

FULL COUNCIL**BACKING PAPERS FOR MEETING 23rd JUNE 2026**

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COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL ON 23rd JUNE 2026

1. PRELIMINARIES

- 1.1 PUBLIC PARTICIPATION – none signified in advance
- 1.2 APOLOGIES FOR ABSENCE
- 1.3. RECORDS OF PREVIOUS MEETING OF 28th APRIL and 12th MAY 2026
- 1.4 DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS - there should be none
- 1.5 DELEGATED DECISIONS - none
- 1.6 REVIEW OF ACTIONS FROM PREVIOUS MEETING – list attached.

2. CO-OPTION OF NEW MEMBER

At the time of writing , there are two candidates (there were two other expressions of interest, but both decided not to proceed).

Scott Harrison has stood on a previous occasion; he has made a detailed personal statement which is attached to the papers.

Brett Williams has previously been a councillor (and was general manager at the Brambletye Hotel until it closed). He has made a brief statement as follows:

"I worked in Forest Row for 16 years until end of last year and I have previously sat as a Forest Row Parish Councillor. I currently sit as a trustee of Forest Row Sports Ground, and I come with an open mind." He is happy to answer questions in interview.

Council is reminded that although we are legally required to *advertise* the vacancy, we are not obliged to *accept* any individual candidate, and the vacancy can be left open.

3. REPORTS TO NOTE

3.1 CHAIR'S COMMENTS

3.2 CLERK'S REPORT

3.2.1 ASSERTION 10 TRAINING Six Councillors have now notified the office that they have done appropriate training , either recently or previous to the latest request.

3.2.2 HMRC MILEAGE ALLOWANCE The non-taxable business mileage allowance has been increased to 55p per mile for the first 10,000 miles, backdated to April 2026. This is the first increase since 2011, 15 years ago!

3.2.3 ALTERNATIVE CEMETERY LAND The piece of land which had been tentatively offered to Council for a supplementary burial ground has now been surveyed. Although it is level, not proximate to a watercourse and with good road access, it is also heavily wooded, and has several large badger setts, which pretty much rules it out. However, the landowner has adjacent land which does not have these defects and is apparently not in current use, so I am minded to approach them to see if they would consider that area as an alternative offer.

3.2.4 POSSIBLE RECREATIONAL LAND PURCHASE. Negotiations are ongoing.

3.2.5 FOREST ROW FESTIVAL A verbal report will be given on any relevant matters.

3.3 SUMMARY FINANCIAL REPORT Attached is a summary report, in order of Committee.

Please note that to get a true picture at end Q1, an apportionment needs to be made of the precept received, as we get six months' worth in advance. That reduces the nominal income figure for Finance & Policy to £174,947, or 24.8% of forecast, and an overall reduction in the revenue account income to an acceptable 24.4% against the forecast 25% figure for Q1.

Aside from that, the only summary figure which is notably out of range is the expenditure on the former 'Amenities' element of 'Place'. Two factors are relevant here: the cost of maintaining our streetlights and their power supply has increased dramatically, and we have already spent 45% of this year's budget; and secondly, the necessary drainage works behind the skatepark and the groundsmen's yard, which is a non-repeater but has set us back £4,900. However, the overall picture for Q1 is positive.

3.4 REPORTS FROM PRINCIPAL COUNCILS – Principal Councillors have been invited to attend and to submit advance written reports on any matters of interest. At the time of drafting this note, one report has been received (attached herewith), from Cllr Patterson-Vanegas.

3.5 REPORTS FROM COMMITTEES, WORKING GROUPS, AND OUTSIDE BODIES – In keeping with our agreed protocol, reports from Committees, working groups, and outside bodies have been requested in writing. You will find with the backing papers any written reports received in time in the office. Any late receipts will be handed round at the meeting.

ACTION: to note reports, subject to queries

4. MATTERS FOR DECISION

4.1 TO CONSIDER PROPOSED ADJUSTMENTS TO THE NOMINATED RESERVES

During the 'Star Chamber' budget meeting last December a proposal was accepted for a new nominated reserve for 'outside works'. Looking at our likely commitments, but without exact quotes, we estimated that £30,000 would suffice, split between projects. It is now clear that this was a significant underestimate: the quotes for necessary infrastructure work on the Green alone have come in at twice what we originally thought.

