

Forest Row Parish Council

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

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



To: All members of FACILITIES COMMITTEE:
Cllrs. Cocks, Gilbert, Matthews, Rainbow, Scott,
Summers & AM Waters

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Your attendance is required at a meeting of
the FACILITIES COMMITTEE to be held on
TUESDAY 5th NOVEMBER 2024 at
7.30pm
in the Garden Room of the Community
Centre

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Date: 30th October 2024

Mr D O'Driscoll
Clerk to Forest Row Parish Council

A G E N D A

ELECTION OF A CHAIR TO THE COMMITTEE

- 1. PUBLIC PARTICIPATION**
- 2. APOLOGIES FOR ABSENCE**
- 3. RECORDS OF PREVIOUS MEETING OF 10TH SEPTEMBER 2024**
- 4. DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS FOR THIS MEETING**
- 5. CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 5.1 Gilham Bank grant application
 - 5.2 Pothole repairs
 - 5.3 A22 verge parking
 - 5.4 Children's grave
 - 5.5 Crittall window installation
 - 5.6 New swings at playpark
 - 5.7 Streetlight repairs
 - 5.8 Trees at Park Crescent
- 6. PROGRESS REPORTS (with decisions as required)**
 - 6.1 Community Centre refurbishment group
 - 6.2 Gleeson land project
 - 6.3 Games area basketball hoop
 - 6.4 Cemetery consultation
 - 6.5 'Festival Corner' group
 - 6.6 Village Green plan
 - 6.7 Community Orchard
- 7. FINANCIAL ISSUES (to note and amend/approve)**
 - 7.1 Current financial report
 - 7.2 Facilities budget for 2025/26
- 8. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL**

FACILITIES COMMITTEE

BACKING PAPERS FOR MEETING ON 5th NOVEMBER 2023

Agenda item	Description	page
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6.7	Excerpt from Community Orchard agreement	3-7
7.1	Current financial report	8-10
7.2	Draft Facilities budget for 2025-26	11

**COUNCILLORS' BRIEFING TO THE MEETING OF THE FACILITIES COMMITTEE
DATED 5th NOVEMBER 2024**

0. ELECTION OF A CHAIR TO THE COMMITTEE Following the resignation of Edouard Hugo.

1-4. FORMAL ITEMS. As per usual.

5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

5.1 Gilham Bank grant application. We still await a decision on our application to the Lund fund.

5.2 Pothole repairs. The potholes in Ashdown Road have been filled and the more substantial repairs to the tarmac adjacent to Lantern House will be undertaken in the next few weeks.

5.3 A22 verge parking. This will be dealt with in conjunction with the tarmac repair. I am currently researching robust 'No parking' signage.

5.4 The children's grave at the cemetery I have heard from Donna Saunders that this is still a live project, and the materials are almost ready for installation.

5.5 Crittall window installation. Our application for grant funding from Wealden is still pending.

5.6 New swings at the playpark. The new more accessible swings are currently being installed at the playpark.

5.7 Streetlight repairs. I have sought clarification from our providers of what works are required.

5.8 Trees in Park Crescent. This was approved subject to a 'pipes & wires' survey. This is now being obtained, and the planting can then proceed.

6. PROGRESS REPORTS (with decisions as required).

6.1 Community Centre refurbishment group. A member of the group has been asked to report on progress to date, and any necessary decisions required.

6.2 Gleeson land project. We have been waiting for the ecological/ biodiversity report to be received before taking this further. The report is due imminently and hopefully will have been circulated to Committee before the meeting.

6.3 Games area basketball hoop. The decision was made to 'take soundings' from the games area users before deciding which type to install. Those soundings have been overwhelmingly in favour of a combined goal and hoop to match the other end. Does Committee wish to go ahead with this?

6.4 Cemetery consultation. The *Outreach & Comms* working group suggested that residents should be given information on the various options before the formal consultation document is circulated. A decision needs to be taken on the format(s) and timetable for such information, account taken of the increasing pressure on existing space.

