

Forest Row Parish Council

Clerk:
Email:

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

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



To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Eichner (Chair), Christie, Evans, Gilbert,
Jaffay, Killick, La Djoï, Lewis, Marshall, Matthews,
Rainbow, Scott, Summers, Volkers & A M Waters

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

Dear Sir/Madam,
Your attendance is required at a meeting of the
FOREST ROW PARISH COUNCIL to be held on
TUESDAY 24th FEBRUARY 2026 in the Garden Room
at the Community Centre at **7.30 PM**.

Date: 18th February 2026

Daumber

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. PRELIMINARIES

- 1.1 PUBLIC PARTICIPATION
- 1.2 APOLOGIES FOR ABSENCE
- 1.3 RECORDS OF PREVIOUS MEETINGS OF 13TH JANUARY 2026
- 1.4 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS
- 1.5 REVIEW OF ACTIONS FROM LAST MEETING – ALL DISCHARGED

2. REPORTS TO NOTE

- 2.1 CHAIR'S COMMENTS
- 2.2 CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION INCLUDING UPDATE ON HR ISSUE
- 2.3 SUMMARY FINANCIAL REPORT
- 2.4 REPORTS FROM PRINCIPAL COUNCILLORS
- 2.5 TO NOTE REPORTS FROM COMMITTEES, WORKING GROUPS AND ANY REPRESENTATIVES ON OUTSIDE BODIES
 - 2.5.1 TO ASSIGN ANOTHER MEMBER AS A REPRESENTATIVE ON FRSGA
 - 2.5.2 PLACE COMMITTEE – ANTI-CLIMB PAINT AT VENUe

3. GRANT APPLICATIONS GRANTS POLICY ATTACHED FOR INFORMATION

- 3.1 FOREST ROW ENERGY CO-OPERATIVE – CONSIDERATION OF SECOND TRANCHE OF GRANT
- 3.2 THE KINDNESS COOPERATION CIC
- 3.3 FROW FRIENDS

4. MATTERS FOR DECISION

- 4.1 FORMATION OF EMERGENCY PLAN WORKING GROUP
- 4.2 TO SET DATE OF PARISH MEETING
- 4.3 TO CONFIRM STANDING COMMITTEE MEMBERSHIP FOR CLLRS LEWIS AND MARSHALL

4. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL ON 24TH FEBRUARY 2026
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1. PRELIMINARIES

- 1.1 PUBLIC PARTICIPATION
- 1.2 APOLOGIES FOR ABSENCE
- 1.3. RECORDS OF PREVIOUS MEETING OF 18th NOVEMBER 2025
- 1.4 DECLARATIONS OF INTEREST/ DISPENSATIONS
- 1.5 REVIEW OF ACTIONS FROM PREVIOUS MEETING – all discharged

2. BASIC REPORTS TO NOTE

- 2.1 CHAIR'S COMMENTS
- 2.2 CLERK'S REPORT:

External HR assistance CHRGS sent out their questionnaire to all Councillors and senior staff on 6th January with a deadline for return of 15th January. Seventeen questionnaires were sent out, fifteen were completed and returned direct to CHRGS. There was a slight delay in processing those responses due to unrelated issues at CHRGS, but a draft report was sent to The Clerk and Cllr Waters last Friday evening to check for any purely factual errors (of which there were a couple of no particular substance). As the original commission was submitted by the Personnel Committee, the report will now be considered by that Committee and then brought to Full Council as soon as possible to determine next steps.

- 2.3 SUMMARY FINANCIAL REPORT

ACTION: to note accordingly

2.4. REPORTS FROM PRINCIPAL COUNCILLORS

Apologies received from County Cllr. Galley and County Cllr. Coleman. Report attached from Cllr. Coleman.

2.5 REPORTS FROM COMMITTEES, WORKING GROUPS & REPRESENTATIVES ON OUTSIDE BODIES

As previously agreed, these should be written reports and NOT verbal.

- 2.5.1 Another representative on FRSGA – currently Cllr. Waters
- 2.5.2 There has been a recent report of youths climbing onto the flat roof of the VENUE – there is anti-climb paint but we are reliably informed that this does not deter them climbing up onto the roof via the flat roof.

3. GRANT APPLICATIONS

3.1 FOREST ROW ENERGY COOPERATIVE – SECOND TRANCHE

A GRANT OF 50% - £ 983 was awarded in July 2025 – the remaining £ 983 is now being applied for. Update on current position attached.

3.2 THE KINDNESS COOPERATION CIC – this was previously known as the 'Whats On' board.

3.3 FROW FRIENDS – application and backing papers attached.

4.1 FORMATION OF EMERGENCY PLAN/RESILIENCE WORKING GROUP

Following the F & P meeting, it was agreed that this working group would be re-formed.

4.2 TO SET DATE FOR PARISH MEETING – this is traditionally held on a Thursday evening. This needs to be held before 31st May and advertised. A date needs to be set now.

4.3 TO CONFIRM STANDING COMMITTEE MEMBERSHIP FOR CLLRs LEWIS AND MARSHALL

Cllr. Lewis and Marshall have both attended standing committees. Cllr. Lewis would like to join People and Place committees.

Cllr. Marshall needs to declare her preferences.

ACTION: to resolve as appropriate

5. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

Detailed Income & Expenditure by Budget Heading 16/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Allotments							
1180 Allotment Rents	1,949	2,200	251			88.6%	
Allotments :- Income	<u>1,949</u>	<u>2,200</u>	<u>251</u>			<u>88.6%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	232	1,000	768		768	23.2%	
Allotments :- Indirect Expenditure	<u>232</u>	<u>1,000</u>	<u>768</u>	<u>0</u>	<u>768</u>	<u>23.2%</u>	<u>0</u>
Net Income over Expenditure	<u>1,717</u>	<u>1,200</u>	<u>(517)</u>				
102 Village Greens							
1280 VG-Hire Income	1,400	1,000	(400)			140.0%	
4180 Misc Income	335	0	(335)			0.0%	
Village Greens :- Income	<u>1,735</u>	<u>1,000</u>	<u>(735)</u>			<u>173.5%</u>	<u>0</u>
1236 Outdoor Maintenance	11,472	10,000	(1,472)		(1,472)	114.7%	
1237 Outdoor Planting	1,178	1,000	(178)		(178)	117.8%	
1238 Street Cleaning / Litter	0	2,000	2,000		2,000	0.0%	
Village Greens :- Indirect Expenditure	<u>12,650</u>	<u>13,000</u>	<u>350</u>	<u>0</u>	<u>350</u>	<u>97.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,915)</u>	<u>(12,000)</u>	<u>(1,085)</u>				
104 Amenities General							
1400 Amenities grants/donations	0	1,000	1,000			0.0%	
4180 Misc Income	12	0	(12)			0.0%	
Amenities General :- Income	<u>12</u>	<u>1,000</u>	<u>988</u>			<u>1.2%</u>	<u>0</u>
1436 Skate & Play areas	216	10,000	9,784		9,784	2.2%	
1447 Dog Fouling	2,658	3,500	842		842	75.9%	
Amenities General :- Indirect Expenditure	<u>2,874</u>	<u>13,500</u>	<u>10,626</u>	<u>0</u>	<u>10,626</u>	<u>21.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,862)</u>	<u>(12,500)</u>	<u>(9,638)</u>				
105 Outdoor Maintenance							
1501 Outdoor Maintenance Equipment	945	2,500	1,555		1,555	37.8%	
Outdoor Maintenance :- Indirect Expenditure	<u>945</u>	<u>2,500</u>	<u>1,555</u>	<u>0</u>	<u>1,555</u>	<u>37.8%</u>	<u>0</u>
Net Expenditure	<u>(945)</u>	<u>(2,500)</u>	<u>(1,555)</u>				
203 Street Lighting							
2314 SL-Power	9,715	6,000	(3,715)		(3,715)	161.9%	
2336 Streetlights	23,723	20,000	(3,723)		(3,723)	118.6%	
Street Lighting :- Indirect Expenditure	<u>33,437</u>	<u>26,000</u>	<u>(7,437)</u>	<u>0</u>	<u>(7,437)</u>	<u>128.6%</u>	<u>0</u>
Net Expenditure	<u>(33,437)</u>	<u>(26,000)</u>	<u>7,437</u>				

Detailed Income & Expenditure by Budget Heading 16/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Road Safety</u>							
2436 RS-Road Safety	0	500	500		500	0.0%	
Road Safety :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
<u>205 Miscellaneous Assets</u>							
7108 PR-Notice Boards	481	0	(481)		(481)	0.0%	
Miscellaneous Assets :- Indirect Expenditure	481	0	(481)	0	(481)		0
Net Expenditure	(481)	0	481				
<u>206 Community Transport</u>							
2678 Medical Car Scheme Income	186	120	(66)			154.6%	
Community Transport :- Income	186	120	(66)			154.6%	0
2554 Wealdlink	1,091	1,100	9		9	99.2%	
2601 Voluntary Medical Car Service	0	100	100		100	0.0%	
Community Transport :- Indirect Expenditure	1,091	1,200	109	0	109	90.9%	0
Net Income over Expenditure	(906)	(1,080)	(175)				
<u>207 Market</u>							
3184 CC-Market Income	4,827	7,500	2,673			64.4%	
Market :- Income	4,827	7,500	2,673			64.4%	0
3151 CC-Market expenditure	6,628	8,000	1,372		1,372	82.8%	
Market :- Indirect Expenditure	6,628	8,000	1,372	0	1,372	82.8%	0
Net Income over Expenditure	(1,801)	(500)	1,301				
<u>209 Localism & Community Proj Misc</u>							
2670 Shed Project	1,550	0	(1,550)			0.0%	
2905 Repair Cafe & Wellbeing Servic	0	500	500			0.0%	
Localism & Community Proj Misc :- Income	1,550	500	(1,050)			310.0%	0
2671 Shed Project	1,550	2,000	450		450	77.5%	
2700 Repair Cafe & Wellbeing	4,280	6,500	2,220		2,220	65.8%	
2710 Environmental Support	0	1,000	1,000		1,000	0.0%	
2715 Community Consultation	3,119	2,500	(619)		(619)	124.7%	
2720 Capital Projects R & D	0	500	500		500	0.0%	
Localism & Community Proj Misc :- Indirect Expenditure	8,949	12,500	3,551	0	3,551	71.6%	0
Net Income over Expenditure	(7,399)	(12,000)	(4,601)				

Detailed Income & Expenditure by Budget Heading 16/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Community Centre							
3180 CC-Lettings	22,361	25,000	2,639			89.4%	
3181 CC-Equipment Hire	1,011	700	(311)			144.4%	
3182 CC-Rents	13,016	12,000	(1,016)			108.5%	
3185 MISC - incl books/copying)	727	500	(227)			145.4%	
3187 CC Drinks Machine Income	761	600	(161)			126.8%	
4180 Misc Income	2,025	0	(2,025)			0.0%	
Community Centre :- Income	39,901	38,800	(1,101)			102.8%	0
3111 CC-Rates & Services	67,178	70,000	2,822		2,822	96.0%	
3127 CC - Drinks Machine	1,296	1,400	104		104	92.5%	
3136 CC-Enhancement	19,426	20,000	574		574	97.1%	
Community Centre :- Indirect Expenditure	87,900	91,400	3,500	0	3,500	96.2%	0
Net Income over Expenditure	(47,999)	(52,600)	(4,601)				
303 Venue on the Green							
3306 VOTG Income	3,073	2,000	(1,073)			153.6%	
Venue on the Green :- Income	3,073	2,000	(1,073)			153.6%	0
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	3,367	3,000	(367)		(367)	112.2%	
Venue on the Green :- Indirect Expenditure	3,367	3,500	133	0	133	96.2%	0
Net Income over Expenditure	(294)	(1,500)	(1,206)				
304 Cafe							
3188 Grants & Donations	30	0	(30)			0.0%	
3480 Gages - Sales	22,574	22,000	(574)			102.6%	
Cafe :- Income	22,604	22,000	(604)			102.7%	0
3436 Gages-Purchase of Equipment	772	2,000	1,228		1,228	38.6%	
3460 Gages -Purchases Food etc	12,981	15,500	2,519		2,519	83.8%	
Cafe :- Indirect Expenditure	13,753	17,500	3,747	0	3,747	78.6%	0
Net Income over Expenditure	8,850	4,500	(4,350)				
306 Thursday Club							
3680 TC-Subscriptions	95	200	105			47.5%	
Thursday Club :- Income	95	200	105			47.5%	0
3636 TC-Running Costs	133	750	617		617	17.8%	
Thursday Club :- Indirect Expenditure	133	750	617	0	617	17.8%	0
Net Income over Expenditure	(38)	(550)	(512)				

Detailed Income & Expenditure by Budget Heading 16/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Finance & Administration							
4176 FI-Precept Received	670,000	670,000	0			100.0%	
4180 Misc Income	12	0	(12)			0.0%	
4181 FI-Wayleave Income	6	5	(1)			112.0%	
4182 FI-Devolved Services Income	1,313	1,600	288			82.0%	
4190 FI-Interest Received	6,135	7,000	865			87.6%	
Finance & Administration :- Income	677,465	678,605	1,140			99.8%	0
4101 FI-Salaries	386,400	441,000	54,600		54,600	87.6%	
4102 FI-Payroll Outsource Costs	1,037	800	(237)		(237)	129.6%	
4103 FI-Contrib. to Library Salary	5,466	6,500	1,034		1,034	84.1%	
4108 FI-Staff Training/Travel	1,149	1,000	(149)		(149)	114.9%	
4111 Forest Rate	33	30	(3)		(3)	111.6%	
4120 Postage	341	450	109		109	75.7%	
4121 Telecommunications	9,070	8,500	(570)		(570)	106.7%	
4123 Stationery	506	600	94		94	84.3%	
4124 FI-Subscriptions	6,612	6,600	(12)		(12)	100.2%	
4125 FI-Insurance	10,146	11,000	854		854	92.2%	
4126 Printer/copier	6,736	5,000	(1,736)		(1,736)	134.7%	
4130 WASTE REDUCTION PROJECTS	1,600	0	(1,600)		(1,600)	0.0%	
4134 FI-Parish Meeting	0	200	200		200	0.0%	
4135 FI-Councillors Training/Travel	120	1,000	880		880	12.0%	
4136 Security Checks	88	150	62		62	58.4%	
4137 FI-Members Allowances	3,113	7,000	3,887		3,887	44.5%	
4151 FI - Bank Charges	1,376	1,800	424		424	76.4%	
4156 FI-Legal & professional fees	100	3,500	3,400		3,400	2.9%	
4157 FI-Audit & Financial Managemen	3,508	5,000	1,492		1,492	70.2%	
4158 FI-Van Lease	0	300	300		300	0.0%	
4160 Office Equipment	661	500	(161)		(161)	132.2%	
4161 Office Maintenance	464	500	36		36	92.8%	
4165 FI-Election Fund	0	1,000	1,000		1,000	0.0%	
4166 Wayleaves	1	10	9		9	14.9%	
4169 Community Occasion	1,560	1,000	(560)		(560)	156.0%	
7101 PR- Advertising/Publicity	100	1,500	1,400		1,400	6.7%	
7102 PR-Website	0	500	500		500	0.0%	
7110 PR-Newsletter & Distribution	0	1,000	1,000		1,000	0.0%	
Finance & Administration :- Indirect Expenditure	440,184	506,440	66,256	0	66,256	86.9%	0
Net Income over Expenditure	237,281	172,165	(65,116)				

