

Forest Row Parish Council

Clerk:
Email:

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

(Office Hours: Monday to Friday 9am to 4pm)



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Hartfield Road
Forest Row
East Sussex
RH18 5DZ
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To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Eichner (Chair), Christie, Evans, Gilbert,
Jaffay, Killick, La Djoï, Lewis, Matthews, Rainbow,
Scott, Summers, Volkers & A M Waters

Tel: 01342 822661
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Dear Sir/Madam,
Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 18th NOVEMBER 2025 in the Garden Room
at the Community Centre at **7.30 PM**.

Date: 18th September 2025

Mr David O'Driscoll

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. PRELIMINARIES

- 1.1 WELCOME TO NEWLY ELECTED COUNCILLOR
- 1.2 PUBLIC PARTICIPATION
- 1.3 APOLOGIES FOR ABSENCE
- 1.4 RECORDS OF PREVIOUS MEETING 23RD SEPTEMBER 2025
- 1.5 DECLARATION OF INTEREST/DISPENSATION REQUESTS
- 1.6 DELEGATED DECISIONS
- 1.7 REVIEW OF ACTIONS FROM LAST MEETING
- 1.8 CHAIR'S COMMENTS
- 1.9 CLERK'S REPORT ON PENDING MATTER
- 1.10 REPORTS FROM PRINCIPAL COUNCILS

2. IN-HOUSE REPORTS

- 2.1 FINANCIAL POSITION
- 2.2 STANDING COMMITTEES
- 2.3 CURRENT 'LIVE' WORKING GROUPS (not requiring decisions)
- 2.4 REPRESENTATIVES ON OUTSIDE BODIES

3. BUSINESS FOR CONSIDERATION/DECISION

- 3.1 TO FILL THE VACANCIES ON COMMITTEES
- 3.2 PROPOSAL FOR THE RENAMING OF COMMITTEES
- 3.3 A PROPOSAL FROM THE HIGH FIVE CLUB/YOUTH SERVICE:
- 3.4 REPORT & PROPOSAL FROM THE LOW-COST COUNSELLING SERVICE:
- 3.5 GRANT APPLICATION: ANDERIDA
- 3.6 GRANT APPLICATION: 'PODS'
- 3.7 PROPOSAL FOR 'WE GROW' PLANTERS ADJACENT TO THE CUBE SQUARE
- 3.8 THE PROPOSED WEIRWOOD/ARDINGLY WATER PIPELINE

4. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

FULL COUNCIL

BACKING PAPERS FOR MEETING 18th NOVEMBER 2025

	Description	Page nos
	Clerk's briefing note	1-3
1.5	Delegated decisions	4
1.6	Actions list (annotated)	5
2.1	Financial printout	6-8
2.3	Working group written reports	9-10
3.1	Current committee membership	11
3.3	Proposal from 'High Five Club'	12
3.5	Grant Application: Anderida	13-14
3.6:	Grant Application: 'PODS'	15-19
3.7	Diagram: proposed We Grow planters	20
3.8	Papers re proposed pipeline	21-27

COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL ON 18th NOVEMBER 2025
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1. PRELIMINARIES

- 1.1 WELCOME TO NEWLY ELECTED COUNCILLOR Andrew Lewis has signed his Declaration of Acceptance of Office, and this will be his first meeting as an elected Councillor. (His place on Committees is considered later in the agenda).
- 1.2 PUBLIC PARTICIPATION:
- 1.3. APOLOGIES FOR ABSENCE
- 1.3 RECORDS OF PREVIOUS MEETING OF 23RD SEPTEMBER 2025
- 1.4 DECLARATIONS OF INTEREST/ DISPENSATIONS
- 1.5 DELEGATED DECISIONS – list attached
- 1.6 REVIEW OF ACTIONS FROM PREVIOUS MEETING – list attached: there are a couple of items pending, due to making contacts with the required traders.
- 1.7 CHAIR'S COMMENTS
- 1.8 CLERK'S REPORT ON PENDING MATTERS TO NOTE
 - 1.8.1 There was only one nominated candidate for the by-election, so the poll was cancelled, and Cllr Lewis is deemed elected. A co-option notice is in preparation for the second vacancy.
 - 1.8.2 External HR support was agreed by Finance & Policy on 4th November. Cllr Waters has agreed to be the liaison Councillor with the advisers, and we await their next contact.
 - 1.8.3 We are due our interim internal audit on 24th November. Committee budgets for 2026-27 are now in approved draft, and following discussion by the Chairs of Committees, will be submitted as a consolidated draft for consideration by Full Council at its meeting on 9th December.
- 1.9 REPORTS FROM PRINCIPAL COUNCILLORS County & District Councillors have been invited to attend and report on any relevant issues.

2. IN-HOUSE REPORTS TO NOTE

2.1 FINANCIAL POSITION. A summary printout by Committee is attached. The approximate performance against forecast at this point should be 71%. Finance is well within target. Consolidated Facilities is showing at 67% of income and 65.8% of expenditure, hence also within target, and Community Services is also within target. The overall performance is 96% Income and 60.3% expenditure, so barring disasters should end the year within forecast.

2.2 STANDING COMMITTEES. The Chairs of Committees have been asked to provide reports of current and planned projects.

2.3 CURRENT 'LIVE' WORKING GROUPS (not requiring decisions). Current facilitators of working groups have been asked to report on current and planned projects. There are two written reports in the backing papers

2.4 REPRESENTATIVES ON OUTSIDE BODIES. I have not been made aware of any meetings of such bodies since the last Full Council.

3. BUSINESS FOR CONSIDERATION/DECISION

3.1 TO FILL THE VACANCIES ON COMMITTEES. There are currently vacancies on the three main working Committees plus the Planning Group. We can also expect to co-opt a further member in the near future. It might therefore be appropriate for Cllr Lewis to take two of the vacancies. For Council (and Cllr Lewis) to decide.

ACTION: to resolve as appropriate

3.2 PROPOSAL FOR RENAMING OF COMMITTEES . Council will see that the working group on Committee structure recommended there be no structural change, but that a change of name from 'Facilities' & 'Community Services' to 'Place' and 'People' might be beneficial. It would be very helpful for administrative purposes if we could put both these issues to bed, at least for the time being, as the necessary restructuring of the accounts system has been long delayed.