6.5 Festival Corner' group. A member of the group has been asked to report on progress to date, and any necessary decisions required.

6.6 Village green plan. It is hoped that quotes for a topographical survey will be available for meeting. How is it intended that this project should then proceed?

6.7 Community orchard. We have the funding in place (a copy of the relevant parts of the agreement are attached), and we now need a plan to implement the scheme. Cllr Jaffay has commented: "As far as I remember there's not been a working group set up for it, but it was mulled over as to whether the Children's Forest and We Grow might collaborate to coordinate the project." Does Committee agree that this should be considered by Full Council?

7. FINANCIAL ISSUES (to note and amend / approve

7.1 Current financial report A printout is attached. Committee will see that the grand totals show: income 87.6% against forecast / expenditure 67.2% against forecast, both of which are anomalous against a nominal month 7 figure of 58.3%. On the income side, hires of the village green have been particularly buoyant (203% of annual budget), and Community Centre hires likewise (already 95% of annual budget). On the expense side, the figure is substantially skewed by the cost of the Crittall window repairs, which will in fact come out of reserves. Otherwise, most figures are within range.

7.2 Facilities budget for 2025-26 Please consult the budget preparation sheet attached to the papers. This shows performance for the last complete year and the first half of this year, with a predicted outturn to the year end. The last column contains suggested figures for existing cost codes for next year, with brief comments. At this point these are only suggestions: it is for Committee to scrutinise them line by line and agree or amend as appropriate.

8. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

3. THE APPLICANT'S OBLIGATIONS

- 3.1 The Applicant shall commence the Project as soon as reasonably practicable after the date of this Grant Funding Agreement, and thereafter must proceed diligently with and complete the Project.
- 3.2 The Applicant shall deliver the Project as set out in Appendix 1 and the outcomes (the **Project Outcomes**) as set out in Appendix 2 to this Grant Funding Agreement.
- 3.3 The Applicant shall (and shall procure that its employees, agents suppliers and contractors shall), comply in all respects with all applicable laws in relation to the carrying out of the Project, and without prejudice to the generality of the foregoing shall:
 - 3.3.1 comply with the Public Contracts Regulations 2015 together with their amendments, updates and replacements from time to time (as required), in connection with the procurement of any of works, assets or services in relation to the Project in respect of which funding is to be provided by the Council and the Council shall not be liable for the Applicant's failure to comply with its obligations under the Public Contracts Regulations 2015;
 - 3.3.2 comply with all applicable laws and relevant guidance governing the award of subsidies within the United Kingdom at the relevant time, including but not limited to the rules and general principles relating to subsidies set out within the EU-UK Trade and Cooperation Agreement and any primary or secondary legislation within UK law which implements and / or expands upon those rules and general principles, and the Subsidy Control Act 2022

and any primary or secondary legislation within UK law which implements and / or expands upon the rules and general principles set out therein;

- 3.3.3 at all times comply with the Equality Act 2010;
 - 3.3.4 provide such evidence to the Council on request of a policy covering equal opportunities including policies to prevent any discrimination on the grounds of colour, race, creed, nationality or any other unjustifiable basis directly or indirectly in relation to the implementation of the Project;
 - 3.3.5 comply with all relevant requirements contained in or having effect under any legislation relating to health, safety and welfare at work; and
 - 3.3.6 comply with the safeguarding of vulnerable people and requirements to check with the Disclosure and Barring Service.
- 3.4 The expenditure profile and funding arrangements are detailed in Appendix 3.
- 3.5 In the event of any conflict between (i) the final Project costs and (ii) the Grant amount set out in Appendix 3 then the Grant amount shall prevail. For the avoidance of doubt, should the final Project costs amount to less than the Grant amount then the lesser amount shall be awarded.
- 3.6 The Grant must be shown in the Applicant's accounts as a restricted fund and must not be included under general funds.
- 3.7 The Applicant must notify the Council of its nominated duly authorised representative appointed by the Applicant to deal with all matters relating to this Grant Funding Agreement. Should that authorised representative be replaced at any time, the Applicant shall notify the Council as soon as reasonably practicable of the replacement authorised representative.

