Forest Row Parish Council

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

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

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

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

Dear Sir/Madam,
Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on

Date: 22nd July 2020

TUESDAY 28th JULY 2020 via Zoom at **7.30 PM.**

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 Meetings of Council on 19th May 26th May & 16th June 2020
   - 3.2   To consider any objections to deletion of the digital transcript of those meetings
4. CLARIFICATION OF ACTIONS FROM THE ABOVE MEETINGS
5. TO NOTE AND APPROVE LIST OF DELEGATED DECISIONS
6. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
7. CHAIRMANS COMMENTS

TO NOTE REPORTS

8. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION:
   - 8.1   External audit & public inspection
   - 8.2   Outdoor works
   - 8.3   Re-opening the Community Centre
   - 8.4   The Community Consultation
   - 8.5   Current financial situation
   - 8.6   The old Venu building
9. COUNTY/DISTRICT COUNCILLOR(S)
10. CHAIRMEN OF STANDING COMMITTEES
11. REPRESENTATIVES ON OUTSIDE BODIES (if any)

MATTERS FOR CONSIDERATION / DECISION

12. To ratify the insurance option re the fidelity guarantee
13. To confirm the option for the new website and authorise its implementation
14. To resolve re the Annual Parish Meeting & Autumn Reception
15. To resolve re the principle and process for co-option of new Members
16. To consider and resolve on support for Forest Row Business re-opening proposal
17. To consider and resolve on support for two environmental campaigns
18. To consider and resolve on a proposal for a working group to evaluate the evidence on 5G
19. To consider proposals for application of a legacy

20. NOTICES, CONSULTATIONS & CORRESPONDENCE (IF ANY)
21. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE.

"This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or parishclerk@forestrow.gov.uk) for the access codes."

FULL COUNCIL

BACKING PAPERS FOR MEETING 28th JULY 2020

	Description	Page nos
	Clerk's briefing note	1-4
5	List of delegated decisions	5
8.3	Returning hirer questionnaire	6-7
12	Fidelity Guarantee insurance quote	8
13	Website presentation & quote: Blue Level	9-24
	Website presentation & quote: Vision ICT	25-28
	Website: recommendation plus points	29
16	Business re-opening proposals (D/Cllr Patterson-Vanegas)	30-32
	Business re-opening proposals (Cllr McNally)	33-35
	Observations on Cllr McNally proposal no.1	36-37

8.5 <u>Current financial situation</u>. We have clearly taken a 'hit' on operational income during the pandemic, with the closure of our hiring spaces, and rent concessions to tenants. We have received some extra income in grants, and postponed staff salary increases, but have also incurred some extra expenses, such as the helpline. The Finance Committee resolved on 7th July that Chairs & Vice-chairs would meet to review the overall position, followed by a meeting of all Councillors. These will be set up after the July accounts are complete.

8.6 <u>The old Venu building</u>. The final details of a longer term lease remain to be settled, but in the interim, the proposed tenant has asked for access on a hiring basis, so that activities can commence on a limited basis. A licence agreement to commence on 1st August has been drawn up and accepted.
ACTION: to note (queries as appropriate)

9.   **COUNTY & DISTRICT COUNCILLORS**   Councillors from the principal authorities have been invited to attend via Zoom, but at the time of drafting this note, it is not known how many will join the meeting.
ACTION: to note (queries as appropriate)

10.   **CHAIRMEN OF STANDING COMMITTEES**   Committee activity has been virtually dormant since the onset of the virus outbreak, so formal reports have not been requested. The Chairmen of their respective Committees have been invited to give an oral report on any matters of relevance.
ACTION: to note (queries as appropriate)

11.   **REPRESENTATIVES ON OUTSIDE BODIES.** Any Members representing the Council on outside bodies who have relevant matters are invited to give an oral report to the meeting.
ACTION: to note (queries as appropriate)

MATTERS FOR CONSIDERATION/ DECISION

12.   **TO RATIFY THE INSURANCE OPTION RE FIDELITY GUARANTEE**
The internal auditor recommended last year that we should increase the amount covered by the fidelity guarantee in the insurance schedule (at an additional premium). The Finance Committee chose this option and Council is asked to ratify that option for the records.
ACTION: to resolve accordingly

13.   **TO CONFIRM THE OPTION FOR THE NEW WEBSITE & AUTHORISE ITS IMPLEMENTATION**
The office investigated various alternative providers for the replacement website, looking for an attractive design but tailored to the local council sector, with ease of access for both users and administrators. It came down to a choice of two, whose quotes are attached, with an evaluation, to the backing papers. *The office firmly recommend the Blue Level option.* Although this will mean a four-figure expense, we cannot really postpone implementation, because of the accessibility regulations which come into force shortly.
ACTION: to resolve accordingly

14.   TO RESOLVE RE THE ANNUAL PARISH MEETING AND AUTUMN RECEPTION
The Annual Parish Meeting for 2020 was scheduled for May but did not take place due to the pandemic. Under the Coronavirus Regulations, the Annual meeting can be either postponed or cancelled for this year. For Council to decide. Similarly, we need to take a decision about whether the Autumn Reception will take place, and if so, in what format.
ACTION: to resolve accordingly

15.   TO CONSIDER & RESOLVE ON THE PRINCIPLE AND PROCESS OF CO-OPTION
We currently have two casual vacancies on the Council, due to the resignations of Jacqueline Royall & Delia Rosenboom. No by-elections have been requested by the requisite number of electors, so co-option remains possible (though not obligatory). For Council to decide on whether they wish to proceed to co-option, and if so, when and how. [Council previously expressed a wish to co-opt, but because of the subsequent resignation of Delia Rosenboom, the question has been opened up again].
ACTION: to resolve accordingly

