

Forest Row Parish Council

Clerk:
Email:

Mr David O'Driscoll
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(Office Hours: Monday to Friday 9am to 2pm)



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

Community Centre
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East Sussex
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Dear Sir/Madam,

Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 5th JULY 2022 in the Garden Room at the
Community Centre at **7.30 PM**.

Date: 11th May 2022

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND
REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY
AND OBSERVE THE REST OF THE MEETING.

AGENDA

1. PUBLIC QUESTIONS
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING
 - 3.1 To approve the minutes of the Meetings of Council held on 10th/17th May 2022
 - 3.2 To consider any objections to deletion of the digital transcripts of those meetings
4. CLARIFICATION OF ACTIONS FROM LAST ORDINARY MEETING
5. TO NOTE AND APPROVE LIST OF DELEGATED DECISIONS
6. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION RE THE ITEMS BELOW
7. TO INTERVIEW AND CO-OPT A NEW MEMBER TO COUNCIL AND TO RECEIVE THEIR
ACCEPTANCE OF OFFICE (NOTE; STANDING ORDERS SHALL STAND SUSPENDED
FOR THIS ITEM TO THE EXTENT NECESSARY TO ENABLE CONDUCT OF THE
PROCESS
8. CHAIRMANS COMMENTS
9. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
 - 9.1 ANNUAL PARISH MEETING
 - 9.2 FOREST ROW FESTIVAL
 - 9.3 PUBLIC INSPECTION OF ACCOUNTS & EXTERNAL AUDIT
 - 9.4 RESURRECTION OF SLR MEETINGS
 - 9.5 COMPLAINTS TO EAST SUSSEX COUNTY COUNCIL
10. SUMMARY FINANCIAL REPORT – QUARTER 1
11. PRINCIPAL COUNCILS
12. STANDING COMMITTEES
13. REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)
14. COMMUNITY WARDEN

15. TO RATIFY THE COUNCIL'S STANDING POLICIES AND RISK ASSESSMENTS AS DISCUSSED
16. NOTICES, CONSULTATIONS & CORRESPONDENCE
17. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

FULL COUNCIL**BACKING PAPERS FOR MEETING 5th JULY 2022**

	Description	Page nos
	Clerk's briefing note	1-2
5	List of delegated decisions	3
10	Financial Report month 3	4-9
12	Reports from Standing Committees	10-14
14	Report from Community Warden	15-17
15	Updated / amended policies from meeting of 28/06	to follow
7	Co-option candidates' personal statements (confidential / circulated separately	

<p style="text-align: center;">COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL ON 5th JULY 2022</p>
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1. PUBLIC QUESTIONS

2. APOLOGIES FOR ABSENCE None signified in advance.

3. RECORDS OF PREVIOUS MEETING

Two meetings to be covered: 10th (Annual Meeting) & 17th May 2022. The minutes of 28th June are not yet ready.

4. CLARIFICATION OF ACTIONS FROM LAST MEETINGS

ACTION: to discharge as appropriate

5. TO NOTE & APPROVE LIST OF DELEGATED DECISIONS: (as attached to backing papers)

ACTION: to note

6. DECLARATIONS OF INTEREST/ REQUESTS FOR DISPENSATION Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.

ACTION: to note

CO-OPTION OF NEW MEMBER TO COUNCIL

7. TO INTERVIEW AND CO-OPT A NEW MEMBER TO COUNCIL AND TO RECEIVE THEIR ACCEPTANCE OF OFFICE

There are three candidates for the single vacancy. Personal statements are being circulated as confidential backing papers. The candidates will be brought in one-by-one in alphabetical order, and Members may ask relevant question. Members will be asked to vote following the procedure in S/O 9. The successful candidate will then sign their acceptance of office. (Note: Standing Orders will be suspended to the extent required by the above process).

TO NOTE REPORTS

8. CHAIRMAN'S COMMENTS

9. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

9.1 The Annual Parish Meeting took place in the VENUE on 26th May. Eleven Councillors attended and 8 members of the public. Presentations were given on the Youth Service and on the local help being offered to Ukrainian refugees, and there was a period for public questions. One parishioner felt that the meeting had not had sufficient advance publicity.

