

Forest Row Parish Council

Clerk:
Email:

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



To: All members of 'PLACE' COMMITTEE:
Cllrs. Matthews (Chair), Gilbert, Killick, Lewis,
Marshall, Rainbow, Summers & AM Waters

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Your attendance is required at a meeting
of the 'PLACE' COMMITTEE to be held
on **TUESDAY 14th JULY 2026** at

7.30pm

in the Garden Room of the Community
Centre

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Date: 9TH July 2026


Mr D O'Driscoll
Clerk to Forest Row Parish Council

A G E N D A

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETINGS OF 2ND & 9TH JUNE 2026
4. DECLARATIONS OF INTEREST/ DISPENSATION REQUESTS FOR THIS MEETING
5. REVIEW OF ACTIONS FROM LAST MEETING
6. CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 Recycling bins
 - 6.2 Drainage behind skatepark and on Foresters Green
 - 6.3 Community Centre redecoration
 - 6.4 Fingerpost quotes
 - 6.5 Tree work
 - 6.6 Maintenance of Gilham Bank
 - 6.7 Road safety issue
7. FINANCIAL REPORT
8. RELEVANT SERVICES/WORKING GROUPS
 - 8.1 Allotment manager's report
 - 8.2 Burial clerk's report
 - 8.3 Report from The Square Community Hub group
9. OTHER PROJECTS/ISSUES FOR PROGRESS REPORTS/DECISION
 - 9.1 Village green project:
Update on specific installation/expenditure proposals
 - 9.2 Venue security issues
Update on signage, preventative measures, CCTV
 - 9.3 Playpark fencing
Proposal for replacement
 - 9.4 Streetlight issues
Requests for modifications
 - 9.5 Alternative sites for speed warning signs
Update on any proposals
 - 9.6 Bus shelter matters
Update on proposed survey & suggested design
 - 9.7 The future of the Community Centre EV charging facility
10. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

'PLACE' COMMITTEE

BACKING PAPERS FOR MEETING ON 14th JULY 2026

Agenda item	Description	page
	Clerk's briefing to the Committee	1-3
5	Review of actions from 2 nd & 9 th June 2026	4
7	Financial report	5-7
8.2	Burial clerk's report	8
9.5	Email from resident re LED streetlights	9

COUNCILLORS' BRIEFING TO THE MEETING OF THE 'PLACE' COMMITTEE
DATED 14th JULY 2026

1. PUBLIC PARTICIPATION

2-4. FORMAL ITEMS. As per usual

5. REVIEW OF ACTIONS FROM LAST MEETING See list attached to the backing papers.

If there are any supplementary queries, please submit these to the office at least 24 hours before the meeting to allow for any necessary fact-finding to reply.

6. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION - TO NOTE

6.1 Recycling bins. This was discussed at Committee on 17th March, and the issue was referred to Full Council. We have obtained various examples of suitable bins, but *still* await a reply from Biffa about the cost of collection and potential fines for contamination.

6.2 Drainage behind the skatepark & on the Green. Quotes were approved by Council on 23rd June, Amanda will be providing the meeting with the most recent update/ timetabling.

6.3 Community Centre redecoration Amanda has now met with the selected decorators and discussed timetables, and a meeting is planned between the date of this note and the Committee meeting to take decisions over colourways.

6.4 Fingerpost quote. A quote has been obtained for removal of the fingerpost and making good at £1350 (ex VAT). I am still awaiting a quote from a company which advertises a specialism in fingerpost refurbishment 'in any condition', to compare it with the quote for removal. Last contact was on 24th June

6.5 Tree work The first and major section of the urgent tree work has been completed. Two further sections are dependent on permission from Highways, and will then proceed.

6.6 Maintenance of Gilham Bank. Committee will be aware that a resident has made several allegations of trees on Gilham Bank impeding her light and access. A number of other representations have been collected and forwarded to the office, so I have asked our current tree surgeon to see what improvements could be made within a reasonable budget.

6.7 Road safety issue. We have received numerous complaints about anti-social parking on the Lewes Road between the pedestrian crossing at Doctor's Hill and Highfields, as a threat both to traffic and to pedestrians forced into the carriageway. I have made contact with the Road Safety section of Highways, to see if this might be an opportunity for a match funding project – not a total solution, but better than nothing.

