

# 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. Gilbert (Chair), Cocks, Killick, 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 11<sup>th</sup> MARCH 2025** at 7.30pm  
in the Garden Room of the Community  
Centre

Tel: 01342 822661  
Fax: 01342 825739  
Email: info@forestrow.gov.uk  
Website: www.forestrow.gov.uk

Date: 5<sup>TH</sup> March 2025

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## A G E N D A

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING OF 21<sup>st</sup> JANUARY 2025
4. DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS FOR THIS MEETING
5. CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION
  - 5.1 Crittall window installation
  - 5.2 Community Orchard
  - 5.3 Park Crescent planting
  - 5.4 Rush Green path
  - 5.5 Hambro Hall repairs
  - 5.6 Community Centre refurbishment
  - 5.7 New combined goal/basket
6. PROGRESS REPORTS (with decisions as required)
  - 6.1 3-D model event
  - 6.2 Gleeson land project
  - 6.3 Enhanced litter & street cleaning projects
  - 6.4 Spring clean
7. FINANCIAL ISSUES (to note and amend/approve)  
Current financial report
8. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING TO THE MEETING OF THE FACILITIES COMMITTEE  
DATED 11<sup>th</sup> MARCH 2025**

**1-4. FORMAL ITEMS.** As per usual.

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

5.1 Crittall window insulation. The window film has now been professionally applied to the Crittall windows in the Garden Room and Library. That completes our restoration programme, which should preserve the windows for years to come (and save on heating bills).

5.2 Community Orchard. The fruit trees were successfully planted on 20<sup>th</sup> February. The nut trees have also arrived and been planted.

5.3 Park Crescent planting. This was approved at the previous Facilities meeting, but the resident has not yet responded to offers both of trees and help with planting.

5.4 Rush Green path The work was completed on 3<sup>rd</sup> March and is now in use.

5.5 Hambro Hall repairs. The last phase of the repairs for which we are responsible is starting in the week commencing 17<sup>th</sup> March.

5.6 Community Centre refurbishment Pending feedback from the Model Village Follow-up Event, Amanda Sinclair has been gathering quotes for repair and improvement works.

5.7 New combined goal/basket hoop. This is due to be installed in the games area in the week commencing 21<sup>st</sup> April. The delay is due to the goods being delivered from abroad.

**6. PROGRESS REPORTS (with decisions as required).**

6.1 3-D model. The organising group has been asked to report how the event went, how the feedback will be evaluated, and any necessary decisions required. This will also encompass the effects on future progress with the working groups on Community Centre refurbishment and the main village green.

6.2 Gleeson land project. Following a further meeting with the residents of Medway Drive, and further consultation with *WeGrow*, a firm proposal (attached) has been agreed between the parties which is now presented to Committee for adoption.

6.3 Enhanced litter and street cleaning project. Notwithstanding (or perhaps because of) a further meeting with the waste manager and relevant portfolio holder from Wealden District Council, it remains unclear what action we intend to take on these linked projects. This is despite the consistently high profile that the issues have taken in feedback from our residents, and the fact that funds were specifically allocated for the project in *this* year's budget. The local council clerks' network is currently reporting organised consultations

between towns/parishes and their principal councils to work out what and how services might be apportioned as a result of the Government's devolution programme, but Wealden have offered us nothing except unquantified assurances to 'do better' and a verbal proposal to fund a pavement sweeping machine. Do we propose to take any positive action?

6.4 Spring Clean. We have received an email (copy attached) from Wealden inviting us to participate in the 'Great British Spring Clean'. Aside from the irony of the proposal in the light of 6.3 above, does Council wish to become involved in this activity?

**7. FINANCIAL ISSUES (to note and amend / approve**

Current financial report A printout is attached to the end of month 11. Combined income for Facilities is at 131.8% of forecast, boosted by Village Green hire at 210.7% and Community Centre room hire at 150.3% (the 'miscellaneous' entry under code 3189 consists of a refund of overpaid electricity on estimated invoices, the refund of a duplicate bill sent in error, and a payment from pre-school against restoration costs).