Detailed Income & Expenditure by Budget Heading 16/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Other Grants							
4380 Other Grants/donations	444	0	(444)			0.0%	
Other Grants :- Income	<u>444</u>	<u>0</u>	<u>(444)</u>				<u>0</u>
4360 Other Grants	13,240	17,500	4,260		4,260	75.7%	
4362 Local artists fund	333	1,500	1,167		1,167	22.2%	
Other Grants :- Indirect Expenditure	<u>13,573</u>	<u>19,000</u>	<u>5,427</u>	<u>0</u>	<u>5,427</u>	<u>71.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(13,129)</u>	<u>(19,000)</u>	<u>(5,872)</u>				
406 Youth Provision							
4676 YP-Grants & Other Income	1,976	1,000	(976)			197.6%	
Youth Provision :- Income	<u>1,976</u>	<u>1,000</u>	<u>(976)</u>			<u>197.6%</u>	<u>0</u>
4603 YP - Dev costs & General Expen	2,781	3,000	219		219	92.7%	
4604 YP - Youth Forum	0	500	500		500	0.0%	
Youth Provision :- Indirect Expenditure	<u>2,781</u>	<u>3,500</u>	<u>719</u>	<u>0</u>	<u>719</u>	<u>79.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(805)</u>	<u>(2,500)</u>	<u>(1,696)</u>				
409 Payments from Reserves							
4976 RE CIL Income	9,751	0	(9,751)			0.0%	
Payments from Reserves :- Income	<u>9,751</u>	<u>0</u>	<u>(9,751)</u>				<u>0</u>
4936 RE CIL Expenditure	650	0	(650)		(650)	0.0%	
Payments from Reserves :- Indirect Expenditure	<u>650</u>	<u>0</u>	<u>(650)</u>	<u>0</u>	<u>(650)</u>		<u>0</u>
Net Income over Expenditure	<u>9,101</u>	<u>0</u>	<u>(9,101)</u>				
601 Cemetery							
6180 BU-Burial Fees	11,546	15,000	3,455			77.0%	
Cemetery :- Income	<u>11,546</u>	<u>15,000</u>	<u>3,455</u>			<u>77.0%</u>	<u>0</u>
6123 Cemetery Admin	435	450	15		15	96.7%	
6151 BU- Cemetery Rates	1,599	1,600	1		1	99.9%	
Cemetery :- Indirect Expenditure	<u>2,034</u>	<u>2,050</u>	<u>16</u>	<u>0</u>	<u>16</u>	<u>99.2%</u>	<u>0</u>
Net Income over Expenditure	<u>9,512</u>	<u>12,950</u>	<u>3,438</u>				
Grand Totals:- Income	777,113	769,925	(7,188)			100.9%	
Expenditure	631,662	722,340	90,678	0	90,678	87.4%	
Net Income over Expenditure	<u>145,451</u>	<u>47,585</u>	<u>(97,866)</u>				
Movement to/(from) Gen Reserve	<u>145,451</u>	<u>47,585</u>	<u>(97,866)</u>				

Carolyn Coomber

From: Christina Coleman <cllr.Christina.Coleman@wealden.gov.uk>
Sent: 12 February 2026 10:10
To: Carolyn Coomber; cllr.patricia.patterson-vanegas@wealden.gov.uk; Councillor Georgia Taylor; Rachel Millward
Subject: Re: FULL COUNCIL MEETING - TUESDAY 24TH FEBRUARY 2026

Here is my report:

**Forest Row Parish Council
7.30pm Mon 24th Feb 2026
Cllr Coleman Report**

Focussed Draft Local Plan Consultation - Regulation 18 version 2

Thank you, to Forest Row PC for engaging in the last Local Plan consultation, back in March 2024 and for encouraging other parishioners to submit their responses. These comments made a significant difference and we are once again looking for your support with this latest focussed Draft Local Plan. Since the last consultation, there was a change of government (July 2024) and subsequent changes to the National Planning Policy Framework (December 2024). The main impact of the change is that the housing "mandatory targets" have gone up again. Back in 2013, Wealden was expected to build 450 dwellings per annum (dpa). By the end of the Conservative Government, this had increased to 1,200 dpa. The latest standard method has increased our target further to 1,457 dpa. In my opinion, this figure is unachievable, unsustainable and unacceptable.

This latest consultation is focussed on just the sections of the Local Plan that have changed since the last regulation 18 consultation, including new sites that have been proposed for development. We need evidence from the community to justify a reduced target and why some of the proposed sites are unacceptable. There are further changes that are addressed in this latest consultation, including changes to Gypsy and Traveller sites and changes in response to the likely change in policy from the Environment Agency around coastal erosion; as "hold the line" is looking increasingly unviable.

For those of you who are familiar with the Lewes Local Plan, which has Green, Amber and Red sites, ours is similar and has Allocations, Options and sites that have been discounted. Allocations are likely to go into the final draft Local Plan that will be submitted for Examination. We are aiming to submit the final draft for Examination by December this year, so we do not have much time.

The consultation starts Friday 6th February and runs for 6 weeks until 5pm on Friday 20th March, 2026. Details about how to make comments are as follows:

In Person' Exhibition Venues, 2026:

Ethel Wood Community Centre, Pevensey Bay: 1pm - 7pm, Thursday 12th February

Uckfield Civic Centre: 10am - 4pm, Saturday 14th February

Horam Village Hall: 2pm - 8pm, Wednesday 18th February

Polegate Community Centre: 2pm - 8pm, Thursday 19th February

East Hoathly Village Hall: 10am - 4pm, Saturday 21st February

Maresfield Village Hall: 2pm - 8pm, Tuesday 24th February

Heathfield Community Centre: 2pm - 8pm, Thursday 26th February

When the government revealed its plans in December 2024 it claimed that power was being devolved. There was a lot of doubt about that and it's now clear that the reverse is true – power is being centralised (in one of the most centralised electoral democracies in the world) and democracy is being sidelined.

Crowborough Camp

The camp received its first 27 asylum seekers in mid-January. There has been ongoing correspondence between the Home Office and Wealden, which clarifies the lack of legal avenues for Wealden to pursue to prevent this use of the camp. A local charity has more than 700 people signed up to help support the asylum seekers.

Uckfield Leisure Centre

The Council has secured a grant of almost £225,000 from Sports England to help pay for the installation of solar panels and other energy efficiency improvements at the Leisure Centre. This is a further demonstration of our commitment to the long-term future of the Centre which, you may recall, we saved from closure soon after being elected in May 2023.

Food waste collections

Biffa will start collecting food waste from our homes **on 30th March**. You should have received your food waste bins by now – if not, please contact Wealden. This change is the result of national legislation, and the Council supports it, as it will reduce the amount of waste going to landfill or being incinerated. Both those methods of waste disposal cause pollution, whereas the collected food waste will be turned into soil conditioner that will be usable by farmers, gardeners and anyone else concerned with improving the quality of soil without using harmful substances.

Help for local businesses

Wealden Council has teamed up with the County Council to commission free help for local high street and small businesses from The High Street Experts to provide tailored advice to businesses about issues such as attracting customers, planning ahead, online presence, confident use of social media, graphic design, better shop window displays and how to set realistic goals. You can access the advice (which, as I've said, is free) and see more details here -

<https://www.thehighstreetexperts.com/wealden-retail-support> .

As ever, if you have any other questions, problems, or concerns, please do reach out to me and I will do my best to help.

Cllr. Christina Coleman

Alliance for Wealden

Green Party District Councillor for Danehill and Fletching

[07718 208340](tel:07718208340)

Cllr. Christina Coleman

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Community Hub at 'The Square' – Working Group Minutes

Date: 13th February 2026

Location: Forest Row

Recorded by: Gybe Gilbert

Present

- **FRPC:** Amanda, Gybe
- **On My Side (OMS):** Olya,
- **The Soil Factory:** Jon
- **The Shed:** David, Kev
- **We Grow:** Apologies
- **Jubilee Gardens** Liz
- **The Venue** Apologies
- **Jo Keel:** Independant

Concept

Creating a shared vision of developing a **community hub at 'The Square'** (working title), adjacent to the Community Centre in the heart of Forest Row. The goal is to create an inclusive, multi-use space that reflects the values and missions of all participating organisations to broaden opportunities, experience and education to the community .

Very productive meeting today with much discussed, shared and planned

In discussion

Group updates:

- **OMS:** Olya: Plans have been submitted by the architect and looks very promising. The grant of £154k has been agreed in principle and **OMS** will add a further £40-50k- part of the grant requirements requires multi purpose use for the broader community and OMS are working on a plan for this with much support offered by the rest of the group. The fire detection system which has been redundant for a while is now fitted and up and working. Plans are afoot to take down the shed in the 'front' garden and looking at the possibility of creating a covered area which could have shared use with other stakeholders in the village .**OMS** are in discussion with the **FRPC** kitchen who are helping them with

plans for the coffee shop, including health and safety complications, work experience etc.

- **Jubilee Gardens:** Liz: Given the weather the garden and the JG team are in hibernation and activity will start towards the end of February. Discussed funding for some immediate projects and Amanda advised that **FRPC** have put money aside for repairs and materials. Most important repair is the handrail and **JG** have been discussing with the **TS** about replacement , also discussed the post and rail fence at the top of the garden that is dilapidated and also the seat around the central tree which requires repairs but most likely replacement plus the end of the bed needs repair. David from **TS** and Liz will discuss what needs to be done, price up and reach out to Amanda. Olya from OMS asked if the **JG** team could give advice and help managing their garden and Liz said they'd be delighted.
- **The Shed:** David: They are applying for a grant from 'Shoulder to Shoulder' who are funded by Diagio to build some benches circa £250 each and looking to make two benches for the **JG**. They are also working with **WG** to build the vegetable and herb planters for the site. Adam and David from **TS** have agreed a design which was circulated(attached design and ideas). The cost of the wood was discussed with quotes initially of £2231, David has sourced some scaffolding boards for £500 and this may be a possibility and will follow up after the meeting. A discussion was had about funding – Gybe , Andi and Amanda to discuss .**Jo Keel** asked that some of the planters could be designed for wheelchair access (subsequent ideas circulated in separate email to Adam, David and Andi). **Jo** suggested that it might be a good idea to have local sponsorship for each of the planters – will bring this back to the agenda once the planters have been completed.

TS have been donated more equipment and wood and are struggling to find storage. After the last meeting Amanda and Gybe of **FRPC** looked at one of the garages at the rear of **JG** and it was discussed that half the garage could be cleared and lent out for **TS** for wood storage. **TS** to build shelving and be issued with a key once Amanda has sorted out the clearing and is happy with space.

TS Kev has put in new lighting, they have acquired more PPE and are building some 'shoe boxes' for personalised PPE with a box of shared PPE for visitors.

TS: The pallets at the rear of the The Cube were left over from the grotto, they will sort through what can be used and dispose of the rest

TS: David would like to put up a large **TS** sign at the front of the building and also at the entrance of the car park –he will liaise directly with Amanda on this.

- **We Grow:** Apologies: NOTES from previous meeting for reference: Planters - design will have different height planters so they can be accessed by all. They are organising a teacher to be on site for circa 9 months to educate the carers of the

planters . Andi to ask Mel of **The Venue** for youth workers help and support. Jo also offered to help

- **FRPC:** Amanda – plans are being done on 18th February
- **The Soil Factory:** Jon: As of Monday 16th Feb- the SF have employed Lucy Martin, who is very experienced in compost and training to visit twice a week over the next 6 weeks or so to manage the site and facilitate training with the volunteers to mitigate current challenges with smells etc. The current sink is supplied by a water butt and water is collected in a bucket which will be emptied in a drain on the Hartfield Road for now, until such a time as an alternative solution can be found. There are thoughts about bedding in the maturation bins into the bank – plans are required and then submitted to **FRPC**. After the previous meeting Amanda and Gybe mapped out the to 'drop off zone' and once the weather is better this will be parked with signage ' keep clear drop off for **SF** only' Note on this to ensure access to Jubilee Gardens isn't blocked off. **SF** looking for some new maturation bins to be built and will speak to **TS** to commission.
- **Plant and seed swap station:** Looking to put up a station in the Jubilee Gardens – possibly on the hard standing by the garages. (suggest a visit to Ashurstwood CC for ideas). Jo would be happy to volunteer and keep an eye on (questioned wheelchair access to the **JG**- to be looked into) .Liz suggested that **Second Life** would promote the seed swap as it has been discussed with the team there, they also have plenty of Jam Jars. It was felt that it should just be seeds as plants would dry out or rot (see Jo's attachment on design ideas)
- **New Access** from Hartfield Road – as previously discussed the existing access isn't fit for purpose, Amanda from **FRPC** has one quote already and waiting for a second – we also need to have the full site plans to create a multi functional design. It was agreed that the planting around the new access is critical to protect the Square/ coffee area from the road and has to be aesthetically pleasing.

Actions Agreed and pending items

- **Signage:** Adam to look into sign designs at the Hartfield Road Entrance
- **Signage:** Amanda to look at style and size limitations for the signs/boards that we can put up.
- **Jubilee Gardens:** David from **TS** and Liz will discuss what needs to be done, price up and contact Amanda for finance.
- **We Grow planters :** Note Jo Keels comments on design
- **Wood for planters** Gybe , Andi and Amanda to discuss funding
- **TS:** The pallets at the rear of the The Cube were left over from the grotto, the **TS** team will sort through what can be used and dispose of the rest

- **Seed swap station:** Speak to second life for support, a structure needs to be designed and built – please research ideas before the next meeting
- **Planters:** sponsorship
- **History of the site:** Kev suggested that part of the promotion of the site should be the history of the site and area (Hambros Hall etc) – perhaps looking at display signs with info
- **Plans:** To be circulated once completed.

Suggested next meeting Friday 13th March at 12pm (please confirm ASAP so we can book a room) –



FOREST ROW PARISH COUNCIL GRANT ALLOCATION POLICY

1. GENERAL

1.1 Applications will be considered by the Finance & Policy Committee (or Full Council when necessary) which meets quarterly and will be allocated in line with its annual budget. The Council's website should be checked for dates of the meetings: www.forestrow.gov.uk.

1.2 Applications should be received in the Parish Council Office at least 10 days prior to the scheduled meeting dates.

1.3 Only one grant per community organisation will be awarded in any one financial year.

1.4 Annually recurring grants will not be considered as a rule but each grant will be considered on its merits and the benefit to the community as a whole.

1.5 Retrospective applications or payments will not be considered.

1.6 It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

1.7 Grants must be spent within one calendar year of allocation, and in default the grant monies must be returned to the Council.

2. ELIGIBILITY

The Council will consider applications from the following eligible groups:

2.1 Registered Charities (if National, then there should be a proven benefit to local residents)

2.2 Community Organisations

2.3 Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.

2.4 The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.

2.5 Grants will not normally be considered from individuals unless there are very specific, proven benefits to the community.

