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

Your attendance is required at a meeting of the FACILITIES COMMITTEE to be held on TUESDAY 21st JANUARY 2025 at 7.30pm in the Garden Room of the Community Centre Tel: Fax: Email: Forest Row East Sussex RH18 5DZ 01342 822661 01342 825739 info@forestrow.gov.uk

Community Centre

Hartfield Road

Email: Website:

www.forestrow.gov.uk

Date:

16th January 2025

for p

Mr D O'Driscoll Clerk to Forest Row Parish Council

AGENDA

- 1. PUBLIC PARTICIPATION
- 2. APOLOGIES FOR ABSENCE
- 3. RECORDS OF PREVIOUS MEETING OF 5TH DECEMBER 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 Resurfacing at Ashdown Road & Lantern House
 - 5.3 CCTV extensions
 - 5.4 Children's grave
 - 5.5 New combined goal/basket
 - 5.6 Cemetery consultation
 - 5.7 Hambro Hall repairs
- 6. PROGRESS REPORTS (with decisions as required)
 - 6.1 Community Orchard
 - 6.2 Gleeson land project
 - 6.3 A22 verge parking
 - 6.4 Rush Green access path
 - 6.5 Trees at Park Crescent
 - 6.6 Village green(s) topographical surveys
 - 6.7 Streetlight repairs
 - 6.8 Community Centre refurbishment group
 - 6.9 Crittall window insulation
 - 6.10Enhanced litter & street cleaning projects
- 7. FINANCIAL ISSUES (to note and amend/approve)
 - 7.1 Current financial report
- 8. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

FACILITIES COMMITTEE BACKING PAPERS FOR MEETING ON 21st JANUARY 2025

Agenda item	Description	page
	Clerk's briefing to the Committee	4.0
		1-2
6.3	Specimen 'no parking' sign	3
6.4	Quotes for Rush Green access path	4-6
6.5	Park Crescent tree planting proposal	7-10
6.6	Topographical surveys (to follow)	
6.7	Prioritised streetlight repair schedule	11-12
6.9	Amended quote Crittall window film	13
7	Financial report to end month 9	14-16

COUNCILLORS' BRIEFING TO THE MEETING OF THE FACILITIES COMMITTEE DATED 21st JANUARY2025

- PUBLIC PARTICIPATION. Cllr Patterson-Vanegas wants to address Committee on work she
 has been doing behind the scenes at Wealden Council concerning our enhanced litter
 collection and street cleaning project. (This could be taken in conjunction item 6.10 below)
- 2-4. 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 Resurfacing at Ashdown Road & Lantern House. These works are now complete and have been done to a good standard.
- <u>5.3 CCTV extensions</u> I spoke this week to our CCTV contractor who has promised to send a quote within the next working week.
- <u>5.4 The children's grave at the cemetery</u> Donna Saunders has updated me that this project is just awaiting the delivery of a memorial plaque from a local blacksmith.
- <u>5.5 New combined goal and basket</u>. The play equipment company inspected the site and measured up just before Christmas, but awaits better weather before proceeding to installation.
- <u>5.6 Cemetery consultation</u>. Amanda and I had a Zoom call with AiRS before Christmas and agreed a layout for the postal survey, to follow the *Meet and Greet* on the same topic. We have secured the attendance of the Head of the ICCM as a speaker at the event.
- 5.7 Hambro Hall repairs. On My Side moved into the Hambro Hall under lease on 1st January. There remain some ant-damp repairs to be done which are our responsibility, and these are now in hand

ACTION: to note (queries as appropriate)

6. PROGRESS REPORTS (with decisions as required).

- 6.1 Community Orchard. Cllr Jaffay has been asked to report on the progress of this project.
- <u>6.2 Gleeson land project</u>. Cllr Taylor-Smith has been asked to report on the progress of the project. The main issues for resolution appear to be securing the support of the residents of Medway Drive, and agreeing a scheme / timetable with the prospective users
- <u>6.3 A22 verge parking</u>. It was agreed that some robust ground-based 'no parking' signs should be added to the resurfacing at Lantern Drive. A suitable type has been identified (see attached screenshot the text can be adapted to suit) Are these acceptable?

