

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), Hill, Josephson, R Lewin, Pritchitt, Spackman, Summers, Withers and Wogan.

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ
Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Dear Sir/Madam,
Your attendance is required at a meeting of the PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 12th APRIL 2022 in the Garden Room at the Community Centre at **7.30pm**

Tel:
Fax:
Email:
Website:

Date: 6 April, 2022

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 30TH NOVEMBER 2021
 - 4.1 To approve the minutes of the meeting of 30th November 2021
 - 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 Lease of the acupuncture room
 - 6.2 Lease of the Cube
 - 6.3 Lease of the Sports Ground
 - 6.4 Community Centre upstairs window
 - 6.3 Promised report
7. FINANCIAL MATTERS TO YEAR END
CURRENT ITEMS FOR CONSIDERATION/RESOLUTION
8. COMMUNITY CENTRE REPAIRS & REFURBISHMENTS
9. A PROPOSAL TO LEASE THE TREATMENT ROOM
10. TWO BENCH REQUESTS
11. MAINTENANCE OF OTHER ASSETS
12. CORRESPONDENCE
13. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

PROPERTY & ASSETS COMMITTEE

BACKING PAPERS FOR MEETING 12TH APRIL 2022

Agenda item	Description	Page nos
	Clerk's briefing note	1-2
7	Financial report to year end month 2	3-4
8	Community Centre works report	5-6
9	Proposal for lease of treatment room	7
10	Bench requests (anonymised)	8-10

COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 12th APRIL 2022

- 1-7. 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

8. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

8.1 Lease of the acupuncture room. As Members will now know, Ninette Sapir passed away last week. Responsibility for the lease therefore passes to her personal representatives. It is not known whether the locum acupuncturist will apply to have the balance of the lease assigned to her.

8.2 The lease of The Cube is now completed. The Energy Performance Certificate has been served. By the time of this meeting an in-line meter will have been installed to enable the charity to pay for its electricity usage. Only parking allocation remains to be settled.

8.3 The lease of the Sports Ground. This has almost descended into farce. After four years of negotiation with the County Council, they have now decided that the lease/sub-lease arrangement is not the correct way to settle the matter and propose to deal direct with the SGA charity-to-charity. Fortunately, our solicitor has produced a letter written to ESCC in March 2018, which clearly drew attention to the charity implications of the proposed deal, which they then ignored. I intend to claim our wasted costs from the County Council – amounting to several thousand pounds, and I believe a referral to the Local Authority Ombudsman may be justified.

8.4 Community Centre upstairs window. This has now been fully repaired by a reputable builder and paid for within the 2021-22 budget at a cost of £1200.

8.5 Promised report According to the minutes of 30th November, a list of fingerpost had been compiled, but needed to be 'cross-checked'. I await delivery of this list so the issue can be taken forward

ACTION: to note / clarify as appropriate

9. FINANCIAL REPORT

I attach a month 12 report for this Committee, and add the following comments:

- The overall income shows as 156% of forecast: this is largely because the estimate for hirings & rentals was significantly reduced in the budget to allow for the effects of the pandemic, but these have 'bounced back' more quickly.
- Expenditure shows as 91.3% of forecast, but this conceals the fact that the rates have significantly increased, pushing the relevant cost code to 158% of forecast.
- The budget for 2022-23 includes an increase in the forecast for hirings & rentals, which should be nearer realistic expectations. However, the rates & services expenditure code was set before the rates demand came in, so there may continue to be a squeeze in this area.

I mentioned at the last Full Council that the 2021-22 year-end suggested a surplus over budget. This Committee may wish to pitch for an enhanced reserve for Community Centre refurbishment reserve, but that cannot be done until the financial year has been signed off.

ACTION: to note

10. COMMUNITY CENTRE REPAIRS & REFURBISHMENTS

A working group has done a detailed survey of required/desirable works, which is attached. Committee may wish to consider priorities and authorise the obtaining of quotes, subject to other items (reported or proposed) within this agenda.

