

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. Eichner (Chair), Christie, Cocks, Evans,
Gilbert, Hugo, Jaffay, La Djoï, Rainbow, Scott,
Summers, Taylor-Smith, Volkers & A M Waters

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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 30th JULY 2024 in the Garden Room at the
Community Centre at **7.30 PM**.

Date: 24th July 2024

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES ARE AVAILABLE FOR QUESTIONS AND REMARKS FROM THE PUBLIC.
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 PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING OF 11th JUNE 2024
4. DECLARATIONS OF INTERESTS/DISPENSATION REQUESTS FOR THIS MEETING
5. DELEGATED DECISIONS

CO-OPTION & ADJUSTMENT OF COMMITTEE MEMBERSHIP

6. INTERVIEW OF CANDIDATES, DECISION AND ACCEPTANCE OF OFFICE
7. ALLOCATION OF NEW MEMBER TO COMMITTEES AND ANY CONSEQUENTIAL ADJUSTMENTS TO COMMITTEE MEMBERSHIP

REPORTS

8. CHAIRS COMMENTS
9. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
10. SUMMARY FINANCIAL REPORT
11. PRINCIPAL COUNCILS
12. STANDING COMMITTEES
13. WORKING GROUPS
14. OUTSIDE BODIES (IF ANY)

MATTERS FOR CONSIDERATION/DECISION

15. STRATEGIC PRIORITIES
16. COMBATTING ANTI-SOCIAL BEHAVIOUR
17. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL ON 30th JULY 2024

1. **PUBLIC PARTICIPATION**
2. **APOLOGIES FOR ABSENCE**
3. **RECORDS OF PREVIOUS MEETINGS OF 11th JUNE 2024**
4. **DECLARATIONS OF INTEREST/ DISPENSATIONS** 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.
5. **DELEGATED DECISIONS**
ACTION: to note & approve

CO-OPTION & ADJUSTMENT OF COMMITTEE MEMBERSHIP

6. **INTERVIEW OF CANDIDATES, DECISION AND ACCEPTANCE OF OFFICE**
Two candidates have put themselves forward: Eva Davies (who has previously been a Councillor, but did not stand at the 2023 election), and Ben Matthews. Their personal statements are attached as confidential backing papers. Each will be interviewed in turn by the Councillors and a vote will then be taken. A simple majority suffices, and the successful candidate will be asked to sign the Acceptance of Office form. Please note that Council is not obliged in law to accept either candidate, in which case the vacancy would remain open.
ACTION: to resolve as appropriate
7. **ADJUSTMENT OF COMMITTEE MEMEBERSHIP**
A successful candidate will be asked to serve on at least one Committee. I have also received a request from one Member to change Committees, and if this is acceptable to Council, both procedures can be completed together.
ACTION: to resolve accordingly

REPORTS TO NOTE

8. **CHAIR'S COMMENTS**
9. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
 - 9.1 Insurances. The Finance Committee decided to accept the quote received for our main insurance from Zurich, and to enter into a three-year agreement. It was also decided on advice to add a free-standing cyber insurance . The motor vehicle policy remains as before.
 - 9.2 Hambro Hall & The Cube. Negotiations with the *On My Side* charity for their occupation and lease of the Hambro Hall are substantially agreed with only a little fine tuning required. They are aiming to enter into occupation by 1st September. The Shed project will then take over The Cube, retaining its status as a Council project for the present.
 - 9.3 'Medway Park'. I am continuing negotiations with the landowners.
 - 9.4 Parking in Lewes Road. I will report on a recent complaint/dispute and our proposed solution.

10. SUMMARY FINANCIAL REPORT

I resubmit for the benefit of all Councillors the printout supplied to the Finance Committee on 16th July, which will not be updated until the month end (although please note that approximately £15,000 plus the July salaries and taxes have been paid out this week). Income (adjusted to show apportionment of the precept) is at 25.7% of forecast for the first quarter, which is on target. Expenditure shows as 29.2% of forecast, but this was skewed by the initial payment from revenue for the Crittall window repairs. This has now been rectified by drawing down from the appropriate nominated reserve.

