

# 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 THE PROPERTY & ASSETS COMMITTEE:  
Cllrs. Williams (Chairman), Josephson, R  
Lewin, Spackman, Summers, Tyler, Waters and  
Wogan.

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

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Dear Sir/Madam,

Your attendance is required at a meeting of the PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 6<sup>TH</sup> DECEMBER 2022 in the Garden

Date: 30 November, 2022

Room at the Community Centre at **7.30pm**

A handwritten signature in black ink, appearing to be 'D O'Driscoll'.

Mr D 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 – the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETING OF THE PROPERTY AND ASSETS COMMITTEE MEETING HELD ON 21<sup>ST</sup> JUNE 2022
  - 4.1 To approve the minutes of the meeting of 21<sup>ST</sup> JUNE 2022.
  - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
  - 6.1 'Crittall' windows
  - 6.2 Cemetery benches
  - 6.3 Lease of the Community Centre rooms
  - 6.4 Ongoing maintenance
7. FINANCIAL REPORT
8. TO DISCUSS & ADOPT A DRAFT DEPARTMENTAL BUDGET FOR 2023-24
9. TO TIMETABLE COMMUNITY CENTRE MAINTENANCE WORK
10. TO RESOLVE ON A SHELTER REPAIR ISSUE
11. TO DISCUSS AND RESOLVE ON A REQUEST FROM A RESIDENT
12. CORRESPONDENCE
13. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

**COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 6<sup>th</sup> DECEMBER 2022**

- 1-5. Introductory matters follow the standard format. No public interventions have been signified in advance and there have been no objections lodged to the records of meeting.

***ACTION: to note/resolve as required***

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

6.1 Crittall windows As Committee may be aware, the Conservation Officer raised some queries over the replacement windows. I referred them to the manufacturers, who supplied some detailed drawings (free of charge) to answer the queries. These are now with Wealden Planning, and we are guaranteed a response by 16<sup>th</sup> December at the latest.

6.2 Cemetery benches. One of John Boisvert's last jobs before leaving was to clean and oil the cemetery benches. This should serve to extend their life by some years.

6.3 Lease of the Community Centre rooms. The licence arrangement for the treatment room appears to be working well, and has resulted in increased occupancy.

The acupuncture room had been posing a slight problem in that it is being used (with agreement) by Eoni Blaxland (who was trained by Ninette), but the tenancy remains in the ownership of Ninette's personal representatives. An arrangement has now been negotiated whereby the lease will remain unchanged until terminated, but payment will be legally accepted from Ms Blaxland.

6.4 Ongoing maintenance work Don Isted has compiled a list of pending jobs to be fitted into the schedule, but these are inevitably subject to some deferral because of the annual leaf clearance. This agenda contains an item for Committee to prioritise the current tasks

***ACTION: to note / clarify as appropriate***

**7. TO NOTE FINANCIAL REPORT**

I attach a month 8 report for this Committee, and add the following comments:

We would expect performance against forecast to be about 66.6%. As the printout shows, income is 85.5% and expenditure at 68.4%. However, most important cost codes are performing as expected, so the overall picture is satisfactory.

***ACTION: to note***

**8. TO DISCUSS & ADOPT A DRAFT DEPARTMENTAL BUDGET FOR 2023-24**

The draft P&A budget (adjusted for inflation) is attached for your consideration. Income is predicted to be similar to the current year, assuming that hire rates are not increased.

Expenditure is inevitably likely to increase, with some third party costs subject to inflation, but we still have a healthy CIL allocation which can be used for any infrastructure purpose. Community Centre enhancement is now limited to the nominated reserve, to reflect its occasional rather than regular character

***ACTION: to resolve as necessary***

**9. TO TIMETABLE COMMUNITY CENTRE MAINTENANCE WORK**

At Committee's last meeting, the following tasks were identified as having priority:

- 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

As noted above, maintenance work at this time of year is inevitably dominated by leaf clearance, but it might be helpful if Committee could assign a priority order to the above list and indicate an approximate date by which it should be completed

***ACTION: to resolve as appropriate***

**10. TO RESOLVE ON A SHELTER REPAIR ISSUE**

Committee has previously indicated that the roof of the bus shelter on Foresters Green is in need of repair, and noted that it is currently roofed with wooden shingles. We have identified a source for replacement shingles, but they are relatively expensive and have a limited life span. Our maintenance crew have asked if Committee would prefer a more durable repair with heavy duty felting.

***ACTION: to resolve as appropriate***

**11. TO DISCUSS & RESOLVE ON A REQUEST FROM A RESIDENT**

The treasurer of *Ashdown Arts* has asked if it would be possible (weather permitting) to use the carpark boundary fence on Hartfield Road to exhibit art works for sale. The question was first raised during the hot weather, but if granted the request could be 'stored ' for next summer or perhaps run in conjunction with the market.

***ACTION: to resolve as appropriate***

**12. CORRESPONDENCE – none not already available via Councillors Briefing/ Reading.**

**13. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2022

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Property &amp; Assets</b>							
<b>301 Community Centre</b>							
3180 CC-Lettings	12,499	15,000	2,501			83.3%	
3181 CC-Equipment Hire	354	750	396			47.2%	
3182 CC-Rents	16,416	22,000	5,584			74.6%	
3185 MISC - incl books/copying)	299	400	101			74.7%	
3187 CC Drinks Machine Income	430	500	70			86.1%	
3189 Misc Property Refunds	370	0	(370)			0.0%	
4180 Misc Income	3,429	0	(3,429)			0.0%	
Community Centre :- Income	<b>33,797</b>	<b>38,650</b>	<b>4,853</b>			<b>87.4%</b>	<b>0</b>
3111 CC-Rates & Services	20,304	20,000	(304)		(304)	101.5%	
3116 CC-Upkeep/Cleaning	3,744	12,000	8,256		8,256	31.2%	
3127 CC - Drinks Machine	790	500	(290)		(290)	158.0%	
3136 CC-Enhancement	4,333	3,250	(1,083)		(1,083)	133.3%	
Community Centre :- Indirect Expenditure	<b>29,170</b>	<b>35,750</b>	<b>6,580</b>	<b>0</b>	<b>6,580</b>	<b>81.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,627</b>	<b>2,900</b>	<b>(1,727)</b>				
<b>303 Venue on the Green</b>							
3306 VOTG Income	2,657	4,000	1,343			66.4%	
Venue on the Green :- Income	<b>2,657</b>	<b>4,000</b>	<b>1,343</b>			<b>66.4%</b>	<b>0</b>
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	<b>2,132</b>	<b>10,000</b>	<b>7,868</b>	<b>0</b>	<b>7,868</b>	<b>21.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>525</b>	<b>(6,000)</b>	<b>(6,525)</b>				
Property & Assets :- Income	<b>36,454</b>	<b>42,650</b>	<b>6,196</b>			<b>85.5%</b>	
Expenditure	<b>31,302</b>	<b>45,750</b>	<b>14,448</b>	<b>0</b>	<b>14,448</b>	<b>68.4%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>5,152</b>						
Grand Totals:- Income	<b>36,454</b>	<b>42,650</b>	<b>6,196</b>			<b>85.5%</b>	
Expenditure	<b>31,302</b>	<b>45,750</b>	<b>14,448</b>	<b>0</b>	<b>14,448</b>	<b>68.4%</b>	
<b>Net Income over Expenditure</b>	<b>5,152</b>	<b>(3,100)</b>	<b>(8,252)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>5,152</b>						

