

Forest Row Parish Council

Clerk:
Email:

Mr David O'Driscoll
parishclerk@forestrow.gov.uk

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



To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Josephson (Chairman), Davies, Farrar, Hill,
Hindler, R Lewin, T Lewin, McKinney, Melson,
Miller, Moore, Pritchitt, Summers, Williams and J
Wogan

Community Centre
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Dear Sir/Madam,

Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 16th APRIL 2019 in the Rose Room of the
Community Centre at **7.30PM**.

Date: 10TH April 2019

Mr David 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
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING
 - 3.1 To approve the minutes of the Meeting of Council held on 15TH January 2019
 - 3.2 To consider any objections to deletion of the digital transcript of that meeting.
4. CLARIFICATION OF ACTIONS FROM LAST MEETING
5. TO NOTE & APPROVE LIST OF DELEGATED DECISIONS
6. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE
ITEMS BELOW
- TO NOTE REPORTS**
7. CHAIRMAN'S COMMENTS
8. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION:
 - 8.1 THE ELECTION & FOLLOWING ARRANGEMENTS
 - 8.2 FRSGA LEASE(S)
 - 8.3 WASTE RECYCLING
 - 8.4 FOREST ROW ENERGY COOPERATIVE
 - 8.5 GDPR REVIEW
9. COUNTY COUNCILLOR(S)
10. DISTRICT COUNCILLOR
11. STANDING COMMITTEES
12. COMMUNITY WARDEN
13. REPRESENTATIVES ON OUTSIDE BODIES
- MATTERS FOR CONSIDERATION/DECISION**
14. STANDING COMMITTEES – review of composition & remits
 - 14.1 To consider and resolve on how to mark the centenary of the end of WW1.
15. VENUe ON THE GREEN: to consider & resolve on completion matters
16. ANNUAL PARISH MEETING: to resolve on a date, arrangements & who will assure them

17. FOREST ROW FESTIVAL 2019: to consider & resolve on requests from the Festival Committee
18. SKATE PARK: proposal for a memorial
19. YOUTH SERVICE POLICY: to consider & resolve as appropriate on comments received
20. NOTICES
21. CONSULTATIONS
22. CORRESPONDENCE
23. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

FULL COUNCIL**BACKING PAPERS FOR MEETING 16th APRIL 2019**

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**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL
ON 16th APRIL 2019**

Please note the running order is slightly altered, to make the sequence more logical and avoid keeping County Councillors waiting. Items may still be brought forward if required.

1. **PUBLIC QUESTIONS** None notified in advance
2. **APOLOGIES FOR ABSENCE** None so far notified (save Cllr McKinney)
3. **RECORDS OF PREVIOUS MEETING** To cover the meeting of 15th January 2019
4. **CLARIFICATION OF ACTIONS FROM LAST MEETING**
This item has been included for Members to raise any points of information arising from the previous meeting which can be answered briefly.
ACTION: to discharge as appropriate
5. **TO NOTE & APPROVE LIST OF DELEGATED DECISIONS** List with backing papers.
ACTION: to note
6. **DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.
ACTION: to note

TO NOTE REPORTS

In view of the length of the agenda, it is hoped that the reports can be mainly 'taken as read'.

7. **CHAIRMAN'S COMMENTS**
8. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 8.1 **THE ELECTION & FOLLOWING ARRANGEMENTS**
As already noted, there will be no contest and the 13 nominees will be deemed elected. We will need to proceed to co-option, which will be advertised in due course and, unless there are strong objections, will take place during the Annual Meeting of Council on 14th May.
 - 8.2 **FRSGA LEASE(S)**
At the time of issuing this briefing, we still await resolution of title issues by ESCC lawyers. The draft sub-lease to the Sports Ground Association, which mirrors the head lease, has been sent to the Trustees, but can only be executed when the head lease is finalised.
 - 8.3 **WASTE RECYCLING**
At the time of issuing this briefing, the 'WRAG' working group has had a half-day feasibility session with local waste consultants, and is actively considering its options.
 - 8.4 **FOREST ROW ENERGY RECYCLING**
We are still waiting to fix a date for a consultancy session with FREC as part of our membership 'deal'. We will be looking at how to maximise our battery storage & usage and at other ways of making the Community Centre in particular more energy-efficient.
 - 8.5 **GDPR MATTERS**
This is included to advise how far we are complying with the new regulations. Much tidying up and password protection has been done, and there have been no data breaches of which we are aware. There are one or two points of non-compliance which await a new website, which should be rectified by June. I attach the template privacy policy for ratification.

9. COUNTY COUNCILLOR(S)

Both Cllrs Whetstone & Galley have been invited. Cllr Galley has confirmed attendance but has noted that as he is also a District candidate, he is bound by 'purdah' conventions.

10. DISTRICT COUNCILLOR

Cllr Moore may wish to report on Wealden's behalf but is again bound by 'purdah'.

11. STANDING COMMITTEES

Written reports are with the backing papers: otherwise, Chairmen will report orally.

12. COMMUNITY WARDEN

The warden is on duty in Crowborough until Friday 12th with no computer access due to relocation of the Town Council offices, so his written report will have to follow later.

13. REPRESENTATIVES ON OUTSIDE BODIES

Any written reports are with the backing papers: otherwise, there may be oral reports.

MATTERS FOR CONSIDERATION / DECISION

14. STANDING COMMITTEES

Representations were made recently concerning our Standing Committees, as to: powers, remit, composition and frequency. The delegation of Council business to Committees (or other sub-groupings) is governed by section 101 of the Local Government Act 1972, but the exact format is not set in stone, and there are many variants according to the needs of different communities. Our present Committee structure is set out in Standing Order 4 and s. 5 of the Scheme of Delegation (excerpted in the backing papers for ease of reference).

If changes are needed, this is a convenient point to make them, since the Committees are normally reconstituted at the Annual Meeting in May, when the new Council will be sitting. However, I would respectfully suggest that the principle "if it ain't broke, don't fix it" applies, or less colloquially, we need a better reason for change than for maintaining the *status quo*. (There are also accounting implications of any change of remit - transfers of cost centres and budget provisions, and timetabling implications of any change of composition or frequency).

The basic questions are:

1. Are we content to delegate appropriate business to Standing Committees?
2. If the answer to 1 is 'yes', do we wish to restrict or enlarge the existing decision-making powers of such Standing Committees?
3. Do we wish to maintain or alter the remit (scope of topics covered) by any Committee?
4. Does the answer to 3. require us to maintain, reduce or enlarge the number of such Committees?
5. Do we wish to maintain or modify the composition of such Committees – decrease/increase numbers (even up to a 'Committee of all Members')/ add or delete 'automatic members'?
6. In the light of any modifications, do we need to change the frequency of meeting of any Committee?
7. If the answer to 1 is 'no', what alternative arrangements are proposed for dealing with Council business?

ACTION: to consider & resolve as appropriate

15. VENUE ON THE GREEN

The construction is nearing completion, and a draft business plan has been formulated. The business sub-group (the 'VIG-BIZ') met on 9th April and discussed progress, and what needs to be done between handover from the contractor and the formal opening ceremony. There was significant discussion of equipment, particularly of items pledged by community members. Council may wish to resolve on the following:

1. Ratification of the draft business plan: this is the present 'incarnation' of what is intended to be a living document, to be reviewed and adapted as the use of the new facility progresses.
2. Authorisation to the VIG-BIZ to incur any necessary expenditure on 'non-youth equipment' from the nominated reserve of £3,000 set out in the budget proposals approved on 15th January.
3. Authorisation to the VIG-BIZ to incur expenditure if required on temporary storage for donated furniture/ equipment.
4. Authorisation to the Clerk to advertise for and engage a caretaker for the new facility (Council will note that for the first year at least, this cost will be attributed to the VENUE rather than the salaries budget for monitoring purposes).

ACTION: to resolve as appropriate

16. ANNUAL PARISH MEETING

There were two possible options for this year's APM (which has by law to be held between 1st March & 1st June) – before the announcement of the election or after polling day. The first option now having lapsed, the suggestion is that the APM should take place on 28th May. It has been suggested that the new VENUE building could be used, since it should by then be in operation. Since the new Council will not be effective until mid-May, one or more existing Members will need to take charge of the arrangements.

ACTION: to resolve as appropriate

17. FOREST ROW FESTIVAL

The Festival is embracing a different format this year, but still wishes to use the Green. Attached for Council's decision a copy of the Event Management Plan and the formal request to Council. Members will need to have considered the contents of the EMP in order to deal adequately with the letter of request. This will be the opportunity for Members to raise any queries or concerns, as the Festival Committee needs to finalise its plans and will then start to incur expense. A member of the Festival Committee is scheduled to attend the meeting to answer questions.

ACTION: to resolve as appropriate

18. SKATE PARK

Members may recall that a young man from Forest Row tragically lost his life recently in Australia in a surfing accident. His family would like to fund an additional ramp for the Foresters' Green skate park as a memorial to him and his love of sport. Council is asked to consider this proposal *in principle*, and if approved, suitable plans will then be drawn up.

ACTION: to resolve as appropriate

19. YOUTH SERVICE POLICY

The Policy was submitted to Council on 11th December 2018: the following is minuted:

“The Chairman explained that this was an opportunity for members to think about what the Parish Council wanted the Youth Services to supply in the future. Members were asked to read it through and put forward any suggestions in writing in February.”

Only one set of comments was received, which is attached to the backing papers. The Youth Service team have considered the comments and have provided a written response. Council may wish to consider whether endorsement, amendment or other action is required.

ACTION: to resolve as appropriate

20. NOTICES

21. CONSULTATIONS

22. CORRESPONDENCE None that have not been circulated within Councillors Reading

23. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

FOREST ROW PARISH COUNCIL

ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 09/01/19

to: 31/03/2019

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
Gazebos	Necessary repairs	David O'Driscoll	13/02/2019	523.26

FOREST ROW PARISH COUNCIL PRIVACY POLICY

Introduction

In order to conduct its business, services and duties, Forest Row Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Forest Row Parish Council will adopt procedures and manage responsibly all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to other Council policies which will ensure information considerations are central to the ethos of the organisation.

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of our communities.

Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Forest Row Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and previously the Data Protection Act 1998, seek to strike a balance between the rights of

individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection
- against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of the Parish Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our residents, or persons transacting or contracting with one of our residents when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, address, date of birth, email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Forest Row Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual

- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Parish Clerk.

- Email: parishclerk@forestrow.gov.uk
- Phone: 01342 822661
- Correspondence: The Parish Clerk, Community Centre, Hartfield Road. Forest Row RH18 5DZ

Diversity Monitoring

Forest Row Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Forest Row Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Parish Council is able to keep their personal data accurate and up-to-date. The

personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Parish Clerk or Data Protection Officer:

Information Correction: If an individual believes that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Parish Clerk.

Information Deletion: If the individual wishes the Council to delete the information about them, they can ensure this is done by contacting the Parish Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Parish Clerk.

The Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk, or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will, where possible, facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Heathfield and Waldron Parish Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £500.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities

- Details of public land and building assets
- Draft minutes of Council and committees within one month of the date of the meeting
- Agendas and associated papers no later than three clear days before the meeting.

REPORT TO FULL COUNCIL FOR 16TH APRIL 2019

FINANCE & POLICY COMMITTEE

Grant awards

The Committee approved a grant to St Catharine's Hospice.

Recent major issues considered

The Committee consider a number of issues at the last meeting, namely:

1. **Wealdlink:** agreed that our contribution continue for the current financial year but to be held under review. Wealdlink to be advised accordingly
2. **Community Pre-school:** A counter-offer from the Pre-school was accepted.
3. **Community Warden deployment:** It was agreed that the current deployment (approximately 30% in the Village and the balance subcontracted to other councils) should continue. One Parish, approximately 6% of his time, may not continue and it was agreed that this time should be used in Forest Row.

Cllr R Lewin

9 April 2019

AMENITIES & SERVICES REPORT TO FULL COUNCIL

TUESDAY 16TH APRIL 2019

This is the last report to Full Council of this Council's term. I would like to thank the A&S committee for choosing me as their Chairman and for their support, and for the support of the Council as a whole. Thanks, too, to the staff and the Clerk for their support and advice.

This has been a busy term for this committee. Much has been achieved but there is still more to do. The budget has been well-managed throughout the 2018/19 financial year and is looking healthy. The winter weather has been kind and there was only one tree down on Rush Green which had to be dealt with. The Parish Council will shortly be taking delivery of a replacement ride-on mower and this purchase will affect the outdoor maintenance budget code but not massively. For the 2019/20 year the committee voted to stay with East Sussex County Council's offer of two free cuts per year of the grass verges and to monitor the situation.