9.2 Forest Row Festival. The festival took place between 17th & 19th June. Feedback has been favourable: participants had much enjoyed the content and the organisation was efficient and orderly. A grant towards the cost of security fencing was authorised under delegated powers and will be submitted for ratification to the next F&P meeting.

9.3 Public inspection of the accounts & external audit. Following approval by Council of the Annual Return, the period for public inspection of the accounts began on 1st July and continues until 22nd August. Meanwhile the Annual Return papers will be submitted to the external auditor.

9.4 Resurrection of SLR meetings. Members expressed a wish for these meetings to re-start. East Sussex has been contacted with a view to arranging a suitable date. It is not clear whether this will be face-to-face or digital, but they will now be six-monthly only.

9.5 Complaints to East Sussex. As noted elsewhere, the response to our complaint about the handling of the Sports Ground Association lease was not satisfactory, but at present there has been no further reply from the County Council.

10. SUMMARY FINANCIAL REPORT

Ideally, I would like to present a comprehensive view of Quarter 1, but month 3 is not yet closed off, and because of the inevitable time lag in both receipts and expenditure payments, this is not possible. However, the attached accounts printout gives a general picture. I have amended Finance income to apportion the precept on a quarterly basis, and that produces an income percentage against forecast for F&P of 24.7%, and overall income performance against budget of 23%, while expenditure overall is at 20.7%.

Some of the variances are unremarkable: certain income items are periodic rather than monthly, while on the expenditure side there are a number of significant annual expenses which have to be paid in the first quarter. The only anomalous figure is cemetery & burial +income, which shows a mere £353, or 2.4% of budget against a projected 25%. This will need monitoring, but the overall picture is healthy at the close of the first quarter.

11. PRINCIPAL COUNCILS

County & District Councillors have been invited and may report orally

12. STANDING COMMITTEES

Written reports from the Chairmen of Committees are attached to the backing papers

13. REPRESENTATIVES ON OUTSIDE BODIES

Representatives may report on any items of relevance.

14. COMMUNITY WARDEN

Report attached

SUBSTANTIVE MATTERS

15. TO RATIFY THE COUNCIL'S STANDING POLICIES AND RISK ASSESSMENTS AS DISCUSSED

The Full Council meeting on 28th June was specifically designated for discussion of corrections and amendments to the Councils standing policies, with the overall intention of arriving at a consensus as to final agreed versions for the coming year.

This agenda item is in accordance with minute no. AM09/22 which stipulated that this meeting should "approve the changes".

However, the meeting of 28th June was unduly prolonged, and a number of novel points were raised for consideration. Hence the meeting dealt only with the Scheme of Delegation, Standing Orders and the Financial Regulations. Because of the deadline for issue of papers for next Tuesday, there has not been time to type up a fair copy of those documents to accompany the agenda. It is hoped that a fair copy will be available for circulation by the weekend so that these core documents at least can be signed off.

ACTION: to resolve accordingly

16/17. Standard items

FOREST ROW PARISH COUNCIL

ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 10/05/2022 to: 29/06/2022

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
Critical windows	Community Centre enhancement - deposit	The Clerk & Cllr Williams	07/06/22	5199.50
Forest Row Festival	Grant – too late for meeting	The Clerk & Cllr R.Lewin	07/06/22	540.00
Mixer/blender	Gages requirements	The Clerk & Cllr. T Lewin	09/06/22	795.98