ACTION: to resolve as appropriate

3.3 A PROPOSAL FROM THE HIGH FIVE CLUB. Susan Angel, the founder of the High Five Club Initially put a request to the Community Services Committee on 8th July this year to consider provision of a session for older SEN young people than the High Five Club currently caters for. This was deferred for further discussion with the Youth Service which have now taken place, and issued in the proposal attached. Note: there would be a financial implication for the Council in funding the sessional worker.

ACTION: to resolve as appropriate

3.4 REPORT & PROPOSAL FROM THE LOW COST COUNSELLING SERVICE Owen Morgan (and possibly Diane Burnett) have asked to attend the meeting to give a progress report on the service and put a proposal for ongoing funding.

ACTION: to resolve as appropriate

3.5 GRANT APPLICATION: ANDERIDA This application was previously considered by Finance & Policy but deferred for clarification of the supporting accounts. I understand that a revised

accounts presentation will be available to the meeting: the original application papers are attached.

ACTION: to resolve as appropriate

3.6 GRANT APPLICATION : 'PODS'. This was submitted too late for the recent Finance & Policy meeting, but to avoid it having to wait until next year, I agreed to put it on the Full Council agenda for consideration. I understand that Ms Charlton will be attending to answer queries and give any necessary clarifications

ACTION: to resolve as appropriate

3.7 PROPOSAL FOR 'WE GROW' PLANTERS: As part of the development of the Square adjacent to the Cube, 'We Grow' CIC have requested that a space be made available for them to place a line of planters as per the attached diagram. Normally this would go to Facilities for consideration, but in order that they can be made ready for planting up, it seems sensible to incorporate it in this agenda. Cllr Jaffay will supply any necessary explanations.

ACTION: to resolve as appropriate

3.8 PROPOSED WEIRWOOD/ARDINGLY WATER PIPELINE This has already been drawn to your attention in the Briefing Note of 10th November. It seems appropriate that the Parish Council should comment in some way, notwithstanding the statutory powers of the water company. It is understood that Planning Group will consider this on Monday and put forward a recommended stance for Council to consider adopting

ACTION: to resolve as appropriate

4. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

FOREST ROW PARISH COUNCIL

ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 19/09/2025 to: 12/11/2025

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
Tree works at Lower Road	Urgent work required	The Clerk	14/10/25	£ 696.00
Trees at Michael Hall	Urgent work required	The Clerk, Chair & Chair of Facilities	05/11/25	£ 1200

Standing subscriptions are not noted as these are agreed at the Annual meeting.

MEETING OF FULL COUNCIL HELD ON 23 rd September 2025			
MIN. NO	DECISION	ACTION BY	PROGRESS <i>To go out with next agenda</i>
C 87/25	Agenda for informal meeting to be distributed	BC	Done
C88/25	Informal meeting to be arranged for topics to take to Wealden Town & Parish conference	GG	Done
C88/25	Community Services agenda – speed survey of road near Plawhatch	David	To next C/S agenda
C95/25	On My Side – draw up 10 year lease	David	In progress
C96/25	Issue licence to Soil Factory	David	Done
C97/25	Accept Police visit and arrange	Office	Not yet arranged
C98/25	Refuse offer from alternative payroll manager	Office	Done
C99/25	Accept quote for external defibrillator cabinet and arrange installation	Office	Done
C100/25	Change Spring Room lock	Office	Pending
C100/25	Compile 'Rules of Use' posters for rooms	Office	Pending
C100/25	Get quotes for changing locks in CC rooms	Office	Pending
C100/25	Ask PCSO to have a word with individual	Office	Pending

Summary Income & Expenditure by Budget Heading 12/11/2025

Month No: 8

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
401	Finance & Administration						
	Income	675,278	678,605	3,327			99.5%
	Expenditure	301,479	506,440	204,961		204,961	59.5%
	Movement to/(from) Gen Reserve	<u>373,799</u>					
403	Other Grants						
	Expenditure	8,700	19,000	10,300		10,300	45.8%
	Finance & Policy Income	<u>675,278</u>	<u>678,605</u>	<u>3,327</u>			<u>99.5%</u>
	Expenditure	<u>310,179</u>	<u>525,440</u>	<u>215,261</u>	0	<u>215,261</u>	<u>59.0%</u>
	Movement to/(from) Gen Reserve	<u>365,099</u>	<u>153,165</u>	<u>(211,934)</u>			
<u>Amenities & Services</u>							
101	Allotments						
	Income	1,611	2,200	589			73.2%
	Expenditure	232	1,000	768		768	23.2%
	Movement to/(from) Gen Reserve	<u>1,379</u>					
102	Village Greens						
	Income	1,735	1,000	(735)			173.5%
	Expenditure	5,930	13,000	7,070		7,070	45.6%
	Movement to/(from) Gen Reserve	<u>(4,195)</u>					
104	Amenities General						
	Income	12	1,000	988			1.2%
	Expenditure	1,974	13,500	11,526		11,526	14.6%
	Movement to/(from) Gen Reserve	<u>(1,962)</u>					
105	Outdoor Maintenance						
	Expenditure	945	2,500	1,555		1,555	37.8%
203	Street Lighting						
	Expenditure	26,217	26,000	(217)		(217)	100.8%
204	Road Safety						
	Expenditure	0	500	500		500	0.0%
601	Cemetery						
	Income	7,407	15,000	7,594			49.4%
	Expenditure	1,987	2,050	63		63	96.9%
	Movement to/(from) Gen Reserve	<u>5,420</u>					
	Amenities & Services Income	<u>10,765</u>	<u>19,200</u>	<u>8,436</u>			<u>56.1%</u>
	Expenditure	<u>37,286</u>	<u>58,550</u>	<u>21,264</u>	0	<u>21,264</u>	<u>63.7%</u>
	Movement to/(from) Gen Reserve	<u>(26,522)</u>	<u>(39,350)</u>	<u>(12,828)</u>			
<u>Property & Assets</u>							
205	Miscellaneous Assets						
	Expenditure	481	0	(481)		(481)	0.0%
301	Community Centre						
	Income	27,317	38,800	11,483			70.4%
	Expenditure	59,809	91,400	31,591		31,591	65.4%
	Movement to/(from) Gen Reserve	<u>(32,491)</u>					
303	Venue on the Green						
	Income	2,325	2,000	(325)			116.3%
	Expenditure	3,282	3,500	218		218	93.8%
	Movement to/(from) Gen Reserve	<u>(956)</u>					