3. CRITERIA

3.1 Grants will be considered towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.

3.2 Applications must be accompanied by at least one year of (audited) accounts for the organization, if applicable, together with current bank statements, (at least one month), a full budget/financial projections and relevant quotations for the project/event to demonstrate:

3.2.1 The actual purpose for which the grant is required, and

3.2.2 Whether the project/event will be financially viable.

The requirement for audited accounts may be waived at the Council's discretion if the applicant is: a company exempt from audit under section 477 of the Companies Act 2006, or a newly formed organisation which has not yet produced annual accounts.

3.3 Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.

3.4 Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.

3.5 When a grant is approved the Council's Logo should be used on any publicity for the project.

Policy last reviewed: Nov 2025 Due for review: May 2026
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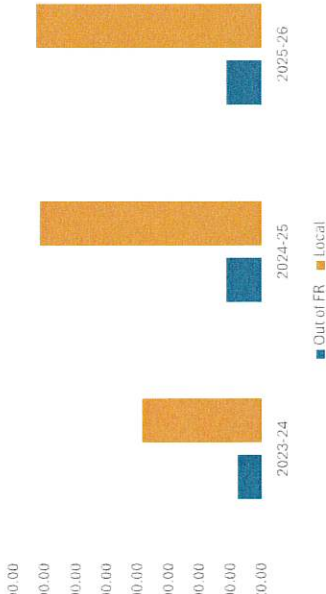
GRANTS GIVEN BY FOREST ROW PARISH COUNCIL

Name	2023-24	2024-25	2025-26	Total	Category
Action Against Abuse			£488.00	£488.00	Charity
AirAmbulance		£300.00	£300.00	£600.00	Charity
Anderida project		£500.00	£2,000.00	£2,500.00	AltHealth
Barebones Theatre		£2,000.00		£2,000.00	Arts
Citizens Advice		£500.00	£500.00	£1,000.00	Charity
Community Compost		£2,375.00		£2,375.00	Environment
Friends of Medway		£1,000.00		£1,000.00	Environment
FR Choral society		£1,000.00		£1,000.00	Events
FR Energy Co-op			£983.00	£983.00	Environment
FR Festival	£3,000.00			£3,000.00	Events
FR Junior Football Club			£500.00	£500.00	Sports
FR Threads			£400.00	£400.00	Social
FrowFriends		£1,333.00		£1,333.00	Social
FrowShow	£650.00			£650.00	Arts
FR Sports Ground	£2,500.00	£2,500.00	£3,000.00	£8,000.00	Sports
FR Twinning Assocn		£1,000.00		£1,000.00	Community
Holy Trinity PCC	£100.00			£100.00	Community
Layo Mussi			£332.74	£332.74	Arts
Open Spaces Society		£500.00		£500.00	Charity
PODS			£2,000.00	£2,000.00	AltHealth
Starting Over show		£450.00		£450.00	Arts
St Catherine Hospice	£500.00	£500.00	£500.00	£1,500.00	Charity
St John Ambulance	£300.00			£300.00	Charity
St Peter&James Hospice	£500.00	£500.00	£500.00	£1,500.00	Charity
Tablehurst Farm		£1,000.00		£1,000.00	Community
The Shed			£1,550.00	£1,550.00	Social
The Soil Factory			£3,200.00	£3,200.00	Environment
Victim Suppprt	£300.00			£300.00	Charity
We Grow CIC		£1,200.00	£640.00	£1,840.00	Community
Widhart Radio	£1,523.40			£1,523.40	Arts
Average Grant Value	£1,041.49	£1,041.13	£1,126.25		
Total	£9,373.40	£16,658.00	£16,893.74		
Out of FR	£1,600.00	£2,300.00	£2,288.00	£6,188.00	14.42%
Local	£7,773.40	£14,358.00	£14,605.74	£36,737.14	85.58%
	£9,373.40	£16,658.00	£16,893.74	£42,925.14	

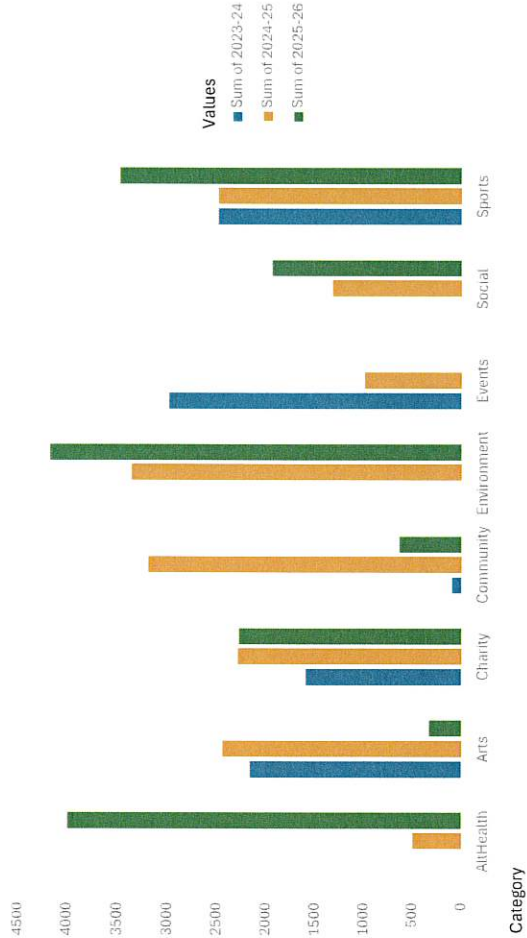
Row Labels	Sum of 2023-2	Sum of 2024-25	Sum of 2025-26
AtHealth		500	4000
Arts	2173.4	2450	332.74
Charity	1600	2300	2288
Community	100	3200	640
Environment		3375	4183
Events	3000	1000	
Social		1333	1950
Sports	2500	2500	3500
Grand Total	9373.4	16658	16893.74

Row Labels	Sum of Total
AtHealth	£4,500.00
Arts	£4,956.14
Charity	£6,188.00
Community	£3,940.00
Environment	£7,558.00
Events	£4,000.00
Social	£3,283.00
Sports	£8,500.00
Grand Total	£42,925.14

Grant Allocation

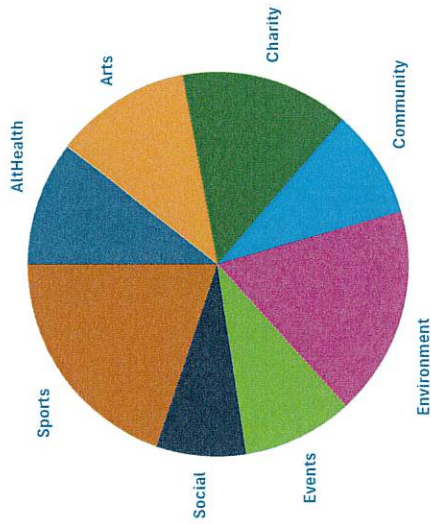


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Sum of Total

TOTAL



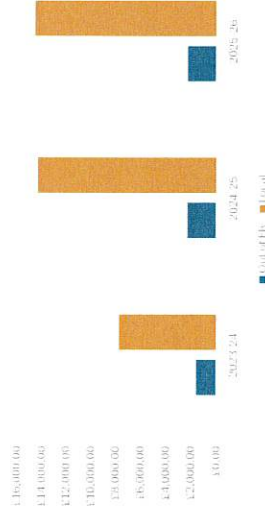
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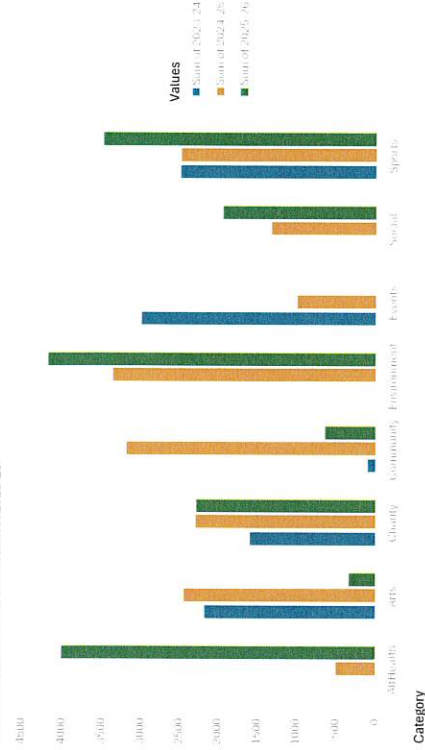
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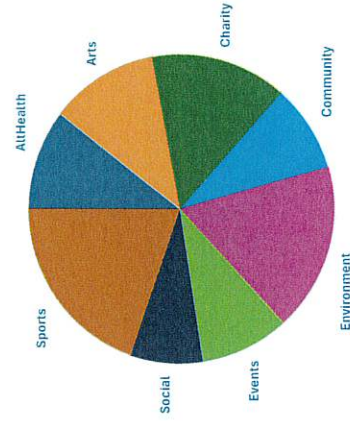


Sum of 2023-24Sum of 2024-25Sum of 2025-26



Sum of Total

TOTAL



FOREST ROW PARISH COUNCIL



The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
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: FOREST ROW ENERGY COOPERATIVE LTD		
NAME OF CONTACT PERSON: JONATHAN SHOPLEY		
ADDRESS FOR CORRESPONDENCE: 8 Gage Ridge, Forest Row	Tel: 07855359099	
	Email: jonathan@forestrowenergy.com	
	Web (if any): www.forestrowenergy.com	
POST CODE: RH18 5HL	SUM REQUESTED: £1,966	
TO WHOM SHOULD ANY GRANT CHEQUE BE MADE PAYABLE?	Forest Row Energy Cooperative Ltd (Cooperative Bank Account # 65737295-00; Sort Code 08-92-99)	
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes ☒ No	IF YES, ARE THEY ATTACHED? ☐ Yes ☒ No (Accounts) Attachment #3 is 23/24 annual return to the FCA including <u>unaudited</u> accounts.	IF NO, PLEASE EXPLAIN WHY AGM resolution approved un-audited accounts while revenue and reserves are well below regulatory requirement for independent audit.
IF APPLICABLE, DO YOU HAVE A BUDGET? ☒ Yes ☐ No	☒ Yes ☐ No (Budget) Attachment #1 provides project plan and budget. Attachment #4 sets out our process for managing grant-funded projects.	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? ☐ Yes ☒ No		
PURPOSE OF REQUEST Forest Row Energy Cooperative's mission is energy that costs less to us and the environment. Our request for a £1,966 grant is to implement a plan that will significantly increase the Coop's ability to engage, educate and support our community in its transition to clean, affordable energy. Attachment #2 sets out a multi-channel marketing plan focused on community engagement, valuable content creation, and pro-active outreach. Using existing resources (members, subscribers, community presence) as a base, and incorporating minimal, targeted spending, we will increase visibility, foster interaction, and re-energise the cooperative's mission within Forest Row and surrounding areas.		
HOW WILL IT BENEFIT THE COMMUNITY? The direct benefit will be our increased ability to support all socio-economic sectors of the community with independent & trusted advice and guidance that people need to make informed decisions about their energy use. It will also provide avenues through which we can better understand and respond to specific needs. Indirectly, this plan will support local trades and individuals looking for meaningful employment and business development opportunities in the clean energy space.		
FOR OFFICIAL USE ONLY		
Date of Meeting:	Min.No:	Approved: ☐ Yes ☐ No
		Amount:

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.
- Only one grant per community organisation will be awarded in any one financial year
- Annually recurring grants will not be considered as a rule but each grant will be considered on its merit and the benefit to the community as a whole.
- Retrospective applications or payments/reimbursements will not be considered
- Payments to individuals will not be considered as a rule unless there are very specific, proven benefits to the community
- It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

2. Eligibility

The Council will consider applications from the following eligible groups:

- Registered Charities (if National, then there should be a proven benefit to local residents) Community Organisations
- Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.
- The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
- Grants will not normally be considered from individuals

3. Criteria

- Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.
- Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.
- Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.



Forest Row Energy Cooperative Ltd (FRECL)

May to December 2025 Marketing Plan

I. Executive Summary

This document sets out an engagement and marketing plan to run from May to December 2025 in support of a grant aid application being made to the Forest Row Parish Council (FRPC). The total budget for the plan is £2,966. FRECL will cover £1,000 from its reserves, and therefore seeks £1,966 from the FRPC.

[Forest Row Energy Cooperative Ltd \(FRECL\)](#) is a community-owned, not for profit cooperative that promotes local action on energy efficiency and renewable energy projects. Founded in 2015, our mission is energy that costs less to us and the environment. We are based in Forest Row and serve surrounding towns and villages within a 15-mile radius.

We are currently funded through grants, consultancy, membership fees and donations. This allows us to run projects that help enable residents, businesses and organisations in our community to improve their energy efficiency, save money on energy bills and increase the use of renewable energy technologies that benefit the environment. We funded the solar panel array and battery on the FRPC offices & community centre.

The objective of this marketing plan is to significantly increase the Coop's ability to engage, educate and support our community in its transition to clean, affordable energy. It sets out a detailed multi-channel marketing strategy focused on community engagement, valuable content creation, and strategic outreach. Using existing resources (members, subscribers, community presence) as a base, and incorporating minimal, targeted spending, we will increase visibility, foster interaction, and re-energise the cooperative's mission within Forest Row and surrounding areas.

Success will be measured by increased engagement metrics, audience growth, event attendance, and positive community feedback by the end of 2025. We will use these to report progress to the FRPC.

The project will over-see by FRECL director [Jonathan Shopley](#). It will be managed by [Morgan Loughton](#), local resident and founder of marketing and website design company Ferris Creative Ltd

II. Goals & Objectives

- **Overall Goal:** To build FRECL into an active, visible, and trusted community resource for renewable energy and energy efficiency by the end of 2025.
- **Specific Objectives (by Dec 31st, 2025)**
 - **Audience Growth**
 - Increase social media followers (combined across platforms) by 40% (from May 1st baseline).
 - Current numbers:
 - Facebook: 483,
 - Instagram: 0,
 - Twitter: 286,
 - Mailchimp: 564 (373 subscribers),
 - YouTube 0,
 - Google Profile 0,
 - Website Traffic: 30 days to 9/4/25
 - 26 visits,
 - 2 new email subscribers,
 - 2:25 session duration.
 - Increase active newsletter subscribers by 30% to 485 (111 new subscribers)
 - Increase average monthly website traffic by 50% to at least 40 site visits and an increase of session duration to 3:00 to 4:00 mins
 - **Engagement**
 - Increase average social media post engagement rate (likes, comments, shares per post) by 50%. Currently around 2 to 3 shares per post up to 5 interactions per post.
 - Achieve an average newsletter open rate of 35% and click-through rate of 5%.

- Generate at least 100 responses across all surveys/feedback requests launched (May-Dec).
- Successfully host and achieve target attendance (defined per event) for at least 4 major events between May-September.
- **Reach & Visibility**
 - Secure at least 3 media features (radio, magazine).
 - Establish contact/collaboration with at least 1 relevant local influencer.
 - Generate 15 qualified inquiries through the 'Recommended Resources' section on the website.
- **Community Building**
 - Successfully facilitate 3 online debates/discussions with measurable participation.
 - Receive positive feedback mentions in at least 10 survey responses or direct communications.