After a prolonged discussion at the recent 'Place' Committee, the suggestion was made that the 'outdoor works' reserve could be increased by re-allocation from other reserves. The attached spreadsheet shows what is proposed. I make the following observations, but these are not intended to dissuade you from approving or declining the proposal, simply to underline that this is a major financial decision to create a single nominated reserve worth nearly 10% of the current precept :

- There is an additional £9,000 CIL money available, received this quarter.
- It is my firm advice that the general reserve should remain untouched as the Council's emergency fund.
- This proposal needs a vote of Full Council, as a variation of a recent decision.
- It is not a foregone conclusion: the original figures were there for good reason, and there is an element of risk in changing them. Reducing the playground reserve will impose a heavier financial load on future years, the possibility of assets becoming available for purchase (whether via LGR or otherwise) could also cause problems. You need to be wary of burdening the next Council as your predecessors did you.
- I also respectfully re-make the point I made at the 'Place' meeting: it does not matter how you label this or that amount of money, in the end there is only one 'shoebox', and barring public works borrowing or major grants, once it is spent that is it until next year.

ACTION: to resolve as appropriate

4.2 TO CONSIDER A QUOTE FOR FURTHER SKATEPARK DRAINAGE WORK

Further investigation work by the contractor who recently updated the drainage behind the skatepark and the groundsman's yard has revealed that there is a fundamental flaw in the skatepark design, leading to insufficient fall to cope with heavy rainfall. He has proposed a solution, an explanation of which is attached. Provided the catchpit is serviced regularly, it should reduce skatepark flooding to an exceptional rather than regular event. In view of the urgent need to find a solution, this is brought to Full Council to consider the quote provided.

ACTION: to resolve as appropriate

4.3 TO CONSIDER THE QUOTES FOR DRAINAGE & PATH RESTORATION ON THE VILLAGE GREEN

The company with the innovative compressed air drainage technique has not come back to us, so we need to proceed on the basis of the three quotes we already have. I stress that this work is a necessary precondition of any improvement of the facilities and cannot be delayed. The quotes are attached in anonymised form, please examine carefully in advance.

ACTION: to consider and resolve accordingly

4.4 TO CONSIDER THE PLAN AND PROPOSED BUDGET FOR THE VILLAGE GREEN PROJECT

The outline proposal was submitted to the 'Place' Committee on 2nd June and discussed at length. It has been referred over to Full Council for a more detailed plan/presentation and estimate of costs, which is now attached. There are significant differences from the original proposal paper, and a number of helpful estimates to support the overall costs profile, so please read it carefully. Cllr Jaffay will speak to the proposal document.

ACTION: to consider and resolve accordingly

4.5 TO CONSIDER APPLICATIONS FOR COMMUNITY ASSET TRANSFER

On 8th June I circulated to all Members the official Wealden policy on Community Asset Transfer consequent on its LGR demise, together with an English translation, and a list of assets. The fixed assets in which I suggested we might be interested are:

- The former public toilets adjacent to the Lower Road car park (currently leased by FRPC and sub-leased to the Community Fridge/food bank).
- The land behind Medway Drive currently used as 'garden plots' (oddly, this piece of land does not seem to be included on the spreadsheet).
- The public litter bins within the village curtilage belonging to WDC – (which are still being emptied by a special collection unit despite being adjacent to PC bins emptied by us every day).
- Notwithstanding the disclaimer, the car parks in Lower Road and Hartfield Road.
- Nothing has been said about movable assets, but nothing venture...

You will have seen that Wealden are asking, in respect of each item sought, a business case, to include the proposed use, community benefit and financial plan. Council is asked to indicate what assets we are formally going to seek, so that the necessary business case(s), can be set in motion.

ACTION: to consider and resolve accordingly

4.6 TO CONSIDER RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE4

Cllr Waters will present findings and proposed actions from the recent P&G Committee meeting concerning the HR intervention.

ACTION: to consider and resolve accordingly

4.7 TO CONSIDER NEXT STEPS ON PROPOSALS FROM Cllr KILLICK & Cllr VOLKERS

(as noted at the Annual Meeting of Council on 12th May)

4.7.1 Cllr Killick asked: "that the matter of transparency of meetings be re-considered", and she has prepared a proposal paper with several options. Does Council wish to proceed with this idea? If so, in which format?