Summary Income & Expenditure by Budget Heading 12/11/2025

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Property & Assets Income	29,643	40,800	11,157			72.7%
Expenditure	63,572	94,900	31,328	0	31,328	67.0%
Movement to/(from) Gen Reserve	(33,929)	(54,100)	(20,171)			

Planning

Planning Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	0	0	0			

Localism & Community Projects

206	Community Transport	Income	186	120	(66)		154.6%	
		Expenditure	546	1,200	655	655	45.5%	
		Movement to/(from) Gen Reserve	(360)					
207	Market	Income	4,290	7,500	3,211		57.2%	
		Expenditure	5,464	8,000	2,536	2,536	68.3%	
		Movement to/(from) Gen Reserve	(1,175)					
209	Localism & Community Proj Misc	Income	1,550	500	(1,050)		310.0%	
		Expenditure	7,044	12,500	5,456	5,456	56.3%	
		Movement to/(from) Gen Reserve	(5,494)					
304	Cafe	Income	15,200	22,000	6,800		69.1%	
		Expenditure	9,257	17,500	8,243	8,243	52.9%	
		Movement to/(from) Gen Reserve	5,943					
306	Thursday Club	Income	95	200	105		47.5%	
		Expenditure	108	750	642	642	14.4%	
		Movement to/(from) Gen Reserve	(13)					
406	Youth Provision	Income	1,746	1,000	(746)		174.6%	
		Expenditure	2,166	3,500	1,334	1,334	61.9%	
		Movement to/(from) Gen Reserve	(420)					
	Localism & Community Projects Income		23,066	31,320	8,254		73.6%	
		Expenditure	24,585	43,450	18,865	0	18,865	56.6%
		Movement to/(from) Gen Reserve	(1,519)	(12,130)	(10,611)			

10:57
Summary Income & Expenditure by Budget Heading 12/11/2025

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	738,751	769,925	31,174			96.0%
Expenditure	435,622	722,340	286,719	0	286,719	60.3%
Net Income over Expenditure	<u>303,129</u>	<u>47,585</u>	<u>(255,544)</u>			
Movement to/(from) Gen Reserve	<u>303,129</u>	<u>47,585</u>	<u>(255,544)</u>			

Meeting Structure Working Group

13/10/25 7pm

Present: Jason Eichner, Alice Killick, Angela Evans, Alex Volkers, David O'Driscoll

Apologies: Adam Scott

Suggestions for Council

1. Retain Current Committee Structure: After reviewing comparable councils, the working group does not recommend a structural shift at this time. The significant workload required for such a change was not justified by the evidence.
2. Adopt Written Reports: To improve meeting efficiency, we recommend that all committees and working groups submit written reports in advance of full council meetings, replacing verbal updates. Questions on these reports would still be welcomed.
3. Modernise Committee Names: We suggest renaming the "Community Services Committee" to "People" and the "Facilities Committee" to "Place." This is a name change only, with no alterations to their remits or delegated authority.

Report/Minutes of meeting

The meeting began with a presentation of research findings, which showed that no councils of a similar size or governance level use a drastically different committee structure. While smaller councils sometimes operate without committees, and larger bodies use cabinet models or guillotining methods, our research did not identify a compelling case for us to change.

The group then debated the potential of a "no-committee" model. While acknowledging that a lack of existing case studies shouldn't automatically rule it out, members concluded that the significant effort required from both councillors and staff to implement such a change outweighed any potential benefits.

To enhance the efficiency of existing meetings, the group explored the idea of requiring written reports from all committees and working groups, eliminating verbal updates at full council. The consensus was that this would save time while still allowing for questions and discussion.

The proposal to rename the "Facilities" and "Community Services" committees to "Place" and "People" respectively was also discussed. Potential confusion of this change was highlighted, though it was noted that the current names are also not always clear to the public either.

Finally, with its mandate completed, the working group was closed, with a willingness to reopen should the need arise.

Devolution Working Group

13/10/25 8pm

Present: Jason Eichner, Alice Killick, Alex Volkers, David O'Driscoll

Apologies: Adam Scott

Report/Minutes of meeting

There was extensive discussion over the potential impacts of the devolution process, and the diverging paths it might take. Ultimately, little information had been provided at our level of government and thus little solid was known of yet, as the unitary/mayoral models have not yet been agreed.

Various possible assets and services were discussed, including the feasibility of FRPC maintaining them at appropriate levels.

Little is certain as yet, but once the unitary and mayoral models are selected and the process begins in earnest at our level, it is expected that further meetings will need to be organised, and that negotiations for devolution should be started soon after.

There is also likely to be a case for public involvement as consultations are started and concrete decisions are made.

Sufficient information was gathered and shared to assist the forthcoming informal meeting of council to discuss devolution and the Wealden General Meeting.

FOREST ROW PARISH COUNCIL

COMMITTEE MEMBERSHIP

NAME	FINANCE & POLICY	PERSONNEL	FACILITIES	COMMUNITY SERVICES
Christie B				X
Eichner J Chair	X			
Evans A		X		
Gilbert G	X(C)		X (VC)	
Jaffay A Vice Chair	X			X
Killick A	X	X	X	X(VC)
La Djoï Z	X	X		X
Matthews B			X (C)	
Rainbow R			X	X(C)
Scott A			X	X
Summers M			X	
Volkers A	X			X
Waters A	X(VC)	X(C)	X	
Co-opted			Allot Reps (1)	
TOTALS	8	4	8	8
Quorum	3		3	3

Revised 15th Oct 2025

PROPOSAL FOR A 'TEEN HIGH FIVE CLUB'

(sent in by Mel Rey-Mesher following discussions with Susan Angel)

We are proposing that Susan would be the lead on the group that would be delivered on alternate Thursday evenings and run for 90 minutes in the evening.

Charlotte our youth worker is happy to be the support worker that Susan would need for delivery of the session.

The idea that we are proposing is that Suzy would be paid for 5 hours a month as a "youth worker sub-contractor in a sense" for delivery of this provision.

It would mean that we would lose one of our usual provision sessions in order to facilitate this, which is why I am suggesting we run it as a pilot for a period of 3 months, during which time Susan would invoice for payment for delivery. If the service flourishes and the demand and needs are identified as it being something that the youth provision should continue to support, we will then assess the structure in terms of whether this be added to Youth Service delivery policy.

I know that this is something that will need to be rubber stamped by council and I am not sure that a CS meeting will take place before January now?

It would be good to have some kind of decision in principle before January next year though as there are many things that will need to be organised in terms of training / planning and promoting.

