

Forest Row Parish Council

Clerk:
Email:

Mr David O'Driscoll
parishclerk@forestrow.gov.uk

(Office Hours: Monday to Friday 9am to 2pm)



To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Eichner, Christie, Cocks, Evans, Gilbert,
Harvey, Hugo, Jaffay, La Djoï, T Lewin, Scott,
Summers, Volkers, A J Waters & A M Waters

Community Centre
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Dear Sir/Madam,
Your attendance is required at an extra-ordinary meeting
of the FOREST ROW PARISH COUNCIL to be held on
TUESDAY 15th AUGUST 2023 in the Garden Room at
the Community Centre at **7.30 PM**.

Date: 9TH August 2023


Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES ARE AVAILABLE FOR QUESTIONS AND REMARKS FROM THE PUBLIC ON ANY RELEVANT TOPIC. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND ADD QUESTIONS OR COMMENTS ON THE AGENDA ITEMS, AT THE DISCRETION OF THE CHAIR OF THE MEETING

AGENDA

1. PUBLIC QUESTIONS & REMARKS
2. APOLOGIES FOR ABSENCE
3. TO DEFER MINUTES & TRANSCRIPT OF THE MEETING OF 25TH JULY 2023 TO THE NEXT ORDINARY MEETING
4. TO POSTPONE CLARIFICATION OF ACTIONS TO THE NEXT ORDINARY MEETING
5. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATIONS FOR THIS AGENDA
6. PROCESS PROPOSAL FROM 'TO & FROW' WORKING GROUP
7. TIMING OF A SECOND COUNCIL 'RETREAT'
8. NEXT STEPS FOR THE CRITTALL WINDOWS REPLACEMENT
9. NEXT ACTIONS FOR THE CEMETERY LAND PROJECT
10. FUTURE OF THE 'GLEESON LAND'
11. FORMATION OF A LOCAL ENERGY WORKING GROUP
12. REQUEST FOR ASSISTANCE IN THE 'GAGES' KITCHEN
13. DETAILS & FUNDING FOR SEPTEMBER SKATEPARK EVENT
14. REQUEST FOR A CIRCUS ON FORESTERS GREEN
15. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

FULL COUNCIL

BACKING PAPERS FOR EXTRA ORDINARY MEETING 15th AUGUST 2023

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<p style="text-align: center;">COUNCILLORS' BRIEFING TO THE EXTRA-ORDINARY MEETING OF FULL COUNCIL TO BE HELD ON 15th AUGUST 2023</p>

3 & 4. RECORDS OF PREVIOUS MEETINGS / CLARIFICATION OF ACTIONS

The main purpose of this EGM is to address the postponed items under items 6-12 inclusive. It is therefore proposed to defer items of ordinary business to the next Ordinary Meeting.

ACTION: to resolve accordingly

5. DECLARATION OF INTERESTS. Only needed if any Member has a personal *financial* interest in the main business of the meeting.

6. PROCESS PROPOSAL FROM 'TO & FROW' WORKING GROUP

The 'To & FRow' working group, which describes itself as "the community outreach arm of the Parish Council" has now drawn up a method statement for its activities, which is presented to Full Council for discussion, for adjustment if required, and adoption if approved.

ACTION: to consider and decide on as appropriate

7. TIMING OF A SECOND COUNCIL 'RETREAT'.

It is understood that Council is planning a second 'retreat' (which will presumably have a retrospective function as well as looking forward). It is also understood that funding is already in place for this. For Council to decide whether this will take place at the six-month stage or at the end of the first year – account being taken of achievements to date but also of budget planning for 2024-25.

ACTION: to decide on as appropriate

8. NEXT STEPS FOR THE CRITTALL WINDOW REPLACEMENT

This was discussed at the Facilities Committee meeting of 27th June, and Council may wish to refer back to the briefing note. The Committee decided: *"that Rory Cullen, Building Conservation Consultant, be instructed (subject to agreed costs) to prepare a report for submission to the Conservation Department."*

We have now received a quote for his services, in the sum of £840 (ex VAT) plus mileage. Does Council wish to proceed?