16.   TO CONSIDER & RESOLVE ON FOREST ROW BUSINESS RE-OPENING PROPOSALS
The Amenities Committee considered on 22nd July proposals for use of Council open spaces to assist in the re-opening mainly of hospitality outlets. However, proposals made through the District Councillor and also Cllr McNally go further, with suggestions for other activities and uses of space, and Council is asked to consider whether and how these might be supported. Copies of the documents are attached, with some observations by our Market Manager.
ACTION: to resolve accordingly

17.   TO CONSIDER AND RESOLVE ON SUPPORT FOR TWO ENVIROMENTAL CAMPAIGNS
Two environmental campaigners have asked to make a brief presentation to Council during public questions about the issues they represent, and are seeking Council's support for their campaigns.
ACTION: to resolve accordingly

18.   TO CONSIDER AND RESOLVE ON A PROPOSAL FOR A WORKING GROUP TO EVALUATE THE EVIDENCE ON 5G.
On 26th November Council voted on the 5G issue:
"Forest Row Parish Council will not take a stance on the rollout of 5G until there is independent scientific evidence as to its safety"
and this was endorsed by Council on 26th May. However, three Members have suggested that the issue is significant enough to justify our examining the evidence in the public domain first-hand to further our understanding, and that Council should commission a working group to do this. [Note: this is not a challenge to the resolution of 26th November and therefore does not fall foul of Standing Order 8].
ACTION: to resolve accordingly

19.   TO CONSIDER PROPOSALS FOR THE APPLICATION OF A LEGACY
At its meeting of 17th September 2019, Council resolved in respect of the legacy received:
"C256/19 TO CONSIDER THE APPLICATION OF A BEQUEST … Proposed that Members be given time to think about this outside the meeting and submit their suggestions to the Clerk for consideration at the next meeting."

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This action has now been carried forward for several meetings and needs a definite decision.
ACTION: to resolve accordingly

20. **CORRESPONDENCE, NOTICES, CONSULTATIONS**
At the time of drafting these notes there are no items which have not already been circulated to Members via Reading or Briefing.

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

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FOREST ROW PARISH COUNCIL

ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 16/03/2020   to: 22/07/2020

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
NONE				

FOREST ROW COMMUNITY CENTRE & VENUe
POST COVID-19 QUESTIONNAIRE FOR RETURNING HIRERS

In order for the Council to make a robust plan of action in readiness for any proposed re-opening, it would be very helpful if you could complete and return the following questionnaire.

This can be via email, or paper versions can be left at the Parish Office in the Community Centre

Name of Group:

Name of person completing form:

Address:

Email:

Home / Mobile Tel:

	Please tick/mark appropriate answer	
1.	How likely are you to return to use the centre?	Very likely Not likely Maybe
2.	If you wish to return when would you consider returning?	July Aug Sep Oct Later
3.	When you return would you wish to hire the centre for normal sessions or would you like something different?	Normal Different
4.	Which day of the week do you prefer to hire the hall?	
5.	What is your preferred time for hire? Must include time for: • Setting up • Packing away • Sanitisation of any equipment stored in centre	From To
6.	Can you be flexible with hire times?	Yes No
7.	If only a morning, afternoon, or evening slot available which would you prefer?	Morning Afternoon Evening
8.	Which rooms are required? (Please note – rooms not required will be secured)	Main Hall Garden Room Rose Room Spring Room VENUe Kitchen Treatment Room

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9.	Premises equipment needed. (Specific numbers will enable efficient use of cleaner's time).	Number of Chairs Number of Tables Specific kitchen equipment Use of dishwasher Other
10.	Any equipment stored at hall will need to be sanitised before and after use and will be the responsibility of the hirer to ensure this takes place after every session.	Name of person taking responsibility …………………………………
11.	Will Group require use of car park (or games area)? Please state which	Yes No
12.	Any matters not covered above:	

PLEASE NOTE:

a) The hall will be: cleaned once per day by the caretaker – regularly used surfaces and toilets - including floors. The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire. Sanitiser or soap and water will be available on entry and exit to the building

b) Access will only be allowed during the specific time of hire.

c) Persons waiting to collect hall users should adhere to social distancing outside the building or remain in vehicle.

d) A group risk assessment will be required for facility usage

e) Isolation facilities will be available in the treatment room

f) The hire charge of the building will remain the same as before the outbreak. All organisations and groups will be given due warning of any increase.

To comply with Government advice, the Council wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. A risk assessment will be available but may be subject to change at any time in line with Government guidelines.

The Council uses personal data for the purposes of managing hall bookings, finances, events, and publicity.

Please tick **here** ☐ to indicate that you agree to us holding your data for booking purposes

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David O'Driscoll

Dear David,

I should also have advised the premium if you increased the Fidelity Guarantee limit from £150,000 to £300,000:

Option 1 as quoted - FG at £150K

- Hiscox - £7,090.61 + £75 fee = £7,165.61

~~Long Term Agreement Option~~

~~In order to ensure rate stability, Forest Row Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox, at an LTA premium of £6,811.08. This means Forest Row Parish Council will commit to keep their policy with Hiscox for the period of the LTA, which will expire on~~.

Option 2 - FG at £300K

- Hiscox - £7,301.05 + £75 fee = £7,376.05

~~Long Term Agreement Option~~

~~In order to ensure rate stability, Forest Row Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox, at an LTA premium of £7,011.00. This means Forest Row Parish Council will commit to keep their policy with Hiscox for the period of the LTA, which will expire on.~~

Regards,

Kevin

Kevin J Millard Cert CII
Account Executive – Community

came&company
local council insurance
A Gallagher Company

D 01483 462 897
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kevin.millard@cameandcompany.co.uk