Detailed Income & Expenditure by Budget Heading 28/06/2022

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy							
401 Finance & Administration							
4176 FI-Precept Received	208,340	415,000	206,660			50.2%	
4181 FI-Wayleave Income	0	5	5			0.0%	
4182 FI-Devolved Services Income	0	1,450	1,450			0.0%	
4183 Community Warden Hire	1,800	11,000	9,200			16.4%	
4190 FI-Interest Received	159	55	(104)			289.5%	
Finance & Administration :- Income	210,299	427,510	217,211			49.2%	0
4100 PENSION TOP UP	767	6,000	5,233		5,233	12.8%	
4101 FI-Salaries	52,176	345,000	292,824		292,824	15.1%	
4102 FI-Payroll Outsource Costs	0	420	420		420	0.0%	
4103 FI-Contrib. to Library Salary	0	3,285	3,285		3,285	0.0%	
4108 FI-Staff Training/Travel	111	3,000	2,889		2,889	3.7%	
4110 Community Warden Costs	84	500	416		416	16.7%	
4111 Forest Rate	0	25	25		25	0.0%	
4120 Postage	141	500	360		360	28.1%	
4121 Telecommunications	1,632	7,500	5,868		5,868	21.8%	
4123 Stationery	209	800	591		591	26.1%	
4124 FI-Subscriptions	1,941	6,000	4,059		4,059	32.4%	
4125 FI-Insurance	0	8,000	8,000		8,000	0.0%	
4126 Printer/copier	783	3,500	2,717		2,717	22.4%	
4133 FI-Chairman's Fund	0	680	680		680	0.0%	
4134 FI-Parish Meeting	0	500	500		500	0.0%	
4135 FI-Councillors Training/Travel	194	1,000	806		806	19.4%	
4136 Security Checks	0	150	150		150	0.0%	
4137 FI-Members Allowances	210	6,000	5,790		5,790	3.5%	
4151 FI - Bank Charges	539	2,000	1,461		1,461	27.0%	
4156 FI-Legal & professional fees	2,220	5,000	2,780		2,780	44.4%	
4157 FI-Audit & Financial Managemen	672	3,500	2,828		2,828	19.2%	
4158 FI-Van Lease	0	3,000	3,000		3,000	0.0%	
4160 Office Equipment	684	300	(384)		(384)	227.9%	
4161 Office Maintenance	0	700	700		700	0.0%	
4165 FI-Election Fund	665	1,000	335		335	66.5%	
4166 Wayleaves	1	25	24		24	5.4%	
4169 Community Occasion	0	500	500		500	0.0%	
7101 PR- Advertising/Publicity	33	0	(33)		(33)	0.0%	
7102 PR-Website	0	650	650		650	0.0%	
7110 PR-Newsletter & Distribution	0	500	500		500	0.0%	
Finance & Administration :- Indirect Expenditure	63,060	410,035	346,975	0	346,975	15.4%	0
Net Income over Expenditure	147,239	17,475	(129,764)				

Detailed Income & Expenditure by Budget Heading 28/06/2022

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Other Grants							
4360 Other Grants	11,500	7,000	(4,500)		(4,500)	164.3%	
4361 FRGSA Subsidy	0	2,500	2,500		2,500	0.0%	
Other Grants :- Indirect Expenditure	11,500	9,500	(2,000)	0	(2,000)	121.1%	0
Net Expenditure	(11,500)	(9,500)	2,000				
Finance & Policy :- Income	210,299	427,510	217,211			49.2%	
Expenditure	74,560	419,535	344,975	0	344,975	17.8%	
Movement to/(from) Gen Reserve	135,739						
<u>Amenities & Services</u>							
101 Allotments							
1180 Allotment Rents	177	1,675	1,499			10.5%	
Allotments :- Income	177	1,675	1,499			10.5%	0
1135 Allotments-Water & Upkeep	80	1,000	920		920	8.0%	
Allotments :- Indirect Expenditure	80	1,000	920	0	920	8.0%	0
Net Income over Expenditure	97	675	579				
102 Village Greens							
1280 VG-Hire Income	324	750	426			43.2%	
1281 VG- Utilities Income	0	100	100			0.0%	
Village Greens :- Income	324	850	526			38.1%	0
1236 Outdoor Maintenance	780	5,000	4,220		4,220	15.6%	
1237 Outdoor Planting	819	1,000	181		181	81.9%	
1239 VG-Utilities	0	250	250		250	0.0%	
Village Greens :- Indirect Expenditure	1,599	6,250	4,651	0	4,651	25.6%	0
Net Income over Expenditure	(1,275)	(5,400)	(4,125)				
104 Amenities General							
1436 Skate & Play areas	2,321	1,000	(1,321)		(1,321)	232.1%	
1444 Environmental Support	0	3,500	3,500		3,500	0.0%	
1447 Dog Fouling	780	3,100	2,320		2,320	25.2%	
Amenities General :- Indirect Expenditure	3,101	7,600	4,499	0	4,499	40.8%	0
Net Expenditure	(3,101)	(7,600)	(4,499)				