III. Target Audience

1. **Primary:** Residents of Forest Row and immediate surrounding villages (e.g., Sharphorne, West Hoathly, Wych Cross, Coleman's Hatch). Homeowners interested in reducing energy bills, improving home energy efficiency, or installing renewables. Existing FRECL members and subscribers.
2. **Secondary:** Local businesses seeking energy solutions, community groups with environmental interests, environmentally conscious individuals in the wider Wealden/Mid Sussex area, and individuals facing fuel poverty seeking advice.
3. **Tertiary:** Renters and what tenants can legally request from their landlords.

IV. Key Messages

- FRECL is your local, trusted partner for navigating the world of energy.
- Community-powered solutions for a sustainable future.
- Unbiased advice, real experiences, practical help.
- Save money, reduce your carbon footprint, together.
- Get involved, share your voice, shape our energy future.

V. Marketing Strategies & Tactics (Execution Plan)

(A) Foundational Work (Complete by End of May 2025)

1. Website Audit & Update

- Ensure all existing information is current.
- Create dedicated sections outlined in the prompt: Events (Past & Upcoming), Recommended Resources, Myth Busting, News, Updates.
- Set up Google Analytics tracking.

Responsibility: [Morgan - Ferris Creative - Websites, Marketing & Advice](#)

2. Social Media Profile Optimisation

- Ensure consistent branding (logo, bio, links) across all platforms (Facebook, Instagram, Twitter, YouTube, Google Business Profile).
- Update contact information and add a clear call-to-action (e.g., Visit Website, Sign up for Newsletter).

Responsibility: [Morgan - Ferris Creative - Websites, Marketing & Advice.](#)

3. Email List Cleanup & Segmentation

- Review the current subscriber list for inactivity. Launch a re-engagement campaign ("Are you still interested?").
- Segment list e.g., Members vs. General Subscribers.

Responsibility: [Morgan - Ferris Creative - Websites, Marketing & Advice.](#)

4. Resource & Contact List Compilation

- Verify contact details for recommended suppliers (Ashdown Solar, HMB Plumbing, Utilities etc.). *Crucially, identify and conduct due diligence on local, reputable suppliers for:*
 - *home energy efficiency improvement services;*
 - *solar array, air- and ground-source heat-pump, storage battery installation and maintenance*
 - *electric bikes & scooters (non-branded focus).*
- Add disclaimers regarding recommendations.
- Compile contact list for local media (Meridian FM, BBC Sussex, RH Uncovered, Forest Row Local) and potential local influencers.

Responsibility: [Morgan - Ferris Creative - Websites, Marketing & Advice.](#) & jonathan@forestrowenergy.com

(B) Content & Engagement Strategy (Ongoing - Launch May 1st, 2025)

1. Social Media Plan

- **Frequency:** Aim for: Facebook (3-4 posts/week), Instagram (2-3 posts/week), Twitter (4-5 posts/tweets/week), YouTube (1 video/month initially, plus event recordings), Google Business Profile (Updates 1x/week).
- **Content Mix (Implement suggestions):**
 - *Facebook:* Focus on community building. Share news updates, promote events, run surveys/polls, spark debates (ask open-ended questions), share research results visually, and member spotlights. Use Facebook Events for promotion.
 - *Instagram:* Visually driven. Share infographics of research/survey results, photos/videos from events/projects, 'Meet the Member' features, short myth-busting clips, visually appealing news snippets. Use Stories for polls and Q&As.
 - *Twitter:* News-focused & conversational. Quick updates on tariffs/grants, links to website news/resources, live-tweeting events (if feasible), sharing relevant articles, posing quick debate questions.
 - *YouTube:* Showcase projects (walkthroughs, member testimonials), record and upload event sessions/webinars/debate highlights, create simple 'How To' or explainer videos (e.g., understanding smart meters).
 - *Google Business Profile:* Post news updates, event announcements, photos, and link to relevant website pages. Crucial for local search visibility.
- **Engagement Tactics:** Respond promptly to comments/messages, ask questions, use polls/quizzes, encourage User-Generated Content (e.g., "Share your top energy-saving tip!").

Responsibility: [Morgan - Ferris Creative - Websites, Marketing & Advice.](#)

Timeline: Start consistent posting **May 1st.**

2. Website Content Development

- **Events Calendar:** Populate immediately with planned 2025 events (from May onwards). Add past events for credibility. *Implement the Google Calendar integration* - create a public Google Calendar and embed/link it.
- **Recommended Resources:** Develop detailed pages for each category during May/June. Include pros/cons, potential costs, links to *vett*ed local suppliers

(with disclaimer). Add Q&A for vehicles, covering all mentioned types (EV, H2, PHEV, Synthetic, Bikes, Scooters - including laws/myths).

- **Myth Busting:**

- *Execution:* Identify 5-10 common myths.
- *Process:* Research facts. Post the myth on social media/newsletter asking for opinions/experiences (starting May). Reach out to identified industry professionals/sceptics for quotes. Collate responses, professional input, and facts into a balanced website article/post. Promote heavily. First article live by end of June.

- **News Section:** Regularly update (starting May) with summaries/links regarding tariffs, supplier changes, government policy shifts, new grants. Keep it locally relevant.

- **Updates Section:** Post event summaries (turnout, key takeaways), project progress (photos, milestones), member spotlights, summaries of survey/debate results (starting after first events/surveys in May/June).

Responsibility: [Morgan - Ferris Creative - Websites, Marketing & Advice.](#),
Content Creators (tbc)

Timeline: Populate core sections during May. Add new content (News, Updates, Myths) bi-weekly/monthly starting June.

3. Newsletter Strategy

- **Frequency:** Monthly minimum, potentially bi-weekly leading up to major events.
- **Content:** Mix of: Updates, Engagement prompts, Event Promotion, Value highlights (new resources).
- **Calls to Action:** Interactive, questions, share events and get involved in the cooperative.

Responsibility: [Morgan - Ferris Creative - Websites, Marketing & Advice.](#)

Timeline: First revitalised newsletter in **early May**.

(C) Outreach & Collaboration (Ongoing from May 1st)

1. Media Relations

- **Pitching:** Contact local radio (Meridian FM, BBC Radio Sussex) and magazines (RH Uncovered, Forest Row Local) starting in May for coverage related to June/July events or significant news/project milestones.
- **Angle:** Focus on community benefit, local impact, human interest stories, and upcoming events. Offer interviews or expert comments.

Responsibility: Media Outreach Volunteer/Coordinator

Timeline: Pitch the first story/event in May. Aim for 3 features by year-end.

2. Influencer Collaboration

- **Identification:** Research local social media users, bloggers, or community figures active in sustainability, home improvement, or Forest Row community life (Ongoing in Q2 - May/June).
- **Approach:** Build relationships. Engage with their content first. Reach out with a specific, mutually beneficial proposal (e.g., co-host a Q&A, offer them content, feature them in newsletter) (starting Q3 - July). Ensure values align.

Responsibility: Social Media/Outreach Coordinator

Timeline: Identify potential influencers by end of June.

Aim for first collaboration in Q3.

3. Partnerships

- **Suppliers:**
 - Formalise relationships with key recommended suppliers (such as Ashdown Solar, HMB Plumbing etc.).
 - Explore co-marketing opportunities (e.g., joint info leaflet, mention in their newsletters) (starting conversations in Q2 - May/June).
 - Ensure transparency and cooperative values are maintained.
- **Community Groups:** Connect with other local environmental, community, or residents' groups for cross-promotion of events and initiatives (starting conversations in Q2 - May/June).

Responsibility: Coordinator/Partnership Lead

Timeline: Initiate conversations in Q2.

(D) Events (May - September):

- **Plan Specific Events:** Define *purpose* and *format*. (to be refined Schedule Example):
 - *May:* Launch Event - "Re-Energising Forest Row" (Intro, plans, Q&A, networking).
 - *June:* Workshop - "Solar Panels for Your Home: Myth vs. Reality" (Partner w/ Ashdown Solar?). Discussions with planners at Forest Row Festival underway.
 - *July:* Q&A Session - "Ask Us Anything About Energy Bills & Savings".
 - *August:* Community Debate - Topic sourced via survey (e.g., "Heat Pumps vs. Boilers"). Invite local experts/sceptics.

- *September*: Open Home Event (if feasible) or Local Stall / Workshop - "Understanding Heat Pumps".
 - From September onwards, the promotion of thermal camera service to identify energy inefficiencies in homes and other buildings.
 - **Promotion**: Promote heavily across all channels (social, website, newsletter, local media partners) starting 4-6 weeks prior. Use our Wix membership for easy RSVP/ticketing (even if free).
 - **Execution**: Ensure smooth running, gather feedback forms at the event. Record sessions for YouTube where appropriate.
- Timeline*: Confirm event details & venues ASAP. Execute events May-September.

(E) Advertising (Strategic & Budget-Conscious - From May Onwards)

1. Social Media Ads:

- **Purpose**: Boost reach for key event promotions and high-value resource guides (like comprehensive myth-busters).
- **Targeting**: Geographically target Forest Row +10-mile radius. Target interests like 'renewable energy', 'sustainability', 'home improvement', 'energy saving'.

2. Local Magazine Ads:

- **Purpose**: Broader local awareness, event promotion.
- **Consideration**: Can be expensive. Weigh cost vs. potential reach in RH Uncovered / Forest Row Local. Perhaps explore smaller, cheaper ad formats or advertorials.

Try for interviews, features and cooperative partnerships rather than paid-for routes.

3. Brand Partnerships:

- Not direct advertising *for* partners, but co-branded content or event sponsorship *from* partners (e.g., Octopus sponsoring refreshments at an event in return for a banner). Must align with FRECL values.

VI. Measurement & Evaluation:

- **Tools**: Google Analytics, Social Media Insights, Email Platform Analytics, Google Forms, Wix Event Attendance sheets, Feedback forms (Google Forms), Media Monitoring (Google Alerts for "Forest Row Energy Cooperative").
- **Reporting**: Monthly internal check-in on key metrics (starting June report for May activity). Quarterly review against SMART objectives (First review end of July

covering May-July). Adjust strategy based on what's working/not working.

- **Key Metrics to Track:** Website visitors, bounce rate, time on site; Social media reach, impressions, engagement rate, follower growth; Newsletter open/click rates, subscriber growth; Event attendance numbers & feedback scores; Survey response rates; Media mentions; Number of inquiries via website resources.

VII. Resources Needed:

- **Personnel:** Dedicated volunteers or a part-time coordinator with allocated time for:
 - Social Media Management & Content Creation [Morgan - Ferris Creative - Websites, Marketing & Advice.](#)
 - Website Updates & Content Writing: Morgan
 - Newsletter Coordination: Morgan
 - Event Planning & Management
 - Media & Partnership Outreach: Morgan
- **Skills:** Strong communication (written & verbal), basic digital marketing understanding, organisation, community engagement focus. Basic graphic design (Canva) and video editing skills are beneficial but not essential.
- **Tools:** Access to website CMS, social media accounts, email marketing platform (e.g., Mailchimp free tier), survey tool (Google Forms), design tool (Canva).

VI. Proposed Budget (May-Dec 2025)

(A) Foundational Work - Total **£429.00**

(B) Content & Engagement Strategy - Total **£1,039.50**

(C) Outreach & Collaboration - Total **£478.50**

(D) Events - Total **£450.00**

(E) Advertising - Total **£300.00**

Contingency (10%): **£269.70**

Total (May-Dec 2025): £2,966.70

Categories	Task	Frequency	Hours	Cost (ph)	Subtotal
(A) Foundational Work	Website Audit & Update	1 time activity	3	£16.50	£49.50
	Social Media Profile Optimisation	1 time activity	1	£16.50	£16.50
	Email List Cleanup & Segmentation	1 time activity	1	£16.50	£16.50
	Resource & Contact List Compilation	1 time activity	21	£16.50	£346.50
				Total	£429.00
(B) Content & Engagement Strategy	Social Media Plan	1 hr / week x 28 wks	28	£16.50	£462.00
	Website Content Development	1 hr / week x 28 wks	28	£16.50	£462.00
	Newsletter Strategy	0.25 hr / week x 28 wks	7	£16.50	£115.50
				Total	£1,039.50
(C) Outreach & Collaboration	Media Relations	1 hr / week x 28 wks	28	£16.50	£462.00
	Influencer Collaboration	1 time activity	1	£16.50	£16.50
	Partnerships	0	0	£16.50	£0.00
				Total	£478.50
(D) Events	May: Launch Event	one off	lump sum	£75.00	£75.00
	June: Workshop (fr festival)	one off	lump sum	£75.00	£75.00
	July: Q&A Session	one off	lump sum	£75.00	£75.00
	August: Community Debate	one off	lump sum	£75.00	£75.00
	September: Open Home	one off	lump	£75.00	£75.00

	Event		sum		
	Thermal Camera Heat Mapping workshop	one off	lump sum	£75.00	£75.00
				Total	£450.00
(E) Advertising	Social Media Ads (7 days up to events)	for each event in (D)	6	£50.00	£300.00
	Local Magazine Ads	0	0	£0.00	£0.00
	Brand Partnerships	0	0	£0.00	£0.00
				Total	£300.00
Categories	Subtotal				
(A) Foundational Work	£429.00				Total: £2,697.00
(B) Content & Engagement Strategy	£1,039.50				Contingency 10% £269.70
(C) Outreach & Collaboration	£478.50				Total with Contingency £2,966.70
(D) Events	£450.00				
(E) Advertising	£300.00				



forest row
energy

**FOREST ROW ENERGY CO-OPERATIVE
DIRECTOR'S REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2024**

**Forest Row Energy Co-operative 32361R
Directors Report and Unaudited Accounts
For The Year Ending 30 April 2024**

Directors' Report and Unaudited Financial Statements

Contents

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Directors' Report	4
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Balance Sheet	7
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 <i>The following pages do not form part of the statutory accounts:</i>	
Detailed Profit & Loss account	9

Forest Row Energy Co-operative 32361R
Company Information
For The Year Ended 30 April 2024

Company Information

Directors	E Donghi
	R Evans
	T Lewin
	J Shopley
Registered Society Number	32361R
Registered Office	8 Gage Ridge Forest Row East Sussex RH18 5HL

Forest Row Energy Co-operative 32361R
Chair's Report for the Year Ending 30 April 2024
20th November 2024

Directors report for the year ending April 2024

It is with pleasure that I deliver this report on the activities of Forest Row Energy Co-operative to accompany our financial statements for the year ending 30th April 2023.

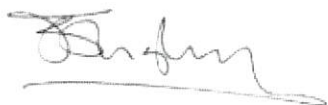
We have continued to pursue our goal – “Energy that costs less, to us and the environment” for households and businesses throughout our community. Our work over the last year has had a considerable focus on domestic energy assessment, energy efficiency and retrofit with the completion of the community energy insulation project which was grant funded by the National Lottery.

On behalf of the Board, our thanks go to our members for their continuing interest and support and to organisations that we have worked alongside including Community Energy South, OVESCO and local renewable energy service providers.

Esmé Donghi, board director and head of projects and funding, stood down from her role and the beginning of 2024 to take on a full-time, senior position at Community Energy South. Our sincere thanks and appreciation go to Esmé for her dedicated and pioneering work for the Coop over the past decade of service. Frank Donghi's role in delivering our grant funded projects also changed as he took a position in OVESCO, and helped us establish a service delivery partnership with OVESCO going forwards.

My thanks go to our Non-Executive directors Robin Evans and Tony Lewin and to Andrea Dagnolo, Coop Secretary for their continued pro-bono support to the governance and administration of the Cooperative.