ACTION: to resolve as necessary

11. PROPOSAL TO LEASE THE TREATMENT ROOM

This was referred to in minute no.258/21 of the previous meeting. A proposal has now been received, which is attached. Although the original minute envisages a referral to the Finance Committee, there are clearly issues of property modification and enhancement which require prior consideration by this Committee, before a recommendation is made.

ACTION to resolve as necessary

12. TWO BENCH REQUESTS

We have received two requests for new benches, which are attached. Both envisage/offer a bench in the cemetery in memory of individuals. For Committee to decide: a) if the requests should be accepted; b) if the proposed form of bench(es) is acceptable.

ACTION: to resolve as necessary

13. MAINTENANCE OF OTHER ASSETS

Work is currently under way to repair three of the noticeboards. We have also been asked to replace the 'half-moon' litter bin on Rush Green, as it is too small and vulnerable to foxes and rats. Committee to indicate whether there are any other items come to notice.

ACTION: to resolve as necessary

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

15. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

Detailed Income & Expenditure by Budget Heading 05/04/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Property & Assets</u>							
<u>201 Bus Shelters</u>							
2136 BS-Bus Shelters	50	500	450		450	10.0%	
Bus Shelters :- Indirect Expenditure	50	500	450	0	450	10.0%	0
Net Expenditure	(50)	(500)	(450)				
<u>205 Miscellaneous Assets</u>							
1439 Public Seats	0	250	250		250	0.0%	
1442 Litter Bins	0	500	500		500	0.0%	
2551 Offsite Car Parks	0	6,000	6,000		6,000	0.0%	
2553 Grit bins	0	500	500		500	0.0%	
6139 BU - War Memorial	0	500	500		500	0.0%	
7108 PR-Notice Boards	0	250	250		250	0.0%	
Miscellaneous Assets :- Indirect Expenditure	0	8,000	8,000	0	8,000	0.0%	0
Net Expenditure	0	(8,000)	(8,000)				
<u>301 Community Centre</u>							
3180 CC-Lettings	15,924	9,000	(6,924)			176.9%	
3181 CC-Equipment Hire	333	600	267			55.5%	
3182 CC-Rents	26,812	15,000	(11,812)			178.7%	
3185 MISC - incl books/copying)	521	400	(121)			130.3%	
3187 CC Drinks Machine Income	226	250	24			90.3%	
4180 Misc Income	992	0	(992)			0.0%	
Community Centre :- Income	44,808	25,250	(19,558)			177.5%	0
3111 CC-Rates & Services	31,756	20,000	(11,756)		(11,756)	158.8%	
3116 CC-Upkeep/Cleaning	11,036	12,000	964		964	92.0%	
3127 CC - Drinks Machine	1,001	500	(501)		(501)	200.3%	
3136 CC-Enhancement	1,257	2,500	1,243		1,243	50.3%	
Community Centre :- Indirect Expenditure	45,051	35,000	(10,051)	0	(10,051)	128.7%	0
Net Income over Expenditure	(243)	(9,750)	(9,507)				
<u>303 Venue on the Green</u>							
3306 VOTG Income	2,568	5,000	2,432			51.4%	
Venue on the Green :- Income	2,568	5,000	2,432			51.4%	0
3304 Votg Non Youth Equip	2,213	1,000	(1,213)		(1,213)	221.3%	

Detailed Income & Expenditure by Budget Heading 05/04/2022

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3305 VOTG Running Costs	2,206	9,750	7,544		7,544	22.6%	
Venue on the Green :- Indirect Expenditure	<u>4,418</u>	<u>10,750</u>	<u>6,332</u>	<u>0</u>	<u>6,332</u>	<u>41.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,851)</u>	<u>(5,750)</u>	<u>(3,899)</u>				
Property & Assets :- Income	47,376	30,250	(17,126)			156.6%	
Expenditure	49,519	54,250	4,731	0	4,731	91.3%	
Movement to/(from) Gen Reserve	<u>(2,143)</u>						
Grand Totals:- Income	47,376	30,250	(17,126)			156.6%	
Expenditure	49,519	54,250	4,731	0	4,731	91.3%	
Net Income over Expenditure	<u>(2,143)</u>	<u>(24,000)</u>	<u>(21,857)</u>				
Movement to/(from) Gen Reserve	<u>(2,143)</u>						

