

# Forest Row Parish Council

Clerk: Mr D O'Driscoll  
Email: parishclerk@forestrow.gov.uk



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

To: All members of FACILITIES COMMITTEE:  
Cllrs. Cocks, Gilbert, Harvey, Hugo, Scott,  
Summers, AM Waters & AJ Waters

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

Your attendance is required at a meeting of the  
FACILITIES COMMITTEE to be held on  
**TUESDAY 27<sup>th</sup> JUNE 2023 at 7.30pm**  
in the Garden Room of the Community Centre

Tel: 01342 822661  
Fax: 01342 825739  
Email: info@forestrow.gov.uk  
Website: www.forestrow.gov.uk

D O'Driscoll Parish Clerk

Date: 21 June, 2023

## A G E N D A

1. PUBLIC QUESTIONS - the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETINGS OF THE PROPERTY AND ASSETS COMMITTEE HELD ON 21<sup>st</sup> MARCH 2023 AND THE AMENITIES & SERVICES COMMITTEE HELD ON 28<sup>th</sup> MARCH 2023
  - 4.1 To approve the minutes of the meeting of the above meetings
  - 4.2 To consider any objections to deletion of the digital transcripts
5. CLARIFICATION OF ACTIONS FROM THE ABOVE MEETINGS
6. TO DESIGNATE (OR CONFIRM) A CHAIR & VICE-CHAIR FOR THIS COMMITTEE
7. TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
8. TO NOTE FINANCIAL ISSUES
  - 8.1 To note the current amalgamated budget for this Committee
  - 8.2 To note financial report to date
9. 8.2 To note financial report to date
10. BUILDINGS & STREET ASSETS : TO NOTE & RESOLVE AS REQUIRED
  - 9.1 Community Centre refurbishment
  - 9.2 The Crittall windows
  - 9.3 Streetlights
  - 9.4 Bus shelter repair
10. OPEN SPACE ASSETS & MAINTENANCE: TO NOTE & RESOLVE AS REQUIRED
  - 10.1 Allotment manager & Burials Clerk reports
  - 10.2 Proposed cemetery extension
  - 10.3 The 'Gleeson land'
  - 10.4 Gilham Bank woodland
  - 10.5 The skatepark (including proposal received)
  - 10.6 Access path to the VENUe
  - 10.7 Rush Green culvert
  - 10.8 Street cleaning & litter
  - 10.9 Parking on grass
11. RESOURCE ISSUES: TO NOTE & RESOLVE AS REQUIRED
12. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL

## FACILITIES COMMITTEE

### BACKING PAPERS FOR MEETING ON 26<sup>th</sup> JUNE 2023

<b>Agenda item</b>	<b>Description</b>	<b>page</b>
	Clerk's briefing to the Committee	1-4
8.1	Consolidated budget for Facilities 2023-24	5
8.2	Committee financial report to date	6-8
9.1	Community Centre schedule of works	9-10
9.3	Correspondence with Streetlights	11-12
10.3	Plan showing the 'Gleeson land'	13
10.5	Email re skatepark maintenance	14
	Skateboarding summer camp proposal	15-19
10.7	Rush Green grille estimate	20
10.9	Email re parking on grass	21

**COUNCILLORS' BRIEFING TO THE MEETING OF THE FACILITIES COMMITTEE  
DATED 27<sup>th</sup> JUNE 2023**

- 1-5. **FORMAL ITEMS:** no complications foreseen. Note that Members can legitimately vote to accept the minutes of previous meetings even if they were not personally present.
6. **TO DESIGNATE (OR CONFIRM) A CHAIR & VICE-CHAIR FOR THIS COMMITTEE**  
It was agreed on 6<sup>th</sup> June that Committees would choose their own Chairs & Vice-Chairs at their first meeting. If this has already been done, it should now be formally confirmed.
7. **TO NOTE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**  
7.1 The main village defibrillator (outside Lloyds Chemists) has been replaced with a more up-to-date machine and the old one was sold back to the supplier for parts. The access code remains the same.  
7.2 The derelict spoil heap surround at the cemetery has been replaced with a new reinforced structure and the excess soil removed.  
7.3 Several diseased trees (including two with ash die-back) have been authorised for felling.  
**ACTION: to note**
8. **TO NOTE FINANCIAL ISSUES**  
8.1 To note the current amalgamated budget for this Committee.  
The revenue budget for Facilities for 2023-24 (consolidated from the two previous committees) is attached, showing also the nominated reserves allocated to this Committee. This Committee will run on a deficit, because although there are some major income streams (rents, hirings and burial fees), there are a number of items which have significant expenses but no corresponding income. The reserves are allocated to specific projects, although 'CIL money' may be used for any 'infrastructure expense'.  
**ACTION: to note**  
8.2 To note the financial report to date  
A printout is attached covering all the Facilities cost codes under the old headings. Receipts & expenses should nominally be at 20.8% of forecast at mid-month 3. In fact the figures are: income 22.3% and expenditure 37.4%. The latter variance is largely due to the 'up-front' payment of the whole year's business rates. The figures are acceptable at this stage.  
**ACTION : to note**
9. **BUILDINGS & STREET ASSETS: TO NOTE & RESOLVE AS REQUIRED**  
9.1 Community Centre refurbishment The core of the building is Victorian and needs regular maintenance. The previous Council had a small working group which inspected the building and listed matters for upkeep and improvement. A copy of their last full schedule is attached – a number of items have since been dealt with. For Committee to decide whether they want to follow a similar practice, and what if any works are currently needed.  
9.2 The Crittall windows These are the metal framed windows at the rear of the Garden Room and the public library rooms. They were installed in the 1930's and share the listed status of the rest of the building. They are in poor and potentially dangerous condition and need replacement. We obtained a quote from a heritage window company for rustproof

