated. This provision also applies retrospectively. So if you have been in this position at any time in the last three years I am sorry to say that, unless we can plead an exception with Moorcar, we can no longer accept you as a member. We will contact you about this separately. This is the new para of our Ts&Cs:

### *10. Insurance and eligibility of membership*

*10.1 Membership shall only be available to members of the public who:*

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*10.1.g have not, in the past 3 years, while driving a FRCC car, caused an insurance claim to be made other than a no-fault claim.*

4) At the request of Moorcar, we have had to introduce age restrictions. Membership will be restricted to drivers between the ages of 25 and 75 inclusive.

We really hope you will want to stay a part of Forest Row Car Club, whether for regular, occasional or just emergency use. A simple reply to Sue at the usual Parish

Council address, [sue.young@forestrow.gov.uk](mailto:sue.young@forestrow.gov.uk), referring to this email will suffice.

With thanks,

Richard Pike  
Coordinator.

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Regards to all,

**Richard Pike.**

Coordinator

I can be contacted on [jpike@btinternet.com](mailto:jpike@btinternet.com) and 07850 203613

For more immediate day-to-day matters contact the office or here are the other coordinators:

Patrick Shaw  
tel: 07743 742792  
email: <http://patrickshaw007@gmail.com>

Tony Lewin  
tel: 07768 203021  
email: [tony@tonylewin.com](mailto:tony@tonylewin.com)

For routine admin:  
Parish Council Office  
Tel: 01342 822661 (Mon-Fri: 9am-4pm)  
email: [carclub@forestrow.gov.uk](mailto:carclub@forestrow.gov.uk)

For booking problems/late return:  
<http://www.shlott.com>  
or call the office if possible or a  
coordinator if not



Facebook



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Website

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You are receiving this email because you are, or have recently been, a member of the Forest Row Car Club.

**Our mailing address is:**

Forest Row Car Club  
Community Centre  
Hartfield Road  
Forest Row, East Sussex RH18 5DZ  
United Kingdom

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**GAGES**

**GENERAL:** Since our last report sales have averaged £555.59 per week with an average of 24 main meals sold a day, this does not include figures for diners that just come in for soup and a dessert of which there are many.

**VOLUNTEERS:** We have a concern on a Friday at present with no volunteer wash up person to support the Chef, we have advertised on Facebook and other local channels, but no one has come forward. I will look to advertise this on wider platforms, but it is a concern as it does impact the kitchen.

**HOME DELIVERIES:** Starting in September we will be delivering lunches to Ashdown Day Nursery in Highgate Works. We will be starting a month's trial of 10 children's meals a day, which the Chef is happy to do. If it is a success this will guarantee us an extra £75.00 a week to Gages.

**'FROW FRIENDS IN THE AFTERNOON'**

**PROGRAMME:** Sandra has now taken the lead with the group, running the sessions and thoroughly enjoying it. The annual summer seaside trip was a huge success, the weather was great, food delicious and all members had a lovely day. Thanks must be given to FRVSN (FRow Friends Befriending) for paying for the cost of the 2 minibuses for the trip, this made it a much more affordable trip for the members.

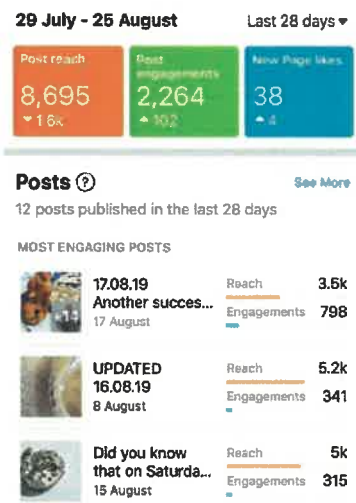
We took the group over to the new VENUe on the GREEN to let them see the space and enjoy the facilities, they were all very impressed and would like to visit again. There was even talk of a table tennis competition against the youth at some point.

The rest of the years programme is now firmed up and we hope to encourage new members to these varied activities.

**REPAIR CAFÉ**

The Repair Café continues to be a very popular service.