7. FINANCIAL REPORT TO NOTE

A printout is attached. Nominal performance against forecast for month 3/ Q1 would be 25%. In fact, income across all the relevant cost codes is running at 34.4%, and expenditure at 33.3%. Income has been helped along by healthy hire figures, all around the 30% mark, while expenditure reflects the increased annual figures for non-domestic rates – for instance, the cemetery rates have increased by 38% over budget this year. At present, the accounts are comfortably in balance, but we do need to be careful with outdoor maintenance and streetlight costs as the year progresses.

If there are any supplementary queries, please submit these to the office at least 24 hours before the meeting to allow for any necessary fact-finding to reply.

8. TO NOTE (AND ACTION) REPORTS FROM RELEVANT SERVICES/ WORKING GROUPS

8.1 Allotment manager's report Janet Lamprell is again on leave, but it is hoped to have a report to hand round by the time of the meeting.

8.2 Burial Clerk's report Attached, including available plot numbers.

8.3 The Square Community Hub working group. A report to Committee is awaited.

9. OTHER PROJECTS/ ISSUES FOR CONSIDERATION / DECISION as appropriate

9.1 Village Green project. At Full Council on 23d June a number of modifications were made to the nominated reserves to ensure that funds were available for both remedial and development works on the Green, and the development project was approved in principle. It is expected that more specific proposals with indicative quotes will be presented to this meeting by members of the working group.

[Note: The working group were previously asking for independent authority to spend. This is contrary to the current Standing Orders and Scheme of Delegation, and I think also Financial Regulation 5.16, and would require a vote of Full Council to authorise. But I am not confident that a change of that nature to our regulations would pass our risk threshold, and would need to take our auditor's advice].

9.2 Venue security issues The signage request is with our signwriter. It has been confirmed that the soffits surrounding the VENUE roof are not strong enough to support anti-climb rollers, and research into structural reinforcement would be required. Additional quotes for the required CCTV enhancement are still pending.

9.3 Playpark fencing. Our maintenance crew have informed us that the fence surrounding the children's playpark on Rush Green is on its last legs, and that repairs are now being

made to previous repairs, and the whole fence needs replacing. It is suggested that this should be in metal as being more durable than wood. For Committee to consider/ approve.

9.4 Streetlight issues. We are currently on the third and final tranche of installing LED bulbs in our lights to save on power, which is an increasingly expensive budget item. However, we have already had one representation from a resident about the brightness of the bulb and a less bright one (with a shield) has been installed at their request. However, there have also been anti-LED stirrings on Facebook and we have received a written representation from a resident (attached). We need to decide how we may respond to any such representations. It has also been suggested that we might undertake a full-scale audit of our 108 lights to see if there are any which could now be deemed redundant and taken out of service, or have their hours of operation reduced.

9.5 Alternative sites for speed warning signs Our two warning signs are currently on the Lewes Road just before Evelyn Clark Square facing south, and on the Hartfield Road just after Ashdown Road facing south east. Both appear to have had a positive deterrent effect. However, we did originally envisage moving them around, and Members were asked to come up with practical suggestions for alternative sites. For discussion and decision.

9.6 Bus shelter matters There was a proposal to launch a survey (attached to existing bus stops) to see where people might value enhanced facilities. There was also an inconclusive discussion about whether a shelter should be installed on the south side of Hartfield Road opposite Foresters Green. Both these points would profit from resolution while we still have CIL money available. [Enquiries are ongoing about electronic signage].

9.7 EV charging point. This is still operational, but is no longer supported for service by the original providers. Some work has already gone into finding an alternative provider, but the preliminary question has to be: do we still wish to provide this facility, when there are now multiple charging units in the Lower Road car park and even more within a few miles in East Grinstead? To resolve.

10. ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

**MEETING OF PLACE COMMITTEE
HELD ON 2ND & 9TH JUNE 2026**

MIN. NO	DECISION	ACTION BY	PROGRESS <i>To go out with next agenda</i>
87/26	Village Green drainage issues – decision	Office	On Full Council agenda
87/26	Adjust nominated reserves – after decision by FC	Office	On Full Council agenda
88/26	Burial Clerk report to include number of plots unsold	GT	In the report to this meeting
90/26	Accept quote for CC redecoration and refuse others	Office	Done
91/26	JE to design poster re new bus shelters draft to be circulated to Place members Investigate new bus shelters	JE GM	JE & GM to report
92/26	Speed signs – suggestions for placement at next Place meeting	Cttee	On Committee agenda 14/07
93/26	Venue security measures – warning signs for trespassers Report re CCTV and builders report	Office	Signs ordered / balance on agenda
94/26	Post Horn Lane bus shelter re-roofing Hitchhiking point suggestion Wildflower areas report Electric car charging points update	Maintenance team Office JE GG	On current maintenance to do list On Committee agenda