Expenditure is at 100.2% of forecast: despite the fact that code 1238 for street cleaning has not been called on, the bill for restoration of the Crittall windows, which was held in reserves, was in the event recorded against revenue. Also the upkeep codes for the Community Centre were inflated by necessary but one-off repairs to the alarm system and the automatic entry door.

***ACTION: to note (queries as appropriate)***

**8. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL**

## **Gleeson Land – Proposal**

Following interest from We Grow for the Gleeson Land, we are now proposing to offer a Licence Agreement to We Grow. The following is a brief explanation to how the project will work.

### How We Grow works

There are a potential of 20 families that may be allocated to the Gleeson Project but priority would be given to Medway Drive Residents if any are interested.

We grow's plan is to work with low maintenance plants – mainly herbs in a Medicinal Herb Wheel configuration, Fruit Cages, Raspberry Canes, Blueberries & Fruit Trees.

There will be the initial investment of time creating the landscape and garden and then minimal time required once established

The items that are planted will attract wildlife and most importantly Bees.

Site work will take place initially once or twice a week maximum, probably Wednesdays and Saturdays with all interested parties coming along together to minimise disruption. Ideally no cars.

We Grow will act as Land Guardians

### Matters for Consideration

#### Start of Works

Following advice from Tom Forward, works will commence in September as this is outside of the bird-nesting season.

#### Clearance of Site

It is hoped that the FRPC Maintenance Team will assist with clearance of the land. This is to be discussed with the Clerk.

#### Entrance to Site

The entrance closest to the land is to be used i.e. not near the residents' car park.

#### Oak Tree

A 300 year old Oak Tree sits near the entrance and therefore Nick Raeside is to be consulted about how we can protect the tree's roots.

#### Parking Signs

To be reviewed after six months into project.

#### Licence Agreement

A 3 year agreement (reviewed after a year) between FRPC & We Grow.

#### Cost

£100 per year

## David O'Driscoll

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**From:** Julie Goodwin <Julie.Goodwin@wealden.gov.uk>  
**Sent:** 04 March 2025 10:16  
**To:** clerk@alfristonparishcouncil.org.uk; arlingtonparishcouncilsussex@aol.co.uk; berwickparishcouncil@aol.co.uk; clerk@buxtedparish.org.uk; Chalvingtonwithripeclerk@gmail.com; clerk@chiddingly.gov.uk; clerk@crowboroughtowncouncil.gov.uk; cuckmerepc@googlemail.com; clerk@danehill-pc.org; clerk@edfparishcouncil.org.uk; easthoathlywithhallandpc@gmail.com; clerk@fletching-pc.org; David O'Driscoll; clerk@framfieldcouncil.org.uk; clerk@frant-pc.gov.uk; clerk@hadlowdown.org; john.harrison@hailsham-tc.gov.uk; parishclerk@hartfieldonline.com; clerk@hwpc.org.uk; clerk@hellingly-pc.org.uk; clerk@herstmonceuxparish.org.uk; hooepc2@btinternet.com; clerk@horam.com; clerk@isfieldpc.org.uk; laughtonclerk@gmail.com; littlehorstedclerk@gmail.com; longmanclerk@gmail.com; clerk@maresfieldparish.org.uk; clerk@mayfieldfiveashes.org.uk; clerk@ninfieldpc.co.uk; pevenseypc@outlook.com; townclerk@polegatetowncouncil.gov.uk; clerk@rotherfieldparishcouncil.co.uk; townclerk@uckfieldtc.gov.uk; clerk@wadhurst-pc.gov.uk; warbletonparishcouncil@gmail.com; wartlingpc@aol.com; clerk@westhamparishcouncil.org.uk; parishclerkwjpc@btconnect.com; clerk@withyhamparishcouncil.org.uk  
**Subject:** Great British Spring Clean

### The Great British Spring Clean 21 March-6 April 2025



Wealden District Council in partnership with Biffa are pleased to again be supporting this year's Great British Spring Clean by helping groups from around the District in their litter picking efforts through the supplying of equipment and the collection of the bags of litter.

We know that there are a few events happening across the district, however, if you are aware of any events taking place or of any groups needing equipment please contact us at [recycling@wealden.gov.uk](mailto:recycling@wealden.gov.uk) and we will be pleased to help.