ACTION: to decide on as appropriate

9. NEXT ACTIONS FOR THE CEMETERY LAND

This was also discussed at Facilities, and Council may wish to refer back to the briefing note. The burials clerk has now provided a schedule of remaining plots, which is attached. A decision on next steps needs to be taken, in view of the time factor. The options are:

- a further attempt to find an alternative site
- embarking on the compulsory purchase with its attendant costs
- closing the cemetery when it is full
- possibly a further community consultation to see how people feel?

ACTION: to decide on as appropriate

10. THE FUTURE OF THE 'GLEESON LAND'

Also discussed on 27th June, but deferred for further consideration. In practice there is no pressing need to do anything with the land at present, unless anyone has received suggestions.

ACTION: to decide on as appropriate

11. FORMATION OF A LOCAL ENERGY GROUP

This has been placed on the agenda at the request of Cllr Christie, who will speak to the item. For the avoidance of doubt, the proposal as received is not for a defined project at this stage, but rather for the formation of a working group/ panel to look specifically at issues of local energy generation, saving and possibly security. It has acquired some immediacy due to the current difficulties being experienced by Forest Row Energy Cooperative.

ACTION: to decide on as appropriate

12. REQUEST FOR ASSISTANCE IN THE 'GAGES' KITCHEN

We have received a request from the 'Gages' cook for some more consistent help in the community kitchen. We previously had a paid assistant (in 2017-18), and our previous cook, doubled as kitchen assistant on a paid basis on her non-cooking days. But otherwise it has been a volunteer role, and this has become increasingly unreliable. This has caused problems as the role is necessary to support the cooking operation with preparation and clearing up. Ideally, we would wish to recruit for 10 hrs/wk (minimum 8 hrs/wk) position at SCP 2 = £10.62/hr (the national living wage is currently £10.42/ hr). At 10hrs/wk = £104.20 (£460.20/mth), at 8hrs /wk = £84.96/wk (£368.16/mth).

ACTION: to decide on as appropriate

13. DETAILS & FUNDING FOR SEPTEMBER SKATEPARK EVENT

An event is planned for young people at the skatepark on 9th September, which will involve also painting of the skating surface under supervision from the artist responsible for the 'graffiti wall' near the scout hut. Overall supervision will be entrusted to our youth workers. Council is requested to authorise a budget for the event up to £600 for materials, refreshments and sundries, to be divided equally between the youth and the service development budgets.

ACTION: to decide on as appropriate

14. REQUEST FOR A CIRCUS ON FORESTERS GREEN

We have received a request to use Foresters Green for a circus in mid-July next year. A copy of the original email request is attached. We have had successful circus bookings in the past, but because this involves several days of occupancy, it is appropriate to get authorisation from Council rather than treat it as a simple hire. The circus would be at the usual hire rates, but subject to our usual terms and conditions of hiring the Green, including reinstatement of any damage done to the surface.

ACTION: to decide on as appropriate

15. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

As per usual

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Proposal from To & FRow (Community Engagement and Development Working Group)

17 July 2023

Andi Jaffay on behalf of Portia Cocks, Angela Evans, Kate Taylor-Smith, Alex Walters (y), Zuzu la Djo, Johnny Scratchley, Charlotte Harvey, Michelle Matthews, Jason Eichner

Mission Statement:

To & FRow, the Community Engagement and Development working group, aims to empower the community to take collective action and generate solutions to common problems, and to support community projects. We aim to engage with all parts of the community, and to connect people and groups with one another, building community cohesion, resilience and sustainability.

Background: What To & FRow is and how we operate

This working group sees itself as the community outreach arm of the PC. As per the mission statement, we aim to engage effectively with the community and support people and groups effectively. This doesn't mean we see the working group as making decisions or doing things *for* the community. Rather, in our engagement, we plan to hear from as many of the 5,000 people living here as possible (plus others who are part of the community in other ways), and then signpost them on to relevant committees, or support them to realise their own projects or campaigns. We also plan to connect people or groups with appropriate others in the community.

T&F group is currently made up of 12 people - a balance of councillors, PC office staff and support team. We meet once a month and we rotate the Chair. David or Carolyn take minutes. Andi and Kate T-S visit the rest of the office staff once a month, to share what is going on and develop a working relationship with them and T&F.

Our proposal:

The outreach that T&F have planned for Summer is to drop-in to existing groups and chat with community, to hold community events (similar to the APM event), stalls at community events, and community postboxes around the village for anonymous issues and ideas. The PC office handle all emails and calls. Once we've been visible and gained trust in community for this time, more methods of engagement can be trialed out in Autumn.