Month	Total no of repairs	Success rate
June	59	59.3%
July	52	80%
August	63	68.3%



We now have a pool of 35 volunteers, of whom 3 are Councillors and 2 members of staff, which is a testament to the support the service receives. We are broadening the spectrum of skills we can offer and have now grown too big for the main hall, so will now be using the Garden Room and Spring Room. This will definitely enhance the experience for repairers and guests as it was getting very cramped and noisy.

We will be running on the Saturday of the FR Festival and we hope this may open us up to an even wider audience, we are considering having a stand on the Green if possible but there are variables to factor in most

importantly the weather.

I would like to hold a Junior Repair Café in the future, to encourage the sharing of skills with the youth and even have students provide the skills if they have them. This will encourage intergenerational interaction and knowledge sharing. I will talk to Mel Mesher to see if this is something we can look to hold in the VofG with the youth service supporting.

## **FOREST ROW BUSINESS GROUP**

The FRBG had a resounding success in postponing the roadworks that were due to take place in September/October 2019 on the A22. Petitions were circulated with over 300 signatures collected and letters were written to ESCC Highways detailing the impact this would have on businesses in the run up to Christmas. This shows the influence a group like this can harness.

Links have been made with the East Grinstead Business Association to look at how the FRBG can learn from a successful business forum on how to grow and support the local business community. With so many businesses closing in recent months this is increasingly important for the village.

The next meeting is on the 5<sup>th</sup> September at 5.45 in the Community Centre to discuss the plan for a Christmas event.

**FROWFRIENDS (Befriending):** The AGM was held on 26<sup>th</sup> July with lunch in Gages after. The committee was re-elected with the new administrator joining, the role of treasurer has yet to be filled but we are going to advertise this.

With the new administrator in place the group is looking to create a 5 year strategic plan to ensure its financial viability. This includes increasing supportive connections across the village with a clear vision for the befriending service and developing the identity of FRow Friends alongside the Parish Council.

**VENUE on the Green**  
**Community Services Report**

**June 2019-August 2019**

**Youth Numbers:**

520 young people have attended the centre to date.

Average weekly between 30-60 youth p/w

This is the first year that we have stayed open throughout the summer, and we have been pleasantly surprised that the centre has been so well attended.

As it is an open access service, we record all y/p names in our day book on their first visit, and then we are filling in membership forms on their 2nd visit. We didn't want to end up with hundreds of forms from y/p that have only been the once and we feel that they need to come and scope the place to see if they like it and then sign up for membership following on from that.

Subs- Although there were some concerns around charging the £1 subs entry this is going exceptionally well and we have some y/p that are attending 4-5 times a week.

**Service day to day running:**

We are all extremely pleased as a staff team to be in the new building. We have had to adapt to lots of new changes in procedures as we now have a completely different set up to what we had in the old space. This includes a new till and shopping process which we had to implement as we are so much busier now in terms of serving refreshments to the youth and also the local community from the hatch.

Hatch- The hatch is extremely busy and is being utilised by parents and carers as well as the youth. We open the hatch daily and have had lots of positive feedback from the community about the service.

**Outreach:**

One of the main focuses over the past 3 months has been to promote and engage in reaching youth.

Mel and Gem attended forest Row primary school and spoke to the year 6 students about the service and handed out leaflets to promote the Venue. This visit was extremely productive as we now have around 10-15 y/p that has been attending following on from our visit.

We will continue this next year.

Mel made contact with Sackville to arrange for the flyer to go out with their newsletter before the end of term.

Mel has also been in contact with Ashurst wood and Hartfield to introduce herself and look at potential ways of partnership working with our neighbouring parishes.

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**Staff:**

We are very pleased to welcome 2 new members on the team Mikhail and Charlotte who have had now had their inductions.



**Activities:**

On August 13th we held a graffiti workshop which was well attended we had 16 y/p. We focused on creating a personalised piece for the garden which we used the boards that Toby had held onto for us. The youth very much enjoyed the day, and the art is fantastic.

**FUTURE SERVICES AND RESEARCH****DEMENTIA CHOIR**

Cllr Delia Rosenboom has put forward a proposal to set up a dementia choir in the village using the VENUe on the GREEN. It will be a Parish Council supported initiative that will require funding which Delia and I are looking into. This will be a 20 week pilot project with the intention, if successful, to continue. The idea has been shared at FRow Friends in the Afternoon and through Delia's contacts and there has been a really positive response.

