

# Forest Row Parish Council

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



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

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

To: All members of the COMMUNITY SERVICES  
COMMITTEE:  
Cllrs. T Lewin (Chairman), Davies, Josephson, R Lewin,  
Miller, Moore, Waters, Williams, Withers and Wogan

Tel: 01342 822661  
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Email: info@forestrow.gov.uk  
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Dear Sir/Madam,

You are required to attend a meeting of the  
COMMUNITY SERVICES COMMITTEE to be held on  
**TUESDAY 9<sup>th</sup> FEBRUARY 2021 VIA ZOOM** at  
**7.30pm.**

Date: 3 February, 2021

A handwritten signature in black ink, appearing to be 'D O'.

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 – the meeting will start no later than 7.45pm.
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE FOLLOWING ITEMS (INCLUDING DISCLOSABLE PECUNIARY INTERESTS)**
4. RECORDS OF THE MEETING HELD ON 17<sup>TH</sup> NOVEMBER 2020
  - 4.1 To approve the minutes of the meeting of 17<sup>TH</sup> NOVEMBER 2020
  - 4.2 To consider any objections to deletion of the digital recording of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. COMMITTEE CHAIRMAN'S COMMENTS
7. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 7.1 Earth Protector goals
  - 7.2 Carbon footprint audit
  - 7.3 FRPC utility usage
  - 7.4 Free meals for children
8. TO NOTE FINANCIAL REPORT to end month 10
9. **CURRENT SERVICES: TO NOTE REPORTS**
  - 9.1 Market
  - 9.2 Medical car service
  - 9.3 Hearing aid service
  - 9.4 EV charging unit
  - 9.5 Community helpline
  - 9.6 'Gages' community lunches
  - 9.7 Thursday Club

- 9.8 Repair Café
- 9.9 Forest Row Business Group
- 9.10 Youth Service

10. **SERVICE DEVELOPMENT: TO NOTE REPORT  
MATTERS FOR CONSIDERATION/DECISION**

- 11. To consider and resolve on a request for a farmer's market
- 12. To resolve on the proposal for FRPC to become a 'dementia friendly' organisation
- 13. To consider and resolve on a proposal for learning support
- 14. To consider and resolve on a request for subsidised support of a mental health project.
- 15. CORRESPONDENCE
- 16. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

**"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](mailto:parishclerk@forestrow.gov.uk)) for the access codes."**

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

<b>Agenda Item</b>	<b>Description</b>	<b>Page nos</b>
	Clerk's briefing note	1-2
8	Financial Report to month 10	3-4
9.1-9.5	Report on Market, Medical transport, Hearing aid service, Car charging unit, Covid-19 helpline	5
9.6-9.7	Report on 'Gages', 'Thursday Club'	6
9.8-9.9	Report on Repair Café, F/R Business Group	7
9.10	Report on youth service	8-9
10.	Service development report	10-11
11.	Proposal for farmer's market (with comments)	12-16

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES  
COMMITTEE TO BE HELD ON 9<sup>th</sup> FEBRUARY 2021**