Jonathan Shopley



Chair of the Board,

Forest Row Energy Cooperative Ltd.

Forest Row Energy Co-operative 32361R
Statement of Directors' Responsibilities
20th November 2024

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Co-operative Society law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Co-operative Society law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Co-operative Society and of the profit or loss of the Co-operative Society for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Co-operative Society will continue in business.

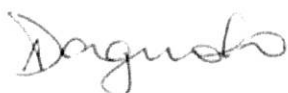
The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Co-operative Society's transactions and disclose with reasonable accuracy at any time the financial position of the Co-operative Society and enable them to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014. They are also responsible for safeguarding the assets of the Co-operative Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors who held office during the year were as follows:

E Donghi
R Evans
T Lewin
J Shopley

By order of the board



Forest Row Energy Co-operative 32361R
Income & Expenditure Statement
For The Year Ending 30 April 2024

INCOME AND EXPENDITURE ACCOUNT	2024	2023
	£	£
INCOME		
Trading income	250	500
Other income	76	268
Total Income	326	768
EXPENDITURE		
Cost of sales (Staff costs)	-5,145	-4,846
Administrative expenses	-1,521	-1,117
Total Expenditure	-6,666	-5,963
GROSS TRADING PROFIT	6,916	6,463
OPERATING PROFIT	-6,340	-5,195
Loss carried forward	-6,340	-5,195
Tax on profit	0	0
PROFIT AFTER TAX	-6,340	-5,195

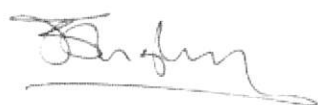
**Forest Row Energy Co-operative 32361R
Balance Sheet**

As at 30 April 2024

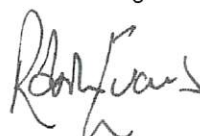
BALANCE SHEET	2024	2023
	£	£
CURRENT ASSETS		
Cash at bank and in hand	4,738	11,078
Creditors: Amounts Falling Due Within One Year	225	6,166
NET CURRENT ASSETS (LIABILITIES)	4,513	4,912
TOTAL ASSETS LESS CURRENT LIABILITIES	4,513	4,912
NET ASSETS	4,513	4,912
RESERVES	4,513	4,912

The notes on pages 8 form part of these financial statements.

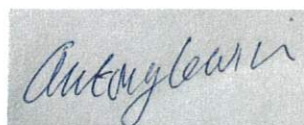
Approved by the board/management committee/members on 10.11.24 and signed on their behalf by:



Jonathan Shopley, Director



Robin Evans, Director



Tony Lewin, Director

Notes to the Financial Statements

**Forest Row Energy Co-operative 32361R
For the Year Ended 30 April 2024**

Notes to the Unaudited Accounts

1. Statutory Information

Forest Row Energy Co-operative is a private company, limited by shares, registered in England and Wales. The company's registered number and office address can be found on the Company Information Page

2. Accounting Policies

Basis of Preparation of Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Co-operative and Community Benefit Societies Act 2014.

Turnover

Total Income comprises the income received from grants, consultancy and other income in respect of specific projects.

**Registered Society Limited
Trading Profit and Loss Account
For The Year Ending 30 April 2024**

DETAILED PROFIT & LOSS ACCOUNT	2024		2023	
	£	£	£	£
INCOME				
Grants receivable	76		268	
Consultancy	250		500	
Donations				
TOTAL TURNOVER		326		768
COST OF SALES				
Consultancy		(5,145)		(4,846)
GROSS PROFIT		(4,819)		(4,078)
EXPENDITURE				
Accountancy	(500)		(500)	
Marketing	-		-	
Computer expenses	(500)		(96)	
Insurance	(521)		(521)	
Tax	-		-	
TOTAL EXPENDITURE		(1,521)		(1,117)
NET PROFIT (LOSS)		(4,819)		(5,195)

Forest Row Energy Cooperative Limited (FRECL)
Processes for Raising and Dispersing Funds
(Updates and replaces Process for Raising and Dispersing Funds of 29th July 2024)

Introduction

FRECL aims to fund its operations and development through a variety of means that could include sales commissions, renewable energy project management fees, shares from feed-in tariffs, etc. However, until those revenue streams are secured, FRECL will seek to secure grant funding in order to meet its shorter-term objectives and to build its self-financing capacity.

Until such time as FRECL is self-financing on an ongoing and sustained basis, the arrangements below apply to how FRECL raises and disburses cash and savings.

Raising Funds

When grant or project funding is pursued, the following procedures are followed:

At the opportunity stage

- Grant or project funding opportunities are brought to the Board to decide whether the opportunity will be pursued as a FRECL initiative.
- When FRECL wishes to pursue a grant or project opportunity it deems to be in the community's interest with the intention of sub-contracting the project execution to a qualified Partner, the Partner is mandated to respond on behalf of FRECL. If not, the Partner is free to pursue the opportunity fully independently of FRECL.
- The Board will agree and confirm a percentage retention for FRECL to reflect the value-added by FRECL to the project. The standard rate when a project is fully sub-contracted to a qualified third party is 10%. This rate may be amended by the Board on a project-by-project basis to reflect the specific requirements of the project.
- The proposal must clarify the contractual relationship between the Partner and FRECL; FRECL's role and responsibilities; and, disclose the percentage that will be retained by FRECL.
- The Board reviews and approves funding proposals with a value of over £500, before submission.

On award of grant or project funding for a FRECL-led initiative

- The Partner nominates an individual to be the Project Leader who is accountable to both FRECL and the Partner organisation for the execution of the project.
- The Project Leader submits a project plan and budget to the FRECL Finance Administrator¹. If accepted by the Finance Administrator and the value is less than £500, the annual budget is revised accordingly. If the value is over £500, the Finance Administrator recommends the budget and plan to the FRECL Board for approval, and once approved revises the annual budget accordingly.
- Once grant or project funds are remitted to FRECL the Finance Administrator will disburse funds on receipt of invoices in line with the project plan and agreed payment terms.
- The Project Leader reports progress to the FRECL Board up to completion of all deliverables under the project.

On completion

- The Project Leader confirms in writing to the FRECL Board that work has been completed to the satisfaction of the funding/grant body and its stated requirements.
- Key project documents are placed in FRECL archives along with a lessons learned document and retained for a period of 5 years during which they are accessible to the Partner.
- FRECL or the Partner may fund the production of case study materials by or under the supervision of the Project Leader for use by either party to promote the partnership and the project's benefits to the community.

Disbursement of funds

Management of FRECL funds

The Finance Administrator is accountable to the Board for the management of FRECL funds in accordance with a Board approved operating budget and to maintain FRECL as a going concern.

The Finance Administrator is responsible for the oversight of FRECL cash and savings, and for the disbursement of these funds for the day-to-day management of its activities and for approved projects.

FRECL maintains a single bank account under the day-to-day control of a nominated Director. The Finance Administrator and the nominated Director have signing authority and access to internet banking facilities on the account. The Finance Administrator and nominated Director may hold debit cards for the bank account, which may only be used in exceptional circumstances. No credit cards are held by FRECL.

¹ The Finance Administrator is any Director or qualified person appointed to the role by the Board and who is accountable to the Board for the oversight of the Cooperative's finances.

In all circumstances, supporting evidence or invoices must be submitted to the Finance Administrator before payments can be made. Payments are made from the bank account electronically to named beneficiaries. Only in very exceptional cases will payments be made in cash, and these instances must be recorded by the Executive Director or Finance Administrator.

Remuneration for time

The following standard day rates apply to funded project work undertaken for FRECL:

Daily Rate Project Director.....	£600.00 per day
Daily rate Project Manager.....	£450.00 per day
Daily rate Project Assistant / Administrator.....	£250.00 per day

These rates are subject to periodic review and adjustment to reflect fair market benchmarks and to account for inflation.

Expenses

The Finance Administrator is authorised to make payments for invoiced expenditures including but not limited to travel & subsistence, conference fees, postage, and printing, venue hire, print & production of materials.

The Finance Administrator will seek approval from the Chair or, if not the Chair, another Board Director, for expenses between £100 and £500, or for any expense for which there is no budget provision.

For all expenses above £500 (even if they are in the budget) the Finance Administrator will seek the approval of two Directors.

The Finance Administrator must seek Board approval for any expenditure, irrespective of amount, which may establish a precedent that could put FRECL under financial stress.

Mileage allowance

The following rates² apply to ground transport.

² Set in line with <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>, and adjusted accordingly.

Kind of vehicle	Rate
Car or van	45p per mile for the first 50 miles, 25p per mile above 50 miles
Motorcycle	24p per mile
Cycle	50p per mile

Voluntary time

Until the Coop has a sustainable operating budget, Board Members conduct their governance and management work for the Coop on a pro bono basis committing around 1.5 days per month including board meetings.

Amanda Sinclair

From: Morgan | Forest Row Energy Co-operative Ltd <morgan@forestrowenergy.com>
Sent: 06 January 2026 05:59
To: Amanda Sinclair
Cc: Jonathan | Forest Row Energy Co-operative Ltd
Subject: Fwd: Forest Row Energy Cooperative: Grant Progress Report & Request for Second Tranche of Funding
Attachments: FRPC-FRECL-Grant_fund_progress_report-September2025.docx.pdf

----- Forwarded message -----

From: Morgan | Forest Row Energy Co-operative Ltd <morgan@forestrowenergy.com>
Date: Fri, 17 Oct 2025 at 11:37
Subject: Forest Row Energy Cooperative: Grant Progress Report & Request for Second Tranche of Funding
To: <parishclerk@forestrow.gov.uk>

Dear David,

Please find attached the Forest Row Energy Cooperative (FRECL) progress report for the period of May to September 2025. This report details our activities and achievements following the receipt of the first tranche of grant aid from the Forest Row Parish Council.

The funding has been instrumental in allowing us to build a strong foundation for our community-focused work. As the report outlines, we have focused on developing essential resources, including a comprehensive update of our website and the creation of a robust vetting system for local renewable energy suppliers. We believe these steps are crucial for providing the reliable, independent advice that our community needs. Including hosting the first of our free monthly events in the village starting on the 6th of November with The Solar Hour.

We hope this report demonstrates the effective use of the initial funds and the significant value our work brings to the parish. We kindly request that the Parish Council reviews our progress with a view to releasing the second and final tranche of funding. This will enable us to launch the next phase of our initiatives, including the thermal camera programme and a series of community events this winter.

We are very grateful for the Parish Council's support and partnership. Please do not hesitate to contact us if you or the councillors have any questions or would like to discuss the report in more detail.

Kind regards,

Morgan Loughton,

Executive Director

Forest Row Energy Cooperative LTD.

Forest Row Energy Cooperative

FRPC Grant Aid Progress Report May – September 2025

Introduction

This report sets out the progress made by the Forest Row Energy Cooperative (FRECL) from May to September 2025, following receipt of grant aid from Forest Row Parish Council (FRPC). The funding has enabled us to strengthen our organisational foundation so that we can provide reliable, practical support to local residents on renewable energy and energy efficiency.

Over this period we have prioritised two main areas: a full update of our website and the creation of a structured supplier vetting system. These steps are designed to ensure that future community engagement is supported by credible information and practical resources.

We invite the FRPC to review our progress to date with a view to releasing the second and final tranche of funding.

Key Achievements to Date

1. Building a Vetted Supplier Network

One of our main goals is to give residents access to reliable local suppliers. The grant has allowed us to research and vet 16 renewable energy providers within a 20-mile radius of Forest Row. Technologies covered include solar PV, heat pumps, and battery storage. The vetting process reviewed each company's certifications (MCS, NICEIC, Gas Safe), years in business, customer feedback, and overall standing.

This work has already supported local projects. For example, we are assisting the On My Side (OMS) Charity with its plans to improve energy efficiency at Hambro Hall. We have also introduced OMS to Mimms Davies MP and to Chantel Lass of Wealden District Council to strengthen their grant application. Proposals from three vetted suppliers are currently under review.

2. Enhancing Our Digital Presence

Improving access to clear, evidence-based information has been a major focus.

- **Website content:** We have expanded our online resources with practical guides, including an *Acronyms Guide* to explain industry terminology and detailed posts on solar, heat pumps, and biomass. Each provides a balanced assessment of benefits, limitations, and costs. Our vetted supplier list is now available to residents as a trusted reference.
- **Search visibility:** Website performance has improved significantly. Impressions rose from 13,000 to 22,200 in six months, while our average search position improved from 99+ to 64.8. Enquiries from households, businesses, and farms have increased accordingly.
- **Social media:** Profiles have been updated for consistency and used to direct people to our website. Our Facebook following now exceeds 500. Although engagement on posts is limited, traffic to our website and direct enquiries continue to grow.
- **Newsletter:** Our mailing list grew by more than 25 subscribers during this period, with a click-through rate consistently above 20%.

3. Strategic Networking and Partnerships

We have strengthened links with Lewes, Hastings, Croydon, and Crowborough councils, and have received support from OVESCO, Community Energy Pathways, and Energize Sussex Coast. These connections provide access to shared expertise and have allowed us to share our own work on local supplier assessment.

Next Six Months

We believe the progress made demonstrates the value of the Parish Council's support and hope that the second half of the grant will now be released.

In the next six months, in addition to continuing the foundational work above, we will expand our focus to:

- **Thermal camera programme:** Using the Parish Council's thermal imaging camera, we will launch a home energy efficiency programme to identify heat loss in local buildings, following the successful models used in Withyham and Lewes.
- **Community events:** We will run a series of sessions in local venues covering key topics including home energy efficiency, solar, battery storage, heat pumps, and future options for community-owned energy supply.



The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
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 Kindness Cooperation CIC		
NAME OF CONTACT PERSON: Filippa Brundish		
ADDRESS FOR CORRESPONDENCE: The Barn Brambletye, Lewes Road, East Grinstead, West Sussex	Tel: 07815 048080	
	Email: fbrundish@thekindnesscooperation.org	
	Web (if any): www.thekindnesscooperation.org	
	SUM REQUESTED: £2,000	
POST CODE: RH19 3TB		
TO WHOM SHOULD ANY GRANT BE MADE PAYABLE? Please provide bank details for BACS payments		
<i>Cooperative Bank Community Directplus account</i> Account name: The Kindness Cooperation CIC Sort code: 08-92-99 Account no: 67373945		
DO YOU HAVE AUDITED ACCOUNTS? ☐ Yes ☒ No	IF YES, ARE THEY ATTACHED? ☒ Yes ☐ No (Accounts)	IF NO, PLEASE EXPLAIN WHY I attach a) 1 year of <u>unaudited</u> accounts, prepared by a qualified accountant to 30 Sept 2025 b) a summary of our pilot project budget breakdown (page 4 of this doc) and c) our more detailed project initiation document.
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
Frow Resource/Second Life Forest Row Festival	£1,000 £1,000	RECEIVED: Initial project management budget to get pilot off the ground
Wealden Councillor Ward Budget Wealden Open Fund to boost physical activity and health	£2,000 £2,300	PENDING APPROVAL: To cover pilot running costs - construction of What's On board (materials/labour), printing, digital build/software licenses, project management
PURPOSE OF REQUEST (please use second sheet if necessary) To help fund the pilot project from February to July 2026 for a 'What's On Board' in Forest Row that will encourage social connections, promote activities and events including local sports, clubs, associations (with a focus on organisations where community interest is central to their proposition). Our values are to deliver something trustworthy, magnetic (attractive and inspiring positive action), inclusive and resilient. This pilot leads on from the work already carried out (funded by Second Life and Forest Row Festival) which developed the preliminary design of the What's On board (including ideal team/process, the board and how it operates). This next 'build phase' will deliver three main outputs: - A physical board highlighting a subset of activities and events (what's on this week and this month), as well as local information such as a map and a QR code to link users to the digital board, which will be 'live' for an initial 3-month period from May-July 2026. - A digital platform with a wider range of local information that can be tailored to the user's profile. - An implementation plan for future phases of work to ensure this initiative is sustainable. This is not an IT project, but an IT-enabled community project, where the focus is very much on gathering people in the real world around a safe space that raising awareness of local events and activities, and reengaging and connecting likeminded people. See our Project Initiation Document attached for further information.		