Detailed Income & Expenditure by Budget Heading 28/06/2022

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 Outdoor Maintenance							
1501 Outdoor Maintenance Equipment	0	2,500	2,500		2,500	0.0%	
Outdoor Maintenance :- Indirect Expenditure	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				
203 Street Lighting							
2314 SL-Power	1,497	4,000	2,503		2,503	37.4%	
2336 Streetlights	2,519	7,500	4,981		4,981	33.6%	
Street Lighting :- Indirect Expenditure	<u>4,017</u>	<u>11,500</u>	<u>7,483</u>	<u>0</u>	<u>7,483</u>	<u>34.9%</u>	<u>0</u>
Net Expenditure	<u>(4,017)</u>	<u>(11,500)</u>	<u>(7,483)</u>				
204 Road Safety							
2436 RS-Road Safety	0	750	750		750	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
601 Cemetery							
6180 BU-Burial Fees	353	15,000	14,647			2.4%	
Cemetery :- Income	<u>353</u>	<u>15,000</u>	<u>14,647</u>			<u>2.4%</u>	<u>0</u>
6123 Cemetery Admin	0	300	300		300	0.0%	
6151 BU- Cemetery Rates	1,048	700	(348)		(348)	149.7%	
Cemetery :- Indirect Expenditure	<u>1,048</u>	<u>1,000</u>	<u>(48)</u>	<u>0</u>	<u>(48)</u>	<u>104.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(695)</u>	<u>14,000</u>	<u>14,695</u>				
Amenities & Services :- Income	<u>854</u>	<u>17,525</u>	<u>16,672</u>			<u>4.9%</u>	
Expenditure	<u>9,844</u>	<u>30,600</u>	<u>20,756</u>	<u>0</u>	<u>20,756</u>	<u>32.2%</u>	
Movement to/(from) Gen Reserve	<u>(8,990)</u>						

Property & Assets**301 Community Centre**

3180 CC-Lettings	3,154	15,000	11,846			21.0%	
3181 CC-Equipment Hire	56	750	694			7.5%	
3182 CC-Rents	2,319	22,000	19,681			10.5%	
3185 MISC - incl books/copying)	108	400	292			26.9%	
3187 CC Drinks Machine Income	93	500	408			18.5%	

Detailed Income & Expenditure by Budget Heading 28/06/2022

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3189 Misc Property Refunds	370	0	(370)			0.0%	
Community Centre :- Income	6,099	38,650	32,551			15.8%	0
3111 CC-Rates & Services	13,764	20,000	6,236		6,236	68.8%	
3116 CC-Upkeep/Cleaning	2,662	12,000	9,338		9,338	22.2%	
3127 CC - Drinks Machine	218	500	282		282	43.7%	
3136 CC-Enhancement	0	3,250	3,250		3,250	0.0%	
Community Centre :- Indirect Expenditure	16,644	35,750	19,106	0	19,106	46.6%	0
Net Income over Expenditure	(10,546)	2,900	13,446				
<u>303 Venue on the Green</u>							
3306 VOTG Income	687	4,000	3,313			17.2%	
Venue on the Green :- Income	687	4,000	3,313			17.2%	0
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	2,132	9,500	7,368		7,368	22.4%	
Venue on the Green :- Indirect Expenditure	2,132	10,000	7,868	0	7,868	21.3%	0
Net Income over Expenditure	(1,445)	(6,000)	(4,555)				
Property & Assets :- Income	6,786	42,650	35,864			15.9%	
Expenditure	18,776	45,750	26,974	0	26,974	41.0%	
Movement to/(from) Gen Reserve	(11,990)						
<u>Localism & Community Projects</u>							
<u>206 Community Transport</u>							
2678 Medical Car Scheme Income	25	300	275			8.3%	
Community Transport :- Income	25	300	275			8.3%	0
2554 Wealdlink	232	1,000	768		768	23.2%	
2601 Voluntary Medical Car Service	0	200	200		200	0.0%	
Community Transport :- Indirect Expenditure	232	1,200	968	0	968	19.3%	0
Net Income over Expenditure	(207)	(900)	(693)				
<u>207 Market</u>							
3184 CC-Market Income	694	9,000	8,306			7.7%	
Market :- Income	694	9,000	8,306			7.7%	0
3151 CC-Market expenditure	210	1,300	1,090		1,090	16.2%	
Market :- Indirect Expenditure	210	1,300	1,090	0	1,090	16.2%	0
Net Income over Expenditure	484	7,700	7,216				