1. **PUBLIC QUESTIONS** – It is possible (not definite) that a member of the public may wish to address the meeting in support of item 11 on the agenda.
2. **APOLOGIES FOR ABSENCE** - None indicated in advance
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. But Members need to be realistic and observe a sensible 'de minimis' judgement, otherwise the provision becomes trivialised.
4. **TO DEAL WITH RECORDS OF MEETING.** Meeting of 17<sup>th</sup> November 2020.
5. **CLARIFICATION OF ACTIONS FROM LAST MEETING** Any points of information arising from the previous meeting that can be dealt with briefly.  
**ACTION: to discharge as appropriate**
6. **CHAIRMAN'S COMMENTS**  
For the Chairman to speak to the effects of the current crisis on the work of this Committee and any forward items not dealt with elsewhere in the agenda
7. **CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)**
  - 7.1 Earth Protector principles. Discussed at the last meeting. It was resolved to examine our Environmental Policy and see how an alignment with the Earth Protector principles could be accommodated. This is in hand, but not yet complete.
  - 7.2 Carbon Footprint audit. Discussed at the last meeting. It was resolved that we would get more quotes to pursue this when the pandemic had 'stabilised'. This is accordingly on the 'pending list'.
  - 7.3 Utility usage. Discussed at the last meeting. It was resolved that the costs of 'green' energy and the penalties for early termination of the present contract should be investigated. This has also, for obvious reasons, been put back until the pandemic and our utility usage have 'stabilised'.
  - 7.4 Free meals for children. Discussed at the last meeting. It was agreed to monitor the situation, but much of the ground is now being covered by the Community Fridge.  
**ACTION: to note**
8. **FINANCIAL REPORT** Current status to end month 10. There is relatively little to report, given the dormancy imposed by the pandemic. The performance against target would normally be in the order of 83% for month 10, but the overall picture for the year is obviously much reduced.  
**ACTION: to note**
9. **CURRENT SERVICES.** These are covered by the reports within the backing papers from Sue Young, Sandra Ayles, Sara Smart (part 1) and Melissa Rey-Mesher. The latter contains details of the proposal in item 12. Please raise any queries in advance of the meeting.  
**ACTION: to note**

10. **SERVICE DEVELOPMENT.** These matters are dealt with in Sara Smart's report (part 2)  
**ACTION: to note**
11. To consider and resolve on a request for a farmer's market. The community group known as 'Frocal' has put forward a proposal for a small-scale weekly farmers' market to sell local produce. The proposal is attached. This requires our permission for two reasons:  
a) our monthly market has legal 'market rights' and any other market wishing to operate in the vicinity has to have the formal consent of the principal market rights holder.  
b) you will see that the proposal is to operate on the games area adjacent to the VENUe building. This also requires agreement from Council as a use of Council-owned space.  
I also attach a response from Sue Young as our market manager.  
**ACTION: to consider & resolve as appropriate**
12. To resolve on the proposal for FRPC to become a 'dementia friendly' organisation. There is a general impetus and encouragement for public authorities to become 'dementia friendly', and this has been aired previously in Council. But it does require commitment from both staff and Members, so it is suggested that the proposal be formally adopted by Committee. The requirements of the status are (the initiative is driven by the District Council):
1. We register.
  2. We get a code to share with council and staff to get them all to watch the training video, they then get badges.
  3. We commit to putting up posters and good signage to support people entering the CC.
  4. Join Wealden Dementia Action Alliance.
  5. Train up our own Dementia Champions to run sessions and then they could go on to look at making us a Dementia Friendly community.
- ACTION: to consider & resolve as appropriate**
13. To consider and resolve on a proposal for learning support. The outlines of this proposal are set out in the Youth Service report, and it is proposed that an initial pilot scheme be run in the Community Centre by the youth staff within their usual hours. Our Youth Supervisor has considered all the necessary Covid security measures.  
**ACTION: to consider & resolve as appropriate**
14. To consider and resolve on a request for subsidised support of a mental health project. This project is an initiative of the Coop through its Community Coordinator, who has been in intensive discussion with Sara Smart & Mel Rey-Mesher. There is some funding for the project from the Coop itself, but she has asked for a concession on room hire for the initial 10 sessions in order to ensure there is sufficient funding to make the project viable.  
**ACTION: to consider & resolve as appropriate**
15. **CORRESPONDENCE.** None not already circulated in Councillors Reading.
16. **ITEMS FOR REFERRAL TO COMMITTEE OR FULL COUNCIL**