Came & Company
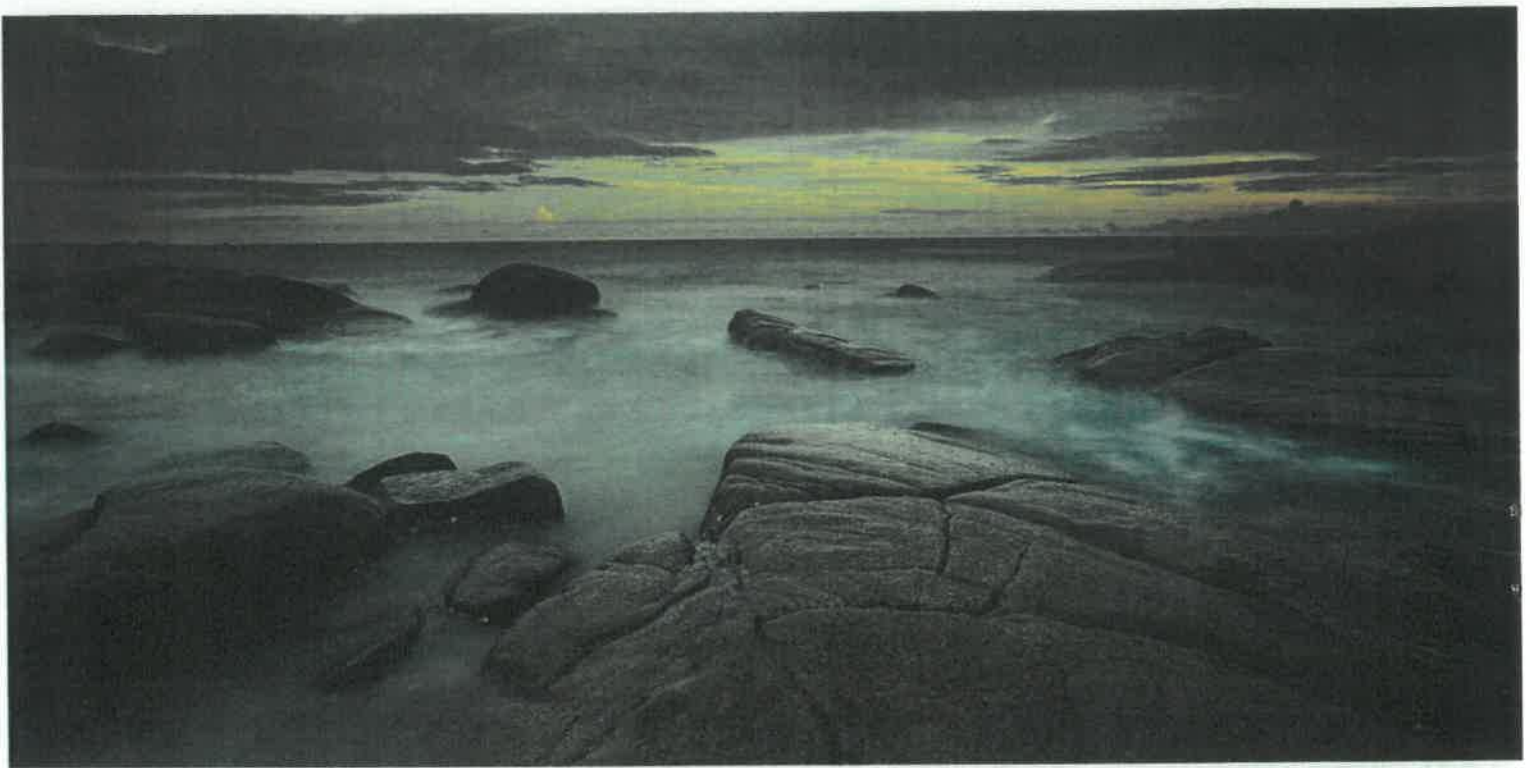Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY
www.parishinsurance.co.uk

bluelevel

FOREST ROW PARISH COUNCIL
WEBSITE DEVELOPMENT PROPOSAL

WE DESIGN, BUILD AND SUPPORT
BEAUTIFUL
DIGITAL SOLUTIONS

WHY BLUE LEVEL?

We work with a large number of highly renowned clients, from the Public Sector to Education, from Large Corporate clients to Local Charities. so we are highly experienced in understanding the challenges faced by various clients. We are able to offer outstanding website solutions that transforms communication both internally and externally. This is why we believe we are best suited to providing you with the website you are looking for.

Due to our personal and thorough commitment to providing an excellent service, we have worked for many of our clients for a number of years, building up lasting long-term relationships. Our public sector clients include:

Lyme Regis Town Council
Dorset Local Enterprise Partnership
Swanage Town Council

Our fantastic track record means that the majority of our work comes from personal referral and recommendation from our existing customers. Clients like what we do and how we do it, so they feel confident recommending us to others.

Our experience with large organisations stands us in great stead in being able to bring a very cross-sector approach to design and development.

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We love to 'solve problems' and one of our key aims to create consolidated solutions, avoiding the need for separate 'portals'.

To this end we have extensive skills and experience in integrating 3rd party applications seamlessly into our digital solutions including O365 and e-commerce functionality to create truly transparent and user-centric systems.

Finally, we have been 'doing this' for a very long time!

The company celebrated its 23rd birthday on 1st March 2020 and our experience and consultancy has been extensive since then; our longevity and breadth of work accomplished is testament to our client relationships above all things.

HOW WE CAN MEET YOUR REQUIREMENTS

We use our own market-leading bLive content management system (CMS) to support a content-rich site with a high degree of functionality as part of its core, as opposed to other CMS's that have to rely on plugins. Using this will enable us to offer all the features that you have requested and more.

The key features that we envisage for your new site based on your brief are:

- A unique, exciting and visually arresting design

- An intuitive and user-led navigation architecture ensuring ease of use and accessibility

- Utilising bLive CMS to underpin the site to ensure ease of administration by multiple roles of users with minimum training required

- Straightforward creation and updating of pages with a familiar template-based design and easy to use, drag and drop page editing. Bespoke templates can be created for a people directory and an organisation chart

- Easy integration of third party calendars, styled to fit with your site e.g Office 365, Google

- A bespoke newsroom function allowing you to professionally publish your news and events, including headlines, creation of news categories to feature specific content.