4.7.2 Cllr Volkers asked: "that income generating for the Parish Council be looked into further." She has submitted a position paper specifying what she includes within this topic and making suggestions for further action.

5. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

**MEETING OF FULL COUNCIL
HELD ON 28th April 2026**

MIN. NO	DECISION	ACTION BY	PROGRESS <i>To go out with next agenda</i>
C35/26	Lower Road onto Place agenda	Office	Done
C48/26	Contact HR company - instructions not fulfilled	David & AW	Done
C49/26	Discuss further acquisition of land	David	In hand
C50/26	APM issues onto relevant agendas	Office	Done
C50/26	Photography competition – further details	BM	not yet actioned

COUNCILLOR CO-OPTION 23rd JUNE 2026
PERSONAL STATEMENT OF SCOTT HARRISON

I am writing to express my interest in becoming a member of the Forest Row Parish Council.

As a long-term resident of Forest Row, I care deeply about our community and believe I can contribute meaningfully to its future.

For the past eight years, I have served as a director of the Swans Ghyll Management Committee, gaining valuable experience in governance, collaboration and community stewardship. Alongside this, my family is closely rooted in Forest Row: my youngest daughter currently attends the primary school nursery and will soon move into reception, while my older daughter has progressed from Forest Row Primary to Sackville. My eldest daughter recently completed her apprenticeship with a Forest Row-based business, which has further strengthened my appreciation for the importance of supporting both residents and local enterprises.

In addition to my local involvement, I serve as Chairman of two global transport organisations, working with rail providers around the world. I also hold non-executive director positions with other engineering organisations.

These roles have equipped me with executive skills that place me in an ideal position to advise on compliance, risk and fiscal issues, while also giving me a strong understanding of the wider political and economic impacts on community life.

I feel I can add value to the council by:

- Community focus: Listening to and advocating for the needs of local residents.
- Practical problem-solving: Helping to address challenges with a balanced, pragmatic approach.
- Collaboration: Working constructively with fellow councillors and stakeholders to achieve shared goals.
- Commitment to sustainability: Supporting initiatives that protect and enhance our local environment.
- Championing local businesses: Promoting opportunities for growth and resilience among Forest Row's varied and innovative enterprises.
- Governance expertise: Offering insight into compliance, risk management and fiscal responsibility.

I would be honoured to serve Forest Row in this capacity and contribute to maintaining and strengthening the unique character of our village. I would be happy to provide any further information required.

Thank you for considering my application.

Summary Income & Expenditure by Budget Heading 15/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	348,697	703,766	355,168			49.5%
Expenditure	88,242	553,496	465,253	0	465,253	15.9%
Movement to/(from) Gen Reserve	<u>260,355</u>	<u>150,260</u>	<u>(110,095)</u>			

Amenities & Services

Income	4,389	17,360	12,962			26.3%
Expenditure	24,016	71,260	47,234	0	47,234	33.7%
Movement to/(from) Gen Reserve	<u>(19,627)</u>	<u>(53,900)</u>	<u>(34,273)</u>			

Property & Assets

Income	12,794	67,500	44,706			22.3%
Expenditure	29,661	106,175	76,524	0	76,524	27.9%
Movement to/(from) Gen Reserve	<u>(16,866)</u>	<u>(48,675)</u>	<u>(31,819)</u>			

Planning

Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>			

Localism & Community Projects

Income	5,993	34,050	28,057			17.6%
Expenditure	6,662	51,300	44,648	0	44,648	13.0%
Movement to/(from) Gen Reserve	<u>(669)</u>	<u>(17,250)</u>	<u>(16,591)</u>			

Grand Totals:- Income	371,773	812,666	440,882			45.7%
Expenditure	148,560	782,220	633,660	0	633,660	19.0%
Net Income over Expenditure	<u>223,213</u>	<u>30,436</u>	<u>(192,778)</u>			
Movement to/(from) Gen Reserve	<u>223,213</u>	<u>30,436</u>	<u>(192,778)</u>			

Summary Income & Expenditure by Budget Heading 15/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	348,597	703,755	355,158			49.5%
Expenditure	88,242	553,495	465,253	0	465,253	15.9%
Movement to/(from) Gen Reserve	<u>260,355</u>	<u>150,260</u>	<u>(110,095)</u>			
Grand Totals:- Income	348,597	703,755	355,158			49.5%
Expenditure	88,242	553,495	465,253	0	465,253	15.9%
Net Income over Expenditure	<u>260,355</u>	<u>150,260</u>	<u>(110,095)</u>			
Movement to/(from) Gen Reserve	<u>260,355</u>	<u>150,260</u>	<u>(110,095)</u>			