## Detailed Income &amp; Expenditure by Budget Heading 03/02/2021

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Localism &amp; Community Projects</b>							
<b>206 Community Transport</b>							
2677 Car Hire Club Income	644	13,000	12,356			5.0%	
2678 Medical Car Scheme Income	70	300	230			23.4%	
4180 Misc Income	476	0	(476)			0.0%	
Community Transport :- Income	<u>1,191</u>	<u>13,300</u>	<u>12,109</u>			<u>9.0%</u>	<u>0</u>
2554 Wealdlink	916	900	(16)		(16)	101.8%	
2601 Voluntary Medical Car Service	45	200	155		155	22.5%	
2602 Car Hire Club	3,780	13,000	9,220		9,220	29.1%	
Community Transport :- Indirect Expenditure	<u>4,741</u>	<u>14,100</u>	<u>9,359</u>	<u>0</u>	<u>9,359</u>	<u>33.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(3,550)</u>	<u>(800)</u>	<u>2,750</u>				
<b>207 Market</b>							
3184 CC-Market Income	4,950	6,000	1,050			82.5%	
Market :- Income	<u>4,950</u>	<u>6,000</u>	<u>1,050</u>			<u>82.5%</u>	<u>0</u>
3151 CC-Market expenditure	1,010	1,300	290		290	77.7%	
Market :- Indirect Expenditure	<u>1,010</u>	<u>1,300</u>	<u>290</u>	<u>0</u>	<u>290</u>	<u>77.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>3,940</u>	<u>4,700</u>	<u>760</u>				
<b>209 Localism &amp; Community Proj Misc</b>							
2905 Repair Cafe & Wellbeing Servic	818	2,000	1,182			40.9%	
Localism & Community Proj Misc :- Income	<u>818</u>	<u>2,000</u>	<u>1,182</u>			<u>40.9%</u>	<u>0</u>
2700 Repair Cafe & Wellbeing	819	2,000	1,181		1,181	41.0%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>819</u>	<u>2,000</u>	<u>1,181</u>	<u>0</u>	<u>1,181</u>	<u>41.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1)</u>	<u>0</u>	<u>1</u>				
<b>304 Cafe</b>							
3480 Gages - Sales	17,663	20,000	2,337			88.3%	
Cafe :- Income	<u>17,663</u>	<u>20,000</u>	<u>2,337</u>			<u>88.3%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	1,182	1,000	(182)		(182)	118.2%	
3460 Gages -Purchases Food etc	8,629	12,000	3,371		3,371	71.9%	
Cafe :- Indirect Expenditure	<u>9,811</u>	<u>13,000</u>	<u>3,189</u>	<u>0</u>	<u>3,189</u>	<u>75.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>7,852</u>	<u>7,000</u>	<u>(852)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 03/02/2021

Month No: 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>306 Thursday Club</b>							
3680 TC-Subscriptions	0	400	400			0.0%	
Thursday Club :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>	<u>0</u>
3636 TC-Running Costs	0	1,000	1,000		1,000	0.0%	
Thursday Club :- Indirect Expenditure	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(600)</u>	<u>(600)</u>				
<b>406 Youth Provision</b>							
4676 YP-Grants & Other Income	432	1,000	568			43.2%	
Youth Provision :- Income	<u>432</u>	<u>1,000</u>	<u>568</u>			<u>43.2%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	421	2,000	1,579		1,579	21.0%	
Youth Provision :- Indirect Expenditure	<u>421</u>	<u>2,000</u>	<u>1,579</u>	<u>0</u>	<u>1,579</u>	<u>21.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>11</u>	<u>(1,000)</u>	<u>(1,011)</u>				
Localism & Community Projects :- Income	<u>25,054</u>	<u>42,700</u>	<u>17,646</u>			<u>58.7%</u>	
Expenditure	<u>16,802</u>	<u>33,400</u>	<u>16,598</u>	<u>0</u>	<u>16,598</u>	<u>50.3%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>8,252</u>						
Grand Totals:- Income	<u>25,054</u>	<u>42,700</u>	<u>17,646</u>			<u>58.7%</u>	
Expenditure	<u>16,802</u>	<u>33,400</u>	<u>16,598</u>	<u>0</u>	<u>16,598</u>	<u>50.3%</u>	
<b>Net Income over Expenditure</b>	<u>8,252</u>	<u>9,300</u>	<u>1,048</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>8,252</u>						

## **FOREST ROW VILLAGE MARKET**

The Christmas market was a resounding success with over 1500 visitors throughout the day and stallholders advising that they had achieved their best sales since the market opened in 2012.