HOW WILL IT BENEFIT THE COMMUNITY?

Primarily we want **more people to get involved** and support our incredible array of local events and activities. As a result, **community cohesion will increase** whilst **social isolation and loneliness will decrease**. It would be good if over time **marginalised groups will feel more included** and feel that they have a place in the community, raising awareness of what they do to welcome people to try something different!

We want to **create a safe place** (a physical place where people can gather in the real world) that is owned and run by the community. There is no real consensus about where the heart or centre of the village is located, so this could well be an opportunity to solidify that centre, bringing people together around the board to convene and share. The other benefit is that **Second Life want the local community to understand that their surplus funds are being reinvested back into making life better** for the people of Forest Row. We hope in time that our efforts will **save people time and effort**, making it the 'go to' place for all things local, whilst consolidating the sources so in time there should be a **reduction in the amount of printed leaflets and posters** that are distributed (supporting our sustainability 'resilient' value).

GRANT APPLICATION POLICY & POINTS TO NOTE

General

1. In accordance with the General Power of Competence The Localism Act 2011, the Council is empowered to make financial grants, provided they are not restricted by other legislation
2. Applications will be considered by the Finance & Policy Committee which meets approximately quarterly (or by Full Council when necessary) and will be allocated in line with its annual budget.
3. Only one grant per applicant will be awarded in any one financial year.
4. Annually recurring grants will not be considered as a rule, but each grant will be considered on its merits and the benefit to the community as a whole.
5. Retrospective applications or payments/reimbursements will not be considered.
6. It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.
7. Grants must be spent within one calendar year of allocation, and in default the grant monies must be returned to the Council.

Eligibility

1. Registered Charities (if National, then there should be a proven benefit to local residents)
2. Community Organisations
3. Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.
4. The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
5. Grants will not normally be considered from individuals unless there are very specific, proven benefits to the community.
6. Councillors may, at their discretion, make proactive contact with eligible groups and invite them to apply for funding, assisting them with their application if necessary.

Grant conditions

1. Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.
2. Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.
3. Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.
4. It is a condition of grants made to groups based within the civil parish that they complete an outcome report form following the procedure set out below.

Application procedure

1. All applications must be made on the standard form.
2. The form must include a statement (which can be on a separate sheet) setting out the purpose of the grant applied for in the context of the group's aims and objects, and the intended benefit to the community. The more comprehensive the statement, the easier it is for the Council to make an informed decision.
3. Applications must normally be accompanied by at least one year of (audited or inspected) accounts for the organisation, if applicable, together with current bank statements where relevant, a full budget/financial projections, and quotations where relevant to demonstrate:
 - The actual purpose for which the grant is required, and
 - Whether the project/event will be financially viable.

The requirement for audited accounts may be waived at the Council's discretion if the applicant is: a company exempt from audit under section 477 of the Companies Act 2006; or a newly formed organisation which has not yet produced annual accounts.

4. It is helpful – although not essential – if a representative on behalf of the applicant can attend the relevant meeting to add further details or answer any queries about their application.

5. Grants will normally be paid by BACS into a group/organisation bank account. Grants will not be paid into personal accounts save in exceptional circumstances and by prior agreement.

6. If a grant is awarded in the case of an applicant based within the civil parish, prior to receipt of the funds it must sign an undertaking to submit an outcome report on the form supplied within 6 months of the award, or if that is not possible, an explanation of the reason and a full report within 12 months. Failure to do so may lead to the funding being recalled.

Workstream	Expense type	Description/scope	Estimate for pilot	Assumptions/parameters
1. PROJECT MANAGEMENT	Labour - PM Filippa Brundish	Workstream 1 effort as per PID	£ 2,000	£35/hr (heavy reduction on £85/hr commercial rate) average 10 hrs per month
2. COMMUNITY ENGAGEMENT AND COMMS	None identified for pilot	N/A	£ -	
3. IDENTITY, CONCEPT AND DETAILED DESIGN	Cutting out costs	Graphic designer to ensure design is ready for printer (bleed margins etc)	£ -	Katherin/Katrina - approx £300 per day (as back up) Incorporate into Paul's printing costs for pilot
4. PHYSICAL BOARD	Carpentry	Construction of Physical board	£ 1,500	£250-£300 per day, approx 5 days (35-40 hours), may be able to sign up volunteers (The Shed?)
	Materials	Materials (supplier: Mid Sussex timber)	£ 840	£700+VAT, using close contact's discount
	Test prints	Test drops (supplier: Invitation to Print)	£ 150	Including work to ensure early designs are ready for print
	3-month printing costs	16 drops approx 1.35m wide x 4m high	£ 1,200	Assuming Our village 1xdrop, 3xmonthly, 12x weekly update
5. DIGITAL PLATFORM	Licenses/hosting/tools	Total to include:	£ 310	
	Server hosting	Google cloud (provider) 50 GBP/mth		£50 per month
	Email accounts	5 seats 35 GBP/mth		£105 per month
	Development tools	Claude Code - Pro		£17 per month
	Domain name registration	TBD		
6. CONTENT	Support from Morgan Loughton	W6 content support work (with Eli)	£ 975	As per proposal dated 30-Jan - if Wealden not successful may need to rethink involvement at this stage (manage with Eli/Filippa)
7. FULL IMPLEMENTATION PLAN	Labour - PM Filippa Brundish	W7 effort as per PID	£ 1,325	£35/hr based on 25 hours of effort, plus 12 hrs input into reviewing other workstream outputs
			£ 8,300	

- A physical board highlighting a subset of activities and events (what's on this week and this month), as well as local information such as a map. There will also be a QR code visible on the board to link users to the digital board.
- A digital platform with a wider range of local information that can be tailored to the user's profile.
- An implementation plan for future phases of work to ensure this initiative is sustainable.

As part of the pilot design workstream, we will devise a suitable name for the initiative. A number of options have been explored such as Festival Corner, Club Corner, Community Corner and the MotherBoard.

1.5. Guiding principles, values and measuring success

This initiative will follow a number of guiding principles:

- **Always social over commercial:** we will focus on live, real-world activities and events (rather than the sale of goods and general services), from clubs, associations and businesses where community interest is central to their proposition, and in particular initiatives that are free, subsidised or not-for-profit (rather than overtly commercial).
- **Keep it simple:** the outputs should not feel like a barrage of commercial noise and community rants (which many consider our local community pages on Facebook or Whatsapp groups to be) but rather a quietly considered and useful output that raises awareness levels and ultimately results in positive action. This will involve clear and transparent rules, careful curation of content, with the digital content being accessible and well structured (including filters and a search feature) as well as being personalised to the user's interests and needs.
- **Build trust and engagement through co-creation:** we will regularly engage with the community throughout all stages of development of this initiative to ensure that we incorporate feedback and ideas from our customer base, via the establishment of a user group forum. We aim to build trust with our users, ensuring content is accurate, timely and accessible, over time providing a service that will be the single source of truth.
- **Make it inclusive:** there are lots of different 'tribes' in Forest Row, possibly more so than an average village in Sussex. It is therefore important that a balanced set of representatives from across the village are given the opportunity to help steer this to meet their needs and desires, and that the resulting outputs satisfy lots of different audiences over time, not just a small subset of people.
- **Deliver in a phased way:** we will not be able to deploy a big bang release for all activities and for all types of users, so we will need to take a prioritised, phased approach.

The best way to describe this is as 'a good neighbour' – a polite, thoughtful and well informed neighbour who you trust and want to engage with, for fear of missing out otherwise!

To align with these guiding principles, our values will help to measure the success and worth of this initiative:

- **Trustworthy:** accurate, timely data, the go-to source of local Forest Row information in time
- **Magnetic:** stylish and attractive, drawing in the crowd, inspiring positive action
- **Inclusive:** representing a cross-section of the village, anyone who meets our "social over commercial" principle
- **Resilient:** eco-friendly, longer-term financially viable, boosting social connections to boost the community.

We will find ways to measure success, and the benefits that we are delivering to individuals and organisations alike. These measures will be defined in more detail as part of the project, and should include:

- Quantitative measures: for example, digital traffic in terms of number of visitors, numbers who sign up to activities (via the digital platform in time), numbers of repeat customers, surveys by event organisers to gather data about how people have heard about their event etc
- Qualitative measures: simple surveys to gain insights into customer behaviours, what works well/not so well (can be run via the user group forum as well as other forums and on-street data gathering)

Forest Row What's On Board - Pilot



January – July 2026

VERSION 1.0 FINAL
2 FEBRUARY 2026

CONTACT

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This pilot project is
proudly sponsored by:

Second Life and
Forest Row Festival



Introduction

The purpose of this document is to succinctly articulate the key project information for initiating and delivering the What's On Pilot Project in Forest Row, defining the scope, timescales, delivery plan, roles/responsibilities and deliverables of this pilot project, as well as describing the key stakeholders, funding mechanisms and steps to go from successful pilot to longer term implementation.

This document has been written by Filippa Brundish (Project Manager for this pilot) in conjunction with the project steering group (see Section 2.2 for the membership of this group) during the project kick-off meeting on 22 January 2026. It contains the following information:

- **Context** and background leading to project initiation
- The **problem** we are trying to address
- The **desired outcomes** from this initiative
- The **objectives and scope** of this pilot (and what's out of scope)
- Our **guiding principles and values** that will be embedded into how and what this project delivers
- The **delivery plan**, broken down into workstreams and detailed activities (including dependencies and working assumptions)
- The proposed **governance** model, and the **roles and responsibilities** of the delivery team (including ownership of each workstream in the plan)
- **Anticipated costs** and associated **funding** sources to deliver this pilot
- Delivery **risks** and associated **mitigation** strategies

The annexes at the back of the document contain the detailed activity plan and supporting documentation.

1. Overview

1.1. Context and background

Forest Row is a small, leafy village situated on the outskirts of the Ashdown Forest in East Sussex. It's population of approximately 5,000 people is made up of an eclectic mix of people that value urban community living. There is a wealth of local attractions, businesses, activities and events that are held for locals and visitors alike, much of which connects people to each other and to the beautiful surroundings. There is also a hub of extraordinary talent, from artists to entrepreneurs, from philanthropists to retirees. On any given day, this vibrant village is buzzing with all manner of positive opportunities for people of all ages to gather, whatever their interest!

The opportunity was identified in mid-2024 to explore creating a central place within the village to share location information and to find out about local events and activities. Some initial research has been carried out with members of the village. In parallel, a small digital proof of concept has been developed called 'Gather Us' that can be adapted and further developed for use in this initiative. A core team has subsequently been set up to drive forward the delivery of a pilot to test out whether this would be a well-received and worthwhile initiative.

1.2. The problem(s) we are trying to address

Currently, it is very easy for people to miss events or activities that they might have otherwise been interested in participating in. The Forest Row film society saw a 40% increase in attendance at their film club by physically putting up a cinema board outside the venue. A relatively small and simple signposting was able to have a significant impact on participation.

The current sources of local information are not always efficient or effective at reaching their target audience:

- Forest Row Community Facebook Page (12.1k members): The somewhat uncontrolled nature of this site often allows negativity and 'loudest voice' to dominate, rather than having a fair and balanced representation of what's happening locally. Social media can also be a rather toxic environment, which pushes some users away from engaging at all.
- F'Row LOCAL Noticeboard (1,024 members): a tsunami of text messages that often do not relate to anything of personal interest, so easy to disengage completely. The upper limit on group users has been reached so it is also not an inclusive means of communication.
- Forest Row Live Instagram account (2,229 followers): covering news and events in and around the village.
- Physical noticeboards run by the Parish Council (some of which are locked glass cabinets)
- Other physical outdoor noticeboards around the village (~7 in total)
- Bus stops, including two big noticeboards visible along the A22.
- Smaller indoor noticeboards in local cafes such as the Bazaar, Seasons and Java & Jazz for local adverts and notices.
- Local community publications such as the Forest Row edition of Local Lifestyle, Forest Row Local, the 'forestrow.co' online weekly newsletter, and nearby publications for places like East Grinstead.
- Local independent shops that display posters and distribute local publications, such as Shearer's Fine Foods Deli.

1.3. The desired outcomes of this initiative

Primarily we want **more people to get involved** and support our incredible array of local events and activities. As a result, **community cohesion will increase** whilst **social isolation and loneliness will decrease**. It would be good if over time **marginalised groups will feel more included** and feel that they have a place in the community, raising awareness of what they do to welcome people to try something different!

We want to **create a safe place** (a physical place where people can gather in the real world) that is owned and run by the community. There is no real consensus about where the heart or centre of the village is located, so this could well be an opportunity to solidify that centre, bringing people together around the board to convene and share.

The other critical outcome is that **Second Life want the local community to understand that their surplus funds are being reinvested back into making life better** for the people of Forest Row. We hope in time that our efforts will **save people time and effort**, making it the 'go to' place for all things local, whilst consolidating the sources so in time there should be **a reduction in the amount of printed leaflets and posters** that are distributed (supporting our sustainability 'resilient' value).

1.4. The objectives and scope of this pilot

This initial pilot is intended to be a small, focused implementation of the what's on board, that enables the core team to work through both the near-term and longer term implementation of it. This initial pilot will only cover events and information about Forest Row itself, covering the surrounding areas too is a potential expansion of scope for future phases.

This is not an IT project, but an IT-enabled community project, where the focus is very much on gathering people in the real world around a safe space that raises awareness of local events and activities, and reengaging and connecting likeminded people.

This pilot will deliver three main outputs:

2. Our project delivery methodology

2.1. High level delivery plan

There are three stages to the delivery of the Forest Row What's On pilot: initiation, development and launch, as illustrated in the diagram below. The plan runs from January to July 2026, with the main launch planned during May (one month before the Forest Fow Festival which is likely to take place in June but is still in planning and under review). It will run from May to July for the initial pilot.