Detailed Income & Expenditure by Budget Heading 28/06/2022

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>209 Localism & Community Proj Misc</u>							
2700 Repair Cafe & Wellbeing	0	3,000	3,000		3,000	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
<u>304 Cafe</u>							
3480 Gages - Sales	4,654	20,000	15,346			23.3%	
Cafe :- Income	<u>4,654</u>	<u>20,000</u>	<u>15,346</u>			<u>23.3%</u>	<u>0</u>
3436 Gages-Purchase of Equipment	1,010	1,000	(10)		(10)	101.0%	
3460 Gages -Purchases Food etc	2,179	12,000	9,821		9,821	18.2%	
Cafe :- Indirect Expenditure	<u>3,189</u>	<u>13,000</u>	<u>9,811</u>	<u>0</u>	<u>9,811</u>	<u>24.5%</u>	<u>0</u>
Net Income over Expenditure	<u>1,465</u>	<u>7,000</u>	<u>5,535</u>				
<u>306 Thursday Club</u>							
3680 TC-Subscriptions	355	400	45			88.8%	
Thursday Club :- Income	<u>355</u>	<u>400</u>	<u>45</u>			<u>88.8%</u>	<u>0</u>
3636 TC-Running Costs	342	1,000	658		658	34.2%	
Thursday Club :- Indirect Expenditure	<u>342</u>	<u>1,000</u>	<u>658</u>	<u>0</u>	<u>658</u>	<u>34.2%</u>	<u>0</u>
Net Income over Expenditure	<u>13</u>	<u>(600)</u>	<u>(613)</u>				
<u>406 Youth Provision</u>							
4676 YP-Grants & Other Income	560	2,500	1,940			22.4%	
Youth Provision :- Income	<u>560</u>	<u>2,500</u>	<u>1,940</u>			<u>22.4%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	452	3,500	3,048		3,048	12.9%	
Youth Provision :- Indirect Expenditure	<u>452</u>	<u>3,500</u>	<u>3,048</u>	<u>0</u>	<u>3,048</u>	<u>12.9%</u>	<u>0</u>
Net Income over Expenditure	<u>108</u>	<u>(1,000)</u>	<u>(1,108)</u>				
Localism & Community Projects :- Income	<u>6,289</u>	<u>32,200</u>	<u>25,911</u>			<u>19.5%</u>	
Expenditure	<u>4,425</u>	<u>23,000</u>	<u>18,575</u>	<u>0</u>	<u>18,575</u>	<u>19.2%</u>	
Movement to/(from) Gen Reserve	<u>1,863</u>						

Detailed Income & Expenditure by Budget Heading 28/06/2022

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	224,227	519,885	295,658			43.1%	
Expenditure	107,606	518,885	411,279	0	411,279	20.7%	
Net Income over Expenditure	<u>116,621</u>	<u>1,000</u>	<u>(115,621)</u>				
Movement to/(from) Gen Reserve	<u>116,621</u>						

Finance & Policy Committee
Report to Full Council 5th July 2022

The Next F&P meeting is scheduled for 12th July

The Clerk has provided a full financial summary for the next full council meeting, the findings and final figures for year-end are as anticipated.

The Clerk is arranging to carry out a revised financial / due diligence process in relation to the parish's buildings and assets valuations to ensure the parishes buildings and other assets are adequately covered for insurance purposes.

There was a grant application from the festival organisers for £ 450 plus Vat (Total £ 540) to cover the cost of Security Fencing and Rubbish Removal which will need to be ratified at the next meeting. There was no suitable F&P meeting prior to the Festival to consider this, so the Clerk advised:

"My advice would be that this falls within the parameters of para 6 of the Scheme of Delegation, and in this case para 6.1, since in my view the issue is too pressing and too limited to merit an extra-ordinary meeting. So if you and your vice-chair Robert agree, we make the payment and simply ratify the expense as a grant at the next F& P in July."

I therefore agreed on that basis.

Cllr Steve Spackman
27th June 2022

Property and Assets Report for Full Council meeting 5th July 2022

The last meeting was enjoyable and brief as it was nice for me to see the progress of two particular items: the Crittall windows and the Sports Ground lease.