With the current lockdown in force, it is unsure whether the restrictions will be lifted in time for the market to go ahead as planned but we will be ready to open nevertheless. We have an extensive waiting list which is currently closed, however should a vendor fit into a gap in the market they will be added and offered a stall at the earliest opportunity.

## **MEDICAL TRANSPORT**

The drivers continue to be paired with clients to form a support bubble to minimise the risk to drivers and clients alike, our volunteers are now taking clients to their vaccination appointments as well as running the normal services to doctors, dentists, opticians and hospital appointments when required. Drivers were advised to purchase antibacterial wipes and spray using the administration fee paid by the clients and I feel this should remain the case until the pandemic is over and things return to normal.

## **HEARING AID MAINTENANCE**

Clients are only able to call for batteries and the office staff will post them out to the clients addresses. During lockdown it is not possible to carry out maintenance but as soon as lockdown is lifted, we will resume this service as usual.

## **CAR CHARGING UNIT**

We have been approached by Ted Foster who is the new Customer Relations Manager for Charge Your Car and BP Pulse. This is regarding the unreliability, service and network issues which we have experienced in the past. Mr Foster is running a project to consolidate the CYC network with BP pulse charging units which will reduce the complexity of the networks by reducing the number of 3<sup>rd</sup> parties involved, by doing this our charging station would be more user friendly and advertised more widely on the BP pulse network. Mr Foster has offered to replace our existing charging unit to a new pulse7 charging unit at no cost to ourselves. There is a short video on YouTube explaining how to use the new units and it may be worth considering whether we ask Mr Foster to replace the existing charger with a post charging unit that sits in between the two designated bays which would make the unit more accessible for users. [How to: Charging your electric car on a 7kW bp pulse charger - YouTube](#)

## **FOREST ROW COVID-19 HELPLINE**

This telephone line remains operational with the original volunteers available to jump into action when a request comes in however the calls are few and far between and are mainly requests for assistance due to food poverty and these are referred to the community fridge and foodbank for immediate assistance. The helpline number remains 01342 774882 and posters are up as well as information on our website and social media platforms.

Sue Young  
30/01/2021



## COMMUNITY SERVICES REPORT 9<sup>th</sup> FEBRUARY 2021

### GAGES

We had our Christmas Lunch on the 18<sup>th</sup> December with 34 meals delivered. We did not hold back this year, all deliveries had the usual Christmas menu along with mulled wine, crackers & minced pies.

At present we are only offering meals Wed-Fri due to shortage of volunteer drivers.

Figures taken from our daily records since 4<sup>th</sup> November 2020 (Last Community Services Meeting) These figures include both periods of being open 4 days a week up until 18<sup>th</sup> Dec 2020 & 3 days a week since January 2021

	<b>Total Deliveries</b>	<b>Diners to Gages</b>	<b>Soup</b>	<b>Main</b>	<b>Veggie</b>	<b>Dessert</b>	<b>Frozen</b>
<b>10 Week Period</b>	<b>643</b>	<b>0</b>	<b>293</b>	<b>468</b>	<b>140</b>	<b>391</b>	<b>15</b>
<b>Average per week over period</b>	<b>64.3</b>	<b>0</b>	<b>29.3</b>	<b>46.8</b>	<b>14</b>	<b>39.1</b>	<b>1.5</b>
<b>Average per day over period</b>	<b>21.4</b>	<b>0</b>	<b>9.7</b>	<b>15.6</b>	<b>4.6</b>	<b>13</b>	

### THURSDAY CLUB

Our members are still being contacted by a couple of the volunteer helpers.

FRow Friends Befriending are still including our members in their treat bag deliveries at no extra cost to the council.

Sandra Aylen  
29<sup>th</sup> January 2021

**COMMUNITY DEVELOPMENT OFFICER REPORT FOR COMMUNITY SERVICES**  
**MEETING 9<sup>th</sup> FEBRUARY 2021 part 1**

**REPAIR CAFÉ** The Repair Café will remain closed until lockdown restrictions are lifted and at that point, we will decide how to open safely like we did last year.