The outdoor maintenance team have done a wonderful job, especially during the last 18 months and the village is looking much neater and tidier. The Council employed an apprentice, Harry, who has passed his apprenticeship and he is now working for the Council three days a week. Congratulations to him. The Council also employed another member of the team in a job share. Unfortunately Stephen Card had to retire because of ill health and John Coomber is unwell. We wish them well. Don Isted has been employed to cover John's sick leave.

The Clerk applied for a grant, and was successful, from Tesco's to refurbish the Canal area. Members of the Baptist Church, the Clerk and some councillors participated in a litter pick session, trees requiring work were identified and dealt with and the outdoor maintenance team also helped in tidying up the area. The official opening ceremony is still to be held.

The Clerk applied for a grant, and was again successful, from Sussex Lund to complete a tree survey on Gilham Bank and to refurbish Gilham Spring. The tree survey has been completed and a design for Gilham Spring has been submitted. Both these projects are awaiting completion.

The conduit on Rush Green South had to be dug out as it was blocked underneath Hartfield Road. Because of the bad weather during this winter the brickwork at one end has yet to be completed and a grille put in place at the northern end of this conduit.

A new tree warden has been employed and he has been busy mapping the trees and identifying any work that requires doing.

The purchase of extra land for the cemetery is ongoing. The council received an anonymous donation to cover half of the cost of new gates in the cemetery for which it is grateful. The new gates are now in place.

The allotments are still popular and it is encouraging to see them being in use.

The committee decided during 2017/18 to change the way in which the garden competition was run and to involve parishioners in the nomination of the gardens. This proved successful and it was decided to continue this for this summer.

The committee would like to thank the community groups that have participated in the Wealden litter pick.

Cllr J Wogan
9th April 2019

4. COMMITTEES, SUB-COMMITTEES, ADVISORY COMMITTEES/ WORKING GROUPS

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
 - i. Non councillors may not vote on financial matters or the management of council land or assets.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:**
 - i. shall determine their terms of reference;**
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council. Meeting dates and times may be altered by the Chairman, and in his/her absence by the Vice-Chairman, of the relevant committee.**
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;**

- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. Except where ordered by the Council in the case of a committee, or by the Council or appropriate committee in the case of a sub-committee, shall be one third of its members, rounded down in the case of an odd number.
 - vii. The Chairman and Vice-Chairman of the Council shall be members of every committee.
 - viii. The Finance & Policy Committee shall consist of Chairmen and Vice-Chairmen of the standing committees of the Council and a maximum of two other members of the Council if the Chairman and Vice Chairman of the Council are represented on the Committee by reason of another appointment.
 - ix. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - x. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - xi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - xii. shall determine if the public may participate at a meeting of a committee;
 - xiii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xiv. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xv. may dissolve a committee or a sub-committee.
- e Any member who has put forward a proposal which has been referred to any committee of which he is not a member, may explain his proposal to the committee but shall not vote. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.

5. STANDING COMMITTEES OF THE COUNCIL

Standing Orders states that the Chairman and Vice-Chairman of the Council shall be members of every committee. They are not ex-officio, but full voting members of the Committees.

5.1 FINANCE AND POLICY COMMITTEE

The Finance & Policy Committee shall consist of the Chairmen and Vice Chairmen of the 4 other standing committees plus the Chairman and Vice-Chairman of the Council (if the Chairman and Vice Chairman of the Council are represented on this committee in another capacity then a maximum of two other Members of the Council shall be elected) with a Quorum of 4 and be delegated to make decisions on behalf of the Council in the following matters:

- Manage and control the Council's finances including liaison with Internal and External Auditors and any other outside body deemed necessary
- Maintaining a continuous internal audit system
- Administrative affairs of the Council and other Establishment matters
- Prepare the Council's Annual Financial Plan for the purpose of a Precept being agreed by Full Council
- Receiving & considering the reports of the Internal & External Auditor and monitoring the implementation of approved action plans
- Consider the Corporate Governance of the Council e.g.
 - Risk Management
 - Insurance
 - Health & Safety
 - Emergency Planning
- Consider and make recommendations for the amendment of Standing Orders
- Consider and determine the Council's obligations with regard to Government initiatives e.g. Quality Status, Power of Well Being, General Power of Competence, Freedom of Information, Data Protection etc.
- Consider and determine all aspects of wayleaves across Council land
- Policy formulation in respect to finance and develop strategies for the delivery of these policies
- Consideration and approval of any grant applications received
- Authorise any discretionary expenditure within the meaning of s137 Local Government Act 1972 as amended by s36 Local Government & Housing Act 1989
- Liaison with specialist consultants, advisors, professional bodies or associations as required to enable the Council to discharge its functions
- Undertaking any Reviews in relation to the Council's Code of Practice for handling Complaints and Freedom of Information Refusals
- All matters relating to Staff, based on recommendations made by the Personnel Sub-Committee. This Committee may decide that it wishes to refer such matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- Consider and determine ways in which the council can engage with the electorate and public at large e.g. Media, Website, Newsletters and Annual Reports

- Organisation of Events and Competitions
- Any other matter which may be delegated to it by the Council from time to time.

The Committee should appoint portfolio holders if appropriate.

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 4 times per year.

5.1.1 PERSONNEL & GRIEVANCE SUB-COMMITTEE

The Personnel & Grievance Sub-Committee shall consist of 3 Members of the Finance & Policy Committee with a Quorum of 2 and be delegated to make decisions on behalf of the Committee in the following matters:

- Hearings for Grievance and Capability matters in accordance with the Council's Grievance and Disciplinary Procedure to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- Dealing with any Disciplinary and Capability matters to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- Hearing any complaints in accordance with the Council's Code of Practice for Handling Complaints and Freedom of Information requests
- Appraisal of the Parish Clerk.
 - Salaries (in association with the Policy Committee);
 - Conditions of Service;
 - Staff levels;
- Consideration of staffing reviews
- Recruitment and selection of staff
- Preparation and maintenance of employment documentation including:
 - Job Descriptions
 - Person Specifications
 - Contracts of Employment
 - Health and Safety Policies and Procedures
- Any other matter which may be delegated to it by the Finance & Policy Committee from time to time

Meetings – as and when required

It is vital that the Personnel & Grievance Committees keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel & Grievance Committees must agree to undertake training in these matters

5.2 AMENITIES & SERVICES

The Amenities and Services Committee shall consist of 8 Members (including the Chairman and Vice-Chairman of the Council) with a Quorum of 3 and be delegated to make decisions on behalf of the Council in the following matters:

- Carry out such things as are deemed necessary and in accordance with approved policies of the Council, to protect, preserve and enhance the local environment and the amenities and interests of the community
 - Forest Row Canal/Stonepark Drive
 - Forester's Link
 - Village Greens and Amenity Land (including trees)
- Determine policy with regard to the Conditions of Hire and Hire Charges in relation to:
 - Village Greens
- Management and control of the Council's allotment sites, including all grounds maintenance/improvement works
- Management and control of the Council's outdoor areas including village greens and amenity land. This to include maintenance and improvement works
- Management and control of the Council's Cemetery, including all grounds maintenance/improvement works
- Oversee the provision and maintenance of the Council's Footway Lighting
- Oversee the provision and maintenance of the Council's recreational areas e.g Play areas & skatepark
- Organise and promote sporting, recreational and leisure activities whether on behalf of the Council or in liaison with other bodies for the benefit of the inhabitants of the Parish, including receiving reports of the Forest Row Sports Ground Association.
- Environmental Matters e.g. Recycling, Litter Promotion and encouragement of sustainable development in the Parish
- Promote and encourage action against all forms of crime and disorder e.g. Community Safety including CCTV
- Any other matter which may be delegated to it by the Council from time to time.

The Committee should appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these assets in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 4 times per year

5.3 PROPERTY & ASSETS COMMITTEE - shall consist of **9 Members (including the Chairman and Vice-Chairman of the Council)** with a **Quorum of 3** and be delegated to make decisions on behalf of the Council in the following matters

- Oversee the provision and maintenance of the Council's Notice boards
- Oversee the provision and maintenance of the Council's Litter Bins & Seats
- Oversee the provision and maintenance of the Council's Bus Shelters
- Determine policy with regard to the Conditions of Hire and Hire Charges in relation to:
 - Community Centre
- Maintenance and repair of all the buildings and assets owned by the Council:
 - The Community Centre (including Hambro Hall) and gardens
 - Jubilee Garden
 - War Memorial
 - The Venu
 - Car Parks – Community Centre and Weirwood
 - And any future building/asset that the Council may own/manage.
- Any other matter which may be delegated to it by the Council from time to time.

The Committee should appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these assets in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 3 times per year

5.4 LOCALISM & COMMUNITY SERVICES COMMITTEE - shall consist of **9 Members (including the Chairman and Vice Chairman of the Council)** with a **quorum of 3** and be delegated to make decisions on behalf of the Council in relation to specific projects initiated by the Council for the benefit of the community including but not limited to the following matters:

- To oversee the operation of FOREST ROW COMMUNITY TRANSPORT activities:
 - Forest Row Medical Car Ambulance Scheme
 - Forest Row Community Car Hire Club
 - Forest Row Community Cycle Hire Scheme
- To oversee the management of FOREST ROW VILLAGE MARKET
- To oversee the management of 'GAGES' COMMUNITY LUNCH FACILITY
- To oversee the management of the THURSDAY CLUB
- To oversee the management of the YOUTH SERVICE
- Oversee any capital projects which would be deemed to improve the long-term facilities of the Parish.
- Partnership Working including the Community Liaison Group
- To liaise with the Youth & Community Centre Company
- To initiate works and projects within the Parish that progress the localism agenda such as road safety improvements, establishment of community facilities & infrastructure.
- To interface with other community focused initiatives such as the Annual Spring Clean & the Forest Row Festival.
- And any other initiatives that the Parish Council agrees and directs it to take forward.

The Committee should co-opt members from the Community Transport activities and appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these projects in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings 4 times per year

5.5 PLANNING COMMITTEE

The Planning Committee shall consist of 9 Members of the Council (including the Chairman and Vice-Chairman of the Council) with a Quorum of 3 and shall be delegated to make decisions on behalf of the Council in the following matters:

- Consider and formulate responses to any of the following
 - Applications made to the Planning Authority for planning permission relating to land and property within the Parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Regulation 4, Conservation Area, Advertising Consent and street naming. **All applications of a strategic nature shall be referred to Council**
 - Applications made to the Planning Authority for permission of an environmental nature relating to land and property within the parish e.g. tree felling, tree maintenance, Tree Preservation Orders
 - Development Plans and Revisions and all Statutory and Non-Statutory Plans at national, regional and local level, deemed to have impact on the parish
 - Street Naming
 - Any Local Authority proposals with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish
 - Local Authority Planning Enforcement with respect to breaches in planning control/policy
 - Any Highway Authority proposals with respect to highways and traffic regulation orders.
 - Responses to the Government's Planning Inspectorate and other appropriate bodies either in support of or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate authorise the attendance of members and officers and the engagement of professional representation at Local Inquiries and Hearings into such appeals
 - Licensing Matters
 - To consider the Strategic Planning agenda, if appropriate
 - Affordable Housing and allocation policy
 - Develop design guide for developments in the Parish if appropriate.
 - Any other matter which may be delegated to it by the Council from time to time
 - Simple Plans: Comments to the local planning authority on simple plans with no objections from neighbouring residents can be made by the Clerk, or in the Clerk's absence, the Assistant Clerk, under delegated powers without calling a Planning Committee meeting. Such delegation to be exercised after consultation with the Chairman or Vice-Chairman of the Planning Committee.

The Committee should appoint portfolio holders and co-opted members if appropriate.

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – every three weeks

6 URGENT MATTERS

- 6.1 In the event of any matter arising which requires an urgent decision notwithstanding delegated powers granted by paragraph 2.2.4 above, the Parish Clerk shall forthwith consult with any two of the Chairman and Vice-Chairman of the appropriate Committee (and also with the Chairman and Vice-Chairman of the Finance Committee if the matter involves expenditure not provided for in the annual budget) and those Members so consulted together with the Parish Clerk shall have



VENU(E)¹ ON THE GREEN: DRAFT BUSINESS PLAN

[This draft business plan is based on the document “VotG: Options for Management Structure & Draft Service Plan” dated 3rd November 2017, as refined, amplified and corrected by the Business sub-group (‘VIG-BIZ’) during the course of its meetings Sept-Dec 2018]

MISSION STATEMENT

The Venu(e) on the Green (‘VotG’) aims to provide a modern and accessible facility for leisure and educational use, in the first instance by the young people of the community², but also by other groups, particularly of a local or charitable nature.