- The ability to use photos and images in imaginative ways, displaying them in multiple viewing formats with carousel and slideshow options

- Full search function across the site content for easy user access

- Multi-hierarchy page security to allow content to be secured against login credentials, all easily configurable by administrators. This allows secured portals or workspaces to be created and maintained for different teams and departments

- We ensure WCAG2.1 compliance by using the automated tools selected by gov.uk

- We don't stipulate any support contracts due to us providing training to staff members on the content management system prior to going live. If you wanted to purchase support then we offer banks of support time starting at 10 hours at a cost of £800+VAT. Our banks of time are non-expiry so will be available for you to use providing there is time available.

OUR TEAM

TIM MARCUS
Managing Director

Tim has been MD of Blue Level since its inception and has been working in the digital industry for more than 20 years. Tim also works for the Cabinet Office advising on digital solutions within Government and internationally.

ED ROBERTSON
Lead Technical Architect

Ed has been leading development in Blue Level for nearly 10 years specialising in .NET development. Ed's oversight is key to our team's continual development roadmap and in creating cutting edge bespoke solutions.

DAVE SMITH
Delivery Manager

Running the BL engine room and ensuring that we all work on budget and on time, Dave brings a raft of experience to our project management. During your project and beyond, it's likely to be Dave who's the one that you'll be speaking with - a lot!

CHER MARCUS
Finance Director

Handling the management of the office and it's finances, Cher has been ensuring the smooth running of Blue Level since we started. With a background in management accounts she ensures that we stay on an 'even keel'.

ANDY MUTTER
Web Designer & Developer

Andy has been leading our design team and developing our sites for the past 7 years. With skills in both design and programming he works closely with clients to help deliver a user focused, holistic solutions that are graphically stunning and fully user driven..

DESIGN & DEVELOPMENT PROCESS

Having worked with such a broad range of business and education organisations for a long time, we like to think that we can very quickly gauge your style to enable us to approach the project from a truly holistic viewpoint as opposed to a feature-focused project plan. Initial on-site meetings and fact-finding sessions are highly valued by us so we can get to know your organisation and how you like to work.

These planning meetings will be geared at fully scoping out the more detailed elements of the project, such as the various integration levels required for the third party applications along with planning how users want to access your site and working out how to make it an easy and fulfilling process as possible.

The meeting will also put into action initial thoughts about the content for the site, how much is being directly transferred, how much is to be rewritten and from that, putting together the associated timescales and responsibilities that this brings.

From this point we will tweak the designs until you are fully happy in how the site will look and only then will we build in the underlying architecture and functionality.

We will also be looking at how best to integrate and utilise various media formats within the core site design. The use of video is clearly becoming more prevalent and the way that video is displayed within the site, whether it forms part of the core design (some sites use video backgrounds for example), will be something that is high in our design 'spec' list when we are developing the initial concept and workflow planning.

The design aspect will also contain full compatibility with responsive site layouts, therefore it will be resized and adjusted dependent on the screen, device and platform being used to view the site.

As a business we pride ourselves on our client relationships and having a collaborative input where everyone is involved. At the beginning of the project we ensure this is the case by sharing a Google Drive which will contain all the folders and information that we will require from you and we will provide step by step actions across the duration of the project to easily follow.

Alongside the planning and design process, the core bLive CMS will be developed to your technical specification, creating your full system functionality.

We work using an Agile project methodology and we will therefore deliver elements of the full project at preset intervals within the project time scale. In reality, many of these will come at once, with the more bespoke elements of the site development sitting further along the project timeline.

We will ensure that we liaise closely with your internal IT department and stakeholders, especially during the time when templates/skins and functional integrations are happening between the third party applications.

Due to the way that bLive is developed and can be deployed, we will quite quickly be in a position where the core system is in an Alpha usable state and will allow both of us the ability to start impact testing the structure, along with beginning the content migration and population.
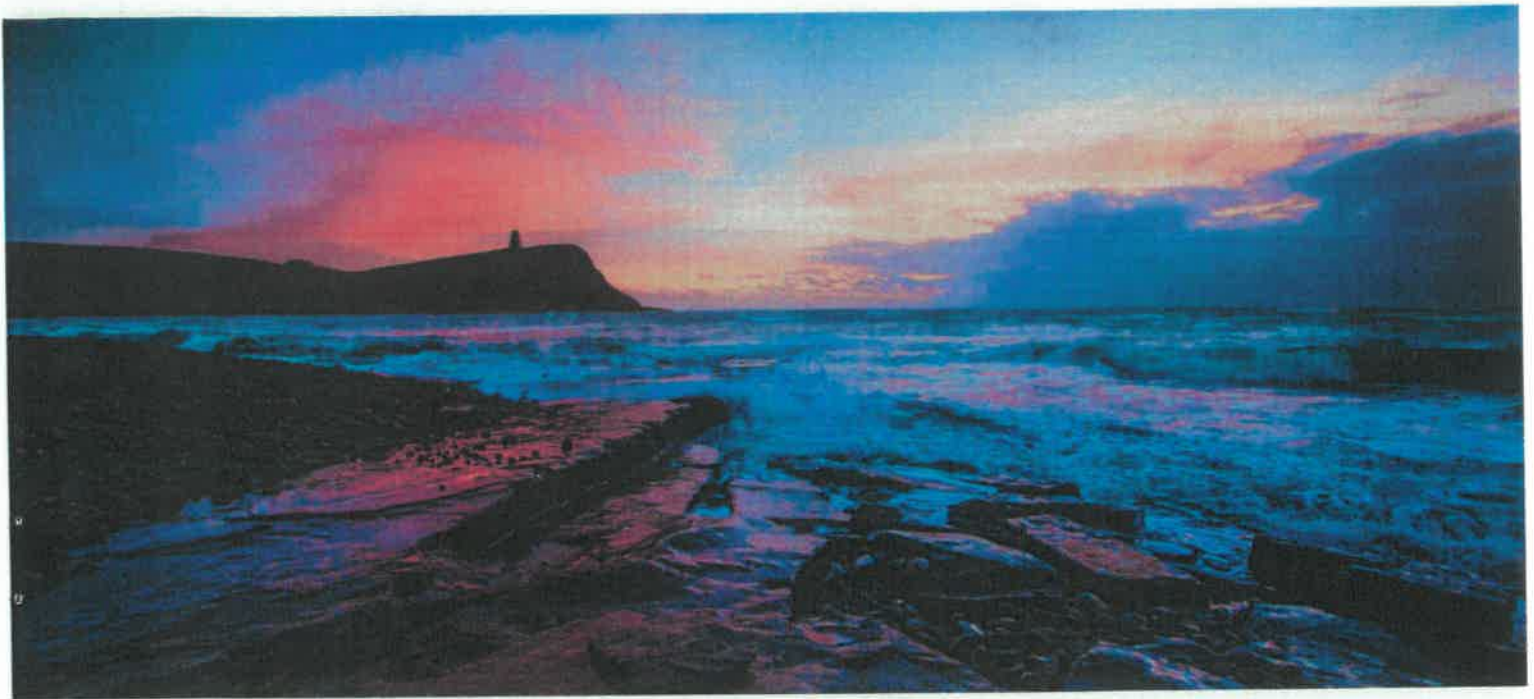
DELIVERY AND TESTING