I have asked the repair team if they are interested in participating in a drop off repair scheme, which is being successfully run by other local Repair Cafes, but I have not had many responses. It was worth exploring options to support local families with their broken items, and to keep the Repair Café name in the community's minds, but we have built such a good reputation I am sure it will not take long to build us up when we reopen properly.

**FOREST ROW BUSINESS GROUP**

The Forest Row Business Groups Christmas Trail went ahead on Saturday 5<sup>th</sup> December, it was an enjoyable occasion and along with the market brought a real buzz to the village which was a joy to see. Despite it being a cold day, we gave out 100 sheets to families and over 120 prizes at the end which was fantastic, Father Christmas was a real highlight for the children. A big thank you must go to Cllr Mike McNally and his daughter for taking on these vital roles, and to the East Grinstead Lions for the loan of the outfit. The winner of the favourite Christmas shop window voted for by the children went to Ziggy's pet supplies.

There are plans to run another trail when lockdown eases, to help promote businesses in the village which will be vital as they will need that support after such a tough start to the year.

Sara Smart  
Community Development Officer  
30.01.2021

**Community Services Report**  
**November 2020-January 2021**

**General**

It has been a quiet few months due to the pandemic. We were open throughout the Autumn and we had our regular members attending consistently on specific days.

The staff team have been focusing on forward planning as a way of setting goals when things ease up with restrictions and hopefully parents will feel more confident about the youth mingling. We know through parent and youth feedback that there has been some reluctance to let their youth attend because of concerns around the risks of spreading the virus.

Support from parents has also been really positive and we have lots of fantastic feedback on how being open has really helped to lift the spirits of the youth attending.

The youth have enjoyed arts and crafts and games sessions with staff that have been coordinated safely with social distancing.

We made the decision to close in line with the Schools.

We have reached out to our youth via Facebook and suggested virtual ways of "Keeping in touch"

**Forward Planning**

MM Has spent an extensive amount of time throughout January working on staff appraisals and also working alongside SS.

Sara and myself have made new connections and we are very much focused on the mental well-being of the youth but also have made links to support families and are looking into grants that we could potentially tap into to work alongside forest row school and also local community groups.

The youth team if approved by Community Services will be leading on setting up a home school support group for younger children that we will roll out as a pilot.

The youth team will be coordinating weekly "Support Groups " with the youth that will very much themed around focusing on their mental health. We will be starting these on Wednesday 10th February.

On Friday 12th February the youth staff team will be working from the hatch. The idea would be that we will be there to be a presence and to deter loitering and anti social behaviour.

MM and SS are also working alongside a young lady from the co-op to support with the set-up of a "Mental Health " group focused on supporting 18-24 year olds.

We have made the decision when we re-open to have an afternoon session for younger children that we will role as a pilot. We will promote through the primary school and the age we would be opening up to will be 10 and 11 year olds.

We will also be opening up on Thursday evenings for 14-18 years olds.

We as a staff team are really keen to be reaching out and connecting with as many young people that we can this year. We know how much the past year will have impacted on their social skills and may ultimately have an impact on their mental well-being.

Melissa Rey-Mesher (MM)

Youth Service Leader

31/01/2021

## **COMMUNITY DEVELOPMENT OFFICER REPORT FOR COMMUNITY SERVICES** **MEETING 9<sup>th</sup> FEBRUARY 2021 part 2**

**FROW FRIENDS SHED** After visiting the MAYFACS shed over in Mayfield and seeing the space they have and their plans for when they are ready to open, I am now actively investigating options for where else we can site our own shed. Costs will obviously come into this way forward but once we have the right space, I will be able to go for funding. See collaborative working for more plans.

**FROW FRIENDS BEFRIENDING/THURSDAY CLUB COLLABORATION** FRow Friends Befriending is continuing to work with the Parish Council to support our Thursday Club members during this time by producing a newsletter and treat bag for each of our members, the next one will be going out in February, this is all being generously funded by FRow Friends Befriending.