Is this feasible in terms of a decision in principle?

FOREST ROW PARISH COUNCIL



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Web: <http://www.forestrow.gov.uk>
Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: THE ANDERIDA PROJECT CIC		
NAME OF CONTACT PERSON: LAURA POPLÉ		
ADDRESS FOR CORRESPONDENCE: Forge House, Lower Road Forest Row	Tel: 01342 54 50 58	
	Email: info@theanderidapractice.com	
	Web (if any): www.TheAnderidaProject.org	
POST CODE: RH18 5ES	SUM REQUESTED: £2,000	
Bank (BACS) details for any grant awarded:		
DO YOU HAVE AUDITED ACCOUNTS? ☒ Yes ☐ No	IF YES, ARE THEY ATTACHED? ☒ Yes ☐ No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? ☒ Yes ☐ No	☒ Yes ☐ No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☒ Yes ☐ No		
From	Amount	Purpose
National Lottery Community Fund	£3,000	Support for mental health, pain relief
National Lottery Community Fund	£2,280	Teenage Wellbeing Support – 38 weeks
PURPOSE OF REQUEST (please use second sheet if necessary)		
We are seeking £2,000 to help support the continued delivery of two vital community health initiatives: our Community Pain Relief Clinic and our Teen Mental Health Services. Both projects were launched in 2024 with National Lottery funding, which is due to end in June 2025. We are now asking for urgent support from the Parish Council to help keep these services running while we actively seek further funding opportunities and develop longer-term sustainable models. The Community Pain Relief Clinic, which began in November 2024, has already become a lifeline for local residents living with chronic pain. It offers high-quality, low-cost complementary healthcare—including acupuncture, osteopathy, and physiotherapy—in a multi-bed setting. The Teen Mental Health Services provide group yoga classes and creative therapeutic support to young people facing challenges such as anxiety, low mood, family difficulties, and school-related stress. These sessions are low-cost and delivered by qualified professionals who specialise in working with adolescents. With increasing demand for youth mental health support and long NHS waitlists, this service is a crucial early intervention for young people in our community. Both services operate on a community-supported subsidy model, where those who can afford to pay contribute		

to the cost of care for those who cannot. This ensures that financial hardship is never a barrier to accessing support.

With our current funding ending soon, we urgently need additional support to **bridge the gap and keep these services going**, ensuring continuity of care for those already benefiting and those who will need support in the months ahead. The funding requested from the Parish Council will make a meaningful difference in sustaining these valued community services at a time when they are needed most.

HOW WILL IT BENEFIT THE COMMUNITY?

The **Community Pain Relief Clinic** and **Teen Mental Health Services** meet critical gaps in local provision by offering accessible, affordable support to residents who would otherwise struggle to access care. Both projects are already having a profound impact on the wellbeing of our community.

The **Community Pain Relief Clinic** provides effective complementary therapies such as **acupuncture, osteopathy, and physiotherapy** for adults living with chronic pain. Pain can affect every aspect of a person's life—from mobility and independence to mental health, the ability to work, care for others, or engage socially. For those who cannot afford private treatment, options are often extremely limited. Our clinic helps bridge this gap, offering vital support that can improve quality of life, reduce isolation, and lessen the need for more costly or invasive interventions in the future.

Our **Teen Mental Health Services** were developed in response to the growing needs of young people experiencing anxiety, low mood, stress, and emotional difficulties. We provide a supportive and therapeutic space for young people to explore their feelings, build resilience, and develop a stronger sense of self. With long NHS waiting lists for mental health support, our teen services provide crucial early intervention, offering timely, accessible help that can prevent issues from escalating and reduce the long-term impact on young people and their families.

Both the pain clinic and the teen services are grounded in a **subsidy model**, ensuring that no one is turned away due to financial constraints. Those who are able to contribute help support those who cannot, creating a compassionate, community-led approach to care. This model fosters a strong sense of solidarity, shared responsibility, and inclusivity across generations.

Beyond individual treatment, these services also provide **welcoming, non-clinical spaces** where people feel respected and empowered. Practitioners offer practical support around self-care, stress reduction, and emotional wellbeing, helping participants take an active role in their own recovery.

In short, these projects are already making a tangible and measurable difference to local lives. With continued support, we can ensure that pain, distress, or financial hardship do not become barriers to living a full and connected life. By investing in these services, the Parish Council will be contributing directly to the **health, dignity, and resilience** of the Forest Row community—now and for the future.

FOR OFFICIAL USE ONLY

Date of Meeting:	Min.No:	Approved: ☐ Yes ☐ No	Amount:
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POINTS TO NOTE WHEN APPLYING FOR A GRANT

In accordance with its General Power of Competence under Section 1-8 of The Localism Act 2011, the Council is empowered to commit to reasonable expenditure, in the form of grants, which is not restricted by other legislation.

1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: www.forestrow.gov.uk
- Applications should be received in the Parish Council Office at least 7 days prior to the scheduled meeting dates.

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Clerk: David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION: The Heart of Listening		
NAME OF CONTACT PERSON: Sarah Charlton		
ADDRESS FOR CORRESPONDENCE: Silver Ridge, Card Hill Forest Row	Tel: 07708 652948	
	Email: sarah@theheartoflistening.org.uk	
	Web (if any): www.theheartoflistening.org.uk	
POST CODE: RH18 5BA	SUM REQUESTED: £2000	
TO WHOM SHOULD ANY GRANT BE MADE PAYABLE? Please provide bank details for BACS payments	Ms S J Charlton Account Number 21917000 Sort Code: 16-58-10	
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes ☒ No	IF YES, ARE THEY ATTACHED? ☐ Yes ☒ No (Accounts)	IF NO, PLEASE EXPLAIN WHY I am an individual applying for a grant for a start up project in service of my village community
IF APPLICABLE, DO YOU HAVE A BUDGET? ☐ Yes ☐ No	☐ Yes ☐ No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☐ Yes ☒ No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary)		
• Drawing inspiration from ancient cultures and tools from the world of personal development. PODS bring a new way for us all to benefit from our shared humanity and interconnectedness. • Give and receive the type of support that holds us accountable to our dreams and helps us reach our potential - together! • Learn the art of deep listening and effect the change you desire to see. Trauma informed, tried and tested tools ensure safety and sustainability for PODS groups.		
HOW WILL IT BENEFIT THE COMMUNITY?		
Please see the attached letter in support of my application for further information		

My grant request is made for the setting up of a new local initiative called PODS

The aims of PODS are

- To reduce social isolation and loneliness
- To strengthen individual and community cohesion
- To create self -sustaining social support structures which can run independently of a 'service provider' after the initial eight week introductory period.
- Promote mutual support and decrease reliance on statutory services
- Inspire individual and collective creativity and engagement through encouragement and emotional, and practical support towards goals.