Summary Income & Expenditure by Budget Heading 15/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Amenities & Services</u>						
Income	4,389	17,350	12,962			25.3%
Expenditure	24,016	71,250	47,234	0	47,234	33.7%
Movement to/(from) Gen Reserve	<u>(19,627)</u>	<u>(53,900)</u>	<u>(34,273)</u>			
<u>Property & Assets</u>						
Income	12,794	57,500	44,706			22.3%
Expenditure	29,661	106,175	76,624	0	76,624	27.9%
Movement to/(from) Gen Reserve	<u>(16,866)</u>	<u>(48,675)</u>	<u>(31,819)</u>			
Grand Totals:- Income	17,183	74,850	57,667			23.0%
Expenditure	53,666	177,425	123,759	0	123,759	30.2%
Net Income over Expenditure	<u>(36,483)</u>	<u>(102,575)</u>	<u>(66,092)</u>			
Movement to/(from) Gen Reserve	<u>(36,483)</u>	<u>(102,575)</u>	<u>(66,092)</u>			

Summary Income & Expenditure by Budget Heading 15/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Localism & Community Projects</u>						
Income	5,993	34,050	28,057			17.6%
Expenditure	6,652	51,300	44,648	0	44,648	13.0%
Movement to/(from) Gen Reserve	<u>(659)</u>	<u>(17,250)</u>	<u>(16,591)</u>			
Grand Totals:- Income	5,993	34,050	28,057			17.6%
Expenditure	6,652	51,300	44,648	0	44,648	13.0%
Net Income over Expenditure	<u>(659)</u>	<u>(17,250)</u>	<u>(16,591)</u>			
Movement to/(from) Gen Reserve	<u>(659)</u>	<u>(17,250)</u>	<u>(16,591)</u>			

**Report for Forest Row Parish Council
by Wealden District Councillor Patterson-Vanegas
June 16th, 2026**

Food waste collection

The new food waste collection service seems to be working well with no resident complaints received up to now. Please do contact me if your food waste isn't collected on the appointed day or at all.

Planning changes for the worse

A significant (and rather undemocratic) change to planning decision-making, will take effect on 31st October 2026. From then on there will be a presumption that virtually every decision on a planning application, whether an approval or a refusal, should be taken by a planning officer, not by the elected members of our 2 planning committees. The committees will still be able to take decisions on larger applications (for housing, more than 9 homes or a site larger than half a hectare), but only if:

(A) The application raises at least one significant social, environmental, economic and/or planning issue, and

(B) A nominated planning officer and a nominated councillor agree with each other that the application does raise such an issue and should be referred to one of the committees. In other words, the existence of the issue will not be enough by itself to remove the decision from the officers.

This means that the work of both committees will be significantly reduced. It could mean that they cease to function altogether, because the new rules give each of the nominated individuals a veto over what will go to the committees and their decisions will be very hard to challenge.

Our Planning Portfolio holder councillor Ian Tysh wrote a response to the government's consultation on this rule change with our Head of Development Management Stacey Robins, in which they strongly opposed these changes, but the government has ignored what they (and many others) have said.

Winnie-the-Pooh and the Big 100

With financial support from Wealden Council and others, Ashdown Forest and a well-known and successful creative organisation called Trigger (not Tigger) are organising a series of family-friendly cultural events to celebrate the 100th anniversary of the publication of the first Winnie-the-Pooh stories. Starting on 18th July, events will take place at the Forest Centre and Sheffield Park, and in Uckfield and further afield. All events are free of charge but booking is necessary. Details are here: <https://thebigonehundred.co.uk/> .

Finance and Policy Report June 2026

Year to date financial report

The last F&P meeting was on 21 April, so just after the beginning of the new financial year.

The financial closure of the previous year was the focus of the financials and these were discussed at the full council meeting held on the 28th April. In brief the final financial income for the full council was 102.7% of forecast and the financial expenditure 107% of forecast. For more of a drill down into each committee these were circulated to all on the minutes of said meeting.