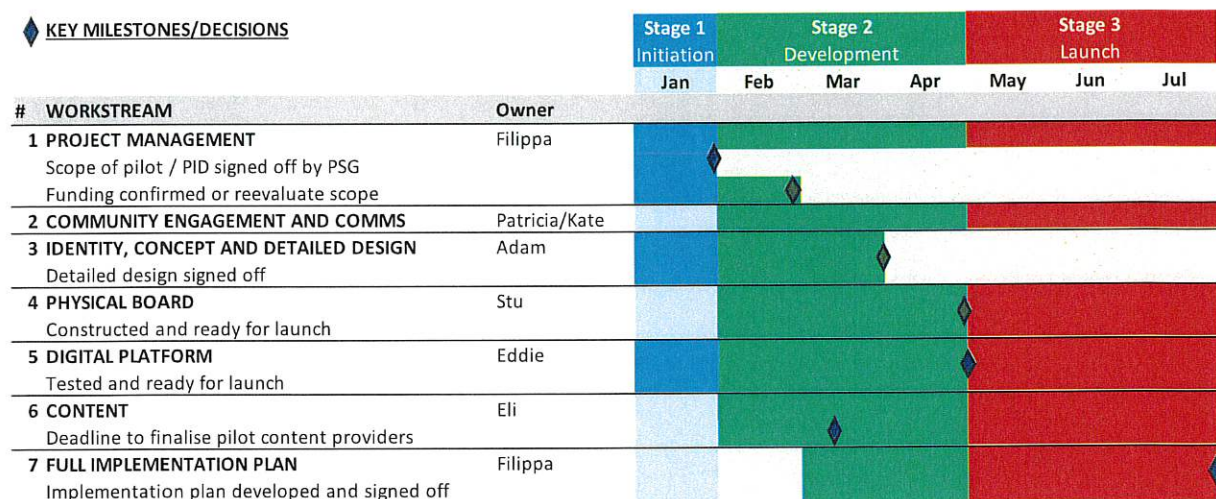


Figure 1: pilot project structure: seven workstreams and three phases

The plan is broken down into seven delivery workstreams, which are summarised as follows:

1. **Project management:** the activities to plan and deliver a successful pilot, including locking down our initial pilot scope, funding, governance mechanisms and post-pilot evaluation at the end (to feed into the next phase of work).
2. **Community engagement and communications:** the establishment and running of a small focus group, identifying and engaging with other key local stakeholders and communications for the launch.
3. **Identity, concept and detailed design:** the brand look-and-feel and guidelines for a professionally designed and consistent output across the digital and physical boards.
4. **Physical what's-on board:** procurement of materials, assembling of team and construction of the physical board (the 'hardware') and agreeing its pilot location (this may change or evolve post pilot).
5. **Digital platform:** the scope and specification for the digital platform (building on the proof of concept already in place) and the execution of the agreed plan for this initial pilot release (our 'minimum viable product', MVP).
6. **Content:** development of a map of all of the local sources of information and events that would be in scope for this in the longer term, with acceptance criteria for what is deemed allowable, and agreement of the subset of content that will be surfaced for this pilot. This workstream also includes the process for managing content, which will be automated as much as possible using the digital platform and will be curated by a neutral party (someone without 'skin in the game').
7. **Full implementation plan:** development of the plan that takes the learnings from a successful pilot and maps out the foundation blocks to making this a sustainable initiative, from ongoing governance, longer term business model and legal entity, as well as funding both for the immediate next phase and to sustain it longer term.

The high level plan at Figure 1 also contains some key decision points and milestones for the dependencies across workstreams. Annex A contains the breakdown of each of these workstreams into specific activities, with a description of each of the activities, an owner and a due date.

Our working assumptions at the outset are as follows:

- The approximate dimensions of the physical board are expected to be 2m80 tall by 4m wide, using timber/plywood with a printed splash-proof (recyclable) weekly update which includes local maps, and activities/events looking ahead to the next week and next month (prepared as three separate drops for our village, this week, this month).
- Location of physical board is likely to be outside the Sacred Heart, but the project will assess other options before decision is made.
- Only one board will be delivered for this initial pilot, but it may be worth considering offshoot boards for future phases (to be assessed post pilot delivery). Only one QR code is to be displayed on the board (to link to the digital platform).
- The digital platform will have a flat structure (information architecture) so users don't go down rabbit holes, and find it really difficult to navigate around.

2.2. Roles/responsibilities

The team responsible for delivering this pilot is listed below, with a summary of their role and responsibilities. All individuals will contribute contacts/local knowledge to aid delivery.

- **Filippa Brundish** (The Kindness Cooperation CIC): Project Manager for pilot responsible for coordinating all efforts and lead for Workstream 1 (project management) and 7 (full implementation plan).
- **Patricia Patterson-Vanegas** (Chair trustee for Second Life and Wealden District Councillor): joint project sponsor, support for Workstream 2 (community engagement and communications) and overall project quality assurance lead.
- **Stu Goodwin** (Forest Row Festival): joint project sponsor and lead for Workstream 4 (physical board).
- **Adam Scott**: heavily involved in early iterations of this project in terms of vision and community engagement efforts, and lead for Workstream 3 (identity, concept and detailed design).
- **Eddie Lau**: lead for Workstream 5 (digital platform) and support for Workstream 6 (content), working closely with Eli.
- **Eli Ofir**: lead for Workstream 6 (content) and support for Workstream 5 (digital platform).
- **Kate Taylor-Smith**: lead for Workstream 2 activities (community engagement and communications).

2.3. Governance

This group will meet weekly as the project steering group, responsible for driving forward the delivery of the pilot. The group will be chaired by Filippa, who will lead the meetings and will capture the outputs within the project tracker XLS, which will be shared via a central collaboration site (Eddie to set up).

During the course of this pilot, there will also be a user group set up of between 5-8 people. This will be made up of a demographic cross-section of Forest Row inhabitants with the primary role of providing focus-group feedback on the scope and direction of the project. Workstream 2 will plan this out in more detail.

2.4. Anticipated costs and associated funding sources

This pilot has an initial pot of £2,000 that has been donated equally by Forest Row Second Life and Forest Row Festival. The project will seek additional funding to cover this initial pilot, against the following identified costs:

- Construction of physical board (labour and materials)
- Printing costs (for a 3-month period)
- Platform costs
- Labour costs - Filippa Brundish as project manager

The 'funding radar' tab of the XLS tracker will manage the plan for raising additional funding, both for this pilot and for the longer term delivery post pilot. It is anticipated that this will be a mixture of local government

and grant funding, individuals, businesses and crowdsourcing. The detailed model for financing the ongoing delivery of the What's On Board is developed within Workstream 7.

2.5. Delivery risks and associated mitigation strategies

This section sets out the potential delivery risks and how these will be mitigated. [Action 3: All to contribute]

#	Risk description	Severity	Proposed mitigation
1	Our core delivery team are predominantly volunteers with very busy lives outside of delivering this, so may impact people's bandwidth to deliver what is needed by summer	High	Regular check-ins with PSG to make sure people are moving forward as expected. May need to flex scope or timescale for pilot launch if struggling, as quality output is what's important.
2	Proceeding without confirmation of the full funding pot required to deliver the pilot as per this PID	High	Gathering estimate costs upfront as much as possible. Agree and submit funding applications in early Feb. Keep risk under review once responses to those have been received.
3	We may potentially alienate some 'tribes' through our selection of the initial pilot users/content	Med	Make communications clear that this is a whole community initiative, everyone can participate (from non-commercial audience)
4	If we require planning permission for the board, this could take significant time for a May/June launch	Med	Need to assess this early on in pilot, based on completing Activity 4.3 location options appraisal and decision. May be a deciding factor on location based on where planning is not required.

A central project risk register will be managed by the Project Manager within the XLS tracker and will be regularly updated and shared with the PSG for review at the weekly check-in meetings. This register will contain the delivery risks that are identified in this document and need to be managed during execution of the project, plus any new risks/issues that arise during the delivery phase.

Each risk will have a clear description, an agreed mitigating action (or actions), an owner who is responsible for carrying out the mitigating action(s), and a due date (either for completion of the action or for a review). Risks, where appropriate, will be mapped to workstreams. If high severity risks are unable to be successfully mitigated, then the PSG will decide a suitable course of action to allow the project to proceed.

Annex A: Detailed plan

This annex contains the description of each of the activities in the delivery plan, against each of the seven workstreams. Each activity has a clear owner (from within the project steering group) and a deadline for completion.

#	Title	Description of activity	Deliverable	Owner	Due by
1. Project management (Filippa)					
1.1	Pilot PID (Project Initiation Document) and Plan	Develop the document articulating all key project information for initiating and delivering this pilot, including defining scope, timescales, delivery plan, roles/responsibilities and deliverables of this pilot project.	PID and supporting XLS tracker	Filippa	2-Feb
1.2	Decision on scope of pilot – MVP	Develop and jointly agree scope for this pilot project in terms of the physical board and supporting digital offering.	PID	PSG	2-Feb
1.3	Budget breakdown for pilot	Compile the anticipated costs to deliver the pilot only, covering all seven workstreams to June 2026 (with inputs below).	PID and XLS tracker	PSG	2-Feb
1.4	Funding for pilot delivery	Investigate options, shortlist targeted funding pots and prepare funding applications.	PID and XLS tracker	PSG/ Filippa	End Feb
1.5	Pilot governance	Establish and run a regular Project Steering Group meeting to ensure the pilot project remains on track and within budget. Standard agenda items: progress against plan, risks/issues, action updates (plus budget/spend, funding, stakeholders)	Weekly call, updated XLS tracker	Filippa	Ongoing
1.6	Risk/issue - process and management	Develop the process to manage delivery risks and issues (see Section 2.5 of PID). Maintain a live risk register with inputs from all PSG members, and regularly review at weekly check-in.	PID and XLS tracker	Filippa	Ongoing
1.7	Pilot evaluation (to feed into next phase)	Pull together inputs from workstreams 2-6 into single 'pilot delivery' doc. Agree target benefits and success measures for this pilot. Review the effectiveness of the project, against the scope and objectives set out in the PID, involving the PSG members and any other important parties who have contributed to the project. The lessons learned will be documented and can inform the planning for future phases of work.	Pilot delivery document Separate evaluation report (to feed into PID for next phase)	Filippa	Mid Jul
2. Community engagement and communications (Kate)					
2.1	Findings from previous community engagement/ research efforts	Document the initial community consultations (who, when, summary of findings) and what will therefore feed into the pilot and beyond	One-page summary	Filippa	6-Feb
2.2	Focus group (community-based users)	Identify and establish a small group of users that are representative from a cross-section of local 'tribes' and groups, in order to start the process for regular community engagement to gain feedback at regular intervals.	User group itself, and summary output of discussion/findings	Kate	End Mar

2.3	Wider stakeholder radar	Maintain a list of the other local stakeholders that we wish to make aware of and possibly get involved in this initiative over time, in terms of content owners, end users, local influencers etc	XLS tracker	Kate	Ongoing
2.4	Launch communications plan	Develop a communications plan for the pilot launch in May, covering how we plan to launch the physical and virtual boards to the people of Forest Row (posts on social media, balloons around the physical board, local bakery treats to entice people over, music/live band... discuss, plan and execute) including how we plan to get users signed up for the pilot.	Separate report (1-2 pages max.)	Kate	Mid Apr
3. Identity, concept and detailed design (Adam)					
3.1	Outline identity and concept	Develop the initial identity expressed as 'a villager's journey' from initial awareness to engagement and action through to telling others about it – as a series of storyboard(s) and sketches ('use cases'), to include the physical and digital board. Scope will include the composition of the information, style guide (colours, symbols/icons for quick navigation, language styles, fonts etc). This output will be used by other workstreams to inform their outputs – particularly Workstreams 4 (physical board), 5 (digital platform) and 6 (content). Once drafted, this will be reviewed by a subset of the PSG (including Filippa, Eli and Stu). This output, although being developed for the pilot will be developed with the longer-term implementation in mind.	Series of storyboards/sketches and supporting outline document(s)	Adam/Charlotte	Mid Feb
3.2	Detailed design - User Experience document for physical and digital boards	Develop a more detailed briefing document that can be shared with Workstreams 4-6, in particular for the UX/UI elements of Workstream 5 (digital platform) and construction and printing partners for Workstream 4 (physical board). This work will start in parallel with Activity 3.1.	Design guide document	Adam	Mid Mar
4. Physical board (Stu)					
4.1	Scope and specification for pilot	Write up the scope and specification of the physical board, going through several iterations when Activity 3.1 (outline design) and 3.2 (designed design) is progressing.	One-page summary	Stu	Mid Feb
4.2	Cost breakdown for pilot delivery	Liaise with the various parties to detail the costs for materials, labour, printing plus any other expenses to deliver the physical board for this initial pilot, ideally in a way that is sustainable for the ongoing delivery of the What's On board, where possible drawing on local volunteers to help keep these costs down as much as possible. Cost ranges at the start will be firmed up once Workstream 2 design is better understood.	PID and XLS tracker	Stu	Mid Feb (with outline costs end Jan)
4.3	Location options appraisal and decision	Project Steering Group to convene to look at the top 4-5 options for the location of the physical board, and to perform a brief pros/cons options	1-2 page document	PSG	End Feb

		analysis to make an informed decision on the final board location for the pilot. The PSG will agree what priorities are important in the decision making process.			
4.4	Development plan - construction team, materials	Develop and agree a plan with PSG input for construction of the physical board, including coordinating the various inputs (understanding any lead times and dependencies such as planning permission if required).	1-2 page document	Stu	Early Mar
4.5	Execution of agreed plan	Carry out above plan, with any deviations brought back to the PSG.	The board itself	Stu	Mid May
4.6	Curator process for managing board	Describe the ongoing process for curating the content on the physical board (and how that relates to the digital platform content), not just for the pilot but with a view to how this would work for the longer implementation of the What's On Board.	1-2 page process document	PSG (Eli/Eddie)	End Apr (outline)
5. Digital platform (Eddie)					
5.1	Scope and specification for pilot MVP	Develop and finalise scope and specification for pilot, outlined as follows: Admin Web Allows organization admins to manage event owners and events Visitor Web Allows visitors to browse events Allows visitors to search events by categories, keywords, tags and dates Event Owner Web Allows event owners to manage events Note on events to be included: • Event data set will be limited to Forest Row for pilot MVP, focusing on events happening in Summer 2026 • Only physical events would be eligible to be included, i.e. no online meetups	Specification document	Eddie	End Feb
5.2	Cost breakdown for pilot delivery	To cover all licensing and platform costs associated with delivering the MVP for the pilot: Server hosting, Email accounts, Domain name registration, Domain name server, Cloud gateway, Development tools and Server monitoring. These costs will be carefully managed, where possible finding short-term alternatives to lower pilot cost. Will form basis of costing estimates for this workstream when planning full implementation.	PID and XLS tracker	Eddie	Mid Feb (with outline costs end Jan)
5.3	Development plan - design, testing, launch	Outline of plan: v0.0 • [DevOps] Infrastructure setup • [DevOps] Register vendor accounts	3-4 page document	Eddie	End Mar

		v0.1 • [DevOps] Setup end-to-end code test-release workflow • [Feature] Admin Web - login, logout • [Feature] User Web - see dummy event listing page v0.2 • [Feature] Admin Web - manage events • [Feature] User Web - see dynamic event listing page and event detailed page Items for later releases: • [Feature] Event Owner Web - sign up, login, logout • [Feature] Event Owner Web - submit and manage events • [Feature] Admin Web - manage and approve event owners • [Feature] Admin Web - manage event categories • [Feature] Admin Web - manage event tags • [Feature] Admin Web - manage featured events • [Feature] Admin Web - approve event-owner-submitted events • [Feature] Admin Web - export data for regular flyers printing • [Feature] User Web - event search page • [Feature] User Web - event organizer page • [UIUX] Implement branding and design • [UIUX] User flow improvements • [UIUX] Mobile friendly web improvements • [DevOps] Server monitoring and growth dashboards • [NonFunctional] SEO friendly • [Legal] GDPR, Legal and Privacy			
5.4	Execution of agreed plan	2-weeks sprint • At the end of each sprint, demonstrate what has been done and prioritize action items for the following sprint Testing • Every code change has to be covered and tested automated scripts • Every new feature in release will be covered by manual smoke tests • Before v1 pilot launch, pilot user groups (at least 5 people in the village) should be conducting Functional and UIUX tests.	The platform itself, plus supporting documentation	Eddie	Mid-May
6. Content (Eli)					
6.1	Local sources map for all information	Build on PID Section 1.2 list of sources, sources are: reaching out to personal contacts, links with Facebook community pages/FR WhatsApp groups and connecting with organisers and event holders. Take the activity map already prepared, check it contains all known activities (review with PSG), extend to include actual organisation name/contact for as many as possible (may need to limit for pilot). Work alongside	Expanded Activity file (created)	Eli (with support from Morgan)	End Mar