The Christmas treat bag was incredibly well received, and we had such wonderful feedback from our Thursday Club members. The collaboration with Greenfields School was a real success and the members loved the potted plants and Christmas cards which the children made. This has led us to look at setting up a pen pal exchange with our members and children at local schools and teenagers from the VENUe on the Green. I am in conversation with the Youth Supervisor Mel Mesher to see what we can set up.

**COLLABORATIVE WORKING** I am planning to work alongside MAYFACS Shed to share good practice and learn from their experience in the planning stages of our FRow Shed, there maybe a funding opportunity here too which I will investigate. These working partnerships have come from the collaboration meetings I had during lockdown facilitated by Action in Rural Sussex. We are also exploring the possibilities of looking at joint funding for a getting older people online project which I will bring to council when we have more details.

I have been continuing to attend the Wealden Covid network meetings and participate in the Older Peoples Services Network set up 3VA which has been sharing invaluable information regarding the vaccination programme, which I have passed onto our Community Transport coordinators. These meetings are a wealth of knowledge and the connections I make give excellent information on looking at carer's groups, dementia support and mental health wellbeing coming out of this pandemic. These are all groups we should be supporting or setting up in the near future and I shall be exploring the possibilities for joint working and the set up of such groups, and bringing any required decisions back to Council.

The link Mel Mesher and I has made with the Coop's Community and Shared Value Coordinator, Rosie Youngman, is a very interesting one and we are looking to support her in setting up a young person's mental health support group using the VENUe on the Green. We would like to support her to start as soon as possible in running a 2-hour session once a week for the 18-25 age group. *She has funding from the Coop to set this up, but we would like to ask Council if we could offer her a reduced rate for the initial 10 sessions of 50% off to ensure she can give the continuity those that attend will need in this time.*

#### **DEMENTIA FRIEND SESSIONS:**

As mentioned in previous reports, I would still like to encourage all staff and council members to undertake the Dementia Friends training to gain us the status of a dementia friendly organisation. This is being encouraged by the Wealden Dementia Action Alliance, a group run by WDC that I work alongside.

For more information, please see the link below:

<https://www.dementiafriends.org.uk/WEBArticle?page=about-partner-organisations#.X6VsgSxxdPY>

If Council members would like to take part in one of the information sessions to help us achieve our Dementia friendly status, then please go through the link below. These sessions are around 35-45 mins long so will not take up too much time.

#### Dementia Friend Sessions:

There are many virtual dementia friend sessions taking place. If you aren't already a Dementia friend, please take part in a session. Some of our local Champions are planning on some virtual sessions, but in the meantime please take a look and share with friends, family and colleagues. This link will take you to the sessions taking place across the country- <https://www.dementiafriends.org.uk/WEBSession#.X2SK53dFxPY>

Sara Smart  
Community Development Officer  
30.01.2021

## **Proposal to organise & run a Farmers Market in Forest Row Via FRocal**

This proposal to Forest Row Parish Council is a request for the permission of 'Market Rights' to be able to hold a weekly Farmers Market on the hardstanding of The Venue, Forest Row.

The Farmers Market is to be supported, run, insured and financed by FROcal, a Community Benefit Society set up last year with the aims to systematically support the development of a thriving robust and resilient local community, one that is self-sufficient, regenerative, and inclusive. Offering further cohesion, well-being, sustainability and engagement with our community.

The mission of creating a weekly Farmer's Market is to create and sustain a vibrant and innovative market that supports local farmers, food growers and food producers, as well as offering the benefits of local food to the greater community, education and the fostering of a relationship with the growers. We would like to begin this in March 2021.

Attached is FROcal's strategy deck.

The introduction of a Farmer's Market is not to compete with the successful monthly Forest Row Community Market, it is seen as an enhancement to it, a specific food market that is not a competition, a different experience where food and the education on food is its primary function. We would like to work with the organisers of the current market and we will ensure it adheres to the Food Safety and Trading Standards.

A trading licence will be required, however we understand that until we are given Market Rights we are not able to apply, if we are given permission we will work with Wealden District Council EHA/Licensing to maintain the correct standards, risk assessments and liability insurances.