- <u>6.4 Rush Green access path</u>. Following representations from certain Members, an alternative route for the path has been suggested and quoted for (see attached papers). This now requires a decision. Amanda Sinclair will clarify the figures as required.
- <u>6.5 Trees at Park Crescent</u>. The resident who made the request has supplied information about the problem, a plan and suggested planning details. Does Council wish to proceed? Would it be acceptable to add similar 'no parking' signs as in 6.3 above?
- <u>6.6 Village green(s) topographical surveys</u> The surveys (of Foresters Green and the space behind Peter Griffits Hall) were done on 2nd & 3rd January. It is hoped that the outputs will be available to this meeting. For Committee to decide where we go from here.
- 6.7 Streetlight repairs This was discussed last time, but no decision was taken which repairs should be undertaken and when. UKPN first or 'red' items? Before 31st March or after?

 6.8 Community Centre refurbishment group. Amanda Sinclair will report on progress with this working group
- <u>6.9 Crittall window installation.</u> We have received a grant of £2907 towards the cost of heat retaining film for the windows and the job has now been surveyed. The revised quote (to include the doors) is attached for approval.
- <u>6.10 Enhanced litter & street cleaning projects.</u> Full Council decided that these initiatives should go ahead unless a satisfactory reply to a letter of representations to Wealden was received before this meeting. Cllr Patterson-Vanegas has asked if that letter could be held back until she has addressed the Committee on her negotiations on the topic.

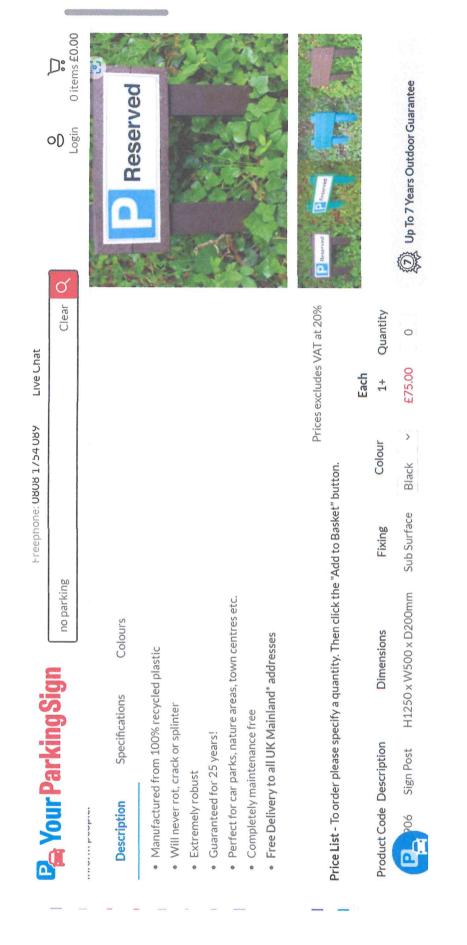
I would simply comment that there was money reserved in *this year's* budget for these linked schemes.

ACTION (on all the above): to consider and decide were required

7. FINANCIAL ISSUES (to note)

A financial report to end month 9/quarter 3 (still, I regret, in the two committee format) is attached. On the Amenities side, the budgets for street cleaning and for road safety remain wholly unspent, while the income for burials is less than half of forecast. On the Property side, income has been dented by rent holidays, while Community centre improvements have taken expenditure significantly over forecast. However, the overall performance of Facilities against forecast (105% income & 81% expenditure) gives no cause for concern

8. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL



Tel: 01444 243 295

Email: info@drivepoint.co.uk

www.drivepoint.co.uk



LJB/40607 15/11/2024

FOREST ROW PARISH COUNCIL

Dear Amanda,

RE: NEW FOOTPATH TO PLAYGROUND

We thank you for your enquiry and have pleasure in quoting for your requirements as follows:

Excavate New Footpath to Play Park Gates and Swings from Main Public Footpath. Re-use any soil to make up side levels once New Footpath is constructed – remove unwanted arisings from site	51m2 Approx.
Supply and install Timber Edgings to perimeters of new path ready for new Surface	ITEM
Supply and lay Terram Membrane, lay and compact 100mm of MOT Type 1 Stone and compact New Tarmacadam Surface	51m2 Approx
Supply, lay and roll 40mm of Ac20 Dense Bitumen Macadam Binder Course and Supply, lay and roll 25mm of Ac6 Close Graded Macadam Surface Course	51m2 Approx

All of the above for the sum of = £4,595.00+VAT

TENDER QUALIFICATIONS as printed over leaf.