11. REPORTS FROM PRINCIPAL COUNCILS

County/District Councillors have been invited to attend and report on any relevant matters.

12. STANDING COMMITTEES

The Chairs of F&P and Facilities have been invited to report on progress, current projects and future plans. Community Services is not due its next meeting until 9th August, so Amanda Sinclair has provided for completeness a brief overview of current services.

13. WORKING GROUPS

I have invited a designated spokesperson from the active working groups to provide a conspectus of what they are (or are not) currently doing. Cllr Jaffay has reported in writing on the Comms & Outreach working group (attached to the backing papers)

14. REPRESENTATIVES ON OUTSIDE BODIES

Representatives from the above may report orally on any current matters.

MATTERS FOR CONSIDERATION/ DECISION

15. STRATEGIC PRIORITIES

The Chair circulated an email to all members yesterday (Monday 22nd), reverting to an action which emerged from the discussion meeting on 4th June ("we discussed having a collated document featuring each councillor's short, medium, and long term priorities for the village, so that this could be considered alongside sentiment from the village in drafting a strategy/priority with a longer term eye."). Hopefully, everyone has responded and the Chair will have produced a composite document for discussion.

ACTION: to consider & resolve as necessary

16. COMBATTING ANTI-SOCIAL BEHAVIOUR

Cllr Taylor-Smith has asked for this item to be put on the agenda as follows:

"I have had a growing number of residents telling me they are very concerned with the ASB in Forest Row - ie electric bikes with riders with balaclavas, stealing of bikes, the recent attack in Ashurst Wood and the Medway Fields, and thefts from a vehicle in broad daylight, plus a number of people seen in the village that appear to be 'staking' out areas. Of course, all of this is 3rd hand, however, perception is reality and the lack of visible presence of the Police adds a sense of vulnerability to this too. I have also had residents tell me that damage and theft is often met with just a police reference number and no follow up - however, as I say, this is third hand.

I would like us to invite a senior member of our Police Force to come and talk to our residents to allay people's concerns/give them confidence that we do have a police force

that will respond, as well as offer them an opportunity to hear about the measures they are putting in place and ask questions - below is a 'Sussex Alert' I received today regarding 'Operation Notify' ([Introducing Operation Notify - Sussex Alerts](#))- it would seem that they are looking to put in measures to patrol Wealden - I'm not sure if the boundary changes of the constituency changes anything (I somehow doubt it), but some clarification of who serves us would help, and where they are deployed from - I understand that the PC that came to speak with us at a Meet & Greet, is now no longer on this beat, so an update would be timely.

ACTION: to resolve accordingly

16. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE.

Summary Income & Expenditure by Budget Heading 24/07/2024

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	327,303	656,455	329,152			49.9%
Expenditure	114,562	500,190	385,628	0	385,628	22.9%
Movement to/(from) Gen Reserve	<u>212,741</u>					
<u>Amenities & Services</u>						
Income	2,586	21,850	19,264			11.8%
Expenditure	13,991	89,750	75,759	0	75,759	15.6%
Movement to/(from) Gen Reserve	<u>(11,405)</u>					
<u>Property & Assets</u>						
Income	17,567	45,600	28,033			38.5%
Expenditure	70,199	75,500	5,301	0	5,301	93.0%
Movement to/(from) Gen Reserve	<u>(52,631)</u>					
<u>Planning</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<u>Localism & Community Projects</u>						
Income	9,394	33,000	23,606			28.5%
Expenditure	7,440	41,000	33,560	0	33,560	18.1%
Movement to/(from) Gen Reserve	<u>1,954</u>					
Grand Totals:-						
Income	356,850	756,905	400,055			47.1%
Expenditure	206,192	706,440	500,248	0	500,248	29.2%
Net Income over Expenditure	<u>150,658</u>	<u>50,465</u>	<u>(100,193)</u>			
Movement to/(from) Gen Reserve	<u>150,658</u>					

Community Services – current overview

Thursday Club

The Club meets on the 1st & 3rd of every month. The events are scheduled every three months. There are currently 20 ladies that attend and 3 volunteers that provide tea and cake.