AIMS & OBJECTIVES

1. The VotG is a Parish Council initiative to provide a new space on Council land with modern facilities for leisure & and educational use. It has been jointly funded by the Council itself and the charitable company known as ‘Forest Row Youth & Community Company’, which has raised money both by trading and through grants and donations³.
2. The VotG is intended partly as a replacement for the dated and now inadequate youth facility provided by the wooden building at the rear of the Hartfield Road Community Centre, and partly as a supplemental space for the use of other community groups.
3. The VotG consists principally of a single large (100m²) hall-type space with ancillary facilities including a kitchen area and a small office, suitable for the following types of activity:
 - seated meetings and educational presentations for groups of up to 100 persons;
 - indoor games, to include pool, table tennis, air hockey cards and board games;
 - possible use of mat-based martial arts demonstrations, teaching or contests;
 - yoga, pilates, tai chi or similar exercise or meditation sessions;
 - music or similar entertainments (not requiring stage facilities);
 - small group sessions, involving social interaction;
 - parties for young people up to 17 years⁴;
 - band practice sessions;
(with a stipulation that both parties & bands must vacate the building by 11pm latest);
 - limited provision of refreshments to participating groups.
4. The facility will also include a hard-surface level games area to one side of the building, normally available on a free-to-use basis, but reservable on notice to particular groups.⁵

¹ The issue of whether the spelling of the name should include an ‘e’ or not was resolved by a vote in Council on 15th January 2019.

² See VIG-BIZ 21/09/18, note 5.1

³ It is appropriate that the sources of funding should be acknowledged in this plan

⁴ See VIG-BIZ 21/09/18, note 5.4

⁵ See further below on hiring policy, also VIG-BIZ 30/11/18, note 4

5. It is intended that the VotG will run as a not-for-profit service. Charges for usage will be calculated to cover overheads (including maintenance), any surplus being reinvested in facilities and equipment.

PHYSICAL FACILITIES

1. The primary facility will be the indoor space, a single large hall adjacent to the village centre, and also benefitting from a new informal games area and the existing skatepark. The hall space will incorporate storage and some fixed seating. There will also be ancillary facilities, to include gender-neutral toilets, a kitchen area and an office/ quiet space where individuals can speak privately to staff if required. Disabled-friendly access will be provided throughout⁶.

2. In addition to the space itself, there will be moveable furniture, seating and tables plus electronic apparatus to include computer, sound and gaming equipment, and physical games equipment such as snooker/ pool and table tennis tables, board games and so forth⁷. The space will be designed so that moveable youth equipment can be stored safely when the space is being used by others.

3. As noted, the hall also benefits from a small kitchen area, so that teas, coffees & soft drinks and snacks can be provided. There will be a hatch to the outside of the building for the sale of such refreshments to users of the outdoor facilities. It is to be a permanent rule of the VotG (and is a condition of the principal donation) that no alcohol will be sold or consumed on the premises⁸.

ORGANISATIONAL STRUCTURE, MANAGEMENT AND ORGANISATION

1. The VotG and its services will be run as part of the overall estate and operation of the Parish Council estate, and directly administered on the same footing as the Community Centre⁹. Building questions will be within the remit of the Property & Assets Committee, and any strategic decisions required as to usage or financing should be referred to the Finance & Policy Committee or Full Council. Minor issues may be referred to a working group nominated for the purpose.

2. The VotG will therefore form part of the main Council administration system, both for facility use through the bookings and accounts systems, and for upkeep through the Council maintenance staff, subject to the following particularities:

- occupation will be subject to a usage & hiring policy specific to the facility;
- hirings will be subject to VAT under the 'option to tax' agreed for the project with HMRC;
- the facility will have its own caretaking hours;
- income and outgoings will be reserved to dedicated cost codes in the accounting system, in order to monitor the overall effectiveness of the hiring policy and running costs (to include a record of any apportioned office staff time spent on VotG administration).

3. In addition, it is proposed that an informal group be formed for the purposes of ongoing publicity and fundraising for the facility. This would be a multi-source group of users and supporters of the

⁶ This is being separately funded/ subsidised by a grant from the 'Merrymead' Trust

⁷ It has been generally agreed (passim) that some fixed facilities are included within contract, that the youth will bring from the 'old' Venu their serviceable furniture and equipment, that additional youth equipment will be obtained by donation/ fundraising and that some 'general use' furniture will have to be supplied by Council.

⁸ See VIG-BIZ 07/09.2018, note 4.3

⁹ See VIG-BIZ 07/09/2018, note 3 & 21/09/2018, note 4

facility, an extension of the current publicity & liaison group (VIG-PAL), with a remit to support and encourage awareness and use of the facility¹⁰.

4. The VotG will therefore remain part of the overall Council organisation and offer to the community and will not constitute a discrete business entity.

HIRING POLICY

1. Priority for the building will be given to the youth. It is anticipated that sessions will be as follows:

- 12-15 year-olds: Mon/ Tue/ Fri 15:30 – 18:30.
- 16-19 year-olds: Wed/ Thu 18:00- 21:00 + alternate Sats 16:00- 20:00.

These is an initial timetable only, modelled on current usage, and will be subject to proposals for alteration either way as things progress. It is hoped that a 'dual-age session' on alternate Fridays may be possible on alternate Fridays 18:00 – 21:00.

2. At other times (allowing appropriate 'buffers' between users), the building will be available for hire to:

- physical activities (eg yoga/tai chi/ dance/ martial arts/ reiki);
- non-Council youth groups (eg Brownies/ Guides);
- mothers & toddlers;
- clubs with portable equipment (eg chess, model makers);
- charity groups (eg Care for the Carers, FRow Friends);
- young people's parties (to age 17);
- band practice sessions).

3. Hire charges:

- Youth will be charged per session attended (a charge of £1 is suggested), or on a periodic subscription basis to yield a similar income. Concessions will be at the discretion of the youth supervisor.
- The general building hire charge will be set at a rate which reflects the attractiveness (and size) of the new space without significantly undercutting the village hall. A charge of £15 per hour + VAT is suggested.
- Concessions may be extended to charitable hirers at Council's or the Clerk's discretion.

4. The games area will normally be free to use for all-comers. However, it will be possible to reserve it for exclusive use for a *bona fide* sports purpose, preferably not less than 7 days in advance, at a reservation charge of £20, for a session not exceeding 2 hours, such sessions to be available not more than twice per week, and subject to the discretion of the Council booking administrator.

FINANCING

1. The basic objective is that the VotG will run on a balanced budget of its own, on a not-for-profit basis. It is acknowledged that this may not be achieved in the first year of the facility's operation due to the inevitable uncertainty surrounding both income and outgoings.

2. It will be noted that VAT will be payable on all hirings under the 'option to tax.' Also, under the preferred organisational structure, non-domestic rates will be payable on the premises as part of the

¹⁰ See VIG-BIZ 30/11/2018, note 7.3

Council's estate and no rebate will be available. (The exact figure for this will not be known until the completed building is given a rateable value).

3. The income of the VotG will derive from:

- fees payable by all youth participants (as noted above);
- hourly hiring charges by other VotG users;
- reservation fees paid by games area hirers

4. The expenditure of the VotG will consist of non-domestic rates, utilities (including telecoms & internet), licenses and insurances, security, property maintenance, and staff costs (to include a dedicated caretaker).

5. A initial draft annual budget is shown below, setting out projected income and expenditure, together with the underlying assumptions on which those figures are based. This will need revision at the latest after the first year of operation.

VOTG DRAFT BUDGET

Expenses

Non-domestic rates	2500
Utilities-elec/water	2000
Telecoms/internet	500
Maintenance costs	500
Insurance	1000
Licences	650
Alarm & CCTV	500
Caretaker costs	2100
	9750
(ex staffing	7750)

These figures are based on the following assumptions:

Comparators from A/W Village Hall
for rates/utilities/insurance/licences/
best guess'figures for comms/
minimal maintenance for newbuild/
caretaking @ 5hr/wk @ £8.50/hr

Income

Youth @ £1/session	3300
Other @ £15/hr	9000
	12300

These figures are based on the following assumptions:

50 weeks operation per year /
11 youth sessions/fortnight /
Average 12 youth per session /
Other hires @ 12 hours/wk

VIG-BIZ

January 2019

Forest Row Festival
18-22 September 2019
Foresters Green, Forest Row

EVENT MANAGEMENT PLAN

Version 1.5
1st April 2019

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2 About this document

This document is the backbone of our Event Management Plans and its purpose is to provide a general overview of all the considerations and detailed planning required staging the event.

As a standalone document it will contain all pre-event details, and will reference other documents that may be found as appendices. It is intended that it is a 'working document' that will evolve with ongoing liaison between the event organisers, the local licensing authority and other responsible authorities.

The event organisers are an experienced team. They have successfully run Forest Row Festival for 20 years. The team are committed to responsible event management practices. The team includes people with experience of alcohol licensing and all essential services including security and medical care will be provided by recognised professionals.

Our work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse effects to local residents, public safety and the environment. We believe good communication with stakeholders, such as local authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication.

Any questions about this document should be directed to the Event Organiser: Matt Hatton, 07787 577886, matt.hatton@live.com.

3 Appendices

The following documents have been prepared in conjunction with this Event Management Plan:

- Risk Assessment document¹
- Briefing pack – summary of the EMP for Stewards, SIA and duty roster team (and anyone else who may be interested)
- Trader pack – documentation to be provided to traders
- Bar management plan – As produced by the Designated Premises Supervisor.

¹ Trader Risk Assessments, Temporary Structures Risk Assessment and Food Concessions Risk Assessment will be completed in conjunction with the relevant third parties ahead of the event and will be retained at the Production Office.

4 Event overview

4.1 Event site location

The event will take place at Foresters Green, Hartfield Road, Forest Row RH18 5DY. Ordnance Survey Grid Reference TQ 42649 35037.

There will be two public entrances, one accessed down a short stretch of Foresters Link from Hartfield Road (marked as 1 on the map below). The second heading from the Forest Way via Foresters Link (marked as 2).

There will be one secondary/production access entrance for traders and the production team. This is located on Station Road.

The map below also illustrates the planned additional fencing for crowd control, as well as the existing fencing around the site. Further discussion of this can be found in Section 5.2.3

Figure 1: Foresters Green



The land is owned by Forest Row Parish Council. Permission to use the site is being sought. It has been granted in every previous year that the Festival has been planned.

During the Festival week it is expected and anticipated that other venues in the village will also hold arts, crafts, music and other cultural events.

4.2 Event summary

The Forest Row Festival is a local community music and arts festival which will run from the 18-22 September 2019. Events will take place throughout the village of Forest Row in East Sussex, with a particular focus on the village green (Foresters Green). The activities within the licensable area of Foresters Green will consist of live music, dance, theatre and comedy. The organising committee is coordinating the main activities on the green on Friday, Saturday and Sunday, comprising live music, theatre, dance and comedy. We will also make the marquee available to other community groups to run other events (anticipated to be theatre or classical music performances) on the Wednesday and Thursday evenings. The Wednesday and Thursday events will be small with no amplified music.

4.3 Event ethos

The event provides three major benefits: it builds community cohesion, encourages music and the arts in the local area, and provides a much-needed platform for community groups. The event is a weekend of music and performance arts which first and foremost celebrates the extraordinary fabric of our village community. Since 2015, the main event on the village green has been free to all. As such it is an opportunity for all of our diverse community to come together. As well as events on the green there are art projects throughout the village. The focus of the entertainment has always been on promoting the village's diverse talents and this year will be no different. The majority of the performers will be young and local, providing an opportunity to nurture their talent. Finally, and perhaps most importantly, local community groups and charities get exposure. In the last few years, organisations that have participated, or for whom fundraising has been conducted, include The Pericles training-and-work project for young people and adults with special learning needs and/or mental health problems, Luck of Birth charity, the Stroke Association, HeartSong Community choir, the Singing Mamas community choir, Sussex Youth Dance, the International School of Storytelling, and the Forest Row Orchestra.

The audience profile is overwhelmingly local with a particular focus this year on reaching out to groups that might otherwise not feel included in the event, for instance young people and the elderly.

4.4 Licensable activities and area

The licensable area for the festival will be within the fenced area of Forester's Green. See 3 for site map of licensable area (within fenced area).

The licensable activities intended to be carried out are:

- a. The provision of regulated entertainment.
- b. The supply by retail of alcohol, for consumption on and off the premises.
- c. The provision of late night refreshment.

Item (a) is covered by the existing premises licence for Foresters Green, as held by the Forest Row Parish Council. Items (b) and (c) would be covered by a Temporary Event Notice covering a specific demarked area of the Green.

4.5 Dates and Times

The table below indicates the times during which the public are permitted on site and times during which regulated entertainment (to include plays, live music, recorded music, performances of dance and activities of a similar description), and the sale by retail of alcohol for consumption on and off premises in the TEN bar area will occur. It also lists other relevant times.