A grant of £2,000 was issued to The Kindness Cooperation CIC (the what's on board)

A grant of £1,000 was issued to Forest Row Junior Football Club

A grant of £188 was issued to the Forest Row Twinning Association

As per an amendment to the grant policy last year, all successful grantees are obliged to provide a report on the how the grant was spent and the outcomes. The first of these was supplied by WeGrow

A general planned discussion on Grant Priorities was delayed to the next F&P committee meeting which is being held on 30th June

Gybe Gilbert

Chair

F&P committee

16.06.26

Village Green

The committee received a drainage and pathway quote from a contractor proposing a different and potentially less costly approach than previously considered. A decision was deferred pending receipt of that quote. Separately, additional groundworks on the skatepark were identified as necessary; a meeting between the contractor and the office is to be arranged, and the groundworks consultant asked to quote for the required work. An amended draft reserves budget, revised to reflect updated project funding requirements, is referred to full council for consideration.

Village Green / Heartspace group proposal

The committee held an extended discussion on this proposal, including contributions from members of the public. Budgetary considerations were discussed and more detailed quote are being obtained. The project will be considered further in due course.

Community Centre redecoration

Following receipt of three quotes, the committee accepted one and declined the others. The work is proceeding.

Bus shelters and travel information

The committee agreed to produce a poster (including a QR code) to gauge public interest in new bus shelters, to be displayed at Evelyn Clark Square and the Community Centre entrance. An investigation into which bus stops are most used is also to be carried out. The re-roofing of the Post Horn Lane bus shelter is to be chased with the maintenance team.

Speed signs

Alternative sites for speed sign placement are to be researched and brought to the next Place Committee meeting.

VENUE security

The committee agreed to erect warning signs against trespassing on the roof. A report on CCTV options and further recommendations from the original builder on preventative measures will be brought to the next Place Committee meeting.

Items for future meetings

The following items are to be placed on the next Place Committee agenda: wildflower areas across the parish; electric car charging point replacement; and the concept of a hitchhiking point.

Service reports

The allotment manager's, burial clerk's, and Square Community Hub reports were circulated and noted. The burial clerk has been asked to include the number of remaining plots in future reports.

**PROPOSED RE-
ALLOCATION OF
RESERVES 2026-27**

	approved 28-04-26	proposed movements	justification	proposed new reserves
GENERAL RESERVE				
NOMINATED				
PLAYGROUND	£35,000.00	-£10,000.00	reduced urgency	£25,000.00
BY-ELECTIONS	£1,000.00		retain for contingency	£1,000.00
CEMETERY	£15,000.00	-£15,000.00	no longer required	£0.00
CC REFURB	£25,000.00		still required for works	£25,000.00
DEVOLVED SERVICES	£20,000.00		retain for contingency	£20,000.00
PWL B REPAYMENT	£5,000.00	-£5,000.00	no longer required	£0.00
OUTSIDE WORKS	£30,000.00	£35,000.00	increased for works	£65,000.00
CIL MONEY	£10,084.00	-£5,000.00	add to outside works	£14,084.00
TOTAL NOMINATED	£141,084.00	£9,000.00	new CIL received	£150,084.00
GRAND TOTAL	£391,852.00			£400,852.00

Estimate
09th June 2026

Ref: Skate path drainage

Please find below estimate and breakdown as requested for the works required:

Dig down the external part of the skatepark to find the existing outlet pipe. We can then dig a new 55 meter trench at the correct levels to discharge further down the ditch that will allow for better water flow discharge. We will then upgrade the existing pipework and fittings to a 160mm pipe and surround in 10mm shingle. We will then replace the catchment pit.

This is a fix for standard surface water drainage, however as the skatepark has been installed too low, in the event of the river flooding, water will be prevented from exiting the skate park.

Total Cost Estimate: £5,746.00 + VAT@ 20%

At the moment the outlet in the skate park closest to the youth club has no grill and has no sump gully, just a 90 degree bend. I would recommend the existing one to be removed and a new gully to be installed. This would aid in preventing the new pipe getting to a stage where it would become blocked and would help the cleaning maintenance.

Total Cost Estimate: £815.00 +VAT@20%

All unwanted to be material to be taken from site unless stated.