We trust our quotation will be of interest to you but if clarification of any point is needed, please do not hesitate to contact us.

Yours faithfully For DRIVEPOINT CONSTRUCTION LTD

LPS

L Blaker Director









SURFACING & CIVIL ENGINEERING CONTRACTORS

Tel: 01444 243 295

Email: info@drivepoint.co.uk

www.drivepoint.co.uk



LJB/40282 28/04/2024

Fta: Amanda Sinclair

FOREST ROW PARISH COUNCIL

Email: amanda.sinclair@forestrow.gov.uk

RE: VARIOUS SITES - FOREST ROW

We thank you for your enquiry and have pleasure in quoting for your requirements as follows:

Area outside Fornello,

Continued///.....

- Set up any necessary Traffic Management	
- Plane off whole area to a depth suitable for new surface	
- Break out old collapsed Road Gully and reset to required level	1No
- Key and cut into existing edges to create a new clean line	
- Apply a tack coat of cold Bitumen Emulsion	
- Supply, lay and roll 40-50mm of Ac20 Dense Bitumen Macadam Binder Course	110m2
- Supply, lay and roll 40mm of Ac10 Stone Mastic Asphalts Surface Course	110m2
TOTAL =	£6,725.00 +VAT
New Playground Path, Excavate a new Footpath to Park Gates and Swings from Main Road Footpath, re-use any soil to make up levels once finished and muck away any unwanted materials from site	112m2
Supply and install timber edgings to the perimeters of the path for new surface	125Lm
Supply and lay Terram Membrane, lay and compact 100mm of MOT Type 1 Stone and compact ready for Tarmacadam surface	125 L M
Supply, lay and roll 40mm of Ac20 Dense Bitumen Macadam Binder Course and Supply, lay and roll 25mm of Ac6 Close Graded Macadam Surface Course	112m2
TOTAL =	£8,450.00

+VAT

2 x Potholes Ashdown Road

Key out and cut a new line around Potholes, remove all arisings, apply a tack coat to inside the hole, supply, lay and compact in various thicknesses Ac6 Close Graded Macadam Surface Course and seal joints between old and new surface

TOTAL =

£250.00

+VAT

TENDER QUALIFICATIONS as printed over leaf.

We trust our quotation will be of interest to you but if clarification of any point is needed, please do not hesitate to contact us.

Yours faithfully For DRIVEPOINT CONSTRUCTION LTD

Louisa

Louisa Blaker Senior Manager











David O'Driscoll

From:

FRPC Reception

Sent:

09 January 2025 15:09

To:

David O'Driscoll

Subject:

FW: Park Crescent

Attachments:

20240828_114041.jpg; 20240828_125109.jpg; 20240828_125627.jpg



To: FRPC Reception <info@forestrow.gov.uk>
Subject: RE: Park Crescent

Good afternoon,

In answer to your questions.

Please see the attached plan and photograph of the area. Note the car is the issue and this is encouraging others to do the same. The have been told on numerous occasions by the warden but ignore requests

Also please note that there are existing trees present along the crescent.

I am suggesting mountain ash x 4 or 5 (Whips with supporting wooden stakes)

I will provide the upkeep

Can I ask if consideration was given to the sign "No Parking"

I can be reached on



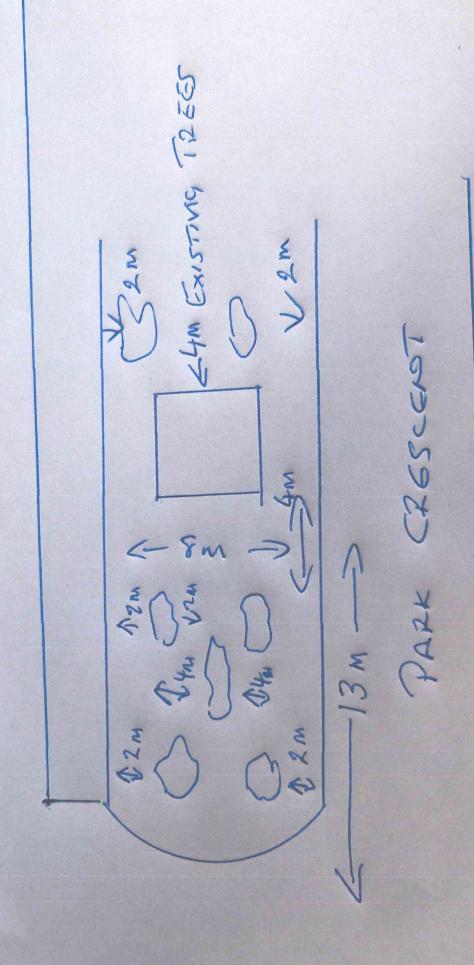
if a chat is easier.