Figure 2: Event timings

	Public Access	Licensable Activities and sale of alcohol	Other
Tuesday 17 September			09.00-17.00 Marquee set-up
Wednesday 18 September	17.00-22.30 depending on organisers of that day's events	17.00-22.00	
Thursday 19 September	17.00-22.30 depending on organisers of that day's events	17.00-22.00	09.00-17.00 Sound equipment and bar set-up 22.00-23.59 Overnight security on site
Friday 20 September	17.00-23.59	17.00-23.59	00.00-09.00 Over-night security on site 09.00-17.00 Site set-up and trader set-up 16.30-17.00 Security briefing and handover 17.00-23.59 Security on-site
Saturday 21 September	00.00-00.30 09.00-23.59	09.00-23.59	00.00-00.59 Security on-site 01.00-07.00 Over-night security 07.00-08.45 Trader set-up 16.00-16.30 Security briefing and handover 16.30-23.59 Security on-site
Sunday 22 September	00.00-00.30 09.00-22.30	09.00-22.00	00.00-00.59 Security on-site 01.00-07.00 Over-night security 07.00-08.45 Trader set-up 16.00-16.30 Security briefing and handover 16.30-23.00 Security on-site 23.00-23.59 Over-night security

Monday 23 September			00.00-07.00 Over-night security 07.00-17.00 Site clearance
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4.6 Contact Details

4.6.1 Event Planning Team

- Event Organiser - Matt Hatton matt.hatton@live.com 07787 577886
- Production Manager - Rob Hunt rob.pericleswoodland@gmail.com 07578 738800
- Health & Safety Manager – James Johnston james.johnston@rmh.nhs.uk 07984 479383
- Designated Premises Supervisor – Adam Harman-Clarke adam@hopyardbrewing.co.uk 07782 656035

4.6.2 Contractors & Suppliers

All contact with suppliers and contractors should be via the event management team.

- Security and crowd management – Pagoda Security or Bauer Security
- Medical and first aid – St John’s Ambulance (tbc)
- Sound and lighting – T&B Events
- Marquee – James Marquees
- Bar – Hop Yard Brewing
- Concessions – Approximately 10-15 local vendors. Yet to be confirmed.
- Toilets – SJS Portable Toilet Hire
- Rubbish collection – Cox Waste Management

4.6.3 Insurance

Event insurance is provided by [name of insurer].

Details of the insurance policy are as below:

[Details of insurance policy to be inserted here once secured. To include full Employers Liability and Professional Liability as in previous years.]

5 Event specifics

5.1 Capacity and audience numbers

We anticipate a maximum of approximately 750 people at any one time within the fenced area of Foresters Green. Including all attendees performers, staff and organisers/volunteers the number will not exceed 1,000.

Further consideration concerning the available means of escape and evacuation time will be available in the event Fire Risk Assessment.

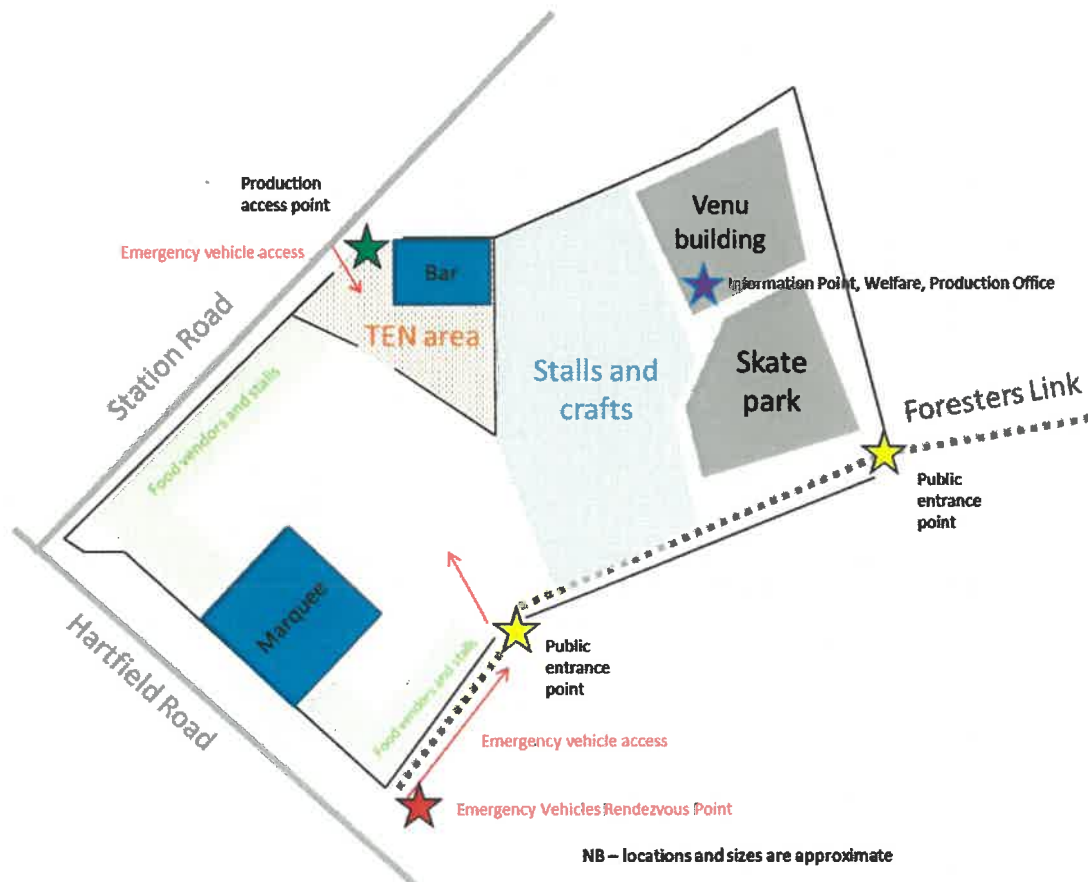
5.1.1 Licensed area capacity

For this event the number of attendees within the TEN bar area is to be limited to a maximum of 499. Ingress and egress to this area will be controlled.

5.2 Site design

The event will take place exclusively on Forester's Green (although other licensable and non-licensable activities may occur across the village). A site map is presented in Figure 3, below. The area covered by the Temporary Event Notice (TEN) is marked in orange.

Figure 3: Site map



5.2.1 Control point

The publicly available control point will be the Information Point marked on the site map. This will provide assistance during opening hours to attendees and point of contact to the organisers for public attendees. This is co-located with the Production Office and the Welfare point. This will be staffed at all times that the festival is open by a radio-holder.

5.2.2 Fire patrol vehicle and other emergency vehicles

Two vehicle routes will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency. These are currently marked on the site map in red.

5.2.3 Fencing and barriers

The Foresters Green area will be fenced using 2 metre Heras Fencing, with the exception of the boundary with Mid-Sussex Timber to the North and East of the site which already has approximately 2.5 metre permanent fencing with barbed wire.

Access will be via two public entrance points and one production access point as marked on the site plan. All will be at least 3 metres wide.

The Temporary Event Notice (hereafter TEN) area housing the bar will be partitioned off with a barrier of approximately one metre in height and substantial enough to prevent passage.

5.3 Temporary demountable structures

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities.

5.3.1 Erection & Maintenance of Structures

The responsibility for the safe erection and maintenance of structures rests with the contractor supplying the structure. They are expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation. A representative from each contractor is required to remain on call throughout the event in order to deal with any instances of maintenance or respond to any prevailing weather conditions. All documentation of this nature collated will be included in the appendices to this document.

5.3.2 Structural Safety & Wind

Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken. The Production Manager will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require.

5.3.3 Fire Safety of Materials

Marquee and lining fabrics will comply with fire safety standards BS5438 (For new tents) and/or BS3120 (For old tents). Flame retardancy certificates will be obtained from contractors in advance of the event and be filed with this document.

5.3.4 Power Supply & Electrical Equipment

All power on-site is provided via a mains electricity point on the Foresters Green itself. It will all be provisioned by the lighting contractor. We will get Risk Assessment and Methods Statements (RAMS) from all contractors, which will be held on site.

5.3.5 Site lighting

Site lighting will be positioned in suitable areas around the event site. The following areas will be lit at all times after sundown: toilets, information point, emergency exits and security positions.

5.4 Fire safety

A fire safety risk assessment, undertaken to determine the likelihood and potential effects of a fire at the event and provide measures to reduce both, will be completed and sent to the Local Authority and Local Fire Authority before the event begins.

5.4.1 Fire fighting equipment

The greatest fire risk comes from stall-holders' cooking equipment. All stall holders will be required to have their own appropriate fire-fighting equipment. The same applies to the bar and to the sound & light team. Two fire extinguishers will also be present at the Information Point.

5.4.2 Fire safety checks

3 checks will be conducted at 09.00, 15.00 and 20.00 of each event day including:

- All exits and gateways are unlocked and clear
- All exits are clearly signposted and illuminated
- All exits lead to a place of safety, and that the place of safety is clear

5.4.3 Raising the alarm

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the information point. The information point can then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation.

5.4.4 Preventative measures

Attendees will not be allowed to bring any gas canisters, barbecues or stoves onto site. Attendees will not be allowed to bring fireworks or sparklers onsite.

Cigarette Butt Bins will be provided.

5.4.5 Emergency Services Rendezvous Point

The emergency services rendezvous point is on Hartfield Road near to the main public entrance point, as marked on Figure 3.

5.5 Provisions for Disabled People

Disabled access toilets will be provided. Routes through the event site are suitable for wheelchair users and those that have difficulty walking.

5.6 Crowd management

Crowd management will be handled by our team of volunteer Stewards, supported by an SIA licensed security team.

5.6.1 Audience Number Control

The event is unticketed. From 18.00 onwards, Stewards will have people-counter devices to track the number of people entering and leaving the site. We expect a maximum of 750 people on site at any one time. We will limit numbers to maximum 1,000. We will also count people within the TEN area to ensure that does not exceed 499 (or a lower safe holding number depending on size).

5.6.2 Police

We will ensure we liaise with all relevant police parties closely in the further planning of the event to ensure they are aware and in agreement with the Event Management Plan.

Police presence at the event is always welcomed, though we feel that it is not necessarily required considering the private security arrangements we will have in place.

5.6.3 SIA Licensed Security Team

SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities.

Based on the expectations of the size of the crowd, we will provision 10 security guards on duty from 16.30 (17.00 on Friday) onwards, until one hour after the bar closes (specific timings outlined in Figure 2). They will be located at both of the public entrances, the production entrance and roving around the site and immediate vicinity.

At 16.00 (16.30 on Friday) the SIA team will be on-site for a briefing with the Health and Safety Manager of maximum 30 minutes.

The SIA staff will be located two at each entrance (6 in total), two at the entrance to the TEN bar area, and two roaming.

The SIA team will be provided with a comprehensive briefing document, agreed with the SIA team, ahead of the event outlining Festival policies for searches, drugs, alcohol and so forth. The Festival team will require that the security company provides an experienced team.

The security contractor will also provide two guards overnight on Thursday, Friday, Saturday and Sunday evenings.

5.6.4 Stewards

Stewards and volunteers will be used to meet and greet attendees as they arrive, assist with general information and monitor activity around the event site, and other sundry jobs such as litter-picking. This team will not replace or replicate the provisions of the SIA Licensed security team; their purpose is to provide information to festival goers and a large network of eyes and ears around the event site.

Based on the expectations of the size of the crowd, we will provision at least 6 Stewards on duty at any time, located at the public entrances, information point and roving around the site.

Stewards will be coordinated by our Volunteers Manager, in collaboration with the Health & Safety Manager. They will be briefed on their duties and Festival policies before the event and at the beginning of their 'shift' as appropriate. They will also be provided with a briefing pack providing Festival policies on lost children, alcohol, drugs and so forth, and what they should do if they have to deal with any issues.

Details of the volunteers will be provided to the police and Wealden District council 4-6 weeks ahead of the event, comprising name, role, time on duty, whether DBS checked, and details of the training received from the Festival team.

5.6.5 Accreditation

As the event is free we consider it unnecessary to provide wrist-bands or similar to attendees. Volunteer Stewards will be issued with a 'Crew' t-shirt or luminous bib for identification purposes.

5.6.6 Attendee policies and security searches

The festival is free and open for anyone to attend. Entrance is through one of the two designated public entrances (see Figure 3).

Children under 12 should be accompanied by an appropriate responsible adult. The Festival will advertise that fact. Before 6pm Stewards will check anyone appearing to be under 12 and unsupervised to ensure they have a parent in the vicinity. After 6pm anyone under 12 will be required to be accompanied by an appropriate responsible adult.

It is a condition of entry that each attendee may be subject to a security search upon entry to the event site and around the site. Any contraband material found during searches will be confiscated and appropriate action will be taken by the security team.