Kind Regards

2026

Hartfield Rd,
Forest Row,
RH18 5DZ

COMPANY 'A'

By Email Only: amanda.sinclair@forestrow.gov.uk

Dear Amanda

Forest Row – Village Green Pathway and Drainage

Further to your request for a quotation for the above works and our subsequent site visit, we are pleased to quote for the supply of all necessary labour, plant and materials to carry out the following operations:

- Mobilise welfare, plant and set up site.
- Hand excavate and make connection to existing surface water chamber adjacent to building.
- Excavate and lay perforated pipe alongside playground with 20mm shingle surface course.
- Excavate and construct tarmac footpath with timber edgings from existing skatepark path.
- Lay herringbone French drainage system around new pathway and in saturated areas.
- Excavate, lay and compact MOT Type 1 footpath with timber edgings around existing tree.
- Overlay existing tarmac at low point to raise and modify levels to fall towards drainage.
- Demobilise and clear site.

All for the sum of **£19,965.00 + VAT**

Caveats and Assumptions

- Tender allowance for weekday working only from 7:30am to 4:30pm
- No allowance for any delays caused by access restrictions.
- Tender allowance for works to be carried out in one continuous visit.
- No allowance for any SuDS drainage design, drainage to connect into existing.
- No allowance for any specialist dewatering throughout duration of works.
- No allowance to deal or dispose of any contaminated waste.
- No allowance for any noise or vibration monitoring.
- No allowance for any environmental or ecological mitigation.
- No allowance for any temporary footpath diversions, to be supplied by others.

We trust that we have correctly interpreted your requirements and would welcome the opportunity to discuss this project with you further, to finalise a drainage proposal we suggest a day of investigation for the sum of £750.00 + VAT to confirm existing surface water invert levels and establish any service clashes.

Yours faithfully,

[Redacted Signature]

[Redacted Name]

Estimator

Job no 611

Date 24/02/26

COMPANY 'B'

Job Address; Forest Row Village Green.

Details, Pathway & Drainage.

Construction | Maintenance | Refurbishment

Quotation

[REDACTED]

Thank you for the opportunity to tender for these works.

To attend site with all the necessary plant labour and materials to carry out the following works.

To provide a mobile site welfare unit.

Provide all the necessary safe site fencing to the area.

To excavate 2no soakaway pits 40m³ and clear spoils from site.

Installing Polly storm drainage crates (soakaway crates) laying a 100mm gravel base, wrapping connected crates in geo-textile membrane, connect inlet pipes, backfilling with gravel/soil, all well compacted.

Excavate the existing path and clear spoils from site.

Excavate along the existing path run to a depth of 500mm x 200mm wide.

Infill with 200mm gravel and 100mm slotted drainage pipes and connect to the new Polly storm drainage crates system.

Provide and fit gravel boards to form new pathway, infill with 100mm type one scalpings well compacted, installing, and applying one layer of tarmac 50mm-60mm a binder course and one lay of 20mm – 30mm wearing course.

Clear all spoils from site on completion.

Clear all safe site and welfare unit from site on completion.

All for the sum £28555.00 plus vat

Please note this quotation is valid for 30 days, due to the constant increase/cost on building materials & delivery costs.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]
From:

Sent:

To:

Cc:

Subject:

[REDACTED]
16 March 2026 12:52

COMPANY'C

[REDACTED]
[REDACTED]
Play Area & Parish Council Office Ramp

[REDACTED]
Further to my email on Friday I can confirm our price for the two elements of work following our onsite Survey & the Drawing we provided is as follows:-

We confirm the Play Area Works, footpath & land drainage is £27,562.35 + VAT & the Ramp with the Retaining Wall & Handrail is £46,224.70 + VAT all as the Drawing we produced for your approval.

We hope our quotation is of interest.

Kind Regards

PATH

- Timber edgings NO DIG path. Organic materials to be removed (Grass and Topsoil).
- Cellweb to be installed with free draining stone then placed. Tarmac 70mm to be the finish.