Community Centre site visit 19.10.21

location	work recommended	funded by	action	notes
largely exterior	minor alteration to direct pipe into drain			
1 'Crittall' windows	replacement by double-glazed in similar style	PWLB	quote from Heritage Windows	
2 exterior stonework	repair of holes left by old pipework (patch or replacement stone)	P&A budgets	quote from quarry/stonemason (VH?)	
3 pipework from kitchen	minor alteration to direct pipe into drain	P&A budgets		instead of splashing as now
4 drain from kitchen	fat trap to prevent drain clogging	P&A budgets		
5 exterior surface gullies	inside/outside man to clear summer growth	P&A budgets		
6 1st floor wooden sash window	replacement or extensive repair		quote from company	replacement must be wooden (as listed)
ex-toilets area, back of main hall				
7 lobby	none		none	control panels, meters etc.
8 toilet from lobby (north)	possible review & disposal of redundant stuff	P&A budgets	some clearance?	store for repair café + other stuff
9 toilet from lobby (south)	as above	P&A budgets	some clearance? minor repair to windows?	cracked pane
1960s extension and environs				
10 toilet	redecorate, clearing verdigris, rust, bleach tiles	P&A budgets	new blind?	
11 wall between toilet & hired room	soundproofing? Work suggested some yrs ago	P&A budgets	quote for soundproofing?	even if done is this really hirable? 3 windows, all need some work.remove old fittings scars from ceiling
12 waiting room	redecorate, ventilation essential	P&A budgets	louvres, mend + security bars?	
13 corridor	floor level lower than outside, no practical suggestions for work	P&A budgets	checks on mats, outside drain & entrance regularly	
14 sandstone (originally outer) wall	replacement lime mortar at some time in the future, also possibly a replacement block(s)	P&A budgets	keep a watching brief, summer & winter checks + after any flooded corridor?	sandstone wall drier since water pipe repairs
15 two treatment rooms locked			corridor?	not seen

location	work recommended	funded by	action	notes
<i>outside sheds</i>				
16 west shed		P&A budgets	some pruning of contents is desirable	these are both used for maintenance work
17 east shed		P&A budgets	as much appears redundant (skip hire?)	
<i>exterior of building</i>				
18 voids	repair of voids as recommended previously	PWLB	stonemason's quote, supply of suitable sandstone included	one day perhaps!
19 DPC	examination for continuity			
20 tarmac level	lowering of tarmac to reveal DPCs in certain areas	PWLB?		
21 surface drains	clearance of summer weeds	P&A budgets	inside/outside man?	would prevent minor flooding

PROPOSAL FOR SEMI-EXCLUSIVE USE OF THE TREATMENT ROOM

FRPC query:

1. The treatment room is relatively underused, but there has been one regular hirer – the Anthroposophical doctor - who has booked the room out for one session (and occasionally two) sessions per month of 4 hours a time between 8:30 and 12:30. Last booking was on 21st December. If you were the principal hirer would you want exclusive occupation or be prepared to let this hirer in for one session a month as at present?
2. What did you have in mind as a monthly rental, assuming you were in exclusive occupation? As an indication, we currently let it out at £9 per hour. By contrast, the acupuncture room (which is much bigger) commands a rent of £4K per annum for exclusive occupation. Or perhaps Council might consider a half-way house whereby you paid only for the hours you were actually there but had a priority status over anyone else wanting to hire - would that work for you?
3. You said you might want to 'make some changes' if the room was effectively yours. Can you give an outline idea of what those changes might be?