Contraband material includes drugs, weapons, glass bottles, fireworks, sparklers and other flammable material, excess alcohol, and alcohol carried by under 18s (see Section 5.7.4 for further information on site alcohol policies). There will be a locked amnesty bin on entry for voluntary disposal. There is a zero tolerance policy to all these items. Drugs and weapons found in the amnesty bin will be secured and provided to the police after the event.

Searches revealing drugs in volumes indicating possession with intent to supply or any weapons will be escalated to the police.

Anyone attempting to gain entry with drugs or alcohol (if under-18) will be refused entry.

Based on advice from the security team, searches will be conducted on a frequency of 1 in 50 attendees as well as at the discretion of the SIA team.

SIA personnel are authorised to conduct searches at any time anywhere within the licensed area.

SIA personnel are authorised to refuse admission to any individual or group that they believe will be disruptive and/or have consumed excess alcohol. This particularly applies to large groups arriving together.

External signage will advertise the Festival policy and it will be promoted via social media ahead of the event.

5.6.7 Crowd dispersal

The Forest Row Festival takes place in the centre of the village. As a result we are sensitive to the noise created by the festival attendees as they disperse at the end of the night.

The Festival has built in a period of one hour after the end of the evening performances to allow for the gradual dispersal of the crowd. The site will remain open for 30 minutes after the entertainment and bar have closed. The SIA team will remain on site for a further 30 minutes to ensure attendees in the vicinity are making their way home.

The Festival team will put up signs asking attendees to keep noise to a minimum as they exit the site. Stewards and SIA staff will also be present at the two public entrances to encourage a civilised departure.

At closing time 4 SIA staff will remain within the site. The remaining 6 will move into public areas by the main entrance onto Hartfield Road.

5.6.8 Missing Persons or Property

Any lost property may be handed in to any of the information point team, security or event staff; this will be dealt with by the welfare team, as can any reports of lost property. Property can be reclaimed at the event by direct description or afterwards via collection or post. Contact details for property reclaim will be clearly shown on the event website.

Missing persons will be dealt with in accordance with the action plan outlined in Section 6.1.

5.7 Alcohol and bars

The bar on site will be managed by a third party contractor The Hop Yard in accordance with The Licensing Act 2003 and all Mandatory Licensing Conditions will be met. The bars will stock a wide range of products, including many locally made 'craft' products such as ale, cider and wine.

Extremely cheap and excessively strong drinks will not be available.

5.7.1 Designated Premises Supervisor

The bar will be run by people within the Hop Yard team who hold personal licences. There will be a personal licence holder on premises at all time. The bar manager will be responsible for alcohol consumption on site.

5.7.2 Bar operating times

- Wednesday 18 September – 19.00-22.00
- Thursday 19 September – 19.00-22.00
- Friday 20 September – 17.00-23.59
- Saturday 21 September – 12.00-23.59
- Sunday 22 September – 12.00-22.00

5.7.3 Challenge 25

We will operate a 'Challenge 25' policy at the alcohol point of sale, at the entrance to the Festival site by the SIA team, and throughout the Festival site by the roaming SIA team as deemed necessary by them.

5.7.4 Site alcohol policies

There will be no alcohol sale outside of the TEN bar area. Anyone found selling alcohol other than the designated bar will have the alcohol confiscated and will be ejected from the site and refused re-entry. Traders other than the designated bar will be made aware that they are prohibited from selling alcohol and will be closed down if they breach this rule.

Adults over 18 are permitted to bring alcohol onto site for their own consumption. Decision on what volumes constitute being for 'own consumption' will be left to the Stewards and SIA team, but we would expect anyone to be challenged if they are bringing more than 4 litres of beer or cider, 2 litres of wine or 500ml of spirits.

Under 18s are not allowed to bring alcohol onto site in any circumstances. As noted in Section 5.7.3 we will challenge anyone arriving on site with alcohol under the 'Challenge 25' policy. Anyone found to be under 18 will have their alcohol confiscated and will be refused entry.

The SIA team will search anyone they suspect of bringing in alcohol while under-age, or in excessive quantities, as outlined in Section 5.6.6.

Any Steward who becomes aware, or is made aware, of suspected underage drinking should report it either directly to the SIA team or to the Information Point which will dispatch members of the SIA team. The SIA team will challenge suspected under-age drinkers under the 'Challenge 25' policy. Those found to be under-age will have their alcohol confiscated and either be ejected (and refused re-entry) or referred to the welfare team if they appear to be under the influence of alcohol.

The Festival alcohol policies, along with other policies, will be made available via social media and the Festival website ahead of the event. They will also be advertised outside the site over the weekend.

5.8 Communications

5.8.1 Event Website & Social Media

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

5.8.2 PA Systems

Information and emergency directions can be broadcast to the public using the PA systems available on the site.

5.8.3 Signage

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height. Other points of interest will be clearly signposted such as the main entrance, first aid and information point.

5.8.4 Communication between organisers

The site is small so communication between the event team will be simple. A single central Information Point which will be permanently staffed by a member of the event team. There will be a radio at the Information Point and the SIA teams will be equipped with radios. In the event of an urgent requirement to contact the wider event team the PA system can be used.

5.9 Medical First Aid & Welfare

The provision of first aid during the event will be in accordance with the guidance provided in the Event Safety Guide. It will be planned and managed by a suitable specialist contractor, who is confirmed as [to be confirmed].

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. In the event of a medical emergency, Stewards or security personnel should alert the medical team immediately. The medical team will be located immediately adjacent to the main entrance and Hartfield Rd allowing for easy access to ambulances. After notifying the medical team, the Steward or SIA operative should inform the Information Point.

5.9.1 Medical Equipment & Staff Provisions

- Friday 20 September – 17.00-00.30
- Saturday 21 September – 12.00-00.30
- Sunday 22 September – 12.00-22.30

Based on experience in previous years we will provide two dedicated medical response personnel between the hours of 12.00 and 17.00 and four at other times, as stated above.

There will be a fully equipped ambulance complete with drug therapy provisions on site at all times which are licensed to transport patients to hospital.

5.9.2 Nearest Hospitals

Nearest A&E Departments:

Tunbridge Wells Hospital

Tel: 01892 823535

Pembury

Tunbridge Wells

Kent

TN2 4QJ

12.5 miles by road, approx. 40 minutes drive, open 24 hours

East Surrey Hospital

Tel: 01737 768 511

Canada Avenue

Redhill

RH1 5RH

12 miles by road, approx. 35 minutes drive, open 24 hours

Nearest Urgent Care Unit:

Queen Victoria Hospital (East Grinstead)

Tel: 01342 414000

Holtye Road

East Grinstead

West Sussex

RH19 3DZ

3.1 miles by road, NOT 24 hours

5.9.3 Welfare

The Welfare Point will be co-located with the Information Point and Production Office within the 'Venu' building on the Festival site. There will be DBS checked adults staffing this point at all times. This will handle lost property, lost children and anyone requiring non-medical support.

5.10 Refuse & Recycling

Concessions and the bar will not provide glass receptacles. Glass bottles can be confiscated at entrance points. Concessions will be encouraged to use compostable serving plates and cutlery.

5.10.1 Attendee Waste

Bins will be provided across the event site for use by attendees. Locked Amnesty Bins will also be located next to the entry search points for the disposal of confiscated contrabands.

The Stewards will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials. The team will be required to wear appropriate PPE at all times.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside the event site. Stewards will sweep the site on an hourly basis for rubbish and will conduct a daily sweep of the immediate surrounding areas.

5.10.2 Concession and Production Waste

Concessions will be responsible for the disposal of food waste and production waste such as grey water.

5.10.3 Waste Transfer Licence

A copy of the waste disposal contractor's Waste Transfer Licence will be made available to local authorities upon request.

5.10.4 Clearing up the site

Volunteers will conduct a thorough sweep of the site and vicinity on Monday morning.

5.11 Water & Sanitation

5.11.1 Water Supply

A fixed mains water supply is available on Foresters Green for use by traders and organisers.

5.11.2 Handwashing

Sanitising hand gel stations will be available outside all toilet facilities. Concessions and bars will be expected to maintain a handwashing station with hot running water for staff use.

5.11.3 Toilets

In line with HSE guidelines we will provide at least 5 toilet cubicles plus 4 urinals.

5.11.4 Sewerage

The toilet contractor will remove sewerage waste material.

5.12 Inclement Weather

The Production Manager will monitor weather predictions and prevailing conditions in the build period and during the live event.

5.12.1 Wind

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the Production Manager. If at any point the safe wind speed is likely to be exceeded the Production Manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

5.12.2 Flooding & Wet Weather

In the event of rain, the main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary made safe through the use of straw, woodchip or temporary pathway and trackway.

In the event of excessively heavy rain or other bad weather the Production Manager will close the festival and instruct visitors to leave the site. The site is immediately adjacent to a public highway.

5.12.3 Extreme Heat & Cold

In the case of extreme heat (above 27C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen. Sunscreen will be available in the first aid tent and welfare tent for anyone without their own.

In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm.

5.13 Concessions

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff. No concessions other than the main bar will be permitted to sell alcohol.

Copies of food safety & hygiene certificates, gas safety certificates, public liability insurance and risk assessments will be retained by the event organisers and made available to local authorities.

5.14 Traffic & Transport

5.14.1 Vehicle Access

There is no vehicle access to the site for the general public. There are two access points for emergency services (as shown in Figure 3). After 4pm on Friday and 9am on Saturday and Sunday we require vehicles to be removed from the site.

5.14.2 Car Parking

There is no car parking on site. The village has some limited parking options. We will encourage attendees to travel by other means.

In the past there have been some problems with visitors parking on Station Road which must be kept clear for access from the Fire Station. We put up signs and do whatever we can to actively discourage people from parking along Station Road.

5.14.3 Speed of Vehicles

A 5mph speed limit will be in action on site at all times during the event and our presence on site to prevent any accidents and/or collisions including cars and pedestrians attending the event. All vehicles moving on site during the hours when the site is open to the public will require a banksman.

5.14.4 Traffic Signage

We will liaise with the Highways Agency and the Parish Council to determine requirements for signposting of the event in the local area via short leg temporary road signage.

5.14.5 Public Transport

We will encourage attendees to travel to the event by foot, bicycle or public transport if possible. There are bus stops on Hartfield Road immediately outside the site. Most attendees come from the village anyway, so most should be travelling by foot.

5.15 Noise

Due to the proximity of neighbouring houses in the vicinity of Foresters Green, we are conscious of minimising noise disruption during the week. We will review sound levels during opening times to ensure disturbance is minimised. Compared to previous years we have relocated the marquee to point away from residences.

5.16 Build and Break Procedures

The physical build and break of the site will be carried out predominantly by the contractors, e.g. for the marquee.

Before the show, all contractors will be thoroughly vetted and their documentation assessed and kept on file in this document. Forest Row Festival will be checking the following: Risk Assessments, Method statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) and insurance.

5.17 Post-event

After the event, the event management team will hold a debrief to understand lessons learnt from the event.

6 Action Plan

This section provides details of what volunteers, SIA and information point team should do in the event of the most common risky situations: lost children/vulnerable adults, violent activity and disorder, and fire or medical emergencies. Decisions around other threats will be made by the Production Manager based on the Emergency Plan outlined in Section 7.

6.1 Lost child or vulnerable adult procedure

6.1.1 Procedure on the report of a lost child/adult

When an adult becomes aware that they have lost a child/vulnerable adult in their care they should report it immediately to a Steward, member of the SIA team or the information point. The team member should communicate immediately with the information point.

If the child/adult is deemed to be 'high risk' then the following procedures are implemented by the Information Point:

- Inform the SIA and/or Stewards to implement a site lockdown with no-one to enter or leave the site
- Make announcement on the PA system for child (using the child's name) to find a Steward, SIA team member or come to the Welfare Point or Information Point.
- Call the police with a name and description of the missing party
- Immediate search by Stewards of the site
- Once the site has been searched extend the search to the surrounding streets

If the child/adult is deemed to be 'medium risk' the following procedures will be implemented by the Information Point:

- Inform SIA and/or Stewards including description of lost person
- Make announcement over the PA system for child (using the child's name) to find a Steward, SIA team member or come to the Welfare Point or Information Point.
- If the child has not presented themselves (or had their location ascertained) within 5 minutes, implement a search by Stewards of the site.
- If the child has not presented themselves (or had their location ascertained) within 15 minutes, call the police with a name and description of the missing party.

If the person is deemed to be 'low risk' the following procedures will be implemented by the Information Point:

- Offer to make an announcement over the PA system at a suitable juncture for the lost person to present themselves to the Welfare Point.
- Ascertain if there is any reason why the missing person might be considered a higher risk (e.g. large amount of alcohol consumed). If so, implement the procedure for Medium Risk.