PODS are suitable for

- Parents
- Elders
- Young People
- General, mixed demographic groupings
- Community Leaders
- Entrepreneurs
- Everyone!



The PODS Vision

My grant request is made for the setting up of a new, local to Forest Row, initiative called PODS.

PODS stands for Point of Direct Support.

The aims of PODS are

- To reduce social isolation and loneliness
- To strengthen individual wellbeing and community cohesion
- To create self -sustaining, social support structures which can run independently of a 'service provider' after the initial eight week introductory period.
- Promote mutual support and decrease reliance on statutory services
- Inspire individual and collective creativity and engagement through encouragement and emotional, and practical support towards goals.
- To be inclusive, practically useful, self sustaining, solution focused and empathic.

PODS are suitable for

- Parents
- Elders
- Young People
- General, mixed demographic groupings
- Community Leaders
- Entrepreneurs
- Individuals

PODS are inspired in part by the Moai tradition of Okinawa. A 'Blue Zone' - so called because people live longer in these places than other parts of the world.

Moai are small groups of which form, often in early life, to provide mutual support for all participants, like a second family. In this way people have a safety net which combats loneliness and provides each person with a way to both give and receive practical, social and emotional support.

I have adapted this idea to meet the needs of modern, western communities where we may experience greater levels of disconnection and isolation.

At the heart of the model is a trauma informed listening model based on co-counselling. This tried and tested tool provides:

- a safe, clear framework for people to build mutual trust within strict rules of confidentiality
- a set structure of shared time so that the 'give and take' stays in balance.
- an opportunity to focus on what is going well.
- the potential for deepening trust, reciprocal support and accountability.

Additional elements which make PODS a unique and 'solution focused' model are

- The setting of SMART goals to help people move forward.
- The giving and receiving of support in a safe, sustainable way that doesn't leave anyone either overburdened or over taking from the group. Each group will receive initial coaching in how to keep this in balance during the eight-week training.

About Me

I am a Certified Parent Coach and Solution Focused Mentor currently working within a child & adolescent NHS funded charity in Surrey. I have over 12 years' experience of delivering Solution Focused, trauma informed group and individual sessions.

I have lived in Forest Row for 19 years and raised my family here, being an active part of the community over that time. This is the first time I have applied for a grant from the council.

My best hope is to establish PODS as a self-sustaining model which can run independently of any one individual once I have been able to embed the model, train others to keep facilitating it and seek further funding avenues that will allow me to continue developing the model using reflective evaluation tools and user feedback.

Details of costing for Forest Row PODS

Should I receive the full amount I am applying for, my aim would be to run two pilot PODS groups that would serve as case studies for further development and refinement of the PODS project and one training group which would other people to learn the skills and techniques needed to deliver their own PODS.

After these initial groups have run their course, the model would roll out using a low cost, monthly subscription model.

Training others to be able to deliver PODS - 8 weeks at £75 per 90 minute session = £600

8 week delivery of PODS sessions for Elders @ £50 per 90 minute session = £400

8 week delivery of PODS sessions for young people @£50 per 90 minute session = £400

Preparation and printing of course materials = 5 hours x £35 = £175

Administration Time = 5 hours x £35 = £175

Advertising Budget = £250

Total = £2000

Benefit

8 people per POD x 3 groups = 24 people receiving immediate benefit.

The benefits to Forest Row however would be far reaching and wide. These are just a few of the potential benefits.

- Supported parents become better resourced to parent well
- Young people develop listening skills, sustainable models of mutual support
- Isolation and loneliness are reduced amongst the elderly and less well-resourced sections of our community
- Cross generational connection would be encouraged and supported
- Individual projects would be supported to flourish through accountability and support
- Forest Row would be leading the way in a model which I intend to roll out in time as a national model of community and individual support.