The aim short & long term is to spread the word to entice new members together with brainstorming new ideas for the twice monthly events.

Gages

The Café is open Wednesday, Thursday & Friday and benefits from freshly cooked meals made by our in our chefs, Emma and Alison together with our crew of volunteers. We generally have around 20 people daily.

We also deliver meals out to the Community – around 10 daily.

More publicity is needed to welcome new people to the Café.

Community Transport

A well-used service within the Community. Transporting parishioners to and from appointments. 53 journeys have been made so far this year. It is understood that people are being turned down because of the lack of volunteer drivers.

FROW Friends

Frow Friends continues to operate. However, there is considerable scope for more users of the service. Much is being done to get the word out. Frow Friends continue to do a quarterly drop of goody bags to the elderly within the community. A cabaret event is also being held three times a year and is very popular. A new leaflet has been compiled and will shortly be distributed. A Mid Sussex Age UK event was recently attended by myself which clearly showed that there is much to be done for the older generation in our Community.

Meet & Greet

Publicising events for various initiatives from the Councillors to the Community. Generally held in the Venue on The Green. Numbers in attendance have been between 15-20 per event. A further look at publicising events needs to be done.

Summer Sunday Afternoons

The Jubilee Garden was created by the late Mike Smith in 2003 as apart of 'The Create-it scheme' of the Parkinson's Society. His wife, Lin, lovingly cares for it but is in need to assistance now, therefore a new event that is being held on six Sundays through the Summer in The Jubilee Garden.

An event held to find volunteers to look after the garden as well as providing a Community event.

FRPC Outreach & Comms Working Group – Report Spring 2024

Written by Andi Jaffay and Alex Waters

Newsletter – Responsibility for the upcoming newsletter and future issues has now been handed to Amanda. The second issue is in progress and Amanda has requested Councillors to send their pieces to her, to be added in.

Website – The planning and design is in progress. Jason is collaborating with several people and expects it to be ready before September.

Councillors' Corner in the Forest Row Local Magazine – Alex Volkers has sent around a list of Councillors who are due to write a piece over the next few months. This continues to be a great opportunity for us to communicate with the whole community, as the newsletter magazine gets posted to every household every month.

Youth Forum: Alex Waters (y) - On Saturday (27/07) the Youth Forum held its first monthly meet-up at the VENUE, hosting a DJ Workshop and BBQ on the Green. Information gathered at the meet-up, as well as during the Forest Row Festival and launch party will be fed back to the Comms & Outreach WG and passed on to relevant committees. The Instagram page currently has 124 followers and we have good engagement with our posts, although we are currently lacking a social media manager following Anna's move to Brighton. The Youth Reps group is growing, although engaging everyone at the same time can be tricky. We are beginning to explore funding opportunities and we've been offered a donation from the Forest Row Festival.

Meet & Greet – the most recent M&G was of a different style to previous events, as it was focused around discussing the popular items that came out of the 3D event. The structure for the M&G was for each table to discuss a section of post-it notes that had been on the wall. People gave a lot of interesting feedback and this was a good in-depth way to gauge what they thought of the comments in general and the ideas that came from the community. People seem to enjoy speaking in groups and feeding back to everyone else in the room, and so it may be something to pursue for future M&Gs. Whether the team want to adopt this structure or not, is yet to be discussed and debated by O&C at the next meeting.

Follow up event to the 3D: The team that arranged the 3D event are planning a follow-on event in September. This will be specifically for projects that the community want to move forward with themselves, with the support of the council. The full plan for the event will be put together and publicised during August and the beginning of September.