To date FROcal has successfully managed to raise in excess of £20,000 of funding for seeding projects in our community from:-

- Be The Earth
- The Lottery Fund
- Chalk Hill Fund
- Plunkett Foundation – who have offered consultancy

One of FROcal's focuses is on Food and the ability for this community to feed itself. It has an advisory group that encompasses local growers, farmers, suppliers and consumers. It is also working towards mapping out the food growers in our locality, identifying who in our locality grows and produces food with a view to making it more accessible to our local community.

This weekly market will give the opportunity to:-

### **Support Local Economy**

In these extraordinary times we are faced with significant upheaval to our businesses, jobs and mental health. Introducing a place where we can support local growers. A place where they can sell their food directly to their local community and the wider parishes, will increase their sales and support the strengthening of our local economy by allowing more money to circulate locally. It will also be a place where new local food companies can showcase their products and assist in the growth of their businesses. It will also have the added benefit of bringing people into the village where they can shop locally too, supporting our existing businesses.

### **Employment**

It is calculated that the Farmers Market would be able to support 2 part time jobs, bringing additional employment to our village.

### **Education**

The Farmers Market will be a place where people can buy local food, swap seeds, find out about regenerative agriculture, run seasonal food festivals celebrating the food we grow locally i.e. tomato day, apple day, brassica day etc. with a view to introducing a yearly Harvest Festival and offering a space for our faith community - as well as bringing back many of our old customs that were so much part of our culture.

It would also like to offer our School's a place where they can incorporate their curriculum and perhaps offer a place where they can learn and show their successes in growing vegetables, selling them to raise funds and be part of a wider Harvest Festival. There is precedent for this in other Farmer's Markets.

### **Community Cohesion**

The Farmers Market will be a place which is inclusive, where all members of our community can come and purchase food, building a relationship with those that grow it and provide a regular place for people to meet. When the 'lockdown' begins to ease it can be a place that will offer communal support space allowing educational workshops on food preparation, preserving, nutrition advice, reconnecting people to food and sustainability.

### **Covid Safe**

Currently Farmer's Markets up and down the country are running and have been throughout the whole of lockdown as these are deemed an essential service. Risk assessments and Covid-safe practices would be enforced, which will be adhered and supervised until such time as the lockdown is finished.



## **Response to Weekly Farmers Market proposal**

I have reviewed the proposal and below are my thoughts and recommendations:

In principle the idea of a weekly farmers' market is good. However, I have my concerns regarding our existing monthly market, the potential fall in stallholders and the impact on local shops (Seasons, Tablehurst Farm, Plawhatch Farm). I have spoken at length to the organiser about this: the ideas are good, they likened their idea to many markets that are currently operating in London where local people grow produce on their own ground then sell this onto the wider community. I have explained that it is not possible for allotment holders to sell produce as this is in breach of their allotment agreement with the council.

It appears the idea would be to start the market in March. In my view this is optimistic: it takes months of preparation and hours of planning to make a successful market and if preparation were rushed this would risk not complying with the health and safety regulations to protect consumers.

I think the best thing to do would be to provide a list of pros and cons in order to facilitate a decision regarding this proposal. I also include my recommendations of conditions that would need to be strictly adhered to and if they are not then the permission should be revoked with immediate effect.

### **Pros**

1. A weekly farmers market could potentially bring people into the village, which in turn may increase sales in local retailers.
2. A weekly market could bring the community together and enable local producers who are not able to attend the monthly market or sell through existing local businesses attend and sell their produce thus strengthening the local economy.
3. It could provide a place for the community to come together and share their produce and knowledge with others thus promoting social, health and mental wellbeing.
4. Possibility of employment to a local person.
5. Potential for a separate youth market (this is something that I have explored in the past but do not have the time to pursue)
6. Increased income for the council from rental fees of land or percentage of sales (I feel that rental of the land would provide a better income)

### **Cons**

1. The drop in stallholders at the existing monthly market.
2. Drop in income to the council from the existing market.
3. Due to both of the above the possibility of our existing market closing due to transference of stallholders to the new weekly market (most local producers would not be able to attend more than 1 market a week due to staffing and the costs incurred in renting a stall)
4. Negative effect on the local businesses (Tablehurst Farm, Plawhatch Farm, The Crossing, The Seasons) having a weekly farmers market could cause a drop in sales.
5. Health and safety issues regarding not being able to provide a safe environment for producers and customers alike (inability to set up a socially distanced setting during the pandemic)
6. Access to the site would be difficult due to the location.