**JAVA & JAZZ**

Cllr Gwen Pritchitt and I had a meeting with the owner John and new manager Justin to discuss ways in which the restaurant could offer their upstairs space to community groups. They are very keen to encourage the elderly for a tea and chat session offering discounted coffee and cake after 3pm on a Monday or Tuesday. We put other ideas to them including the Men's Shed, memory café's and silver Sundays which we will need to look into in the future.

**MEMORY CAFÉ**

Despite being given council approval to a 3 month trial of this new initiative it has not been possible to integrate it into the new VotG hiring until we knew which paid hirers we would be having. This is now starting to come together so I hope to look to start this in the coming weeks.

**MEN'S SHED**

Things have started to move quickly now for a few of the initiatives I have been working on and the Men's Shed is one of them.

By council giving me the opportunity to look at using the old Venu building as a possible site for the Men's Shed/Place of Welcome, which was agreed in principle at a previous council meeting, has enabled me to start to progress the idea. I had a meeting with 2 of the Village agents from Action in Rural Sussex to discuss the funding possibilities and how to start a consultation. The process would be a 3 stage one:

1. Ask for volunteer help to come and clean/repair/repaint the building to get it to an appealing and useable state with a minimum spend.
2. Invite people to come and look at the space and offer ideas for use. We would suggest 3 or 4 of Councils own options and allow a 'what's your idea?' section. For example:
  - a. Place of Welcome (Wellbeing Hub)
  - b. Men's Shed
  - c. Dual use building designated for certain groups only
  - d. ? Any other ideas we would like to consider?
3. We would then collate the results and see what works for the Parish Council and the community. This would then be used as a community consultation for funding purposes.

In the last week, I was put in touch with a man who is interested in supporting our Men's Shed, he has his own purpose built workshop, but it is out at Twyford so a little out of the village for this kind of project. He came and visited the Venu and gave me lots of tips on what we would need to consider for the building to be a suitable site. These included:

1. The electrics would need checking to see if they can support the extra wattage of the power tools needed.
2. An extractor fan would be needed for the sawdust removal.
3. Lockable cupboards would be needed for the power tools.
4. CCTV reinstated/installed.
5. Noise levels if power tools were being used.
6. We also discussed the idea of a building being built over in the compound as this could be a more secure area.

I have asked Repair Café volunteers if they would be interested in being involved and have had a couple of them come forward to say they would like to be. I have not trailed the idea much within the community as I needed a more solid plan, which we now have.

First project ideas would be cleaning up and preparing the donated tools for the tool library/library of things and maintaining and manning the tool library.

I would like the Committee's approval to start putting this plan into action and start the process of applying for funding?

### **THE COMMUNITY FRIDGE**

Another project that has finally started to come together is the CF.

Where we are:

1. A committee has been formed and work will be commencing soon.
2. The right-hand side of the Lower Road premises has now been cleared of all the Bike Stop equipment and has had a basic clean.
3. The Fridges have been collected from The Secret Cellar, who kindly donated them to us.
4. Donated racking from Bishops for both the Fridge and the Library of Things/Share Shop has been collected and is in the building.
5. Covers of Brighton has generously offered to support us by donating volunteer hours to do the plumbing work needed and provide some of the building materials needed. Sue Young's son Gareth works for them and he will be doing this work.
6. Working party weekends to be organised for volunteers to help get the building painted etc. after the electrical work and plumbing done.
7. Mid Sussex Timber are getting a quote for the 2 front doors to the Fridge side and the Tool Library, they will also see what other support they can provide.
8. Parish Council to continue to offer its support until the committee has set up as a constituted group or CIO and the Fridge is open. After this we

- would ask that the PC continue to support by advertising the service on its Facebook pages and on the website.
9. The committee will set up a bank account to pay the rent charged by the PC. A decision would need to be taken as to when this would begin
  10. East Grinstead Waitrose have been in touch to become one of our food donators through their food share programme and community matters scheme, they have suggested that we may be able to be one of their in store green token scheme groups, which would be a huge boost as the CF group will need funding. Coop and Tesco are also being approached.
  11. Once the timescale of the building work is decided we will start to publicise for volunteers and will be having a stall at the October market.