Once the design has been populated with images and text content, the website starts to take shape. At this stage, tweaks can be made to fine tune how the website functions, aiming to make it as readable, accessible and user-friendly as possible.

As soon as all stakeholders are happy with the website, the site can be tested, We undertake a number of tests to ascertain that all is functioning as expected, across all screen sizes and a variety of browsers.

This is undertaken to ensure that the final product, when it is made live, is as robust as possible and works as planned from day one.

ONGOING SUPPORT

Launching the website is the beginning not the end. More content and functionality should be added as requirements change and develop. We offer full technical support, available as a 'bank of time' or on a monthly retainer. This means that you can always rely on us to ensure the smooth running of the website and our support when you need to make changes.

Support packages are client-driven. Choices include purchasing banks of non-expiry support time (normally in 10 hour chunks), and retained monthly support (X hours or Y days per month).

Chelsea Independent College

Chelsea Independent College is one of two prestigious independent schools in London, owned by **Astrum Education** and caters for pupils aged 14 to 19, who come from more than 30 countries, while **Kensington Park School (KPS)** is a new school for boys and girls aged 11 to 18.

THE STORY

Having designed and developed the website for KPS, we were commissioned to redevelop the Chelsea Independent College site to create something that was easy to navigate, had clear, concise content, and was presented in a dynamic and visually stimulating way. As an independent day and boarding college for students aged 14 to 19 years, it was also important to ensure that the site was appealing to both parents and teenage, digitally astute students. As a prerequisite, all our sites are designed to work as well, if not better, on a mobile device as they do on a desktop computer.

The website combines bold images of staff and students with visually stunning photographs illustrating the appeal of its central London location. It makes the best use of our news feed designs, utilises video content to give students a real feel for the facilities and importantly is packed with relevant, informative content about the college's courses.

THE FEEDBACK

"Our newest site has been such a triumph that everyone in our company from stakeholders to new staff, to competitors and customers have all commented on the ease of use and the fantastic look of the site. We are thrilled with the results and are very much looking forward to working with Blue Level again soon."

International Marketing Manager, Astrum Education
Alex Buckingham-Bullock

SUMMARY OF FUNCTIONALITY

Against your original requirements specification and additional features:

CMS Main Features	Core bLive Feature?	Notes
WYSIWYG Editor	Yes	
Easy to update - no programming experience required	Yes	
Unlimited web page creation	Yes	
Be able to host multimedia	Yes	*bLive can handle full video embedding and streaming. For true and high performance video streaming we would suggest using Vimeo Pro to stream from (£200/annum). Examples of the quality can be seen with the homepage video at www.thehampshireschoolchelsea.co.uk*
Unlimited photo galleries, with choice of image sizes	Yes	
File management – easy to use folder system for uploaded files/images	Yes	
Workflow or content management procedures	Yes	
Interactive location map	Yes	*We tend to utilise customised Google maps which we can use overlays to create dynamic hotspots or links*
All but the most complicated of website revisions capable of being done by your own staff.	Yes	

Mailing list software integration	Yes	*bLive offers a direct link to Mailchimp accounts allowing signups from the website directly into specific Mailchimp lists*

Blogs, Podcasts, Links:

Capacity for Blogs/subsites	Yes	
Automated archives	Yes	*Articles can be set to expire on a certain date*
Blog comment moderation	Yes	
Links to Facebook / Twitter / YouTube and other external sites with or without appropriate logos	Yes	

Calendars and Events: Yes

Integration with iSams and Office 365	Yes

Integrated Form Builder:

Unlimited forms	Yes
E-newsletter sign up (possibly multiple)	Yes
Export entries via a form submissions table	Yes

Search Engine Tools:

Web friendly sitemap	Yes
Custom metatags	Yes

Users and Permissions:

Control who edits and views the site	Yes

Password protected areas	Yes	
Ability to upload zip files	Yes	

Hosting Features:

Our site must adhere to all current and proposed data storage/usage and cookie regulations	Yes	
Web browser compatibility with all current browsers	Yes	
Mobile/Tablet responsive pages - not just mobile friendly	Yes	
Reliable and accurate integrated site search	Yes	
Integrated site statistics package/Google Analytics to be available	Yes	
Ability to (bulk) upload directly to our web-server, without going via CMS for document/file uploads etc	Yes	

Annual Support:

Domain renewal (existing)	Yes	*We will assume that you will continue to manage this; we do offer domain name renewal if needed*
Hosting	Yes	*We offer fully managed hosting at an annual charge (Year 2 onwards) of £500+VAT/annum*
Daily backup and recovery	Yes	

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TIMEFRAME

To complete the work outlined in the project scope, we'll need approximately 4 weeks from beginning to end, depending on when we receive feedback at each milestone. Upon signing the proposal we are prepared to start work immediately.