High risk is defined as children under the age of 10 and adults with learning difficulties. Medium risk is children from 10-15. After 8pm anyone under 18 should be considered to be medium risk. Low risk is anyone else. If in any doubt, assume the higher risk category.

6.1.2 Procedure for dealing with found children/adults

Anyone identified by the Stewards or SIA team as lost, or self-identifying as lost, will be escorted to the Information Point. From there they will be taken to the Welfare Point.

The Information Point team will arrange for an announcement through the PA system. The name and details of the child will NOT be broadcast, only that a child has been found and where they can be collected.

When an adult comes to collect the child from the Welfare Point the team there should make sure they are satisfied that they are who they say they are. They may ask for identification.

Stewards must ask for identification if not sure that the person is who they say they are or if the child's behaviour or attitude gives them any reason to doubt this.

If unsure, the Steward should contact the police for advice.

If the responsible adult fails to appear at the Welfare Point within 15 minutes of the first announcement, the Welfare Point team should contact the police immediately

6.2 Disorder and violent activity

The SIA team is considered more than sufficient to deal with any disorder occurring within the Festival area. Any reports of disorder and violent activity should be reported either directly to the SIA team (who should inform the Information Point) or the Information Point (which will dispatch an SIA team).

Anyone engaging in disorderly activity will be ejected from the Festival and denied re-entry.

Any serious violent activity, involving the use of weapons, the threat of weapons, or serious harm to an individual will be reported immediately to the police.

Disorder, violent and anti-social activity outside of the Festival site will be referred to the police (by calling 999 for urgent assistance or 101 for non-urgent). Where such activity is directly related to the event (e.g. involving people who have just left the festival site) it will be addressed by the SIA personnel to the best of their abilities.

In the event that the SIA team reports that it cannot guarantee the safety of the attendees within the Festival area the Festival team will move to the Emergency Plan as outlined in Section 7.

6.3 Fire or medical emergency

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the information point. The information point will then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation.

In the event of a medical emergency, Stewards and SIA should inform the medical team in the first instance and then the Information Point. The medical team will deal with the issue and should keep the Information Point team informed of progress in dealing with the emergency.

Should the emergency services require access to the site, a Steward will be nominated to meet the emergency vehicle and guide them to the incident.

The Health & Safety Manager will keep a log of all safety-related incidents. An accident form will be completed in the event of an incident.

In the event of a major fire or medical emergency, move to the Emergency Plan as outlined in Section 7.

6.4 Duty Roster

A duty roster will be posted at the Information Point with details of which of the Event Team are on duty at any given time, the name of the nominated Duty Manager (who will handle general management of the Information Point) and contact details.

One or more of the following will be available (although not necessarily at the Information Point) to direct activities:

- Event Organiser - Matt Hatton matt.hatton@live.com 07787 577886
- Production Manager - Rob Hunt rob.pericleswoodland@gmail.com 07578 738800
- Health & Safety Manager – James Johnston james.johnston@rmh.nhs.uk 07984 479383

7 Emergency Plan

The Production Manager has overall responsibility for managing emergency situations. If the Production Manager is unavailable and cannot be called then the duty manager will assume their decision-making responsibilities.

7.1 Event Site Status

At all times the event will be given one of the three following status levels: green, amber or red. The Production Manager will be responsible for handling radio communications and escalating or deescalating the event site status.

7.1.1 Green: Normal Operation

The event site is operating under normal circumstances. Green status incidents might require the assistance of onsite teams such as security, medical, power or marquee.

The chain of command remains normal, with the Production Manager acting to co-ordinate the resolution of routine incidents.

During the event the Health & Safety Manager will keep a log of all safety-related incidents. An accident form will be completed in the event of an incident.

7.1.2 Amber: Emergency Response

The event site is operating to resolve an actual or potential emergency situation. This might involve a bomb threat, fire, medical emergency, and adverse weather conditions.

Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. The Production Manager will make the decision to seek their advice and/or assistance.

The chain of command remains normal; the Production Manager will be responsible for co-ordinating onsite resources and requesting the assistance of the emergency services.

The Production Manager, or duty manager will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response. If the situation can be resolved the site status can be changed back to green, however the situation may require the curtailment of the event. The decision to curtail the event is to be taken by the Event Organisers.

7.1.3 Red: Major Incident

The event site is operating to resolve a major incident. Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The Production Manager will be

responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the Production Manager. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the Production Manager.

7.2 Emergency Vehicle Rendezvous Point

The designated rendezvous point for emergency vehicles is at the corner of the site next to Hartfield Road where the Foresters Link meets it (as shown on Figure 3). A map of its location will be made available to local authorities before the event commencement.

7.3 Temporary Showstop

An incident may require the show (music or entertainment) to temporarily be stopped in order to assist with the response. A temporary showstop is not an order to evacuate. A showstop can be ordered by the Production Manager, Head of Health & Safety, Duty Manager or Planning Manager at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

"Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are."

Further details about whether or not the show will restart should be given as soon as possible.

7.4 Evacuation

Under an Amber site status, the Production Manager, or head of health and safety, duty manager or event organiser in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site.

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be co-ordinated by the Head of Health & Safety. The Production Manager will assist by co-ordinating other event staff and resources as needed.

If required the following statement will be read out by the Production Manager over the relevant PA systems.

"Ladies and Gentlemen. Owing to an incident it has become necessary to evacuate this area (specify which area if needed). Please leave via the exits (specify which exits if needed)."

Stewards wearing luminous bibs will guide attendees to the exits.

7.5 Cancellation & Curtailment

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

7.5.1 Cancellation (Event not yet commenced)

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

7.5.2 Curtailment (Event commenced)

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Health & Safety Manager will instigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

7.6 Bomb Threats

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat, and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security.

The Production Manager should co-ordinate the search with the SIA, briefing staff to question the items found around them;

- Should the item be there?
- Can it be accounted for?
- Is it out of place?

If any suspicious items are identified then the head of security should initiate a cordon until the police arrive. Cordon distances should be as follows. Letter sized item; 100 meters. Suitcase sized item; 200 meters. Vehicle sized item; 400 meters.

8 The Licensing Objectives

8.1 Statement of intent

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of local residents and communities.
- To work in partnership with Wealden District Council, Forest Row Parish Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

8.2 Prevention of Public Nuisance

The site is located in the middle of Forest Row and involves a larger than typical gathering of local people as well as amplified music. We maintain an ongoing dialogue with neighbours and the council in order to mitigate any public nuisance risk. We work strictly according to the licence conditions in terms of timings.

8.2.1 Event Sound

We will continually monitor sound levels to ensure that disturbance to neighbouring residences is minimised.

8.2.2 Crowd Noise

As a small event we do not expect crowd noise to be a significant issue. Posters will be displayed at the main exit asking attendees to leave quietly, Stewards will amplify this message verbally.

8.2.3 Publicity

In the past we have found that publicity is the best combat we have against public nuisance. A letter drop will be carried out to all immediate local residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers for the management team and production office that can be used to discuss concerns or report any disturbance.

8.2.4 Lights

All effects lighting will be contained by the marquees, or directed away from the village. Security and site lighting will be positioned to prevent any light spillage into residential windows.

8.3 Prevention of Crime and Disorder

8.3.1 Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed. Locked amnesty bins will be provided at the entrance to the site and the entrance to encourage any attendees carrying drugs to hand them in.

The Festival's strict zero tolerance policy on drugs will be advertised on the website in the FAQ and Terms and Conditions sections.

8.3.2 Violence

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. Guests may be searched on entry and any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

8.3.3 Egress Dispersion

The security team, aided by Stewards, will carry out post event crowd dispersion. This will involve directing the public out of the exits and encouraging them not to congregate in the immediate vicinity or by roads.

8.4 Protection of Children from Harm

8.4.1 Alcohol

Attendees may be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18.

Attendees will be asked for identification if attempting to buy alcohol from the bars on-site using the challenge 25 procedure.

Any under 18s who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and their parents or guardians contacted. If no contacts can be found then they will be passed on to the police for further care.

8.4.2 Age Restrictions for Entry

There are no age restrictions for entry. However, any child under 12 should be supervised by an adult. We have included this request on our website.

8.5 Public Safety

The event management plans are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.

9 Safety Checklist for Event Management Team

Ahead of the start of the event and during the event, a detailed safety check will be conducted covering the following items:

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site, paying particular attention to emergency routes.
- **Inspections.** A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check communications are working. We will carry out daily inspections. All defects should be noted and also the remedial action taken.
- **Siting.** Make sure that all facilities and attractions are correctly sited as per the site plan. Ensure that the first aid facilities and fire extinguishers are in place. Check waste bins are in their correct locations.
- **Signage.** Ensure adequate signage is displayed, both on and offsite. This should include emergency exits, first aid points, fire points, information and lost/found children points and other welfare facilities such as toilets and drinking water.
- **Vehicles.** Check that all contractors', performers' and exhibitors' vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- **Structures.** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this and be available for inspection if required.
- **Barriers.** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
- **Stewards.** Make sure that all staff have arrived and are in their correct location. Ensure all Stewards are wearing the correct clothing, for easy identification.
- **Lighting.** Check all lighting is working, including any emergency lighting.
- **Public information.** Make sure the public address system is working and can be heard in all areas.
- **Briefing.** Check that all Stewards and staff have been fully briefed and understand their responsibilities. Provide briefing packs to all volunteers. Ensure all volunteers are aware of the location of the Information Point, Welfare and First Responders.
- **Chain-of-command.** Ensure that there is a fully completed duty roster for the weekend including contact details for everyone on the roster.
- **Communication.** Ensure that all relevant team members, including SIA, have radios and they understand how and when to use them.

Forest Row Festival



Forest Row Festival
c/o 1 Weir Wood Cottages
Weir Wood
Forest Row
RH18 5HT

2nd April 2019

FAO Forest Row Parish Council

[by email]

Dear Councillors,

I am writing to you representing the Forest Row Festival Committee. After a break last year we are planning to run the festival again over the weekend of 20th-22nd September. As with previous years we are hoping that Foresters Green will be the venue for a large element of the Festival, specifically music, comedy and dance. To that end we would like to request the use of the Green for the period from Tuesday 17th to Monday 23rd September.

We would also like to request the use of the Venu building for the period of the Festival for use as an Information Point, Production Office and Welfare Point.

Compared to previous years we have made a number of changes in order to minimise disruption within Forest Row over the weekend. Full details can be found in the Event Management Plan (EMP) and the associated Risk Assessment documents. Summary here:

- **Fencing.** We will erect a 2m Heras fence around the entire Green (with the exception of the rear of the site to Mid Sussex timber, which already has 2.5m fencing) with managed access via two public and one production entrance. One of the major criticisms from the police in 2017 was the lack of control of ingress and egress to the Green. During our meeting with the police they specifically commented that they were happy to see this change.
- **Security.** We will increase security presence by 150%. We will have 10 SIA registered security guards on duty from 5pm on Friday, and 4.30pm on Saturday and Sunday. They will be conducting more rigorous searches based on the detailed policies outlined in the EMP document.
- **Dispersal plan.** We deliberately plan to stagger the end of the event, with a half hour grace period for attendees to leave the site, and a further 30 minutes during which the full SIA team and Stewards will be focused on encouraging an orderly departure. This staggered approach should help to minimise disruption. The majority of the SIA team will move into public areas in the village at closing time.

- **Policies and procedures.** We have a much clearer and more detailed set of policies and procedures related to all aspects of the Festival, based on advice from the police. This includes topics such as alcohol (and underage drinking), anti-social behaviour, drugs, fire risks, lost children/vulnerable adults, medical emergencies and searches. Based on this document we now have clear instructions for volunteers on what to do in the event of most foreseeable incidents. There is also a clear and detailed emergency plan that can be instituted in the event of a serious incident. Key policies will be advertised in advance on the Festival website, in the Programme and via social media.
- **More rigorous Risk Assessment covering diverse topics.** In tandem with the EMP we have also developed a more detailed set of Risk Assessment documents to cover health and safety issues.
- **Clearer chain of command.** We will have a nominated Duty Manager on-site at all times, a staffed Information Point and details at the Information Point of who is on duty from the Festival team at all times.
- **Better communications.** For the first time we will be equipping our event staff and the SIA personnel with two-way radios to improve communications.
- **Closer monitoring of alcohol consumption.** While we are clear that any problems with underage drinking in previous years were not the result of alcohol bought on the Green, nevertheless we take our responsibilities on this issue very seriously. We have a separate bar area with dedicated security team managing ingress and egress. We will also implement the 'Challenge 25' approach to anyone at the bar, entering the Green area with alcohol, or on the Green. There is zero-tolerance of under-18s bringing alcohol onto the Green or drinking on the Green.
- **Welfare.** We will have a dedicated welfare point to deal with non-medical care, lost children and other associated issues.
- **Re-siting of the main marquee.** In order to minimise noise we will change the siting of the marquee, directing to towards Mid Sussex timber's site and away from residences.