I suggest that these are planted in late November

Kind regards,



HAZTFIELD LOAD



9



Forest Row - Service Inspection Report

- 2 Pruning required. (Cat.1, £45)
- 5 Leaning column, very solid in the ground. RTV required. (Cat.2, £675)
- 6 No Secondary Isolation, Column has no Earth. (Cat.2, £100)
- 8 Column needs a large lvy clearance, Pole box has no Earth. (Cat.1, £125)
- 12 Pruning required. (Cat.1, £45)
- 14 Column door has been hit and needs replacing, the bottom location lug has snapped off. (Cat.1, £105)
- 20 No access to the door to take the door off Six foot fence built after the SL6 lantern was fitted.
- 22 Pruning required. (Cat.1, £45)
- 38 Remote column with a photocell. (Cat.3, £60)
- 39 Remote column with a photocell. (Cat.3, £60)
- 46 No Secondary Isolation. The pole box is very wet inside but no obvious leak. (Cat.2, £90)
- 50 Pruning required homeowner not keen on it being done so prior liaison by pc will be required, couple of branches pushing on the column and the canopy is blocking the light spread. Longer door bolt is required. Earth bolt needs replacing as very loose and ineffective. Broken bottom on the Mains Cut-out.
- 55 No Secondary Isolation Mains cut-out will need moving to get a small Lucy cut-out in. Column has no Earth. (Cat.2, £100)
- 57 No Secondary Isolation, column has no Earth. Door lock bolt is missing. (Cat.2, £110)
- 69 Cast Iron column with clock box swan neck bracket. Column has no Earth, lantern has no Earth. No Secondary isolation no room. Door plate held on by only one screw. **Mini Pillar required along with new swan neck bracket, although cheaper to replace column.** (Cat.1, replace column £1450 + UKPN quotation currently with PC)
- 73 No Secondary Isolation. Column hit, leaning and loose in the ground. RTV required. (Cat.2, £740)
- 74 Broken Mains fuse holder. Secondary Isolation upgrade required which will also remove the Neutral connector block. (Cat.1, £130)
- 75 Concrete column that is cracked at the top. **New column required.** This column already has a mini pillar so it could be replaced without UKPN involvement. (Cat.1, £1450)
- 77 No Secondary isolation. No Neutral Block just a connector block. Column has no Earth. (Cat.2, £100)
- 78 Column has no Earth. (Cat.2, £35)
- 79 No Secondary Isolation. Column has no Earth. (Cat.2, £100)
- 82 No Secondary Isolation, column Earth upgrade required. (Cat.2, £100)
- 83 House number 18 has strapped their large tree to the column to keep it upright. (Cat.2, £45)
- 84 Cast Iron clock box column with pillar. Column has no Earth. (Cat.3, £1450 + UKPN)

- 85 No Secondary Isolation, column Earth upgrade required. (Cat.2, £100)
- 86 Cast Iron clock box column. No Secondary isolation no room. Column has no Earth, lantern has no Earth to it. (Cat.3,

£1450 + UKPN)