Phase	Week
Discovery Meeting	1
Initial Design Concepts	2-3
Development Phase	4
Content Input	5
Testing	5
Launch Website	6

COST BREAKDOWN

Based on the supplied brief and experience of similar sized projects we would propose the following close estimate which would then be distilled into a full functional statement of works upon contract award.

We always work on fixed project costs at a reduced development rate.

Costs for core development of website

Description	Price	Qty	Subtotal
Design Phase	£427.50	1.5	£641.25
Development Phase	£427.50	4	£1,710.00
Content Input	£427.50	2	£855.00
Testing	£427.50	1	£427.50
Total		**8.5**	**£3,633.75**

All above costs are exclusive of VAT @ 20%. Standard payment terms are 50% at contract award with balance at launch, other terms are available upon request.

Costs for additional functionality

Description	Price	Qty	Subtotal
Powr.io social media feed for Parish Council and Market pages	£150.00	1	£150.00
Total		**1**	**£150.00**

The costs for Powr.io social media feeds are an ongoing annual cost of £150.00 plus VAT which would be added to the annual hosting bill.

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Tender Submission: Forest Row Parish Council

Vision ICT is delighted to put in a tender for the potential new council website development.

Vision ICT Ltd is a well-established and trusted website company working with over 700 local councils. We are now recognised as the most experienced website provider to your sector and work closely with both NALC, KALC and the SLCC. Our fully responsive websites go beyond a functional, basic method of publishing information online, and offers an interactive, multi-faceted websites that will inform and inspire your Council and community.

How would we wish to achieve this? Through our desire to work in full partnership with you to ensure that working as a team, your new website will meet all your expectations and achieve the required outcomes. Our graphic designer will explore ideas and offer options for you to consider and our technical team will build the website that will ensure excellent navigation for users of the site and a robust CMS which will be easy and quick for your team to edit.

Your Vision Website will provide you with a totally internet-based web design tool that requires no additional software to be purchased or to be placed on your computers. Vision Websites can be edited from any computer that has an internet connection.

Some Example Sites to View

- http://www.loughton-tc.gov.uk/
- https://www.cranleigh-pc.gov.uk/
- http://www.burleyparishcouncil.co.uk/
- https://www.capalc.org.uk/
- http://www.evercreech-pc.gov.uk/

Notes

- **Copyright:** Ownership of all materials on your website including domain name belongs to and remains with you.

- **DDA compliance:** Your website will be designed and programmed in a manner that ensures accessibility to those with disabilities in order to comply with the requirements of the Disability Discrimination Act at WA2 Priority Level 2. We will work

with you to produce your Accessibility Statement as required by the new accessibility regulations.

- **Website optimisation:** When sent live your website will be launched on all the major search engines. We will work with you at all times to support your websites position within search engines.

Website Hosting, Emails and Security: Vision ICT Ltd. uses Rackspace Managed Cloud Solutions to maximise uptime and security. The version that your new site will be running has never been hacked with over years it been running. This is all hosted within a secure data centre environment that provides:

- Industry leading 1-Hour Hardware Replacement
- Unlimited access to 24x7x365 dedicated support team including Level 3 Technical Support
- Instant Emergency Response
- Fully resilient DNS infrastructure
- Automated Microsoft Security Patching
- Dedicated firewall
- Weekly Full Back-ups with Daily Differentials, 2-week on-site retention 128 bit encrypted SSL secured log in and website editing.

Website Functionality

The following website functionality will be designed and built into the website.

- The underpinning value of our website system is that we create websites that are robust and adaptable. They are extremely reliable and able to grow and develop to meet your changing needs into the future.
- Our website hosting is reliable and trustworthy. Over the past three months our websites have had an uptime of 99.98%
- Your website will be developed in a design and style to meet your aspirations and this will be carried out in full co-operation with you.
- We will provide a clear graphic navigation system to ensure the maximum ease of use for visitors to the website.

Website facilities to be included in your new site.

- Fully responsive website.
- All design work and webpages set up by us approx. 47 webpages approximately.
- A high level of design with a modern finish
- Unlimited web sections and web pages (you have the ability to add further pages as required)
- Easy to use Content Management System for all pages of the website.

- A site map (if required).
- Search Facility
- A gallery
- A private members area
- Enquiry form
- Latest News feed which can be shown on the website in various ways. We discussed a noticeboard with a pinned picture effect
- Link to Social Media as required.
- SSL Certificate for added security through full encryption and your site 'padlocked'.
- An accessibility statement
- 2 hours telephone training. (Training Manual and Training Videos on Vision ICT website https://support.visionict.com/).
- Ongoing help and support whenever required.
- Google Analytics to monitor site usage.
- Full Website warranty.

Please note: Images and content to be supplied by you.

Costs of Design, Development, Website Hosting & Support Yr 1

Designing, development and populating the town council website as detailed above would be £2,645 This budget should allow a good deal to graphic design work so that the site does not look the same as other town Councils.

Year 2 and onwards Annual fee £270 cover:

- Website hosting.
- Ability to add additional sections, pages, pictures and files.
- SSL Certificate.
- Website warranty
- Ongoing help and support as required.

Additional Options if Required

Email accounts: Our email accounts have a 25gb mailbox with anti-span and virus protection. You can connect via IMAP for synchronisation between outlook and mobile devices and are charged £18 per account per year.

Training: If further training required in-house training can be provided at a cost £225 for half day or £395 for whole day + expenses.

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Payment Details

On agreeing to purchase an initial invoice for 50% of the fee will be sent and 30 working days later we will invoice you for the final 50% when your website should be ready to go live subject to Vision having received all content and images.

VAT Registration

We are registered for VAT and all prices quoted exclude VAT.

Technical and other Support Mechanisms.