Please feel free to advertise this through your social media/web pages

For further information on the Great British Spring Clean and to pledge to pick up a bag of litter or two, visit [Great British Spring Clean | Keep Britain Tidy](#).

Kind Regards

## Detailed Income &amp; Expenditure by Budget Heading 05/03/2025

Month No: 12

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Amenities &amp; Services</u></b>						
<b><u>101 Allotments</u></b>						
1180 Allotment Rents	2,507	2,000	(507)			125.3%
Allotments :- Income	<u>2,507</u>	<u>2,000</u>	<u>(507)</u>			<u>125.3%</u>
1135 Allotments-Water & Upkeep	1,040	700	(340)		(340)	148.6%
Allotments :- Indirect Expenditure	<u>1,040</u>	<u>700</u>	<u>(340)</u>	<u>0</u>	<u>(340)</u>	<u>148.6%</u>
<b>Net Income over Expenditure</b>	<u>1,466</u>	<u>1,300</u>	<u>(166)</u>			
<b><u>102 Village Greens</u></b>						
1280 VG-Hire Income	1,580	750	(830)			210.7%
3188 Grants & Donations	0	100	100			0.0%
4180 Misc Income	36	0	(36)			0.0%
Village Greens :- Income	<u>1,616</u>	<u>850</u>	<u>(766)</u>			<u>190.1%</u>
1236 Outdoor Maintenance	11,097	20,000	8,903		8,903	55.5%
1237 Outdoor Planting	1,139	1,000	(139)		(139)	113.9%
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>12,236</u>	<u>33,400</u>	<u>21,164</u>	<u>0</u>	<u>21,164</u>	<u>36.6%</u>
<b>Net Income over Expenditure</b>	<u>(10,620)</u>	<u>(32,550)</u>	<u>(21,930)</u>			
<b><u>104 Amenities General</u></b>						
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	18,394	18,000	(394)		(394)	102.2%
1447 Dog Fouling	3,432	3,500	68		68	98.1%
Amenities General :- Indirect Expenditure	<u>21,826</u>	<u>21,500</u>	<u>(326)</u>	<u>0</u>	<u>(326)</u>	<u>101.5%</u>
<b>Net Income over Expenditure</b>	<u>(21,778)</u>	<u>(20,500)</u>	<u>1,278</u>			
<b><u>105 Outdoor Maintenance</u></b>						
1501 Outdoor Maintenance Equipment	1,559	2,500	941		941	62.4%
Outdoor Maintenance :- Indirect Expenditure	<u>1,559</u>	<u>2,500</u>	<u>941</u>	<u>0</u>	<u>941</u>	<u>62.4%</u>
<b>Net Expenditure</b>	<u>(1,559)</u>	<u>(2,500)</u>	<u>(941)</u>			

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<b>203 Street Lighting</b>						
2314 SL-Power	4,522	6,600	2,078		2,078	68.5%
2336 Streetlights	11,677	20,000	8,323		8,323	58.4%
Street Lighting :- Indirect Expenditure	<b>16,198</b>	<b>26,600</b>	<b>10,402</b>	<b>0</b>	<b>10,402</b>	<b>60.9%</b>
<b>Net Expenditure</b>	<b>(16,198)</b>	<b>(26,600)</b>	<b>(10,402)</b>			
<b>204 Road Safety</b>						
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	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>	<b>3,500</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,500)</b>	<b>(3,500)</b>			
<b>601 Cemetery</b>						
6180 BU-Burial Fees	14,351	18,000	3,649			79.7%
Cemetery :- Income	<b>14,351</b>	<b>18,000</b>	<b>3,649</b>			<b>79.7%</b>
6123 Cemetery Admin	441	350	(91)		(91)	125.9%
6151 BU- Cemetery Rates	1,849	1,200	(649)		(649)	154.1%
6152 BU-Memorial Repairs	116	0	(116)		(116)	0.0%
Cemetery :- Indirect Expenditure	<b>2,406</b>	<b>1,550</b>	<b>(856)</b>	<b>0</b>	<b>(856)</b>	<b>155.2%</b>
<b>Net Income over Expenditure</b>	<b>11,945</b>	<b>16,450</b>	<b>4,505</b>			
Amenities & Services :- Income	<b>18,521</b>	<b>21,850</b>	<b>3,329</b>			<b>84.8%</b>
Expenditure	<b>55,265</b>	<b>89,750</b>	<b>34,485</b>	<b>0</b>	<b>34,485</b>	<b>61.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(36,744)</b>	<b>(67,900)</b>	<b>(31,156)</b>			
<b>Property &amp; Assets</b>						
<b>205 Miscellaneous Assets</b>						
1439 Public Seats	1,364	0	(1,364)		(1,364)	0.0%
2551 Offsite Car Parks	75	0	(75)		(75)	0.0%
Miscellaneous Assets :- Indirect Expenditure	<b>1,439</b>	<b>0</b>	<b>(1,439)</b>	<b>0</b>	<b>(1,439)</b>	
<b>Net Expenditure</b>	<b>(1,439)</b>	<b>0</b>	<b>1,439</b>			
<b>301 Community Centre</b>						
3180 CC-Lettings	30,064	20,000	(10,064)			150.3%
3181 CC-Equipment Hire	965	400	(565)			241.2%