BUILDING

skatepark

Exercise area

LAND DRAIN

- Blue line shows land drain that runs to the high side of the path (ROAD SIDE). This will be a shingle margin with 100mm perforated pipe beneath wrapped in terram and shingle backfill.
- From the path to the drainage ditch this will be dug 450mm deep with plastic inspection chambers installed at changes in direction. Discharging into the existing ditch behind the skate park

NOTES

1. Do not scale from this drawing.

COMPANY 'C'

Rev

Amendment

Date

FOXDOWN

FOREST ROW PARISH
COUNCIL

FOREST ROW
COMMUNITY
CENTRE

PROPOSED VILLAGE
GREEN FOOTPATH

DRAWN BY	CHECKED BY	APPROVED BY
TD	ER	MP
DATE	DATE	DATE
23/02/2026	04/03/2026	04/03/2026
SCALE	JOB No.	1892
1:125		
DWG No.	FOX/1892/02	REV
		A1

Proposal from Heartspace working group - Place Committee to Full Council

The Heartspace working group sits under Place Committee and is made up of Councillor Jaffay (AJ), Councillor Rainbow (RR), Councillor Gilbert (GG), Adam Scott (ASc), David O'Driscoll (DoD) and Amanda Sinclair (AS).

We recently presented a draft proposal for the development of the Heartspace (the area between the Green and the skatepark) to Place Committee, and it was decided after much discussion that the Place Committee would need to know what funds are available as a starting point, before any decision about the project can be made.

DoD presented Place Committee members with a list of budgets from the reserves (attached) and Carolyn Coomber suggested that we could take a section of each of these reserve budgets to make up a fund for municipal areas in the village. The moving of these funds from the reserves has now been brought to Full Council for discussion and decision. We propose that Council accept this project proposal in principle (with precise details to be worked out in Place Committee).

We envisage the Heartspace area becoming a true community hub in the village, a place for gatherings and celebrations, learning, relaxing, being active, playing, creative expression, and fun. The development of the space would also bring in more people from outside the area, which would benefit local businesses in the village.

It is imperative that we develop this, the main municipal area of the village, as it currently becomes a mud fest in the Winter, and having promised the community we would improve spaces following the raising of the precept by 45% two years ago, we need to update this area before our current Council term concludes, in just 10 months' time.

In order to inform this development, we carried out an extensive community consultation, including face-to-face interviews with residents across 3 weekends and ongoing conversations with a wide group of users of the space (skateboarders, parents, children, teens, dog walkers, local businesses, visitors, youth centre staff). Two years ago Council also received a petition signed by over 100 young people requesting a stage, for creative expression events. We have taken advice from contractors about appropriate groundwork and from a local ecologist, in order to consider re-surfacing using materials which would incorporate the protection of tree roots in the space.

The draft plan so far:

- To have the exercise equipment removed and potentially re-sited at the playpark.
- To level and re-surface the ground between the grass perimeter and the skatepark.
- To add seating and a mini-stage to the area between the grass perimeter and the skatepark, and a log circle on the grassy side of the oak tree.
- To add a wheelchair accessible, all weather, table tennis table near the basketball court.
- To add an activity area for activities such as calisthenics/ boules/skittles (situated at the side of the basketball court).
- To add permanent hammock fixings with the option to then hang hammocks to the area at the side of the basketball court (which would be available only during times when the youth workers are there).
- To add some outdoor musical chimes.
- To add 4 curved slim planters to the corners of the Green, filled with compost and tall grasses.

- To collaborate with the new coffee cart business in the village, which could potentially visit all municipal areas to serve coffees and teas.

Estimates of costs

- Groundwork including removal and re-siting of exercise equipment £15k
 - Seating (to sit 22 people in total) 9k
 - Stage £500
 - Table tennis table and safe flooring £3k
 - Multi-purpose play area including safe flooring £10k
 - Hammocks and fixings £500
 - Outdoor musical chimes £2k
 - Sundries (dog securing hooks, bike racks, phone charging points and mini solar) £1k
 - Planters on 4 corners of Green by The Shed, compost, grasses £1.5k
 - Contingency £1.5k
- TOTAL = £44k**

Funding would be provided by moving from these current reserves

Playground: Move £10k, leaving £25k in reserves

Cemetery: Move all 15k (nothing is required in reserves – DoD)

CIL (Community Infrastructure Levy): Move £5k, leaving £50k in the CIL reserve, but add into the Outdoor Works reserve the additional CIL money (£9K) recently received = total £14K

PWLB (Public Works Loan Board): Move £5k, leaving £0k in reserves (nothing is required in reserves – DoD)

TOTAL = £44k

Additional Notes:

The total budget for Outside Works would now be: £35K (original) + £44K (add-ins) = £79K, which would cover the drainage works, as well as the estimated project costs.