Vision ICT Ltd is proud of the level of service, support and advice that is on offer to all our clients. We are a phone call away 24/7 and will provide you with all the practical or technical support that you may need. We will be responsible for all areas of your website facilities, hosting and email requirements and if you have any problems you only have one call to make to talk to our Support Team or our Technical Director.

Website Warranty

Vision ICT Ltd offers all websites within the Vision Website system an ongoing warranty. Vision ICT Ltd can be contacted at any time on 01392 669497. If the office is not staffed the business line is always transferred to a mobile phone connection.

Ongoing Support

Vision ICT Ltd prides itself on the high level of support we provide to all our clients and you can be assured that this will continue to be available at all stages in our relationship with you.

Conclusion

Vision ICT Ltd enjoys a close working relationship with all our clients and we believe that we have an excellent relationship with them. We are pleased to be able to provide you with a tender for your new website and hope that you will give us the opportunity to work in full partnership with you. Your new website will be developed on time, on budget and fully set up to achieve your aspirations.

Additional information such as accounts, client references is available on request.

Daniel Hillier
Vision ICT Ltd.

WEBSITE PROPOSALS

BLUELEVEL

Preferred option for the following reasons:

- Custom made design – designed to our specific requirements.
- Full training supplied for all administrators.
- Easy to use for administrators – unlike the current website, the administrators make amendments to the live screen which means that when a change has been made it displays on the website as it is on the screen whilst editing.
- GDPR – fully compliant.
- Full screen image and text – this makes the website more appealing and more user friendly.
- Ease of navigation – with large coloured boxes on the home page for designates services, agendas, minutes, committee membership of councillors' contact details – this will enable clients to navigate swiftly to the correct part of the website.
- Social media – imbedded onto the front page of each service (Market, Gages, Repair Café, etc.) and automatically updated when a post is made.
- Support – ongoing support for any technical issues can be purchased in banks of 10 hours which can be used at any time £800+VAT
- Specified councillors' area – this is where members can log into to access agendas, minutes, and other documents.
- Unlimited photo galleries, with choice of image size – this means that we will be able to publish and store images for all of our services.
- Calendars of events – fully integrated with office 365 for council meetings
- Integrated form builder – unlimited forms, multiple E-newsletter sign up
- Export entries via a form submission table.
- Web friendly site map.
- Controls on who can edit and view the website.
- Password protected areas for added security.
- Mobile and tablet responsive pages – not just mobile friendly.
- Ability to bulk upload directly to the web server for ease of use.
- Daily back up and recovery in case of the site crashing and content being lost.
- Recommended by other councils and very user friendly.
- Customer service – this was extremely good with quick response times.

**Opening Forest Row safely from lockdown
in a way that supports the local economy**

The world is going through unprecedented times that are affecting Forest Row. Lockdown due to COVID-19 resulted in shop closures, and an expected recession might trigger further closures with consequent reduction in local jobs and a further impact on our local economy.

A plan led by the Wealden District Councillor Patricia Patterson-Vanegas (in response to initial calls for help from Khan's Indian Restaurant) is developing. The intention is to consult everyone involved and to ask the parish council for support in what could be a much needed intervention to reduce further losses for the local economy.

The plan is ambitious and needs team work from all levels of government and Patricia is trying to achieve this by working with the parish council, the district council, the county council and our MP.

The business case

Forest Row retail has suffered greatly with the permanent closure to date of 7 retail businesses and a substantial threat to others. Economically this has cost 35 local jobs and an estimated £650k of lost wages into the village. There are still at least 40 people furloughed, with jobs under threat in retail, representing a lost income of £832,000.

Especially of restaurants and pubs, but also true of other retailers, the summer and 3 weeks in December are when they will make their profits for the year. A large number of retailers will lose money during at least some of the other months. Therefore, this plan asks for urgent support from the council.

Request to the parish council

As the use of indoor space is highly restricted, and with the Government supporting dinning in with a 50% discount up to £10 per head, the restaurants and pubs are very keen to create more outdoor seating. At least 20 businesses have approached Patricia and wish to ask the parish council **to approve the temporary use of its land in the following areas:**

1. A limited area for tables in the village green
2. Areas marked on the map below and identified as 6, 9, 10, 11 12 and 13.

Ongoing consultation

There is a process of consultation happening as we speak. Businesses are being consulted as well as residents.

A wider plan (under development and all views welcome!) would entail the temporary closure of one end of Lower Road and closure of Hillside Road, to enable the Lower Square to be traffic and car free completely for a safer environment, and more pleasant place to sit and eat/drink.

A summary of the progress so far:

Two residents in the village, Georgia Taylor and Kate Taylor-Smith knocked on all doors along Hillside and spoke to residents and the Pharmacy. While they were not able to talk to every resident (a couple were out), they tried to get a general feel for the issues surrounding a plan to use outdoor space for tables whilst ensuring social distancing. All residents understood the need for using outside space for the restaurants, cafes and pubs during a temporary period of 6 to 8 weeks. Car parking for residents is behind the shops and

access is on Hillside, so this means residents would not be able to access the parking while (and if) Hillside were closed at certain hours. Most residents are unhappy about the parking on Hillside – they don't need this parking and do not want people parking there.

2 of the residents were concerned about mobility issues and would not be able to park their car somewhere else (e.g. Lower Road Car Park), and walk to their home.

The rest of the residents were ok with the road closure between 10am and 6pm at the weekend, as they said they could work around it. They were pleased to hear that it is only a temporary measure over the summer and understood the benefits.

We have heard from residents on Lower Road about a resident group that has been campaigning for years for Lower Road to be closed to through traffic. We are following this up to see whether the residents would be ok with the closure of one end of Lower Road during the weekend closure of Hillside (this would enable the Lower Sq to be traffic and car free completely – for a safer environment, and more pleasant place to sit and eat/drink).

We have consulted with the two local Police officers, who were in the village last week, and they have offered support from their Police Property Act Fund.