Sustainability

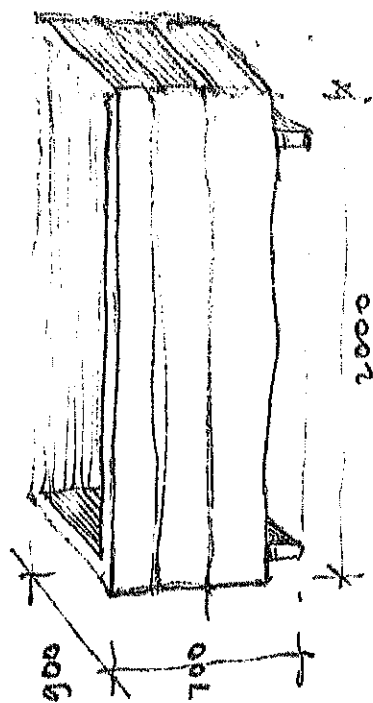
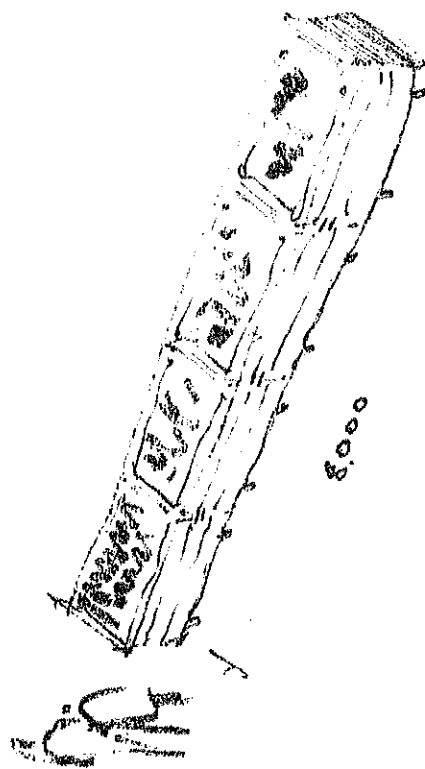
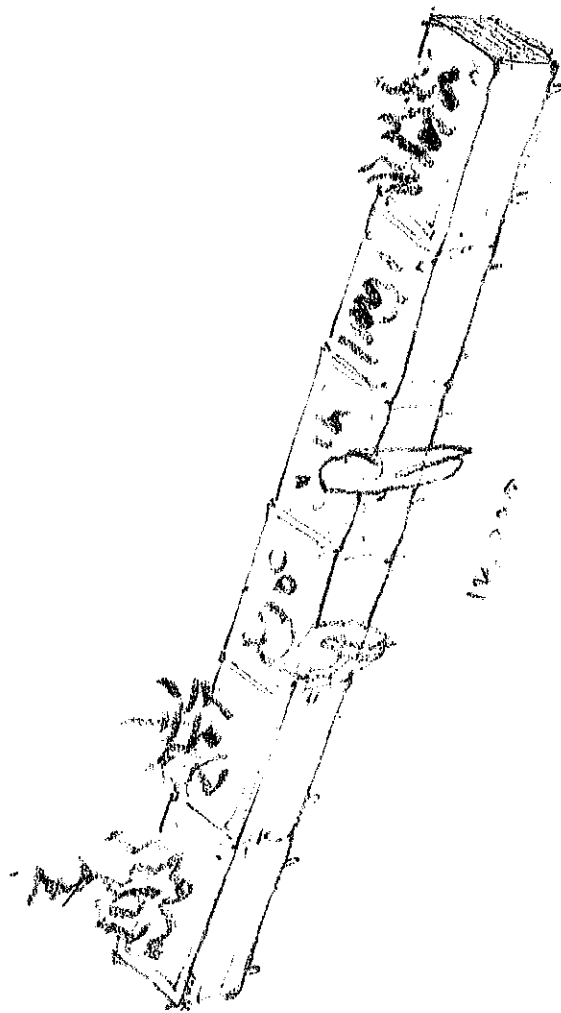
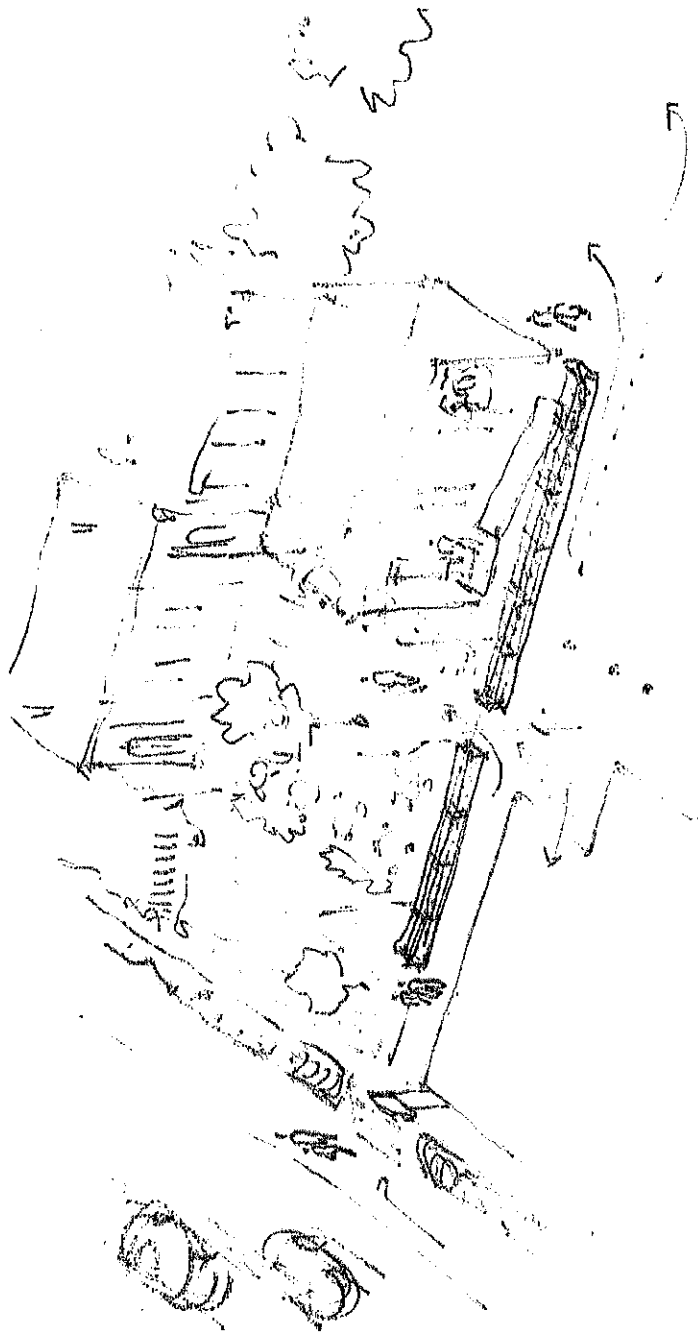
Beyond the duration of the grant and once trained in delivering PODS, this system is self sustaining. After this initial period, I propose that PODS becomes a low-cost subscription model so that it can provide a small income for each facilitator.

Thank you for considering my application

Yours faithfully

Sarah Charlton

Planters
for We grow
211025.



From: [REDACTED]

Sent: Sunday, November 9, 2025 9:27:15 PM

Subject: Overland Pipeline from Weirwood Reservoir to Ardingly Reservoir

Please forgive the mass e-mail, and please do forward this e-mail and the information sheet on to anyone else you think might be interested.

On Wednesday morning 58 householders living between Weirwood Reservoir and Ardingly Reservoir received notice that a double, above ground pipeline is to be laid AS SOON AS POSSIBLE between the two reservoirs. Whilst we all appreciate that South East Water have created a water crisis in this area (indeed, most of us have suffered from severe water shortages over the last five years) there are many concerns which are attached to a project of this scale cutting across our beautiful Sussex landscape.

The attached document has been drawn together, in some haste, by some of those who received the letters outlining the potential environmental and economic impact that this project will cause. I am sure that none of you on this list should be hearing about this project from me. Perhaps you will join us in seeking more information from South East Water.

I attach an information sheet setting out the information as we currently understand it.

Best wishes

[REDACTED]

south east water

Mr D & Ms H Scott
Leams End
Highbrook Lane
West Hoathly
EAST GRINSTEAD
RH19 4PJ

03 November 2025

Our Ref: 25005801_349896_349898

Dear Mr and Ms Scott

**Weirwood Reservoir to Ardingly Reservoir
Landowner Engagement Letter
Water Industry Act 1991 Notices**

We're writing to you regarding proposed works to lay a new water pipe from Weirwood Reservoir to Ardingly Reservoir as part of a new project to urgently alleviate the current drought status in the local area. Our initial research of the proposed routes through HM Land Registry, indicates that your land may be impacted.