4. PAYMENT OF GRANT

- 4.1 The Council shall pay the Grant to the Applicant in accordance with the expenditure profile set out in Appendix 3, subject to the necessary funds being available when payment falls due, provided that:
- 4.1.1 the Applicant shall spend the Grant solely on the delivery of the Project and fund any overspend using its own resources;
 - 4.1.2 no part of the Grant shall be paid unless and until the Council is satisfied that such payment will be used for proper expenditure in the delivery of the Project;
 - 4.1.3 the Council reasonably believes that the Project will be delivered and the Project Outcomes achieved;
 - 4.1.4 the required terms and conditions of this Grant Funding Agreement have been satisfied;
 - 4.1.5 no other public sector financial assistance relating to the Project (other than that set out in Appendix 1) has been, or will be received by the Applicant; and
 - 4.1.6 the Applicant agrees to provide the Council such other information as reasonably requested by the Council.
- 4.2 The Grant shall be paid to the Applicant against eligible expenditure only as set out in Appendix 3.

4.3 The Applicant may claim as eligible expenditure any irrecoverable VAT that it incurs against the expenditure in Appendix 3, provided that (i) this shall not increase the amount of the Grant, and (ii) if the Applicant subsequently recovers VAT previously treated as irrecoverable, the Applicant shall promptly reimburse the same to the Council to the extent the Grant has already been paid on account of such sum.

4.4 Subject to the provisions of this Grant Funding Agreement, the Council shall pay the Grant into the Applicant's bank account at:

Bank Plc:	UNITY TRUST BANK
Sort Code:	60-83-01
Account Number:	20308478

5. MONITORING AND AUDIT

The Applicant shall:

- 5.1 provide to the Council, upon request, such information as the Council reasonably requires with regard to the Project and the outcomes;
- 5.2 provide the Council with a final report (the 'Final Report') on completion of the Project and in any event by no later than 2nd June 2025, in such format as the Council shall require, together with any evidence requested by the Council which shall confirm whether the Project has been successfully and properly completed;
- 5.3 ensure that all original documents relating to the Project and its implementation and financing are retained until twelve (12) years after the last payment of the Grant; and
- 5.4 permit the Council, or persons authorised by it, to inspect, audit and take copies of all reports, books and accounting records and vouchers relating to the Project and the performance of this Grant Funding Agreement.

APPENDIX 2

Project Outcomes

The Project must deliver all of the following outcomes :

- A community orchard
- Community involvement in the development, planting, and maintenance of the community orchard
- An annual celebratory community orchard day
- Increased use of a community green space
- Increased biodiversity

APPENDIX 3

Eligible Expenditure

The Grant can only be used to fund the Project activities set out in the Applicant's application form contained in Appendix 1.

The total maximum Grant sum payable will be capped at £2,655.24 and the Grant will be paid to the Applicant in accordance with the terms and conditions of this Grant Funding Agreement.

The Grant will be paid as follows :

i) 75% of the Grant amount determined shall be paid within 10 working days of receipt by the Council of the signed Grant Funding Agreement ; and

ii) 25% of the Grant amount determined shall be paid upon completion of the project and receipt by the Council of satisfactory proof of completion (this shall include, without limitation, receipts, proof of purchase and photographic evidence of completion of project).

For the avoidance of doubt, the Grant cannot be used:

- for any other purpose than that specified on the Applicant's application form contained in Appendix 1;
- to restore or plant new hedgerows;
- to maintain or upkeep existing trees in the area allocated;
- to procure trees that do not meet the Biosecure Procurement Requirement.

and the Grant must be spent by no later than 1 March 2025.

