

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
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Forest Row
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Dear Sir/Madam,
Your attendance is required at a meeting of the PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 22nd JUNE 2021 in the Garden Room at the Community Centre at **7.30pm**

Date: 16 June, 2021

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 2ND MARCH 2021
 - 4.1 To approve the minutes of the meeting of 2nd March 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
To note the following:
 - 6.1 VENUe works: fencing, WiFi, external storage
 - 6.2 Bus shelter cleaning
 - 6.3 Lease of 'The Cube'
 - 6.4 Lease of the Sports Ground
 - 6.5 Fingerposts
7. FINANCIAL MATTERS . To note financial position at end month 2
8. CURRENT ITEMS FOR CONSIDERATION/RESOLUTION
 - 8.1 Community Centre works: To consider a working group report and resolve on next Steps
 - 8.2 Litter bins: To consider whether additional bins are needed, if so what type, and any staffing implications, and to resolve accordingly.
 - 8.3 To nominate a member of this Committee to the Committee structure working group
- 9 CORRESPONDENCE
- 10 TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

PROPERTY & ASSETS COMMITTEE

BACKING PAPERS FOR MEETING 22nd JUNE 2021

Agenda item	Description	Page nos
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7	Financial report to end month 2	3-4
8.1	Community Centre works report	5-6

COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 22nd JUNE 2021

- 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 VENUE works. As Members will doubtless have noted, the security fencing has been installed at the VENUE, with a push pad fire escape mechanism at one end. The total cost was £2071 ex VAT. The WiFi has at last been installed and is working well. The 'High Five' club have agreed a place for their external storage cabinet which has now been delivered.

6.2 Bus shelter cleaning. The handyman has been working his way round the wooden bus shelters, cleaning them and re-staining the cladding.

6.3 Lease of the Cube. As noted elsewhere, the charity sent us a draft lease to us, and because of the unusual features – eg rent offset against improvements – I decided this should be vetted by our property solicitor. He has revised the text, and this is now under consideration.

6.4 Lease of the Sports Ground. My efforts to get this resolved are still stalled in the County Council legal department, but the file has now been passed to another lawyer and this may enable progress to be made.

6.5 Fingerposts. The minute from last time reads: "More information was awaited regarding the location/condition of fingerposts in the parish. Cllr. Hill and Wogan agreed to pass on their information to Cllr. R Lewin." This is identical to the wording from the November meeting of 2020. However, to date I have received no further information or instructions.

ACTION: to note and clarify as appropriate

7. FINANCIAL REPORT (at end month 2)

Performance against target for month 2 would normally be in the order of 16.7%. In fact income is at 14.4% and expenditure at 37.6%. Income continues to be adversely affected by the reductions in room hire. Expenditure has been inflated by the annual rates bill and by structural works at both the Community Centre and the VENUE. There is no cause for concern at this stage of the year, although please see the comments under item 8.1 below.

ACTION: to note

8. CURRENT ITEMS FOR CONSIDERATION/ RESOLUTION

8.1 Community Centre works. A working group has been on a tour of the Community Centre, and produced a preliminary report, which is attached. For Committee to decide the priority and timing of any actual works. I simply sound a note of caution that the Community Centre 'enhancement budget' is £2500, and the corresponding Community Centre reserve is £3,000, but that £3250 (ex VAT) has already been spent on repairs to the heating system pipework, and we have no authority at present to apply any public borrowing monies.

ACTION: to consider and resolve as appropriate

8.2 Litter bins. We have approximately 37 litter bins in the village at present (plus one outlier at the Weirwood reservoir, but not counting those for which Wealden DC is responsible). At present our litter picker is responsible for emptying these with his hand barrow as often as necessary and up to daily, with weekly assistance from the handyman for those bins which are more remote from the village centre.

On the one hand, there have recently been a number of negative observations about the standards of litter collection. On the other hand, certain local businesses have made representations that they would contribute to better litter facilities if recyclables could be segregated from general waste.

The purpose of this agenda item is: to consider whether additional/ replacement bins are needed, if so of what type, and to resolve accordingly; and to consider if there are staffing implications to be referred to the Finance & Policy Committee.