Currently, we're planning to lay approximately 13 kilometres of new pipeline between the two sites.

What we'll be doing and when

We're planning to start construction as soon as possible, with the programme of work and timeline currently being planned. We'll provide you with more specific dates when the programme is confirmed.

Our teams will work weekdays and some Saturday mornings. They may also work on some Sundays should the construction team experience delays during the week.

Due to the urgent requirement to support Ardingly, we'll be laying two new, temporary water mains overland, side-by-side. Laying the pipeline overland, rather than beneath the surface, will mean we complete the project much faster and we can start pumping water from Weirwood Reservoir as soon as possible.

Installing two pipelines will increase the amount being pumped to help us replenish Ardingly at a faster rate, with around 20 to 30 million litres of water being transferred each day.

How will this affect you?

We are issuing seven-day Water Industry Act 1991 Notices across the route to landowners to enable surveys to be undertaken which will flag the environmental constraints and ultimately inform the design element of the scheme. These works are non-intrusive and require access on foot only.

Customer enquiries: 0333 000 1122
24 hour emergencies: 0333 00 00 365
Web: southeastwater.co.uk

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South East Water Ltd. Registered in England No. 2672874
Registered Office: Rockfort Road, Snodland, Kent ME9 5AU



In addition to this, to allow us to start the main works to lay the overland pipeline, we are serving three-month Water Industry Act 1991 Notices. Due to the tight timescales of this project, we're looking to confirm the permission of landowners to access land and start works prior to the expiration of the three-month Notice period. This can be formalised by signing an early access agreement.

We therefore enclose with this letter a seven-day Notice, three-month Notice, accompanying indicative plans and an early access agreement to formalise access for this element of the scheme. We have provided a copy-stamped Notice to be signed, dated and returned in the pre-paid envelope for both of the Notices. This serves as confirmation of receipt of the documentation as well as your agreement for us taking early access.

We're sorry for the disruption this work is going to cause. We'll do our absolute best to keep this to a minimum, and where possible work with you to minimise the impact to your land.

We would like to advise you that, under Schedule 12 of the Water Industry Act 1991, these notices inform landowners of their right to claim fair and reasonable compensation for any losses that are directly and unavoidably incurred as a result of the works.

In addition, our Code of Practice for Pipelaying in Private Land, sets out provisions for reimbursing landowners for reasonable costs incurred when engaging a surveyor to act on their behalf in relation to the project. We have also included a Professional Advice Note, alongside a copy of the Code of Practice, which explains the circumstances under which fees for professional advice may be reimbursed.

Thank you very much in advance for your co-operation on this project and for signing the early entry agreement at the bottom of the copy three-month Notice.

Why are we doing this?

As touched on above, parts of Sussex are now in drought, following the driest spring in England since 1893 and hottest summer on record. This lack of rainfall is putting pressure on both the environment and on drinking water supplies. Recent rainfall is helping, but it isn't enough to reverse the current conditions and we need more than 80 per cent of average rainfall until February 2026.

We'd like to thank customers and businesses who have helped, by being mindful of their water use where possible, and we appreciate their support in continuing to keep demand down. We've also already taken a number of actions to reduce pressure on our water resources, including fixing leaks faster, moving water and injecting water into the network, as well as putting in place a hosepipe ban in Kent and Sussex.

Ardingly Reservoir supplies drinking water to around 228,000 customers in the Haywards Heath area. The reservoir is currently at 25.6 per cent full. We've been granted a Drought Permit that allows us to reduce the amount we release from the reservoir into the Shell Brook (the stream) and refill it earlier from the Upper Ouse, if river flows are high enough. However, levels decreased further, which means we've applied for a Drought Order to further help conserve water. We're also looking at alternative measures to provide more immediate support in replenishing Ardingly Reservoir. Crucial to this is working with Southern Water to allow the use of Weirwood Reservoir to help refill Ardingly Reservoir.

Weirwood Reservoir is owned by Southern Water but is not currently used by them for the supply of drinking water. We're going to be connecting the two reservoirs to pump water from Weirwood to Ardingly.

Want to know more?

If you'd like to know more or have any questions before the work starts, please contact

- Our appointed land agents Dalcour Maclaren via ardinglymain@dalcourmaclaren.com
- or call our advisors on 0333 000 0002

We'll also be regularly posting news and other information on our dedicated webpage for this work:

- Keep checking southeastwater.co.uk/weirwood-ardingly

Thank you for your understanding while we carry out this vital project to help replenish Ardingly Reservoir and secure the continued supply of water to our customers.

Yours sincerely,



Gareth Cooper
Project Manager

Enclosed: x2 7-Day Notice and Plans | x2 3-Month Notice | Code of Practice | Pre-paid envelope | Professional Services Guidance

*South East Water is committed to protecting your privacy. If you wish to know more, please read our privacy policy available on our website at southeastwater.co.uk/privacy.

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TO: David Douglas Scott and Helen Augusta Alison Scott of Leams End, Highbrook Lane, West Hoathly, EAST GRINSTEAD, RH19 4PJ

NOTICE

South East Water Ltd (The Company) of Rocliff Road, Snodland, Kent ME6 6AH gives you notice under the provisions of Section 166 and Part II of Schedule 6 to the Water Industry Act 1991 that after the expiration of seven days from the service of this Notice on you the Company will enter the land described below of which you are believed to be the owner/occupier to carry out any survey or tests for the purposes of determining whether it is appropriate and practicable for them to exercise any relevant works power; or how any such power should be exercised, or the exercise of any such power. The Company is entitled to designate as power to enter the land described below to any person designated in writing by the Company for the purpose of carrying out any survey or test. This includes the power to carry out experimental borings or other works for the purpose of ascertaining the nature of the sub-soil, take away and analyse such samples of water or effluent or of any land or articles as the Company considers necessary.

THE SCHEDULE

Land being Leams End, Highbrook Lane, West Hoathly, East Grinstead, RH19 4PJ in the County of West Sussex with the survey area, working area and access shaded yellow on the attached plan ref: 20251030_25005801_PLN_NO_56.1

Dated this 4th day of November 2025

Signed: Dalcour McLaren
Name: Dalcour McLaren

Thornicroft Manor
Thornicroft Drive
Leatherhead
Surrey

Capacity: Agents duly authorised by South East Water Limited
NOTE: THIS NOTICE SHOULD BE PLACED WITH THE DEEDS OF THE PROPERTY.