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3182 CC-Rents	16,953	22,000	5,047			77.1%
3185 MISC - incl books/copying)	635	400	(235)			158.7%
3187 CC Drinks Machine Income	584	600	16			97.4%
3189 Misc Property Refunds	18,600	0	(18,600)			0.0%
4180 Misc Income	98	0	(98)			0.0%
<b>Community Centre :- Income</b>	<b>67,899</b>	<b>43,400</b>	<b>(24,499)</b>			<b>156.4%</b>
3108 CC-Staff Training	556	0	(556)		(556)	0.0%
3111 CC-Rates & Services	44,048	65,000	20,952		20,952	67.8%
3116 CC-Upkeep/Cleaning	33,071	0	(33,071)		(33,071)	0.0%
3127 CC - Drinks Machine	1,668	1,000	(668)		(668)	166.8%
3136 CC-Enhancement	26,586	5,000	(21,586)		(21,586)	531.7%
<b>Community Centre :- Indirect Expenditure</b>	<b>105,929</b>	<b>71,000</b>	<b>(34,929)</b>	<b>0</b>	<b>(34,929)</b>	<b>149.2%</b>
<b>Net Income over Expenditure</b>	<b>(38,031)</b>	<b>(27,600)</b>	<b>10,431</b>			
<b>303 Venue on the Green</b>						
3306 VOTG Income	2,278	2,200	(78)			103.6%
<b>Venue on the Green :- Income</b>	<b>2,278</b>	<b>2,200</b>	<b>(78)</b>			<b>103.6%</b>
3304 Votg Non Youth Equip	0	500	500		500	0.0%
3305 VOTG Running Costs	2,892	4,000	1,108		1,108	72.3%
<b>Venue on the Green :- Indirect Expenditure</b>	<b>2,892</b>	<b>4,500</b>	<b>1,608</b>	<b>0</b>	<b>1,608</b>	<b>64.3%</b>
<b>Net Income over Expenditure</b>	<b>(614)</b>	<b>(2,300)</b>	<b>(1,686)</b>			
<b>Property &amp; Assets :- Income</b>	<b>70,177</b>	<b>45,600</b>	<b>(24,577)</b>			<b>153.9%</b>
<b>Expenditure</b>	<b>110,261</b>	<b>75,500</b>	<b>(34,761)</b>	<b>0</b>	<b>(34,761)</b>	<b>146.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(40,084)</b>	<b>(29,900)</b>	<b>10,184</b>			
<b>Grand Totals:- Income</b>	<b>88,698</b>	<b>67,450</b>	<b>(21,248)</b>			<b>131.5%</b>
<b>Expenditure</b>	<b>165,526</b>	<b>165,250</b>	<b>(276)</b>	<b>0</b>	<b>(276)</b>	<b>100.2%</b>
<b>Net Income over Expenditure</b>	<b>(76,828)</b>	<b>(97,800)</b>	<b>(20,972)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(76,828)</b>	<b>(97,800)</b>	<b>(20,972)</b>			