7. Damage to council property and village green.
8. Lack of equipment and staffing. (Our market equipment is too valuable to be let out to others and our market team are unavailable during the week due to previous work commitments)
9. Encouraging gatherings during a pandemic (I feel setting up a market during a pandemic is foolhardy and irresponsible and can not be likened to street markets in London that have been operated by experience managers for hundreds of years our local producers are already selling from their own premises or local shops)
10. Council receiving negative publicity for allowing gatherings during a pandemic following the #soupgate saga in the same location.
11. Illegal selling of allotment produce in breach of allotment agreements.
12. Unregistered food businesses selling produce in breach of environmental health laws.
13. Unregistered businesses causing food poisoning/harm to customers due to lack of the appropriate certification and environmental health checks from the local district council and poor hygiene.

There are probably more but these are the main points.

If this market were to be agreed I would suggest that the following be included in the terms and conditions in addition to our existing ones for our market which cover locality health and safety and legal responsibilities.

**Terms and Conditions:**

**Produce:** must meet the "Primary Produce category" Locally grown or produced food, e.g. vegetables and fruit, eggs, milk, meat, and fish.

**Local Produce:** Produced, processed or baked within approximately 20 miles of Forest Row. Our aim is to provide a 'local' shopping experience that will enable us to reduce CO2 emissions from transport fuel.

**Stall Operators:** stalls do not need to be manned by the producers themselves.

**Chemicals:** growers are encouraged to look for alternatives to chemical fertilisers and pesticides.

**Pricing:** food must be clearly marked and priced according to legal requirements. Contact your local Trading Standards Office for more information.

**Battery Farming:** battery farmed eggs and animal products are excluded from sale.

**Clean Up:** stallholders to remove all unsold produce and leave the market clean.

**Setting Up and Taking Down:** The organisers are responsible for ensuring that stalls are safely set up and taken down and that the appropriate measures are taken to secure said stalls and canopies to avoid harm to public, stallholders and staff.

**Product Usage Advice:** the stallholders undertake to provide simple verbal or written cooking/usage advice, if applicable, for the products they supply.

**Electrical Power:** is not available.

**Food Business:** all food stallholders will need to be registered as a Food Business

**Food Hygiene Certificate:** all processed/prepared food sellers will need a Food Hygiene Certificate.

**Food Hygiene:** Produce must not be stored directly on the ground.

**Certification:** Organic producers will be expected to have organic certification available for inspection. This also applies to other Certification schemes.

**Legislation:** the stallholder is responsible for complying with all laws and regulations regarding the production, preparation, labelling, display, storage and sale of goods. This includes ensuring that all game licences are current.

**Insurance:** Food stallholders are required to have public liability and product insurance. This is for the safety of clients and stallholders.

**Packaging:** stallholders should encourage shoppers to use re-usable shopping bags, or to re-use carrier bags where practicable. All packaging should be kept to a minimum, reusing and recycling where possible.

**Complaints:** Any complaints should be put in writing to the market organisers.

**Breaches in Terms and Conditions:**

**Stallholders:** The organisers must not under any circumstance poach stallholders away from the existing market, stallholders may attend both markets however if this results in stall allocation falling permission will be revoked.

**Property:** Damage to council property or land will be paid for by the organisers and subject to the severity permissions may be revoked.

**Health and Safety:** all health and safety regulations are mandatory and any breaches will result in permissions being revoked.

**The Council reserves the right under the Market Rights Law held by the Forest Row Market Manager to revoke permission at any time should the above terms and conditions not be met.**

Sue Young  
FRPC Market Manager  
03/02/2021