As we're collecting issues and ideas through these methods, it makes sense for T&F to then send on each line item from the Ideas and Issues document to the appropriate committee, who would then go through their decision for action process. T&F would not make any decisions as to actions – we would be the channel through which a filtering process happens on to the committees.

The only time that T&F would not send line items on to a committee, would be when a community member or group comes to us for advice or guidance, but wants to develop a project or campaign themselves. In these cases, we would simply advise and support them to do it themselves.

There may be occasions when a group would like to develop their own project but also needs support from a committee or full council. In this case, T&F would honour both these requests. Eg: A group of young people want to start an activity around the village. T & F would support them to write their proposal to the council, and they would also support them to structure the project.

3 Proposals and Questions:

1. We propose to full council that T&F can take on this role, in terms of sending on the line items from the Issues and Ideas document on a monthly basis to relevant committees and also in advising and guiding people and groups when requested to do so.
2. T&F asks that the proposed document regarding process for decision making (written by Adam and Rebecca) is amended to include T&F at the very beginning of the process, as this would often be the first point of contact between community and council.
3. T & F requests to carry out a wider community consultation, using a 3D model for several days of community workshops, and a larger comms campaign. This would be in order to find out what the important issues and ideas are for community at this time and whether more members of the community could get involved in projects and campaigns. The consultation aims to involve all or at least most of the people living in the area. This level of consultation needs some budget – T & F requests to know how much budget may be available. As a guide 3D consultation models cost £6,000 minimum.

EXCERPTS FROM CLERK'S BRIEFING TO FACILITIES COMMITTEE 27th JUNE 2023

9. BUILDINGS & STREET ASSETS: TO NOTE & RESOLVE AS REQUIRED

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9.2 The Crittall windows These are the metal framed windows at the rear of the Garden Room and the public library rooms. They were installed in the 1930's and share the listed status of the rest of the building. They are in poor and potentially dangerous condition and need replacement. We obtained a quote from a heritage window company for rustproof replacements of similar style, a survey was done, and a deposit paid on the total quote of £20,000. However, the scheme was opposed by the District Conservation Officer who holds that they are not like-for-like and consequently violate the listing. She will accept only 'actual' Crittall replacements (which will cost not less than £38,000). I do not accept her interpretation of the legislation, but the previous Council decided not to take the matter further, but to leave the decision to the new Council with a fresh eye on the matter.

ACTION: to consider and resolve as appropriate

10. OPEN SPACE ASSETS & MAINTENANCE : TO NOTE & RESOLVE AS REQUIRED

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10.2 Proposed cemetery extension

This is a major issue which the previous Council has bequeathed. In summary, on current burial numbers the present cemetery will be full within 3 years maximum. About four years ago we began negotiations with a landowner to buy an adjacent field as a cemetery extension. There have been predictable arguments about valuation, but the principal stumbling block is that the field is jointly owned with a relative who resides in the USA, and who has repeatedly refused to consider selling. We have looked for alternative sites, without success. We have considered compulsory purchase, but the process is uncertain and prohibitively expensive. We would need a public works loan for the purchase, but the community consultation was positive. We are now running short of time, and the options boil down to:

- a further attempt to find an alternative site
- embarking on the compulsory purchase with its attendant costs
- closing the cemetery when it is full
- possibly a further community consultation to see how people feel?

ACTION: to consider & resolve

From: [REDACTED]
To: David O'Driscoll <parishclerk@forestrow.gov.uk>
Subject: Possible community event 2024

Just a quick email to enquire about the possibility of our small, family orientated all human circus visiting the Village Green next year.

We are a very small outfit our big top measures just 23m in diameter and together with our performances geared towards young families with primary/junior school age children believe we provide a great community event.

We book our venues 12 months in advance and **would be looking for a half week stay possibly Wednesday to Sunday in Mid July.**

If this idea is of some interest to yourselves I will happily forward our documents including risk assessments, public liability and references from previous venues both private and council.

If you could include our interest in visiting at your next convenient meeting I would greatly appreciate it.

Look forward to hearing from you

Kind regards

[REDACTED]

JAMES RICHARDS CIRCUS