THIS NOTICE SHOULD BE ACCOMPANIED BY A COPY OF SOUTH EAST WATER LIMITED'S CODE OF PRACTICE.

Checked by	FF 3/11/25
Checked by	MS 3/11/25

On 3 November 2025 58 Sussex home owners received 'Engagement Letters' from South East Water (SEW) proposing a new 13km double waterpipe from Weirwood Reservoir to Ardingly Reservoir with construction to begin asap.

Their proposal is for the construction of a double overland pipeline to start within three months. This is to be temporary (although no definition of temporary is given) and appears to run in a straight line from Weirwood to Ardingly reservoirs. We understand that three routes are being investigated.

The engagement letters issued two notices, asking for signatures of agreement to be returned:

- * The seven-day Water Industry 1991 Notice, to enable surveys to be undertaken to flag the environmental constraints and inform the design element of the scheme
- * Three Month Water Industry Act 1991 Notice to start the main works

* Also included was advice that we have the right to claim fair and reasonable compensation, and the SEW code of Practice.

A copy of this letter is attached.

Initial Concerns

Most of the householders who received this letter will have had considerable periods of time without water during the last five years, and completely understand that SEW need to sort out their water provision. What is not clear is

- Why this scheme is an appropriate solution to the issues SEW face concerning water supply
- Why this matter, which should have been known about for a considerable period of time, is not subject to the normal processes of consultation and local involvement, and why there is such unreasonably short notice.
- How they propose to carry out this project on heavy clay soil during winter?
- How the numerous Health and Safety, Environmental impact and economic issues which arise from running two overground pipes through a National Landscape area will be addressed. These include, but are not limited to: issues for farmers and private gardens which are literally being divided down the middle, restricting landowners' access to their own land for management; disruption to rural businesses such as liverary yards and farming; the valuable wildlife habitats and migration paths which will be blocked and destroyed; heavy disturbance/blockage to local footpaths and roads
- How they will mitigate what will essentially be a 'damming' effect, significantly reducing/stopping natural land drainage into our rivers and ponds
- Why any organisation, especially a private company, should only consider the cost and convenience of the alternatives for themselves (which appears to be the case from the letters received)
- Why there has been a total failure to consult, and engage with the local community, including the views of relevant bodies, such as the Sussex Wildlife Trust, the Woodland Trust, the Highways Agency, the NFU, as well as local authorities at Parish, District and County levels and Mims Davies, MP, all of whom should have been notified/consulted
- Why this route across multiple private properties, largely through National Landscape (used to be called AONB), crossing the Sussex Border Path and including the Ashdown Forest has been chosen when other routes are available which are more economically viable, less damaging to the environment, have restricted public access and considerably reduced environmental damage. In particular, it is unclear why utilising the nearby Bluebell Railway and now dis-used Ardingly Spur, has not been considered which would avoid almost all the negative issues associated with the proposed scheme
- The definition of the term 'temporary'

The Route

Householders have not been privy to the planned route, but we are told by Land Agents Dalcour Maclaren that three routes are under consideration. By combining the maps sent to individuals these routes are broadly clear. They cross land rich in flora, birdlife and animals. Deer, foxes, badgers, weasels, slow worms, grass snakes and small mammals have their habitat in the woods and fields. Buzzards and other raptors are fly above the fields, and the woods are still full of songbirds. This is an area rich with wild flowers, including various species of orchid. Some of the land is

included in the Weald to Waves project and it includes the highly sought after lowland grassland (of which there is less than 5% remaining).

Much of the land which the pipeline will pass through is designated a National Landscape (what used to be called an Area of Outstanding National Beauty). All development within such an area should be managed to ensure it respects the landscape. It is therefore quite inappropriate to run above ground pipes across such an area. This can only be justified if there are guarantees that these will be removed within a very limited timeframe, months not years, so that the term "temporary" has clear and legal meaning.

Evaluation of alternatives

Where a proposal has a significant potential negative impact on the local community, it is essential that the reasons why the proposal is necessary are well understood. The community needs to understand fully the problem and the reasons for it, what other solutions have been considered and why the proposal set out by SEW was the preferred solution, what impact studies have been undertaken and what actions are planned to mitigate any negative consequences. **That evaluation must include an assessment of the economic, social and environmental impact of the different options.** It is totally unacceptable that any organisation, and especially a private company, should only consider the cost and convenience of the alternatives for themselves.

- **Alternative One: Sorting out the existing issues with Weirwood and Ardingly.** It is understood that issues with algae affect the ability to draw potable water from Weirwood, whilst Ardingly experiences unusually high rates of leakage. The community affected by your proposal needs to understand whether these beliefs are true and, if so, what efforts have been made to address them and why these do not provide a solution. It also needs fully to understand why actions have not been taken in good time to avoid an apparent emergency situation arising.

- **Alternative Two: Alternative Route**

Gradients are clearly a critical issue in assessing routes for a pipeline. However the routes considered involve substantial changes in elevation. Weirwood and Ardingly reservoirs both lie some 70m above sea level. However the proposed route has to rise initially to 150m-160m to cross Top Road/Sharpthorne Road (a ridge as well as a watershed), will then drop to 115m to cross the Bluebell Railway and then will rise again to 150m-160m to cross Hammingden Lane (also a ridge and a watershed). This will require considerable pumping, therefore creating a significant carbon footprint. Alternative routes are available which do not involve such significant rises and falls and would have a far lower carbon footprint.

The Bluebell Railway runs within a short distance of the western end of Weirwood Reservoir. The rail line runs through a tunnel under the ridge along Top Road, Sharpthorne, and avoids all the significant changes in elevation the current proposal involves. It is possible that the disused freight line which runs from the Bluebell Railway just south of Horsted Keynes station to Ardingly Station, which is only a short distance from the southern end of Ardingly Reservoir, could be used in whole or part. Apart from being relatively flat, both these lines would have ample room to run a protected over ground pipeline without impacting other land use. The environmental, safety, and economic impact would therefore be minimal.

It is unclear whether this option has been considered and, if so, why rejected. The existing proposals, with their significantly potentially damaging impact on the environment, the economic well-being of local business and the community, the safety of those walking along our footpaths and through our woods, not to mention the personal impact on many landowners, should not be considered until this alternative route has been fully considered.

For more information please contact Helen Scott 07887 928442 - or South East Water (but they're very difficult to get hold of!!).