Drainage works will need to be completed before the development of the Heartspace begins.

The above list is estimates of costs. We have verbal quotes from several contractors and online quotes for other items – 3 detailed and final quotes will be provided to the next Place Committee meeting, where a detailed project plan will be presented.

This would in effect use up all the available reserves for outside works, not leaving funds for major developments of The Square. But as The Square has not yet pitched for a project requiring major expenditure specifically of Parish Council funds, has not carried out community engagement to discover whether residents want the area developed, and it would have time to probe sources of grant funding (eg for disability access), it could be argued that the appropriate use of funds is for the Heartspace project, which so many of the public have been asking for. The project for the Green needs to get under way now and is ready to go.

Sketches from ASc and RR and AI generated images will be emailed to all Councillors on Monday before FC, showing how the Relax and Active areas within the Heartspace project could look.

Andi Jaffay, Rebecca Rainbow, with assistance from David. June 2026

Proposal: Introducing the Recording or Livestreaming of Parish Council Meetings

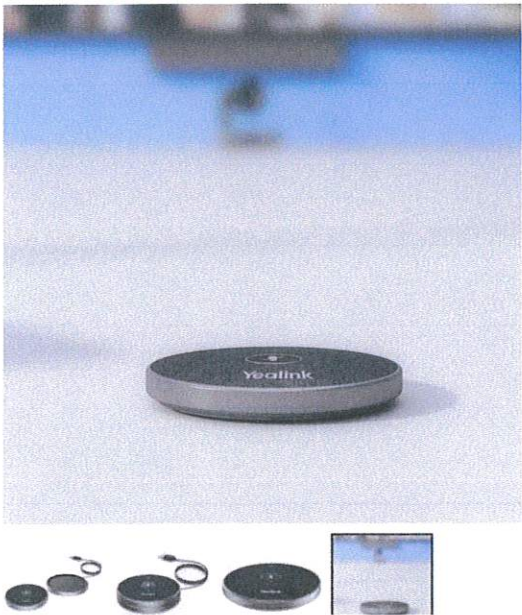
In response to recent requests from parishioners for greater transparency, I propose that the Parish Council begin recording and/or livestreaming all public council meetings.

Recording or livestreaming would:

- Improve openness and accountability
- Allow residents who cannot attend in person to stay informed and included.
- Provide public record of discussions and decisions, complementing the formal minutes. This would also help improve understanding of how the council works.

Many parish councils across the UK already permit or provide filming, audio recording, or livestreaming of meetings.

If approved, the Council could begin with a simple audio or video recording setup and review the process after a trial period. Clear notices should be provided at each meeting, and recording would cease during any confidential (closed) sessions.



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Income Generation Project

It feels to me as if we have reached a ceiling. I believe we share a common wish not to overburden residents with precept hikes beyond what is necessary. Yet we have lots of ideas and many community needs we wish to meet.

Forest Row Parish Council is already notable in the South East for generating income through room hire, market stall bookings, cemetery and burial fees, and Gages lunches. All these income generating activities pre-date this council.

There are many ways that a parish council can legally generate income beyond raising the precept. This is what I propose that we discuss.

Is it time to explore alternative income sources?

N.B. I have not met with the office, so the discussion ideas below are likely to contain many that have been considered already, or are already being done! I suggest that those of us who are interested meet to discuss this with the office, do further desk research, and bring something more detailed to the next Finance & Policy or Full Council meeting, if there is will.

A lot of these ideas were taken from this NALC webinar, "Beyond the Precept: Exploring Alternative Income Sources" <https://www.nalc.gov.uk/resource/beyond-the-precept-exploring-alternative-income-sources.html> which is interesting but features representatives from larger local councils.

Discussion Ideas

- Hire a business development officer/events officer (could be part time)
- Develop an additional income generating asset (e.g. a community solar farm)
- Develop an additional income generating service
- Additional income from existing assets & services (e.g. coffee cart pitch on rush green, growth of market etc)
- Utilise external expertise (e.g. grant applications)
- Review of reserves investment return
- Sponsorship opportunities for local businesses (e.g. market - could provide cross marketing)
- Crowd funding projects as part of their financing
- Biodiversity Net Gains – registering open spaces

Many thanks, Cllr Alex Volkers