We have deliberately set out this year to make the Festival more inclusive and village-wide, as outlined below:

- **A dedicated Festival sub-committee focused on community events.** This group hosts monthly meetings to nurture potential hosts and/or performers, and to match-make venues and performers.
- **Greater engagement with village businesses.** The Festival team has also been canvassing businesses to see what we can do to support them over the Festival weekend, and to encourage their participation.
- **Much larger involvement of community groups including churches, the school and others hosting a more diverse set of events.** The cycle ride will be back in 2019, for instance.
- **More venues hosting events.** There will be events happening around the village including Freshfield Hall and the Village Club.
- **More diverse events on the Green.** Subject to your approval, we would like to erect the main marquee on the Green on Tuesday 17th or Wednesday 18th September, earlier than in previous years. We would then make that site available for community organisations to run

events, for instance classical music concerts or plays (i.e. no amplified music). We have already had some expressions of interest.

We are in the process of securing approval for our plans from Sussex Police and Wealden District Council. We have already met with the police, received feedback on our Event Management Plan and have implemented the changes recommended by the police. We await confirmation that the final EMP has been approved. Any further recommendations from Sussex Police or Wealden District Council will, naturally, be implemented.

Should you wish to discuss any aspect of the Festival or our plans, please do not hesitate to contact us. We are deep into the planning process and would appreciate an early indication of whether we can use the Green. You can reach me at matt.hatton@live.com or 07787 577886.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Matt Hatton', with a long horizontal flourish extending to the right.

Matt Hatton
Secretary
Forest Row Festival Committee

David O'Driscoll

From: [REDACTED]
Sent: 01 April 2019 13:43
To: David O'Driscoll
Cc: [REDACTED]
Subject: Hugo Palmer Memorial - ATTN: Parish Clerk

Dear David,

I am writing to you and your councillors about the possibility of building a skate ramp next to the Forest Row skate park, as a memorial for my nephew Hugo Palmer. I am doing so on behalf of my sister, [REDACTED] (Hugo's mum), who is not emotionally strong enough to write anything like this at present.

Hugo and his best friend (Erwan Ferrieux, also local) died on 17th February in Australia. They disappeared in the sea, presumably taken by a rip current. As the bodies were never found, we can't be 100% sure, but it is a common cause of drownings in Australia, sadly. <https://www.itv.com/news/2019-02-24/mother-of-british-tourist-missing-in-australia-feels-completely-numb/>

Naturally all of their friends and family are utterly heartbroken, and I know that the media story touched many, many people far beyond those close to the boys. Both young men were 20 years old and on the trip of a lifetime.

Hugo has lived in and around Forest Row for his entire life. In fact our family have been in Forest Row for 4 generations now. He attended Forest Row Primary School and then Sackville. He was an extremely positive and proactive boy with many great passions and hobbies but above all, skateboarding was his main love, and he was extremely good at it. He has spent countless hours in Forest Row skate park (and other Sussex skate spots), and is well known amongst the skating community.

Due to the nature of his disappearance, we haven't even been able to give Hugo a proper funeral, although we will be having a memorial for close friends and family. What the family (and his many friends) have decided, is that what we would love more than anything would be for a skate ramp to be built in his honour, next to the existing skate park. A ramp is an essential part of learning to skate - it is where people can practise their technique, learn tricks and grow in confidence. We'd like to have a plaque on the ramp to commemorate his name etc. The idea being that it would be a place for his friends and family to pay their respects to him, continue his skating legacy, whilst also adding a huge asset to the community that he loved and was such a huge part of.

We would propose to fundraise for the cost of building the ramp ourselves, and it would be built by a specialist ramp/skate park building company, who would obviously sign off all safety aspects involved (eg. If we went for the timber option, it would be treated with the relevant fire retardant etc). All specifics and details can obviously be provided.

As the Venue on the Green is still being built, I wanted to get this proposition/request in with you ASAP, as it would obviously make great sense if this ramp could be considered before building has completed. It could even save on disruption if this could be built before the Venue is revealed, and it could be tied in with that.

I/we would be happy to meet with you in person to discuss this, at your convenience.

Many thanks for your consideration and I look forward to hearing from you.

[REDACTED]
[REDACTED]
[REDACTED]



Forest Row Parish Council Youth Services Forward Plan 2018

MISSION STATEMENT: -

Forest Row Council Youth Services (FRPCYS) aims to provide a 'safe space' for the youth of the community, where they can be themselves, hear themselves, interact and grow. The space will allow them to relax and enjoy each other's company and socialise in a safe environment as well as participating in organised developmental activities as appropriate.¹

AIMS AND OBJECTIVES: -

1. **Aims** - FRPCYS is to provide a 'safe space'. Although it is not the aim to be a 'Youth Club', in the traditional sense, it will have a formal membership list, and a session fee, whether attending for 5 mins or the whole period. Young people already significant daily schedules/structures. The idea is to have a safe space, which the young people are free to attend as and when they wish, where activities are of their choice and appropriate to the needs of who is there and what is going on at any given time,
2. **A therapeutic aspect:** to provide an environment in which all youth, within specified age ranges, are welcome. Where confidentiality is paramount, no expectations excepting those of acting within the law, showing respect to each other, the staff and the physical facilities. No one is judged. The facility will allow space in which 'live issues/discussions' can take place freely, and for the adolescents to socialise.
3. **Recreational aspect:** to be provided by the availability of various amenities; table-top/ board games, arts, crafts, drawing, table tennis, table football, pool/snooker, electronic games, TV and computer use. They will also be able to use the outdoor facilities around the building, including the planned games area. There will be the occasional age-appropriate outings and presentations.

¹ See National Youth Agency 'Statement of Youth Work': "Youth work offers young people safe spaces to explore their identity, experience decision-making, increase their confidence, develop inter-personal skills and think through the consequences of their actions. This leads to better informed choices, changes in activity and improved outcomes for young people." <https://nya.org.uk/careers-youth-work/what-is-youth-work/>

4. **Educational aspect:** this will take place by the sharing of knowledge from peers, assistance with homework, writing up CVs, having discussions on budgeting, living alone, washing/cooking and other basics, providing a launch pad into adult life and responsibility.²

TARGET MEMBERSHIP: -

1. The Centre will mainly be for the youth of the village of Forest Row, however, it is envisaged that youth from further afield will attend, particularly once the new building is up and running.
There should be no reason or objection to including young people from Hartfield, Sharpthorne, Chailey, Danehill where youth provision is, at this moment in time, minimal if any at all. A lot of the youngsters from outside the village are already using the skate-park.
Priority will always be given to our local youth so overcrowding is avoided.
2. It is intended to have allotted times for 12- 15 years, 16 - 19 years, and once a month, a session for those aged 20 - 24 years. This is designed to cater for all the differing needs and interests of the groups. Also, to provide the relevant facilities/space and time for those groups and ensuring growth and appropriate behaviours.
3. There is, at this time, little social provision for 12 - 15 years outside of the school environment. The intention is to offer a 'safe space' for this group between the times of 3.30 - 6.30pm on weekdays. This will give them the opportunity to mix with their peers free from any pressure from older age groups.
4. The 16 -19-year olds are, classically, the ones who loiter in public places/spaces. The intention here is to have a follow -on session from 6.30 - 9.30pm free from harassment, physical conflict, alcohol, smoking and the use of any substances - the 'space' being for unstructured interaction, music, socialising, and other appropriate activities.

² See National Youth Agency 'The basics': "Youth work focuses on personal and social development – the skills and attributes of young people – rather than to 'fix a problem'. It is an educational process that engages with young people in a curriculum that deepens a young person's understanding of themselves, their community and the world in which they live and supports them to proactively bring about positive changes. Therefore youth work needs to be (and be seen to be) transformational, harnessing skills of young people not fulfilled by formal education." (Ibid).

5. The aim with the older youth will be to promote a smoother transition from youth to early adulthood by providing a welcoming environment.

HOURS OF OPERATION:

The plan is to hold weekly sessions from 3:30 to 9:30 pm, divided between the age groups, and some Saturday afternoons from 4:00 to 8:00 pm.

FACILITIES: -

The Space itself will be a single hall adjacent to the village centre, plus an informal games area and skatepark. The hall space will incorporate storage and fixed seating. It will also have toilets facilities, kitchen area for the provision of light refreshments, tea, coffee, toasties etc and there will be an office/quiet room a space where 'one to one' private conversations could be facilitated.

In addition to the hall itself there will be moveable furniture, seating and tables - plus electronic equipment and sound apparatus. There will be physical game equipment: snooker, table tennis, board games and such like. The space will be designed as to be able to pack away the moveable equipment when the space is required for other users.

MANAGEMENT, STAFFING AND ORGANISATION: -

1. Youth services are provided by the Parish Council under the general oversight of the Localism Committee. They receive current reports on the activities and status of the service. As with other services, staffing and financial issues are the responsibility of the Finance and Policy Committee and the Clerk may exercise agreed delegated authority to deal with minor items relating to organization and or expenditure. Major strategic changes will need to be referred to Full Council for ratification.
2. Currently, the staff consist of a Youth Work Supervisor, who works a basic 12 hours per week, with a group, currently 5 in number, of youth work assistants. They have a rota system, working between 3-9 hours per week, each. There are always two members of staff on at any one time, the more experienced member being the leader at that session.
3. All staff have contracts and job descriptions and DBS accreditation, and are entitled to paid holidays and sick leave, and participation in

the staff pension scheme. The staff 's role is to open and supervise the youth sessions, to engage with the youth as appropriate, to safeguard them in all respects. Ensure the basic rules, within and out of the facility are adhered too and the standard of behaviour is appropriate, respectful. They are to resolve any disputes, problems that may occur, to provide refreshments, and account for cash takings, the staff will meet regularly to discuss progress, any matters of concern, check-in with each other and plans future events/activities.

4. All staff abide by the following nationally agreed principles³:
 - a. Treat young people with respect.
 - b. Respect and promote Young people's rights to make their own decisions and choices.
 - c. Promote and ensure the welfare & safety of young people.
 - d. Contribute towards the promotion of social justice.
 - e. Recognised the boundaries between personal & professional life.
 - f. Recognise the need to be accountable to young people.
 - g. Develop and maintain the required skills and competence.
 - h. Work for conditions in employing agencies where these principles are discussed, evaluated and upheld.
5. Additionally, there are many Council Policies, safeguarding, health and safety and equality of treatment procedures for dealing with adverse incidents or complaints. Risk assessments are provided for specific activities or external events. All staff are expected to be aware and knowledgeable with the policies and procedures and able to implement them efficiently where and when necessary.
6. Although a formal qualification in youth work is not required, the staff are expected to be aware of, and participate in appropriate and regular training to, increase their skills and awareness of their role. The most important things are that staff have experience, consistency, patience, respect, self-confidence, compassion without judgement, are good listeners and approachable.
7. The youth work group also have regard to the 'Toolkit' published by Surrey Youth Focus as an organisational & procedural resource.⁴

³ National Youth Agency "Ethical Conduct in Youth Work": http://www.nya.org.uk/wp-content/uploads/2014/06/Ethical_conduct_in_Youth-Work.pdf

⁴ Surrey Youth Focus 'The Toolkit'
http://www.surreyyouthfocus.org.uk/sites/default/files/Toolkit%202014_FINAL_National.pdf

FINANCING: -

1. As with any other Council service, the staff costs are met from the general budget and financed by the Parish precept. There is also an annual budget allocated for 'youth development' to fund items of equipment and sundry expenses, and to subsidise the occasional; outside trips.
2. The youth currently pay for refreshments/tuck provided onsite, and are expected to make a realistic contribution to the cost of external trips - it is recognised that some of the youth are not able to pay. When the new building is in operation, a flat rate admission fee (projected at £1 per session) will be payable by all participants, as a contribution toward the running costs of the facility.
3. It is envisaged that with the new building, the youth and staff will engage in active fund raising, through grants, one off donations, sponsorships to improve facilities, equipment and to fund activities. (A specific cost code may need to be created in the Council's accounting system to allow for the ring-fencing of any such funds raised).

PUBLICITY: -

FRPCYS did not originally feel the need for external publicity - the availability of the service has been spread by word of mouth and the youth that have left have been replaced by the next group as time has elapsed. The staff will promote the facility in the local schools, over Facebook, through posters, the Council website and external media. All done in conjunction with staff and Localism Committee. By going to the schools, it will give the 12 - 15 years an opportunity to get familiar with what will be available and to dispel and preconceived ideas, also offering them the chance to ask questions.