Detailed Income & Expenditure by Budget Heading 28/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Amenities & Services</u>						
<u>101 Allotments</u>						
1180 Allotment Rents	1,631	2,000	369			81.5%
Allotments :- Income	<u>1,631</u>	<u>2,000</u>	<u>369</u>			<u>81.5%</u>
1135 Allotments-Water & Upkeep	1,030	700	(330)		(330)	147.2%
Allotments :- Indirect Expenditure	<u>1,030</u>	<u>700</u>	<u>(330)</u>	<u>0</u>	<u>(330)</u>	<u>147.2%</u>
Net Income over Expenditure	<u>600</u>	<u>1,300</u>	<u>700</u>			
<u>102 Village Greens</u>						
1280 VG-Hire Income	1,525	750	(775)			203.3%
3188 Grants & Donations	0	100	100			0.0%
Village Greens :- Income	<u>1,525</u>	<u>850</u>	<u>(675)</u>			<u>179.4%</u>
1236 Outdoor Maintenance	1,985	20,000	18,015		18,015	9.9%
1237 Outdoor Planting	609	1,000	391		391	60.9%
1238 Street Cleaning / Litter	0	12,000	12,000		12,000	0.0%
1239 VG-Utilities	0	400	400		400	0.0%
Village Greens :- Indirect Expenditure	<u>2,594</u>	<u>33,400</u>	<u>30,806</u>	<u>0</u>	<u>30,806</u>	<u>7.8%</u>
Net Income over Expenditure	<u>(1,069)</u>	<u>(32,550)</u>	<u>(31,481)</u>			
<u>104 Amenities General</u>						
1400 Amenities grants/donations	0	1,000	1,000			0.0%
4180 Misc Income	48	0	(48)			0.0%
Amenities General :- Income	<u>48</u>	<u>1,000</u>	<u>952</u>			<u>4.8%</u>
1436 Skate & Play areas	9,303	18,000	8,697		8,697	51.7%
1447 Dog Fouling	1,716	3,500	1,784		1,784	49.0%
Amenities General :- Indirect Expenditure	<u>11,019</u>	<u>21,500</u>	<u>10,481</u>	<u>0</u>	<u>10,481</u>	<u>51.3%</u>
Net Income over Expenditure	<u>(10,971)</u>	<u>(20,500)</u>	<u>(9,529)</u>			
<u>105 Outdoor Maintenance</u>						
1501 Outdoor Maintenance Equipment	553	2,500	1,947		1,947	22.1%
Outdoor Maintenance :- Indirect Expenditure	<u>553</u>	<u>2,500</u>	<u>1,947</u>	<u>0</u>	<u>1,947</u>	<u>22.1%</u>
Net Expenditure	<u>(553)</u>	<u>(2,500)</u>	<u>(1,947)</u>			