		Workstream 5 (digital platform) to make this a self-service gathering/onboarding exercise with a basic webpage form for people to complete, populating a backend spreadsheet using the structure of the already created village activity file.			
6.2	Acceptance criteria for allowable content	Create a bullet-point list of criteria, for review and comment by PSG.	Acceptance criteria file	Eli	Final version: End of Feb
6.3	Scope and gather content for pilot (for digital and hardware output)	Need to differentiate between two types of activities: 1: regular weekly/monthly activities (gather as much as possible from our listings) 2: one-off event (gather only for the 3 months commencing May 26). Morgan to help group gather and enrol owners and organisers of activities (delegate to PGS members if they have links already).	Expanded activity file ready for pilot	Eli (with support from Morgan)	End of Apr
6.4	Ongoing process to manage content	Work with Eddie on 'back-office' methodologic, process, and interface flow for organisers and activity owners to create and update an activity. This needs to be tied in with the curation of the physical board under Activity 4.6.	Finalise UX for create/update event page.	Eddie	Mid Apr
7. Full implementation plan (Filippa)					
7.1	Ongoing governance	Develop the plan for the ongoing governance of this initiative, including the next phase of PSG membership and user group and the options to set up an advisory board (and any other governance forum that may be useful as the initiative evolves).	Word document report for the whole of Workstream 7	Filippa	12-Jun
7.2	Longer term business model	Carry out options appraisal for how this initiative could be financially and operationally sustainable, including sources of funding for the next phase and future phases. Develop report in iterations involving the PSG.	Word document report for the whole of Workstream 7	Filippa	19-Jun
7.3	Longer term vehicle (CIC, Ltd Co, existing vehicle etc)	Carry out options appraisal to identify the most appropriate legal structure for the ongoing delivery of the What's On board. Review this with PSG and put forward recommendation into next phase of planning.	Word document report for the whole of Workstream 7	Filippa	19-Jun
7.4	Plan for next delivery phase	Develop the high level plan for the next 2-3 years, and a more detailed delivery plan for the next phase of work.	Word document report for the whole of Workstream 7	Filippa	End Jun
7.5	Seek and secure funding for next phase	Ongoing review of funding radar, decide which pots to apply for and develop appropriate funding applications (assume multiple sources).	Plan and associated funding applications	Filippa	June onwards

**THE KINDNESS COOPERATION CIC
ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE PERIOD FROM 9 SEPTEMBER 2024 TO 30 SEPTEMBER 2025**

**THE KINDNESS COOPERATION CIC
ANNUAL REPORT AND UNAUDITED ACCOUNTS
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THE KINDNESS COOPERATION CIC
COMPANY INFORMATION
FOR THE PERIOD FROM 9 SEPTEMBER 2024 TO 30 SEPTEMBER 2025

Directors	Brett Jamie Akker Filippa Claire Brundish Andrew David Price Charis Jane Wightman
Company Number	15943604 (England and Wales)
Registered Office	The Barn Brambletye School Lewes Road East Grinstead West Sussex RH19 3TB England
Accountants	Blue Arrow Accounting Limited 1 Sunrays East Street Mayfield East Sussex TN20 6TZ

THE KINDNESS COOPERATION CIC
(COMPANY NO: 15943604 ENGLAND AND WALES)
DIRECTORS' REPORT

The directors present their report and accounts for the period from 9 September 2024 to 30 September 2025.

Directors

The following directors were appointed during the period:

Brett Jamie Akker was appointed on 9 September 2024.
Filippa Claire Brundish was appointed on 9 September 2024.
Andrew David Price was appointed on 9 September 2024.
Charis Jane Wightman was appointed on 9 September 2024.

Statement of directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

.....
Filippa Claire Brundish
Director

Approved by the board on: 16 December 2025

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE
PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF THE KINDNESS
COOPERATION CIC FOR THE PERIOD FROM 9 SEPTEMBER 2024 TO 30 SEPTEMBER 2025**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of The Kindness Cooperation Cic for the period from 9 September 2024 to 30 September 2025 as set out on pages 6 - 8 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](https://www.icaew.com/membershandbook).

Our work has been undertaken in accordance with AAF 7/16 as detailed at [icaew.com/compilation](https://www.icaew.com/compilation).

Blue Arrow Accounting Limited
Chartered Accountants

1 Sunrays
East Street
Mayfield
East Sussex
TN20 6TZ

8 December 2025

THE KINDNESS COOPERATION CIC
INCOME STATEMENT
FOR THE PERIOD FROM 9 SEPTEMBER 2024 TO 30 SEPTEMBER 2025

	2025
	£
Turnover	2,346
Administrative expenses	(1,769)
Operating profit	<u>577</u>
Profit on ordinary activities before taxation	<u>577</u>
Tax on profit on ordinary activities	(110)
Profit for the period	<u><u>467</u></u>

THE KINDNESS COOPERATION CIC
STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2025

	Notes	2025 £
Current assets		
Cash at bank and in hand		2,027
Creditors: amounts falling due within one year	4	(1,560)
Net current assets		<u>467</u>
Net assets		<u>467</u>
Capital and reserves		
Profit and loss account		<u>467</u>
Shareholders' funds		<u>467</u>

For the period ending 30 September 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board of Directors and authorised for issue on 16 December 2025 and were signed on its behalf by

Filippa Claire Brundish
Director

Company Registration No. 15943604

THE KINDNESS COOPERATION CIC
NOTES TO THE ACCOUNTS
FOR THE PERIOD FROM 9 SEPTEMBER 2024 TO 30 SEPTEMBER 2025

1 Statutory information

The Kindness Cooperation Cic is a private company, limited by shares, registered in England and Wales, registration number 15943604. The registered office is The Barn, Brambletye School, Lewes Road, East Grinstead, West Sussex, RH19 3TB, England.

2 Compliance with accounting standards

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have been consistently applied within the same accounts.

Basis of preparation

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

Presentation currency

The accounts are presented in £ sterling.

4 Creditors: amounts falling due within one year

2025

£

Trade creditors	250
Taxes and social security	110
Other creditors	1,200
	1,560

5 Average number of employees

During the period the average number of employees was 0.

THE KINDNESS COOPERATION CIC
DETAILED PROFIT AND LOSS ACCOUNT
FOR THE PERIOD FROM 9 SEPTEMBER 2024 TO 30 SEPTEMBER 2025

This schedule does not form part of the statutory accounts.

	2025
	£
Turnover	
Sales	2,346
Administrative expenses	
Wages and salaries	1,200
Insurance	285
Accountancy fees	284
	<u>1,769</u>
Operating profit	<u>577</u>
Profit on ordinary activities before taxation	<u><u>577</u></u>

FOREST ROW PARISH COUNCIL



The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
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: FRow Friends		
NAME OF CONTACT PERSON: Hayden Pearson		
ADDRESS FOR CORRESPONDENCE: FRow Friends The Community Centre Hartfield Road Forest Row East Sussex POST CODE: RH18 5DZ	Tel: 07905 732063	
	Email: frowfriends@gmail.com	
	Web (if any): https://frowfriends.co.uk/	
	SUM REQUESTED: £1,010	
TO WHOM SHOULD ANY GRANT BE MADE PAYABLE? Please provide bank details for BACS payments	FRow Friends IBAN : GB38CPBK08929965683268 Sort Code: 08-92-99 Acc #: 65683268	
DO YOU HAVE AUDITED ACCOUNTS? Yes	IF YES, ARE THEY ATTACHED? Yes (Accounts)	IF NO, PLEASE EXPLAIN WHY We are a very small operation and have very few expenses. Our budget is therefore very straightforward in that we spend money allocated to the "bags" and other monies on the cabaret (which has a separate budget).
IF APPLICABLE, DO YOU HAVE A BUDGET? Yes	No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? Yes		
From	Amount	Purpose
Mid Sussex District Council	£1,500	Website rebuild and rebranding. (However, we are not hopeful of success as only 1 member currently resides within Mid Sussex's boundaries. If we do win this then we will increase the scope of our re-brand and website even further)

PURPOSE OF REQUEST (please use second sheet if necessary)

We are currently struggling to find enough volunteers to meet our demand of members requiring befriending. We have several strategies in place to try to address this but we believe that a greater part of this issue is our "branding" and message. An important instrument for driving this image is our website. Our current website is very basic.

We are delighted to see that you will consider grants for a wide range of purposes including marketing, professional fees and development projects. Our project potentially meets all three of these criteria; we want to build a new website and develop our branding and communications strategy across all social media and other local media sources.

We have quotes from a local website designer and a local branding consultant. Both have offered exceptional "charitable" rates in accordance with our Community Group status and I have attached a loose outline of their suggested fees. Please advise if you wish to see more formal quotations and I will endeavour to provide.

In addition to helping to drive recruitment of new volunteers, the website will also provide a safe, low-pressure entry point for our isolated individuals seeking connection. Features like a simplified "Request a Call" form or an events calendar for group meet-ups will empower our members to take the first step toward social reintegration at their own pace.

The platform streamlines the entire volunteer lifecycle. Prospective supporters can learn about the impact of the service and apply directly via the Volunteer Application Portal. Once onboarded, a password-protected "Volunteer Zone" can host training modules, safeguarding guidelines, and digital logs for reporting visit outcomes. This reduces administrative friction, allowing volunteers to focus on building meaningful relationships rather than chasing paperwork.

For external partners like GPs or social workers, a website offers a secure Referral Form to ensure data protection compliance (GDPR). Furthermore, families can use the site to verify the legitimacy of the service, providing peace of mind that their loved ones are in safe hands.

HOW WILL IT BENEFIT THE COMMUNITY?

We are a befriending community group. We benefit inhabitants of Forest Row and the immediate surrounding area by providing support for the welfare and recreation of those who have need of such support by reasons of their age, infirmity, isolation or disability. Put simply we do what we can to help members combat feelings of despair, loneliness and isolation in practical ways but mainly with time spent together and friendship. And it works. We see our members' health and outlook improve from the minute we start seeing them. By increasing our ability to reach further we will be able to increase our volunteer numbers and subsequently meet the growing befriending demand of the community.

Our website will be accessible to all. It will be targeted toward the Forest Row community and others associated with Forest Row. It will shine a light on the benefits and outcomes of befriending and perhaps offer a beacon of hope to local individuals who are feeling isolated. It will do the same to concerned friends and family members and help signpost them toward the next steps. It will be a useful tool for other local services such as GP's, social services and the parish council. The website could be the first point of contact for these groups. Having an on-line "reach" that presents a strong, welcoming and united first impression is very important to us.

Our cabaret events have recently won funding from the National Lottery, enough for an improved and continued event for the next two years. This will mean the community will have four Earlybird Cabarets to look forward to. These are becoming popular events, open to all, which provide the additional benefit of showcasing the work of FRow friends. The website will help promote these events.

Due in no small part to the generosity and support of Forest Row Parish Council, the FROW Friends seasonal bags have also proved incredibly successful in making our members feel seen in the community. These bags are always gratefully received by our members and several other groups of vulnerable and isolated members of the community. The website will serve to promote and celebrate these acts of kindness and will add further validity to local donors looking to see where their money has been spent.

Lastly, the soft benefits of a local befriending group should not be underestimated. How villagers and the wider community perceive living in a place that has a community funded resource that looks after its vulnerable inhabitants is difficult to measure. An established and up-to-date website reinforces the group's reassuring presence and ongoing health.

So with all these aspects considered, a greater on-line presence will help reassure volunteers that they will be part of a safe, rewarding and well established community group. If more community members volunteer more isolated members within the community can be helped.

GRANT APPLICATION POLICY & POINTS TO NOTE

General

- 1..In accordance with the General Power of Competence The Localism Act 2011, the Council is empowered to make financial grants, provided they are not restricted by other legislation
2. Applications will be considered by the Finance & Policy Committee which meets approximately quarterly (or by Full Council when necessary) and will be allocated in line with its annual budget.
3. Only one grant per applicant will be awarded in any one financial year.
4. Annually recurring grants will not be considered as a rule, but each grant will be considered on its merits and the benefit to the community as a whole.
5. Retrospective applications or payments/reimbursements will not be considered.
6. It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.
7. Grants must be spent within one calendar year of allocation, and in default the grant monies must be returned to the Council.

Eligibility

1. Registered Charities (if National, then there should be a proven benefit to local residents)
2. Community Organisations
3. Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.
4. The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
5. Grants will not normally be considered from individuals unless there are very specific, proven benefits to the community.
6. Councillors may, at their discretion, make proactive contact with eligible groups and invite them to apply for funding, assisting them with their application if necessary.

Grant conditions

1. Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.
2. Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/ purpose stated in your application, must first be discussed with the Parish Clerk.
3. Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.
4. It is a condition of grants made to groups based within the civil parish that they complete an outcome report form following the procedure set out below.

Application procedure

1. All applications must be made on the standard form.
2. The form must include a statement (which can be on a separate sheet) setting out the purpose of the grant applied for in the context of the group's aims and objects, and the intended benefit to the community. The more comprehensive the statement, the easier it is for the Council to make an informed decision.
3. Applications must normally be accompanied by at least one year of (audited or inspected) accounts for the organisation, if applicable, together with current bank statements where relevant, a full budget/financial projections, and quotations where relevant to demonstrate:
 - The actual purpose for which the grant is required, and
 - Whether the project/event will be financially viable.

The requirement for audited accounts may be waived at the Council's discretion if the applicant is: a company exempt from audit under section 477 of the Companies Act 2006; or a newly formed organisation which has not yet produced annual accounts.

4. It is helpful – although not essential – if a representative on behalf of the applicant can attend the relevant meeting to add further details or answer any queries about their application.
5. Grants will normally be paid by BACS into a group/organisation bank account. Grants will not be paid into personal accounts save in exceptional circumstances and by prior agreement.
6. If a grant is awarded in the case of an applicant based within the civil parish, prior to receipt of the funds it must sign an undertaking to submit an outcome report on the form supplied within 6 months of the award, or if that is not possible, an explanation of the reason and a full report within 12 months. Failure to do so may lead to the funding being recalled.

FOREST ROW PARISH COUNCIL

COMMITTEE MEMBERSHIP

NAME	FINANCE & POLICY	PERSONNEL	PLACE	PEOPLE
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
Lewis A			X	X
Marshall G				
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	7	4	8	8
Quorum	3		3	3

Revised 4th Feb 2026