Proposed tenant reply:

1. I would definitely be prepared for the Anthro doctor to use the room too. It may well be times that I can't do anyway as I work as a carer too. I could fold up my couch for when they use it.
2. I'm not sure about the rent; I guess I was thinking around or not more than £150/200 a month, or 2K per annum. Also I am open to paying just for the hours. As I mentioned above, I also am a carer so there are only a limited amounts of days and hours that I can use it.
3. I did say that, as it looks like and feels like a bathroom, is completely unsuitable to be used a therapy room (in my mind at least) in its current 'condition'. It feels tired and in need of some TLC! I was thinking if I could remove the bathroom tiles, or put cork on the floor, perhaps paint the walls, put in either some drapes or blinds and give it a much softer and welcoming feel. Something simple - I don't have either loads of money or grand plans. One of the reasons I looked at being the principle hirer was because it would give me 'free rein' and access to book my clients I wanted (day, eve or weekend) I could leave all my tools and materials in there (couch, towels etc) and not worry about whether they were safe, and also I could make it 'my own' and make it beautiful, more simple and cleaner.

05 APR 2022

4/4/22

Dear Amenities,

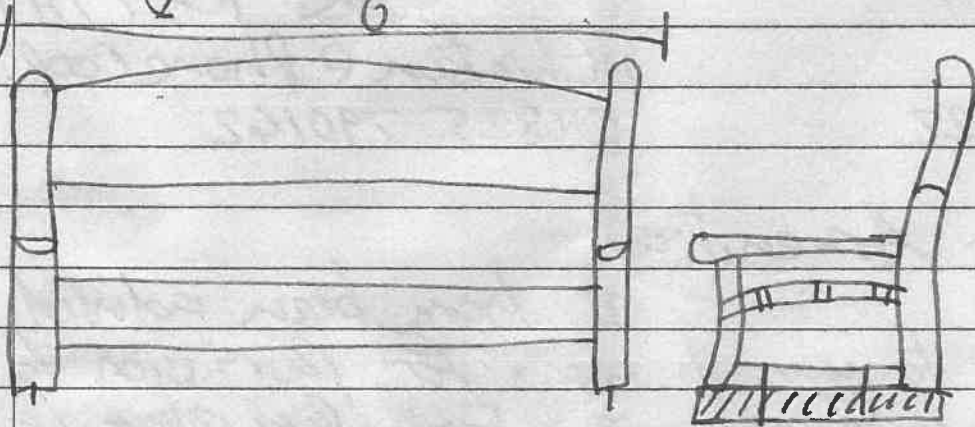
I have been advised to write to you to apply for permission to erect a bench in Forest Row grave yard in memory of a dear friend and Forest Row Singer Songwriter Arthur Simon Wells, who was buried there last year.

The bench (pictures of design provided) will be of locally sourced oak of simple conventional construction, of slightly rustic appearance (depending on the nature of the wood) and with 'I Chase the Light' carved into the relief on the seat back, in simple, readable script. 'I Chase the Light' is the title of one of his best known songs, and it reflects Simon's eternal positivity and long-term spiritual/religious tenets.

The bench, ideally, will be not too far from Simon's site, will be treated with non-toxic oils, and will be secured into the ground with threaded rod into concrete feet.

It has been suggested by a friend on the Forest Row Festival Organisation Committee that there may be an unveiling of the bench at the festival. Simon was a very well known and loved Forest Row person, whose talent and genuine modesty left a legacy in

many people's lives



The above is clearly a very simple design concept; it is a simple bench. As stated, depending on the timber, there may be knots and undulations in the finished project.

If you decide to accept this concept, I can make it an aerial photograph of the finished project before it is sited.

This is not my best bench, nor indeed my best project on display to the public; I am a woodworker with wide experience and 20 years of teaching practice behind me.

I look forward to your reply.

Thanking you,

[Redacted signature]

David O'Driscoll

From: [REDACTED]
Sent: 05 April 2022 12:40
To: David O'Driscoll
Subject: Bench request

Dear Parish Clerk, I'd like to put a bench near/ in view of my parent's grave (1356) in the Forest Row churchyard. There is a bench to [REDACTED] and an empty platform, nearby under/next to the last tree.

Turning right at the entrance and walking to the end of the little avenue of cherry trees, where the path turns up, left, to the top of the cemetery, there is a space under that last tree.

When I visit I do a drawing of this lovely place. I attach a copy of my latest one, just to show you where I mean.

Thank you for your help.
[REDACTED]