Detailed Income & Expenditure by Budget Heading 28/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
203 Street Lighting						
2314 SL-Power	2,866	6,600	3,734		3,734	43.4%
2336 Streetlights	10,327	20,000	9,673		9,673	51.6%
Street Lighting :- Indirect Expenditure	<u>13,192</u>	<u>26,600</u>	<u>13,408</u>	<u>0</u>	<u>13,408</u>	<u>49.6%</u>
Net Expenditure	<u>(13,192)</u>	<u>(26,600)</u>	<u>(13,408)</u>			
204 Road Safety						
2436 RS-Road Safety	0	1,500	1,500		1,500	0.0%
2440 Shed Project	0	2,000	2,000		2,000	0.0%
Road Safety :- Indirect Expenditure	<u>0</u>	<u>3,500</u>	<u>3,500</u>	<u>0</u>	<u>3,500</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(3,500)</u>	<u>(3,500)</u>			
601 Cemetery						
6180 BU-Burial Fees	7,360	18,000	10,640			40.9%
Cemetery :- Income	<u>7,360</u>	<u>18,000</u>	<u>10,640</u>			<u>40.9%</u>
6123 Cemetery Admin	412	350	(62)		(62)	117.7%
6151 BU- Cemetery Rates	1,480	1,200	(280)		(280)	123.4%
6152 BU-Memorial Repairs	116	0	(116)		(116)	0.0%
Cemetery :- Indirect Expenditure	<u>2,008</u>	<u>1,550</u>	<u>(458)</u>	<u>0</u>	<u>(458)</u>	<u>129.5%</u>
Net Income over Expenditure	<u>5,352</u>	<u>16,450</u>	<u>11,098</u>			
Amenities & Services :- Income	<u>10,563</u>	<u>21,850</u>	<u>11,287</u>			<u>48.3%</u>
Expenditure	<u>30,397</u>	<u>89,750</u>	<u>59,353</u>	<u>0</u>	<u>59,353</u>	<u>33.9%</u>
Movement to/(from) Gen Reserve	<u>(19,833)</u>					
Property & Assets						
205 Miscellaneous Assets						
1439 Public Seats	1,364	0	(1,364)		(1,364)	0.0%
Miscellaneous Assets :- Indirect Expenditure	<u>1,364</u>	<u>0</u>	<u>(1,364)</u>	<u>0</u>	<u>(1,364)</u>	
Net Expenditure	<u>(1,364)</u>	<u>0</u>	<u>1,364</u>			
301 Community Centre						
3180 CC-Lettings	18,924	20,000	1,076			94.6%
3181 CC-Equipment Hire	762	400	(362)			190.4%
3182 CC-Rents	8,814	22,000	13,186			40.1%

Detailed Income & Expenditure by Budget Heading 28/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3185 MISC - incl books/copying)	352	400	48			88.1%
3187 CC Drinks Machine Income	387	600	213			64.4%
3189 Misc Property Refunds	18,600	0	(18,600)			0.0%
4180 Misc Income	98	0	(98)			0.0%
Community Centre :- Income	47,937	43,400	(4,537)			110.5%
3111 CC-Rates & Services	23,290	65,000	41,710		41,710	35.8%
3116 CC-Upkeep/Cleaning	32,559	0	(32,559)		(32,559)	0.0%
3127 CC - Drinks Machine	766	1,000	234		234	76.6%
3136 CC-Enhancement	19,902	5,000	(14,902)		(14,902)	398.0%
Community Centre :- Indirect Expenditure	76,517	71,000	(5,517)	0	(5,517)	107.8%
Net Income over Expenditure	(28,580)	(27,600)	980			
303 Venue on the Green						
3306 VOTG Income	570	2,200	1,630			25.9%
Venue on the Green :- Income	570	2,200	1,630			25.9%
3304 Votg Non Youth Equip	0	500	500		500	0.0%
3305 VOTG Running Costs	2,807	4,000	1,193		1,193	70.2%
Venue on the Green :- Indirect Expenditure	2,807	4,500	1,693	0	1,693	62.4%
Net Income over Expenditure	(2,238)	(2,300)	(62)			
Property & Assets :- Income	48,507	45,600	(2,907)			106.4%
Expenditure	80,688	75,500	(5,188)	0	(5,188)	106.9%
Movement to/(from) Gen Reserve	(32,181)					
Grand Totals:- Income	59,071	67,450	8,379			87.6%
Expenditure	111,085	165,250	54,165	0	54,165	67.2%
Net Income over Expenditure	(52,014)	(97,800)	(45,786)			
Movement to/(from) Gen Reserve	(52,014)					

	2023-24		2024-25		2025-26	
	budget	actual	percent	budget	to 6m	percent
Income streams:						
Allotment rents	1750	2760	158%	2000	1400	70%
Village green hires	750	748	100%	750	1525	203%
Village green utilities	0	0	0%	0	0	0%
Burial fees	13000	10766	83%	18000	7303	41%
Grants/misc (amenities)	1500	285	19%	1100	48	4%
CC-hirings	15000	24533	164%	20000	18881	94%
CC-equip hire	400	767	192%	400	762	190%
CC-rents	22000	21870	99%	22000	8814	40%
Misc (books/copies)	400	410	102%	400	340	85%
CC-drinks machine	500	729	146%	600	312	52%
Misc - property refunds	0	7451	0%	0	18600	0%
Grants/misc (property)	0	100	0%	0	98	0%
VotG income	4000	2099	53%	2200	338	15%
TOTAL INCOME	59300	72518	122%	67450	58421	87%