ACTION: as above

8.3 Council has asked each Standing Committee to nominate one of its members to form part of the forthcoming working group on committee structure

ACTION: to resolve accordingly

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

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

Detailed Income & Expenditure by Budget Heading 16/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Property & Assets							
<u>201 Bus Shelters</u>							
2136 BS-Bus Shelters	50	500	450		450	10.0%	
Bus Shelters :- Indirect Expenditure	<u>50</u>	<u>500</u>	<u>450</u>	<u>0</u>	<u>450</u>	<u>10.0%</u>	<u>0</u>
Net Expenditure	<u>(50)</u>	<u>(500)</u>	<u>(450)</u>				
<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	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(8,000)</u>	<u>(8,000)</u>				
<u>301 Community Centre</u>							
3180 CC-Lettings	904	9,000	8,096			10.0%	
3181 CC-Equipment Hire	52	600	548			8.7%	
3182 CC-Rents	3,285	15,000	11,715			21.9%	
3185 MISC - incl books/copying)	0	400	400			0.0%	
3187 CC Drinks Machine Income	0	250	250			0.0%	
Community Centre :- Income	<u>4,241</u>	<u>25,250</u>	<u>21,009</u>			<u>16.8%</u>	<u>0</u>
3111 CC-Rates & Services	13,719	20,000	6,281		6,281	68.6%	
3116 CC-Upkeep/Cleaning	1,020	12,000	10,980		10,980	8.5%	
3127 CC - Drinks Machine	136	500	364		364	27.2%	
3136 CC-Enhancement	1,257	2,500	1,243		1,243	50.3%	
Community Centre :- Indirect Expenditure	<u>16,132</u>	<u>35,000</u>	<u>18,868</u>	<u>0</u>	<u>18,868</u>	<u>46.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,891)</u>	<u>(9,750)</u>	<u>2,141</u>				
<u>303 Venue on the Green</u>							
3306 VOTG Income	116	5,000	4,884			2.3%	
Venue on the Green :- Income	<u>116</u>	<u>5,000</u>	<u>4,884</u>			<u>2.3%</u>	<u>0</u>
3304 Votg Non Youth Equip	2,071	1,000	(1,071)		(1,071)	207.1%	
3305 VOTG Running Costs	2,121	9,750	7,629		7,629	21.8%	
Venue on the Green :- Indirect Expenditure	<u>4,192</u>	<u>10,750</u>	<u>6,558</u>	<u>0</u>	<u>6,558</u>	<u>39.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,076)</u>	<u>(5,750)</u>	<u>(1,674)</u>				

Detailed Income & Expenditure by Budget Heading 16/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Property & Assets :- Income	4,357	30,250	25,893			14.4%	
Expenditure	20,374	54,250	33,876	0	33,876	37.6%	
Movement to/(from) Gen Reserve	<u>(16,017)</u>						
Grand Totals:- Income	4,357	30,250	25,893			14.4%	
Expenditure	20,374	54,250	33,876	0	33,876	37.6%	
Net Income over Expenditure	<u>(16,017)</u>	<u>(24,000)</u>	<u>(7,983)</u>				
Movement to/(from) Gen Reserve	<u>(16,017)</u>						

Property and Assets Working committee for the Community Centre June 2021

The working committee have met several times to discuss the community centre regarding the maintenance and upkeep with the purpose to identify what work is required.

We talked about visions of what could be done with community centre. My personal favourite was to remove the ceiling of the main hall to reveal the vaulted ceiling.

Where the current boiler room is we replace and move the boiler; re structure the room to open into the main hall and place bi folding doors to create the outside inside sceniro.The outside space would be landscaped placing several water features.The purpose of the landscaping is to flow into the jubilee gardens creating an oasis for young and old.

Unfortunately we recognise the importance of following the guidelines laid down by the conservation office and understanding the curtilage of the community centre. But it is nice to dream.

So here are the more practical points:

- 1.New boiler.Investigate the purchase and placement of a new boiler.
- 2.Replacement or repair of the windows.Replacement of such windows as cannot be repaired,repair of some windows,repainting of the remaining windows in order to prevent deterioration.
- 3.A survey to be carried out to identify the integrity of the damproof course and to carry out any recommended work.For example the removal of tarmac and undergrowth bridging such parts of the damp-proof as are presently covered. The DPC needs to be looked at by an independent person but we would not want an expensive DPC wholesale replacement priced up as we believe it is not necessary.
- 4.A survey to be carried out with recommendations of ensuring the effective and efficient workings of the drainage system employed at the community centre. To investigate any recommendations.The purpose of this is to compliment the positive results of the recent replacement of the guttering.
- 5.Investigate the fat trap for the kitchen with recommendations.
- 6.The investigation of replacing the roof tiles with solar panelled roof tiles.

The end of the building rooms:

1.To find out how often the treatment room is used.

2.Sound proof the toilet.

3.The rest of the rooms will be looked at once the boiler has been replaced.

The purpose is to identify the best use of this space in relation to our other current assets.

Rgds

Brett Williams

Chairman of Property and Assets.