Detailed Income & Expenditure by Budget Heading 07/07/2026

Month No: 4

Committee Report

Amenities & Services**101 Allotments**

1180 Allotment Rents	441	2,500	2,059			17.6%	
Allotments :- Income	<u>441</u>	<u>2,500</u>	<u>2,059</u>			<u>17.6%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	50	500	450		450	10.0%	
Allotments :- Indirect Expenditure	<u>50</u>	<u>500</u>	<u>450</u>	<u>0</u>	<u>450</u>	<u>10.0%</u>	<u>0</u>
Net Income over Expenditure	<u>391</u>	<u>2,000</u>	<u>1,609</u>				

102 Village Greens

1280 VG-Hire Income	722	1,350	628			53.5%	
4180 Misc Income	25	0	(25)			0.0%	
Village Greens :- Income	<u>747</u>	<u>1,350</u>	<u>603</u>			<u>55.3%</u>	<u>0</u>
1236 Outdoor Maintenance	8,836	20,000	11,164		11,164	44.2%	
1237 Outdoor Planting	567	1,250	683		683	45.3%	
1238 Street Cleaning / Litter	0	5,000	5,000		5,000	0.0%	
Village Greens :- Indirect Expenditure	<u>9,403</u>	<u>26,250</u>	<u>16,847</u>	<u>0</u>	<u>16,847</u>	<u>35.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,656)</u>	<u>(24,900)</u>	<u>(16,244)</u>				

104 Amenities General

1400 Amenities grants/donations	0	1,500	1,500			0.0%	
Amenities General :- Income	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
1436 Skate & Play areas	1,578	5,000	3,422		3,422	31.6%	
1447 Dog Fouling	0	4,000	4,000		4,000	0.0%	
Amenities General :- Indirect Expenditure	<u>1,578</u>	<u>9,000</u>	<u>7,422</u>	<u>0</u>	<u>7,422</u>	<u>17.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,578)</u>	<u>(7,500)</u>	<u>(5,922)</u>				

105 Outdoor Maintenance

1501 Outdoor Maintenance Equipment	86	2,750	2,664		2,664	3.1%	
Outdoor Maintenance :- Indirect Expenditure	<u>86</u>	<u>2,750</u>	<u>2,664</u>	<u>0</u>	<u>2,664</u>	<u>3.1%</u>	<u>0</u>
Net Expenditure	<u>(86)</u>	<u>(2,750)</u>	<u>(2,664)</u>				

203 Street Lighting

2314 SL-Power	3,617	6,000	2,383		2,383	60.3%	
2336 Streetlights	10,922	24,000	13,078		13,078	45.5%	
Street Lighting :- Indirect Expenditure	<u>14,539</u>	<u>30,000</u>	<u>15,461</u>	<u>0</u>	<u>15,461</u>	<u>48.5%</u>	<u>0</u>
Net Expenditure	<u>(14,539)</u>	<u>(30,000)</u>	<u>(15,461)</u>				

Detailed Income & Expenditure by Budget Heading 07/07/2026

Month No: 4

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204 Road Safety							
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	(600)	(600)				
601 Cemetery							
6180 BU-Burial Fees	4,172	12,000	7,828			34.8%	
Cemetery :- Income	4,172	12,000	7,828			34.8%	0
6123 Cemetery Admin	0	500	500		500	0.0%	
6151 BU- Cemetery Rates	2,426	1,750	(676)		(676)	138.6%	
Cemetery :- Indirect Expenditure	2,426	2,250	(176)	0	(176)	107.8%	0
Net Income over Expenditure	1,746	9,750	8,004				
Amenities & Services :- Income	5,360	17,360	11,990			30.9%	
Expenditure	28,082	71,260	43,168	0	43,168	39.4%	
Movement to/(from) Gen Reserve	(22,722)	(53,900)	(31,178)				
Property & Assets							
205 Miscellaneous Assets							
2551 Offsite Car Parks	0	75	75		75	0.0%	
Miscellaneous Assets :- Indirect Expenditure	0	75	75	0	75	0.0%	0
Net Expenditure	0	(75)	(75)				
301 Community Centre							
3180 CC-Lettings	9,603	27,500	17,897			34.9%	
3181 CC-Equipment Hire	254	850	596			29.9%	
3182 CC-Rents	6,478	25,000	18,522			25.9%	
3185 MISC - incl books/copying)	136	650	514			20.9%	
3187 CC Drinks Machine Income	180	500	320			36.0%	
3189 Misc Property Refunds	2,906	0	(2,906)			0.0%	
Community Centre :- Income	19,567	54,500	34,944			35.9%	0
3111 CC-Rates & Services	27,138	80,000	52,862		52,862	33.9%	
3127 CC - Drinks Machine	184	1,600	1,416		1,416	11.5%	
3136 CC-Enhancement	0	20,000	20,000		20,000	0.0%	
Community Centre :- Indirect Expenditure	27,322	101,600	74,278	0	74,278	26.9%	0
Net Income over Expenditure	(7,765)	(47,100)	(39,335)				