I thank all the staff and councillors for their resilience, perseverance and dare I say stubbornness in seeing these two projects being delivered. In particular thanks goes to the clerk regarding the sports ground lease and the support given by our County Councillor Georgia Taylor.

I personally have been involved with the sports ground for over 30 years and I am still the new boy.

Property and Assets are sitting in a satisfactory financial position at month 3.

Income is 15.9% due to pending invoices on rentals; and expenditure at 38.3% as business rates have been paid for the year.

Points from last meeting:

Crittall windows. It was voted to proceed with the replacement windows, funds permitting. The total cost will now be £17,332, and the estimated time to completion is about six months.

Cemetery benches. The design and positioning of the two benches for the cemetery authorised at the last meeting have now been agreed and we await their installation.

Lease of the Sports Ground premises. The County Council have now decided to deal direct with the Sports Ground Association and the Parish Council will have no role. A formal complaint has been lodged with ESCC about their handling of the matter, so far without satisfactory response.

Hiring of the Treatment room. The therapist will be given the status of 'primary hirer' by way of a licence with an annual fee, but with allowance made for the sessions held by the Anthroposophical doctor.

Ongoing maintenance work The indoor & outdoor maintenance roles have been amalgamated under the overall supervision of Don Isted. This should enable a better use of resources and a more satisfactory prioritisation of works.

Proposed work on the community centre:

- Filling of voids in the stonework
- Clearing the damp proof course round the building
- Considering lowering the tarmac by the bottle filler to prevent damp course breach
- Weeding of ACCO drains round toilet block (and elsewhere)
- Cleaning of the bottle filler

6-monthly drain maintenance contract will be re-instated.

Other proposed work:

Looking at the replacement of the shingles on the bus shelter adjacent to Foresters Green

Brett Williams

Property and Assets Chairman

AMENITIES & SERVICES COMMITTEE
REPORT TO FULL COUNCIL, 5TH JULY 2022

The first A&S meeting of the 2022/23 financial year was held on 7th June.

The indoor and outdoor maintenance teams have been amalgamated with Don Isted taking on a supervisory role and this is proving to be more efficient. The hanging baskets have been installed on the 'trees' around the village and are brightening up the area.

At the end of month 3 the financial position is sound. Income is slightly down due to a reduced income to date from cemetery fees and expenditure slightly up due to playground and streetlight repairs and increased cemetery rates over budget.

The committee opted to stay with two grass cuts per year and the first is due to be done this month with the second one in September.

Cllr Hill attended a tree inspection and has recommended that a member of staff also undertake this course.

Permission has been granted to Forest Row Primary School to install a sign on Rush Green South giving the school's details.

The committee decided not to proceed with the Best Kept Garden Competition this year due to lack of time. It was felt that the new Council in 2023 should decide whether or not to continue with this and in what format. The competition for the Best Kept Allotment would continue.

The purchase of the land for the cemetery extension is progressing.

Cllr J Wogan
27th June 2022

Community Services Committee
Report to Full Council 5th July 2022

- It has been a frustrating year for Community Services in Forest Row. The impact of Covid restrictions, combined with a lack of clear direction from the broader Council has meant we have had to pause our plans for expanding services and we are now 'treading water' on many of our current activities.
- Largely to blame for this standstill is our failure to replace Sara Smart, who was the central figure in energising our presence in the community and identifying initiatives to enhance the wellbeing of our residents. The staffing deficit risks becoming even more acute in the weeks and months to come.
- Nevertheless, the market continues to thrive thanks to Sue's tremendous drive, and Gages and other initiatives are also doing well under Sandra's guidance. But both of them are stretched to the limit.
- Financial balances are healthy enough, although both income and outgoings are at lower levels than we have achieved in the glory days when the Car Hire Club and other public-facing schemes were in full swing.
- Positive developments include the opening of the Second Life community shop, with our support, and the recent decision to give the go-ahead to the Shed project.
- There is a good groundswell of support for the Shed concept in the community, and a successful implementation could pave the way for further wellbeing initiatives such as a Library of Things, a shared allotment project, social prescribing and much more. Each of these would benefit the physical and mental health of community members, especially older and more marginalised people.
- Overall, the biggest priority for Community Services must be for Council to recognise the level of need in our community and to identify a clear way forward for the expansion of our services for the benefit our residents. The only way to achieve this will be to appoint a Council officer dedicated to the task.