	2025-26	commentary
	2200	as 12m forecast
	1000	split last two years performance
	0	
	15000	last year plus likely increase
	1000	guesstimate
	25000	as 12m forecast
	700	as 12m forecast
	12000	assues rent 'holidays'
	500	as 12m forecast
	600	as 12m forecast
	0	none predicted
	0	none predicted
	2000	return to previous level
	60000	conservative estimate on previous year
	89%	of previous year

	budget	actual	percent	budget	to 6m	percent	f'cast 12m
Expend streams							
Allotment upkeep	700	486	69%	700	1030	147%	1030
VG utilities	100	263	263%	400	0	0%	0
Street cleaning	0	0	0	12000	0	0%	10000
Outdoor m'tce	8000	8091	101%	20000	1985	10%	22000
Outdoor planting	1000	634	63%	1000	609	61%	800
Outdoor equipment	1705	704	41%	2500	553	22%	1000
Play & skate areas	1500	3134	209%	18000	9303	52%	1200
Dog bins	3200	3144	98%	3500	1716	49%	3500
Cemetery admin	330	256	78%	350	412	118%	450
Cemetery rates	1210	1134	94%	1200	1596	123%	1600
Streetslights-power	6600	5073	77%	6600	2866	43%	5500
Streetslights- mtce	8250	27400	332%	20000	10327	52%	20000
Road safety	750	0	0%	1500	0	0%	4000
CC - rates & services	33000	46716	142%	65000	55849	86%	65000
CC - upkeep/cleaning	13200	8585	65%	1000	766	77%	1200
CC - drinks machine	770	1164	151%	5000	19902	398%	20000
CC - enhancement	500	0	0%	500	0	0%	500
VotG non youth equip	4000	2377	59%	4000	2807	70%	3000
Bus shelters	0	105	0%	0	1364	0%	0
Offsite car park	0	225	0%	0	0	0%	0
Notice boards	0	31	0%	0	0	0%	0
TOTAL EXPENDITURE	84815	109522	129%	163250	111085	68%	160780
							98%

	2025-26	commentary
	1000	as 12m forecast
	0	balance from previous year
	2000	as 12m forecast
	10000	as last year budget
	1000	as last year budget
	2500	assumes maintenance required
	10000	as 12m forecast
	3500	as 12m forecast
	450	as 12m forecast
	1600	as 12m forecast
	6000	last year +inflation
	20000	as 12m forecast
	1000	Assumes further measures
	70000	last year +inflation
	1400	last year +inflation
	20000	as 12m forecast (ongoing works)
	500	contingency
	3000	as 12m forecast
	0	covered by CIL
	0	covered by CIL
	0	covered by CIL
	153950	of previous year
	94%	

	budget	actual	percent	budget	to 6m	percent	f'cast 12m
CC - rates & services	33000	46716	142%	65000	55849	86%	65000
CC - upkeep/cleaning	13200	8585	65%	1000	766	77%	1200
CC - drinks machine	770	1164	151%	5000	19902	398%	20000
CC - enhancement	500	0	0%	500	0	0%	500
VotG non youth equip	4000	2377	59%	4000	2807	70%	3000
Bus shelters	0	105	0%	0	1364	0%	0
Offsite car park	0	225	0%	0	0	0%	0
Notice boards	0	31	0%	0	0	0%	0
TOTAL EXPENDITURE	84815	109522	129%	163250	111085	68%	160780
							98%

	2025-26	commentary
	70000	last year +inflation
	1400	last year +inflation
	20000	as 12m forecast (ongoing works)
	500	contingency
	3000	as 12m forecast
	0	covered by CIL
	0	covered by CIL
	0	covered by CIL
	153950	of previous year
	94%	