Detailed Income & Expenditure by Budget Heading 07/07/2026

Month No: 4

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Venue on the Green							
3306 VOTG Income	867	3,000	2,133			28.9%	
Venue on the Green :- Income	<u>867</u>	<u>3,000</u>	<u>2,133</u>			<u>28.9%</u>	<u>0</u>
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	3,609	4,000	391		391	90.2%	
Venue on the Green :- Indirect Expenditure	<u>3,609</u>	<u>4,500</u>	<u>891</u>	<u>0</u>	<u>891</u>	<u>80.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,742)</u>	<u>(1,500)</u>	<u>1,242</u>				
Property & Assets :- Income	20,424	57,500	37,077			35.5%	
Expenditure	30,930	106,175	75,245	0	75,245	29.1%	
Movement to/(from) Gen Reserve	<u>(10,507)</u>	<u>(48,675)</u>	<u>(38,168)</u>				
Grand Totals:- Income	25,784	74,850	49,067			34.4%	
Expenditure	59,012	177,425	118,413	0	118,413	33.3%	
Net Income over Expenditure	<u>(33,229)</u>	<u>(102,575)</u>	<u>(69,346)</u>				
Movement to/(from) Gen Reserve	<u>(33,229)</u>	<u>(102,575)</u>	<u>(69,346)</u>				

CEMETERY REPORT 12TH MARCH 2026 – 6TH JULY 2026

DEEDS OF GRANT OF EXCLUSIVE RIGHT TO BURIAL

DEED NO.	GRAVE NO.	SURNAME
1447	WALLGOR/248	MOORE

DEEDS OF GRANT TRANSFERRED

DEED NO.	GRAVE NO.	SURNAME
883	P/1530	SARGENT

RENEWAL DEEDS OF GRANTS

DEED NO.	GRAVE NO.	SURNAME
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MEMORIALS AND ADDITIONAL INSCRIPTIONS AGREED

DEED NO.	TYPE	SURNAME
G/297	MEMORIAL	TOWNSEND
D/737	ADDITIONAL INSCRIPTION	HALLARD

INTERMENTS

NAME OF DECEASED	GRAVE NO.	FULL INTERMENT OR ASHES
ANDERSON-DIXON	EB/78	FULL
STRYDON	EC/21	FULL
RICHARDSON	EA/39	ASHES
TOWNSEND	G/297	ASHES
GROAT	EC/19	FULL

HEADSTONES LAID DOWN FOR SAFETY

DEED NO.	GRAVE NO.	SURNAME
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Plots available:

Full x 20 Child x 10 Ashes x 57

I believe we should clear the undergrowth on the right, along the stone wall as you go into the new cemetery. This will give us around a dozen new plots.

Hi

I am writing regarding the recently installed street lighting outside our property. We are a bit dazzled by the new light and would be grateful if the fitting could be adjusted or baffled to reduce the amount of light shining directly into our house.

I would also like to query the choice of light type and fitting.

There is a growing body of research indicating that blue-rich white LED lighting can have a disproportionate impact on insects and nocturnal pollinators, which are already under significant environmental stress. Studies published by organisations including the UK Centre for Ecology & Hydrology (see the link below) have found that white LED street lighting may impact local insect populations more severely than older sodium lighting, with particular concern around short-wavelength ("blue") light emissions.

Research has also suggested that shielding, warmer colour temperatures, and reduced light spill can help mitigate these effects.

I fully appreciate the need for good street lighting and public safety, and of course the cost saving of LEDs but I wondered whether a warmer-colour or better-shielded fitting might be more appropriate given the nature of the village.

Thank you very much for your consideration, and I look forward to hearing from you.

Kind regards,



You can see an example of the research here...

<https://www.ceh.ac.uk/press/LED-streetlights-reduce-insect-populations-50-percent>