- 87 Cast Iron column with Swan Neck containing a large clock box. Warped clock box door, it doesn't lock and is very stiff. It just sits in place close to being closed. (Cat.3, £1450 + UKPN)
- 88 Cast iron column with clock box Swan Neck. No Secondary isolation no room. Column has no earth. Lantern has no Earth. (Cat.3, £1450 + UKPN)
- 90 Cast Iron column with clock box Swan Neck bracket. No Secondary isolation no room. Column has no earth. Lantern has no Earth. Extensive pruning required. (Cat.3, £1450 + UKPN)
- 94 Pruning required. (Cat.1, £75)
- 95 No Secondary Isolation. Column has no Earth. (Cat.2, £100)
- 99 Cast Iron column with Swan Neck containing a large clock box. No Secondary Isolation, column has no Earth. Box door has no lock. (Cat.3, £1450 + UKPN)
- 100 **New lantern required.** Broken glass refractor is a fall hazard. Most of the diffuser has broken away, lantern canopy has corroded. No Secondary Isolation. Column Earth upgrade required. (Cat.1, SL8 LED £350)
- 102 **New Column required.** Cast Iron column with clock box Swan Neck. I cannot get any of the screws to undo I assume it's two porcelain cut outs for the Live and Neutral with no Secondary Isolation as there is no room and no Earth to the column. (Cat.1, £1450 + UKPN quotation currently with PC)
- 103 Very heavy lvy cover on a concrete column. I think the homeowner would need notification up front we were clearing it as it's behind a hedge in their front garden. No idea on the condition of the column until it's cleared. I assume no Secondary Isolation but no access, so no way in at present to check.
- 106 No Secondary Isolation. Heavily leaning, RTV required. (Cat.2, £740)
- 107 No Secondary Isolation. (Cat.2, £65)



07/01/2025
David O'Driscoll
CLERK, FOREST ROW PARISH COUNCIL
The Community Centre,
Hartfield Road,
Forest Row,
RH18 5DZ

McBride House,
Penn Road,
Beaconsfield,
Buckinghamshire
HP9 2FY
+44(0)800 865 4610
www.filmtekdatasolutions.com

Dear David,

RE: ECOLUX 70 WINDOW FILM - SUPPLY AND INSTALLATION-

QUOTATION:

Further to your recent enquiry I have pleasure in submitting our proposal for the supply and installation of The Solagard Ecolux 70 Energy Saving Window film to the areas of Glass as identified in your photos sent with your enquiry, Price is inclusive of Doors, the Bottom row of the window panes due to the Texture of the Glass may not be possible but we will try when on site to install to these.





84No panes

108 No panes

All installations are fully supported with a 5year warranty.

Cost for all works £6684+ vat

Work can normally commence 7 days from official PO

Upon confirmation we will undertake a quick glazing survey.

This is for the work to be progressed during normal working hours and does not include any access equipment if required.

I hope you find the above of interest and thank you for allowing us the opportunity to quote for these works. If you have any questions, please do not hesitate to contact me.

Kind regards

Yours Sincerely

Stephen Harrhy,

Director

10/01/2025

Forest Row Parish Council

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Detailed Income & Expenditure by Budget Heading 10/01/2025

Month No: 10

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenit	ies & Services						
	Allotments						
1180	Allotment Rents	2,178	2,000	(178)			108.9%
	Allotments :- Income	2,178	2,000	(178)			108.9%
1135	Allotments-Water & Upkeep	1,030	700	(330)		(330)	147.2%
	Allotments :- Indirect Expenditure	1,030	700	(330)	0	(330)	147.2%
	Net Income over Expenditure	1,147	1,300	153			
102	Village Greens						
1280	VG-Hire Income	1,580	750	(830)			210.7%
3188	Grants & Donations	0	100	100			0.0%
	Village Greens :- Income	1,580	850	(730)			185.9%
1236	Outdoor Maintenance	2,718	20,000	17,282		17,282	13.6%
1237	Outdoor Planting	789	1,000	211		211	78.9%
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	3,508	33,400	29,892	0	29,892	10.5%
	Net Income over Expenditure	(1,928)	(32,550)	(30,622)			
104	Amenities General						
1400	Amenities grants/donations	0	1,000	1,000			0.0%
4180	Misc Income	48	0	(48)			0.0%
	Amenities General :- Income	48	1,000	952			4.8%
1436	Skate & Play areas	18,394	18,000	(394)		(394)	102.2%
1447	Dog Fouling	2,574	3,500	926		926	73.5%
	Amenities General :- Indirect Expenditure	20,968	21,500	532	0	532	97.5%
	Net Income over Expenditure	(20,920)	(20,500)	420			
105	Outdoor Maintenance						
1501	Outdoor Maintenance Equipment	1,559	2,500	941		941	62.4%
0	utdoor Maintenance :- Indirect Expenditure	1,559	2,500	941	0	941	62.4%
	Net Expenditure	(1,559)	(2,500)	(941)			

10/01/2025

Forest Row Parish Council

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Detailed Income & Expenditure by Budget Heading 10/01/2025