LONG TERM PLANNING: -

1. FRPCYS will continue to be a major service provided by the Parish Council, as an investment in the youth of the community.
2. It is envisaged that membership will expand with the new building and that there will be a need to be a review of the facilities and staffing levels.
3. It is also likely that when the need arise that formal training will need to take place for affiliation with appropriate national networks.

4. It may well be advantageous for the youth supervisor, the Chair or other member of the Localism Committee and Chair of Finance to meet on a regular basis from the outset of the new building to evaluate the service and consider ways consider ways of improving and/or expanding it - thus keeping with the Council's overall commitment to the community.

Service plan drafted by the YOSS working group
(Cllr Josephson/ Cheryl Hawkins/ the Clerk)
October 2018

YOUTH SERVICE POLICY

David

You asked for comments on the above to put in writing so here goes.

1. You and I have spoken about qualifications for the youth workers and you have advised me that none are required not even for the main Youth Leader, which does surprise me. It may be worth the Youth Leader having some qualification in case Council either now or at some point in the future decides to include other activities for the youth which do involve a qualification being in place, although this would involve a cost to the Parish Council.
2. Is Council happy to endorse the Youth Leader's suggestions as the service being run as a drop-in centre only? Have the youth been asked what they want? Does the Council wish to consider offering other activities, eg the Bronze Duke of Edinburgh award in the first instance, for one? This award was offered in the previous youth service run by ESCC and proved popular as young people either were unable to join in the one run by their school due to its popularity or their school did not offer it. This would involve commitment by the youth workers and training and a cost to the Parish Council. I would like to see it run as a mixture of drop-in and structured sessions.
3. It is proposed that the youth service will run as a drop-in centre for two age groups – 12-14 and 15-19 – and involve 11 sessions per fortnight, one of which is on a Saturday for 50 weeks per year. Is the present venue open during school holidays as it seems sometimes it is and sometimes it isn't? My feeling is that this is too many. If something is on offer all the time, it becomes boring (only human nature) and this is a cost to the Parish Council which needs to be considered by Council. Other youth services now running in surrounding villages are only open once or twice a week, run by volunteers and are proving very popular, whereas from what I understand the numbers attending the present venue are falling. Hopefully this will reverse once the new building is open. A way forward needs to be considered in case this does not happen.
4. It has been reported that on average 12 youths attend each session and I understand at the time of writing that there are no sessions being run for the 15-19 age group as they are not attending. Why are there so few youth attending? Have steps been taken to discover why and what could be offered to attract them? Have other local youth clubs been visited to see what they offer? Council needs to know the exact numbers attending per session in order to make any informed decisions. Is there a need to offer other attractions, eg themed evenings such as films, make-up sessions etc to encourage the youth to come along? The National Trust runs a scheme for young people and as Standen is on Forest Row's doorstep, might it be useful to contact them?
5. There seems to be reliance by the Youth Leader on attracting youth from surrounding villages to help make the new building pay. Is Council happy with this view? Is Council happy with the new venue becoming a hub for youth for the whole area (it could have unseen consequences)? If this did occur, would Council be happy to absorb the cost or approach those town/parish councils for a contribution to the running costs?
6. If Council decided to reduce the number of sessions, even on a temporary basis, what is the position with the staffs' contracts?
7. Council is due to spend a maximum of approximately £26,000 on youth workers' salaries alone in 2019/20 if the maximum number of sessions is run, plus the provision in the budget for youth provision, for a small number of youth. If this amount of money is being spent I would like to see the present number of sessions reduced and help being offered to other youth organisations in the village. A far greater number of our young

people attend these than attend the present youth club. For example, as the council is purchasing a new and larger mower, the council could pay for the cutting of Medway Park as its contribution to the youth who attend the junior football club or the Brownies could be offered the use of the venue for their meetings each week. Those costs could come out of the youth budget and the money saved on youth workers' salaries.

Cllr Jane Wogan
23rd February 2019

YOUTH SERVICE POLICY

David

You asked for comments on the above to put in writing so here goes.

Please see The Youth Team's comments below in red.

1. You and I have spoken about qualifications for the youth workers and you have advised me that none are required not even for the main Youth Leader, which does surprise me. It may be worth the Youth Leader having some qualification in case Council either now or at some point in the future decides to include other activities for the youth which do involve a qualification being in place – **such as?**, although this would involve a cost to the Parish Council.

Would the concerned Councillor please explain what qualifications she is seeking?

As it stands the team that are onsite, now, have various qualifications between them that cover the remit required for the now running of the Venu. We also adhere to the FRPC policies.

We are very willing to do any and all training that relates to Youth work!

The Clerk has encouraged us to do training when it arises and when there is a budget for it

The Youth Leader is a qualified nurse and social worker and has worked with Youth on and off for many years, other members too have been involved in youth projects/centres/funding/ job seekers etc.

Our training/ qualifications to date are: –

Anger management, nursing, CQSW, mental health, first aid, food hygiene, vulnerable adults, self-harming, child protection, running a centre and staffing care, NCFE, TA training, development work and community work - to mention a few!

2. Is Council happy to endorse the Youth Leader's suggestions as the service being run as a drop-in centre only? **We don't believe a 'drop-in' centre has been mention in the report document?!**

It is what we are doing now but will be open to events and informative sessions, as there are many local people that have offered their services pertaining to:- music, drumming, counselling, yoga, Tai Chi, Drama, budget, life-skills, pamper evenings, make-up nails and films - to name a few, Have the youth been asked what they want? Yes of course they have!

They are very happy to have a place to 'Be', chat, mix with their peers, play games, have discussions, have a designated space for them.

They have stated they have a lot of 'structure' in their lives already – school, home life, out of school activities – they are not keen on more. Does the Council wish to consider offering other activities, eg the Bronze Duke of Edinburgh award in the first instance, for one?. This award was offered in the previous youth service run by ESCC and proved popular as young people either were unable to join in the one run by their school due to its popularity or their school did not offer it. This would involve commitment by the youth workers and training and a cost to the Parish Council.

This is a brilliant idea and we are willing to investigate what that means with regard to staff input, cost etc We will ask the youth if they are interested in that.

I would like to see it run as a mixture of drop-in and structured sessions.

3. It is proposed that the youth service will run ~~as-a-drop-in-centre~~ for two age groups – 12-15 and 16-19 - and involve 11 sessions per fortnight, one of which is on a Saturday for 50 **(we are only contracted for 48 weeks a year, at the moment)** weeks per year. Is the present venue open during school holidays as it seems sometimes it is and sometimes it isn't? **Yes, the Venu is open but because we only have 48 weeks we**

have tried to close when the impact is less for the Youth, so we are closed for a week at Easter, first and last week of school summer holidays and one at Christmas. The Youth use the service and are very grateful for it.

Please let us make it clear this service has not been used by the privileged youngsters, some do come in, but it has been mainly attended by the under-privileged and or the Youth that want somewhere to go. My feeling is that this is too many. If something is on offer all the time, it becomes boring (only human nature) and this is a cost to the Parish Council which needs to be considered by Council. **The Youth DO NOT find this service boring!** Other youth services now running in surrounding villages are only open once or twice a week, run by volunteers and are proving very popular, whereas from what I understand the numbers attending the present venue are falling. Hopefully this will reverse once the new building is open. A way forward needs to be considered in case this does not happen. **As stated, many times about the numbers, there have been many reasons for the wavering attendance – but we know with confidence that that will change once the new build is up and running.**

4. It has been reported that on average 12 youths attend each session and I understand at the time of writing that there are no sessions being run for the 16-19 age group as they are not attending. Why are there so few youth attending? **As explained, many times before, there are reasons beyond our control as to why youth come and go, winter, darkness, cold, school work, – recently it is because we had a large group of youngsters that were with us for a number of years and they grew up, had exams at schools, got part time jobs – and just moved on for a time. They are still keen but because we started getting younger ones interested, we needed to change the time slots for the appropriate age, as we are paid to be onsite, we needed to have youth to use the service. The youngster's numbers increased. There were, at that time, staffing issues, so cover was not always easy for the later shifts (that has now been resolved).** Have steps been taken to discover why and what could be offered to attract them? Have other local youth clubs been visited to see what they offer? **We have been in contact with other youth clubs and youth workers – Hartfield, Ashurst Wood, DaneHill - and will get back in touch once settled. We will resume our contact and work together, as and when.** Council needs to know the exact numbers attending per session in order to make any informed decisions. Is there a need to offer other attractions, eg themed evenings such as films, make-up sessions etc to encourage the youth to come along? The National Trust runs a scheme for young people and as Standen is on Forest Row's doorstep, might it be useful to contact them? **Thank you for the idea, Yes, this can be investigated but if it is too structured it will not be attended.**

Please try and remember that this service is given and run on what suits and fits – what is wanted - by our Youth/ youngsters - not wanting to repeat ourselves! it is based on them just 'being themselves' and enjoying sharing with each other, meeting with each other, listening to music, drawing, playing cards/games, interacting and chilling – which is keeping them off the street and out of trouble!

5. There seems to be reliance by the Youth Leader on attracting youth from surrounding villages to help make the new building pay. **We will not be relying on 'outsiders' to make the building pay – it will pay for itself.**

Please let us give it a go and if after 6 months it does not go well then we can review – nothing should be written in stone – no reasons 'why not' ! Is Council happy with this view? Is Council happy with the new venue becoming a hub for youth for the whole area (it could have unseen consequences)? **Such as???**

We have had the East Grinstead teenagers down before, (after the Wallis centre was burnt down) after a very short while they became part of us all – it helped

with the relations between the EG and FR youth, they were very respectful and were happy to help clear up, they were polite and considerate and they trusted us and spoke with us about all sorts of things, which the Youth do when they feel Safe!

If this did occur, would Council be happy to absorb the cost or approach those town/parish councils for a contribution to the running costs? **Again, that is a good idea, if a group of youngsters come along from different parishes as happened with Hartfield until their funding dried up – so could be looked at for the future.**

6. If Council decided to reduce the number of sessions, even on a temporary basis, what is the position with the staffs' contracts? **It has been decided that the sessions would be as follows:-**

Mon, Tues, Wed – 12-15yrs 330pm to 630pm.

Thur, Friday – 16 -19yrs – 7pm -10pm.

We will also do alternate Saturdays (time to be confirmed) This can always be reviewed and updated

7. Council is due to spend a maximum of approximately £26,000 on youth workers' salaries alone in 2019/20 if the maximum number of sessions is run, plus the provision in the budget for youth provision, for a small number of youth. If this amount of money is being spent I would like to see the present number of sessions reduced and help being offered to other youth organisations in the village. A far greater number of our young people attend these than attend the present youth club. **There is no facility for the youth that do not, play, cannot afford to attend the other clubs, which can be costly and have a set structure – like cubs/scouts/brownies, football/cricket** For example, as the council is purchasing a new and larger mower, the council could pay for the cutting of Medway Park as its contribution to the youth who attend the junior football club or the Brownies could be offered the use of the venue for their meetings each week. **The use of the Venu must prioritize our Youth, as it was set out to do so/be so. If others like the Brownies want to use it, they can fit round our opening times – perhaps they can hire the space free of charge then the Council will be supporting them, if they are not doing so already?! Those costs could come out of the youth budget – if said councillor would look back over the years she would see that we have not spent a great deal of the youth budget so it has gone to other areas of expenses. The Venu has, up until recently, had second-hand items, donations including furniture, TVs, computers, games etc.** and the money saved on youth workers' salaries. **Why is it that this comes up continually? Other services cost the parish council far more money, in salaries, time and effort than we do – so we are assuming that all your services come under the same scrutiny?!**

We feel unappreciated, mistrusted and not considered an asset. With constant questioning about our qualifications and salaries -there seems to be a serious lack of regard of our capabilities and worth.

As mentioned before - £26k for 6 people is not a lot of money for the valued service which we provide. Volunteers do NOT have the consistency, time and commitment that we have shown and have.

We are very proud and pleased of what we have achieved and how different the Venu is now run, the consistency, the care, the trust we have built up with our service users is second to none – WE understand their needs and have been there for them in their times of need. They are appreciative, grateful, considerate with each other, with us and respectful with each other and us and adhere to the basic rules/guidelines of use at the Venu – they have been promised a youth service and a decent building which they can make/call their own – surely we need to honour that promise now.

We are very excited about the new building and are looking forward to all the possibilities that it holds for our youth and other projects in our village which, when the money starts rolling in, can be set in motion – as an aside - perhaps turning the old Venu into a modern building for the Brownies, for example

The Forest Row Youth service offers more than all the above it offers our future generation the opportunity, space, to know themselves, get to know each other and grow naturally.

Cllr Jane Wogan
23rd February 2019

The Venu Team
9th April 2019