Cllr T Lewin
29th June 2022

COMMUNITY WARDEN REPORT MAY/ JUNE 22

PARKING ISSUES RESOLVED

Disabled Bay Hartfield Road. (5)

Park Crescent verge & pavement. (5)

Riverside pavement. (6)

Highfields, Lewes Road. (2)

Forest Row grassland parking (5)

ANTI-SOCIAL BEHAVIOUR/DRIVING INCIDENTS

19th May.

Vehicle drove up into Hillside from the wrong direction and tried to park up. I explained to driver his error, he duly turned his car around and drove off.

26th May

Allotments check, spoke to two plotholders about their concerns,

13th June.

Lewes Road gentlemen on disability buggy raised concerns about difficulty getting along the footpath along Lewes Road due to overgrowing hedges. I visited the location and the properties along Gilham View were very overgrown. Photos were taken and hedge warning letters were sent out to all the properties along that stretch, I caught up with the male who raised the concern and explained to him that it was being dealt with by the Council.

Concerns were raised to me by Secret Cellar about a male who had been assaulted outside Co-Op. I raised concerns to the PCSOs regarding this matter, in case CCTV from Co-op. might be required. Police confirmed that this assault was being investigated.

28th June.

Phone call received from a female from the area raising a concern regarding comments made to her as she walked up Doctors Hill by a male who was sitting on the bench halfway up. I realised by the description given who the male was, and I said that I would speak with him. I spotted the male walking

through Kidbrooke Rise. I stopped him and gave words of advice. I contacted the complainant explaining to her that it had been dealt with.

The old building that belonged to Rydon. I noticed a large amount of rubbish & debris surrounding the benches in the grounds that runs along Station Road. I took photos and sent them over to the PCSO for intelligence purposes as evidence of gatherings of youths using that area out of sight.

28 June,

88-Hartfield Road Derelict church update. WDC have finally emailed me that the owners of the property have been spoken to and it was requested for them to secure the site more efficiently. I have visited the site to see that the main part of the church has now been boarded up making that secure. Unfortunately, they have failed to board up the house at the rear of the building and the youths are still getting in there. An email has now been sent to Paul Thomas WDC to pay a further visit to the site sometime this week to re inspect the site.

Forest Row Festival.

I attended this year's Festival on the Friday & Saturday this year. Patrolling around the village, around the outside of the festival & doing a general patrol of the festival area.

In my opinion this Festival had been planned out and structured properly with a containment area where security staff were stopping people from entering with any glass bottles, these were confiscated, and bags checked especially the younger youths. This worked very well, and everyone did as they were told. Perimeter check patrols were also carried out making sure that bottles of drink were not being handed over the fencing bypassing security.

The Co-Op were having a small number of issues with youths trying to steal alcohol, so I carried out several patrols now and again linking in with the Duty Manager. There were no signs of any anti-social behaviour throughout the event. I linked in with the security staff on regular occasions checking that things were all going well. This was all very encouraging.

Once the festival closed for the night everyone left in a very orderly fashion with no issues within the village once they had left. No Police presence was needed throughout the whole three day of the event.

The only thing I noticed (but which was not directly in the festival) was two groups of youths were mucking around up on top of the large green metal container which the football club use this occurred on separate days. With me having to ask them all to get down as it was a safety concern stating that they should not even be up there in case anyone fell off injuring themselves. They all reluctantly got down moaning that there was no sign stating that they should not be up there.

Other activities from Crowborough & Withyham overview.

I attended the Annual Parish Assembly in Groombridge on sat 28th May. Helping set up all the tables & chairs for the stall holders and meeting room for residents to sit round and chat. I carried out a large amount of community interaction with the people that attended.

I did receive an email from the Chairman thanking me for my part and assistance I carried out, in helping the Council to make the event run smoothly.

I also helped at Crowborough Town Council Big Lunch event celebrating the Queens Jubilee. Engaging with a very large number of people who turned up at the event. I am also required to be at the Town Council Run **CROWFEST 2-DAY FESTIVAL** at Goldsmiths Leisure Centre on the 16-17th July.