And finally, there is widespread support in the village for traffic calming and a 20mph speed limit throughout the village, especially along Hartfield Road and Priory Road. Many cars are already slowing as the enter the village from the north, so this should not be too much of a change in behaviour (something that Highways will take into account), but there are a significant number of transgressors and examples of unsafe driving through the village.

David O'Driscoll

Dear all,

Having pondered last night's meeting I have been trying to figure out how the PC and local businesses can work together in a way that is mutually beneficial and offers something of value to all businesses and the community. So here are my first thoughts. Please see these ideas as a jumping off point not as something carved in stone. I am sure our combined experience and understanding of the opportunities and challenges can deliver better but it is a start.

At present I have included only members of the F&P as some context for this email would be required for all committee members. Nor have I addressed our guests last night. I also suggest waiting till the next Full Council for a resolution would render these proposals redundant as there is a fair sense of urgency.

Best

Mike

Part 1: A Village on the Green

A joint business group & PC branded Village Market initiative. It could be similar in feel to the Xmas & Easter Frow business trails. This will offer maximum opportunity for all retailers to be part of an event that celebrates the diversity of FROW businesses and remind parishioners and others outside of FROW what the village offers. A FROW village market as opposed to the normal market days. Offering al fresco sampling of drinks, foods, haircuts, products, services - a chance to broadcast what the PC does - a sort of pop-up village on the green. Perhaps a live music stage to celebrate the talent.

Location; Foresters Green or if weather inclement PC Car Park.

When: **End of July? Mid August? A two day event to accommodate all comers. Hours: 11.00 - 17:00 so minimal impact on residents.**

Strengths:

A showcase of the village in one place celebrating all that is to offer - a village taster menu if you will - so that residents and consumers from outside the parish get a snapshot of why they should visit and enjoy the uniqueness of Forest Row.

Equality of representation for all businesses. It is up to them whether they take advantage. No obvious competitive advantage to any particular business.

Opportunity to offer special deals / discounts at actual stores, bars, restaurants etc.

No noise impact on residents

PR opportunites

Weaknesses:

1

33

Issue of managing demand and footfall especially regarding safe distancing though we have a better understanding of this than a few months ago

Cost - it would need contributions from businesses and marketing support.

Logistics - litter, toilets etc.

Opportunities:

As outlined above.

Threats:

Management of footfall, expectations and cohesiveness. However we can manage the first, we will have to manage the second and if the business group and PC work fast, efficiently and with an entrepreneurial spirit most issues can be surmounted.

Health & Safety

Anti-Social behaviour / Security costs

Residential concerns

Please note: This is a partnership. Costs cannot be covered solely by the PC.

Part 2: The Village 'Cafe' Culture

I propose that the PC allows certain areas of PC land to be (literally) ring fenced for seating and tables for ALL restaurants and pubs/bars customers to use. Suggest Hillside (not War Memorial), parts of Foresters Green and other spaces deemed appropriate by the PC. No roads to be closed ot calmed.

These will be takeaway only and no table service will be allowed. This is to avoid potential issues over customers sitting at venue specific tables and consuming food from other venues and ensures no obvious competitive advantage.

Supply of seating & tables to be decided but a joint PC & business initiative is recommended.

The PC will be indemnified by the businesses against liability for accidents etc resulting from anti-social or drink related accidents.

Litter clean-up will be the responsibility of the venues.

Areas will be 'dressed' in bunting, umbrellas (maybe a beach) and generally be attractive and fun whilst adhering to safe distancing regulations. Propose this be a joint initiative as above. All furniture to be removed to storage by 7pm.

Hours to be weekend only (Sat / Sun) 10 - 7pm. ASAP to last weekend in September.

Strengths:

Provision of al fresco eating and drinking with a friendly, inclusive and celebratory ethos

All food / drinks retailers can benefit

Community led approach

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PR opportunities

Weaknesses:

Logistically challenging

Similar to A Village on the Green

Opportunities:

Benefits all businesses from the Kebab Van to Java & Jazz and points in between

Promotion of community spirit

Threats:

Anti-social behaviour

Litter

Residential concerns

35

EMAIL FROM CLLR McNALLY   08/07/2020)
(ANNOTATIONS TO PART 1 FROM FOREST ROW MARKET MANAGER)

Dear all,

Having pondered last night's meeting I have been trying to figure out how the PC and local businesses can work together in a way that is mutually beneficial and offers something of value to all businesses and the community. So here are my first thoughts. Please see these ideas as a jumping off point not as something carved in stone. I am sure our combined experience and understanding of the opportunities and challenges can deliver better but it is a start.

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Equality of representation for all businesses. It is up to them whether they take advantage. No obvious competitive advantage to any particular business.

Opportunity to offer special deals / discounts at actual stores, bars, restaurants etc.

No noise impact on residents

PR opportunites

Weaknesses:

> **Commented [DO1]:** In principle this is do-able, but local businesses have been asked if they would like a free stall at the Market and the response has been minimal.

> **Commented [DO2]:** Under current regulations this would not be possible on the Green due to multiple entrance /exit points, and the Environmental Health department would not give consent.

> **Commented [DO3]:** It would require a Temporary Events Notice with both District Council & police consent under current regulations before the date was confirmed – probably not do-able before end August

36

Issue of managing demand and footfall especially regarding safe distancing though we have a better understanding of this than a few months ago

Cost - it would need contributions from businesses and marketing support.

Logistics - litter, toilets etc.

Opportunities:

As outlined above.

Threats:

Management of footfall, expectations and cohesiveness. However we can manage the first, we will have to manage the second and if the business group and PC work fast, efficiently and with an entrepreneurial spirit most issues can be surmounted.

Health & Safety

Anti-Social behaviour / Security costs

Residential concerns

Please note: This is a partnership. Costs cannot be covered solely by the PC.

Commented [DO4]: There might be an issue about setting up & taking down and provision of equipment. Traders would have to be responsible for their own litter clearance

Commented [DO5]: This would currently require an enforceable one-way system. (The current Market layout can accommodate a maximum of 29 stalls).