Month No: 10

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
203	Street Lighting						
	SL-Power	3,683	6,600	2,917		2,917	55.8%
2336	Streetlights	10,327	20,000	9,673		9,673	51.6%
	-					0,070	
	Street Lighting :- Indirect Expenditure	14,009	26,600	12,591	0	12,591	52.7%
	Net Expenditure	(14,009)	(26,600)	(12,591)			
	*	(14,003)	(20,000)	(12,591)			
	Road Safety						
	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	0	3,500	3,500		3,500	0.0%
			200	*			37034V7932 V
	Net Expenditure	0	(3,500)	(3,500)			
601	Cemetery						
6180	BU-Burial Fees	8,084	18,000	9,916			44.9%
	Comptant Income	2.004	40.000				
6123	Cemetery :- Income Cemetery Admin	8,084 441	18,000	9,916		(0.1)	44.9%
6151		1,480	350	(91)		(91)	125.9%
	BU-Memorial Repairs	1,480	1,200 0	(280) (116)		(280)	123.4%
				(110)		(116)	0.0%
	Cemetery :- Indirect Expenditure	2,037	1,550	(487)	0	(487)	131.4%
	Net Income over Expenditure	0.047	40.480	10.100			
		6,047	16,450	10,403			
	Amenities & Services :- Income	11,889	21,850	9,961			54.4%
	Expenditure	43,110	89,750	46,640	0	46,640	48.0%
	Movement to/(from) Gen Reserve	(31,221)					
ropert	y & Assets						
205	Miscellaneous Assets						
	Public Seats	1,364	0	(1,364)		(1,364)	0.0%
2551	Offsite Car Parks	75	0	(75)		(75)	0.0%
9.4:	and Harrison and Associated Association (1997)						
IVII	scellaneous Assets :- Indirect Expenditure	1,439	0	(1,439)	0	(1,439)	
	Net Expenditure	(1,439)		1,439			
301	Community Centre		THE STATE OF THE S				
		05.000	00 000	/=			
	CC-Lettings	25,396	20,000	(5,396)			127.0%
3101	CC-Equipment Hire	897	400	(497)			224.2%

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Forest Row Parish Council

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Detailed Income & Expenditure by Budget Heading 10/01/2025

Month No: 10

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
3182	CC-Rents	11,367	22,000	10,633			51.7%	
3185	MISC - incl books/copying)	521	400	(121)			130.2%	
3187	CC Drinks Machine Income	502	600	98			83.6%	
3189	Misc Property Refunds	18,600	0	(18,600)			0.0%	
4180	Misc Income	98	0	(98)			0.0%	
	Community Centre :- Income	57,381	43,400	(13,981)			132.2%	
3108	CC-Staff Training	520	0	(520)		(520)	0.0%	
3111	CC-Rates & Services	32,577	65,000	32,423		32,423	50.1%	
3116	CC-Upkeep/Cleaning	32,696	0	(32,696)		(32,696)	0.0%	
3127	CC - Drinks Machine	1,289	1,000	(289)		(289)	128.9%	
3136	CC-Enhancement	19,902	5,000	(14,902)		(14,902)	398.0%	
	Community Centre :- Indirect Expenditure	86,984	71,000	(15,984)	0	(15,984)	122.5%	
	Net Income over Expenditure	(29,603)	(27,600)	2,003				
303	Venue on the Green							
3306	VOTG Income	1,465	2,200	735			66.6%	
	Venue on the Green :- Income	1,465	2,200	735			66.6%	
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%	
\	/enue on the Green :- Indirect Expenditure	2,807	4,500	1,693	0	1,693	62.4%	
	Net Income over Expenditure	(1,343)	(2,300)	(957)				
	Property & Assets :- Income	58,846	45,600	(13,246)	WATER CONTINUES OF THE PARTY OF		129.0%	***************************************
	Expenditure	91,231	75,500	(15,731)	0	(15,731)	120.8%	
	Movement to/(from) Gen Reserve	(32,385)						
	Grand Totals:- Income	70,735	67,450	(3,285)			104.9%	
	Expenditure	134,341	165,250	30,909	0	30,909	81.3%	
	Net Income over Expenditure	(63,606)	(97,800)	(34,194)				
	Movement to/(from) Gen Reserve	(63,606)						