### **THE LIBRARY OF THINGS**

Cllr Tony Lewin and I have been discussing how the left hand side of the Lower Road premises will be run, the idea is to make it into a share shop or Library of Things. Please see link to show how a library of things works.

<https://www.libraryofthings.co.uk/>

This idea would be fairly easy to start up with minimal costs to the PC and would be very supported by local residents. We have been discussing this with people when advertising our work on the Community Fridge and it sits very well together. The one down in Frome works successfully and we have connections there that would be able to advise and support us. I have a lot of documentation on this from a FRow Friends committee member so I can use this for evidence of need.

Next Steps:

1. Prepare this side of the building by making electrics safe and suitable.
2. Box in pipes.
3. CCTV installed.
4. New door purchased.
5. Paint throughout including floor if necessary.
6. Reinstate toilet for volunteers.
7. Put up racking and shelving units.
8. Advertise for volunteers or use the Men's Shed idea.
9. Ask for donations of tools on local Facebook sites and through advertising in local magazines.

### **MEETINGS ATTENDED**

05.06.19: Community Fridge Networking Day-This was an invaluable day for gleaning information on the setting up, issues encountered, how to run, support and sustainability. There were speakers from 3 very successful fridges, and we had a lunch provided by the food donated.

13.06.19: Village Buddies Steering Group Meeting at Uckfield Wellbeing Centre- This continuing collaborative work is to discuss how we can work together to offer better mental health support in rural areas. This meeting introduced the Wellbeing Centre

and the work that Southdown do there and how they want to reach out to areas like Forest Row, we also looked at social prescribing mapping. Attendees: 3Va, ESCC Locality Link Workers, Care for the Carers and Southdown

11.07.19: High Weald Community Network at Crowborough Children's Centre- Mel Mesher and I attended this session as it was based around how your organisation supports and would like to support children and young families.

31.07.19: Village Buddies Meeting- Uckfield Civic Centre-We met the founder of Places of Welcome who talked us through how the idea was conceived and how it runs.

01.08.19: Men's Shed meet at the old Venu with AiRS. (see my section on Men's Shed for report)

20.08.19: Forest Row Festival Meeting with Bridging Ages & FRow Friends to discuss idea of creating a book of Forest Row memories from festival goers and local residents. The idea is to trial a pop up lounge on the green and then have the use of Café Coco on the Sunday afternoon where students will take down stories and anecdotes from people to put in the book.

The next partnership North Wealden Collaborative meeting with AiRS, Rother St Martin, Mayfacs and FRow Friends is on 13.09.19 where we will be discussing our options for collaborative working, on services for the community, between the 3 organisations. The options so far are transport, befriending, good neighbour schemes, Places of Welcome and sharing good practice, our bid will then go forward depending on the type of work we wish to explore doing together as a pilot project.

### **ADDENDUM: FROW FRIENDS AND THE PARISH COUNCIL - how do they relate?**

Over the past few months it has become clear that 'FRow Friends'-both as a concept and a brand- encompasses the critical spectrum of our service outreach to the community. (see diagram below)

What remains to be decided is the organisational framework which is most appropriate to carry this programme forward successfully. Should it be an umbrella organisation with the Parish Council running it or set it up as a stand-alone group/charity?

Option 1: It becomes a stand-alone group which would need to be constituted or set up as a CIO (Charitable Incorporated Organisation) with a steering committee, with representation from each operation under the umbrella. It would be supported by the PC and would need Council representation in the form of elected members of council.

Option 2: Build the brand so it becomes synonymous within the village for the work it does with the elderly, socially isolated, lonely, youth etc and keep it as an arm of the PC. It could become the name for all our wellbeing services and the Places of Welcome hub, the Befriending being one arm of that umbrella of services. This option allows the PC to build on its already established reputation for being forward

thinking and proactive in its approach to meeting the needs of the community. We may still need to constitute it for purposes of funding, but I believe this will be a stronger option for the council.

An example of two such group structures are Rotherfield St Martin <https://www.rotherfieldstmartin.org.uk/> which is affiliated with the local church and MAYFACS <https://www.mayfacs.org.uk/history> which set up on their own. Both are very successful and well embedded and established groups within the area for the work they do particularly around the elderly. FRow Friends is about a whole community.



Sara Smart

27.08.19