replacements of similar style, a survey was done, and a deposit paid on the total quote of £20,000. However, the scheme was opposed by the District Conservation Officer who holds that they are not like-for-like and consequently violate the listing. She will accept only 'actual' Crittall replacements (which will cost not less than £38,000). I do not accept her interpretation of the legislation, but the previous Council decided not to take the matter further, but to leave the decision to the new Council with a fresh eye on the matter.

***ACTION: to consider and resolve as appropriate***

9.3 Streetlights The Council owns 108 streetlights in the village, mainly on minor roads and paths, which are maintained under contract by a specialist company. Each time a bulb malfunctions it is replaced with an energy efficient LED light, and the previous council decided to maintain this practice and change over to LED lighting on a one-by-one basis. However, the sharp rise in electricity prices has led to different advice from our contractor and his proposal is attached to the papers. For Committee to decide.

***ACTION: to resolve accordingly***

9.4 Bus shelter repair The roof on the bus shelter adjacent to Foresters Green is in dire need of repair, and I am aware that one of our Members has volunteered (with others) to fix it. The cost of so doing with original wood shingles will be significantly more than a plain boarded roof, so I feel Committee should sanction this expenditure.

At the same time, we have had a proposal from a resident to paint the inside of the concrete bus shelter adjacent to the Chequers with some form of mural. I have asked for a mock-up and if it arrives in time, it will be for Committee to decide whether to allow it.

***ACTION : to resolve accordingly***

## **10. OPEN SPACE ASSETS & MAINTENANCE : TO NOTE & RESOLVE AS REQUIRED**

### 10.1 Reports from the Allotments Manager & Burials Clerk

If these arrive in time they will be attached to your papers, otherwise circulated at the meeting for Members' information.

***ACTION: to note***

### 10.2 Proposed cemetery extension

This is a major issue which the previous Council has bequeathed. In summary, on current burial numbers the present cemetery will be full within 3 years maximum. About four years ago we began negotiations with a landowner to buy an adjacent field as a cemetery extension. There have been predictable arguments about valuation, but the principal stumbling block is that the field is jointly owned with a relative who resides in the USA, and who has repeatedly refused to consider selling. We have looked for alternative sites, without success. We have considered compulsory purchase, but the process is uncertain and prohibitively expensive. We would need a public works loan for the purchase, but the community consultation was positive. We are now running short of time, and the options boil down to:

- a further attempt to find an alternative site
- embarking on the compulsory purchase with its attendant costs
- closing the cemetery when it is full
- possibly a further community consultation to see how people feel?

***ACTION: to consider & resolve***

10.3. The 'Gleeson land' This patch of land which sits between the old and new allotments sites off Medway Drive. The PC owns the 'old' site, but only rents the 'new' site from Wealden District Council, and therefore took the opportunity to buy the adjoining land from Gleeson PLC as an insurance policy for the future. It has been left substantially fallow, though there was an application from a group in 2021 (which was declined) to use it as a large community allotment. Does Council wish to develop the land or leave it wild?

***ACTION: to consider & resolve***

10.4 Gilham Bank woodland This is a small area of woodland adjacent to Gilham Lane, given to the Council some years ago. It has been rather neglected and there is a great deal of volunteer growth and stunted trees. It needs surveying and professional attention to bring it back to health as a community amenity. Attempts to date to obtain grant funding for the work has been unsuccessful. How would this Council wish to proceed?

***ACTION: to consider & resolve***

10.5 The skatepark A number of complaints have been received about: a) the state of the skatepark, with a blocked drain outflow and some hazardous litter; b) whether it should be painted, with graffiti or otherwise. Should the skatepark have a regular care programme? Also, we have received a request from some professional skateboarders to hold a summer workshop at the skatepark. Attached are their request and flyer: not that there would be a charge for participation, and this may influence how Committee approaches the application. In the circumstances, I felt it appropriate to consult our youth leader on the matter and also attach her comments.

***ACTION: to consider & resolve***

10.6 Access path to the VENUe When the skatepark extension was built, it was felt that the edge of the ramp was now so close to the VENUe access path that it could endanger more vulnerable pedestrians. Quotes were obtained for a secondary path from Station Road the other side the games area, but the pandemic then intervened, and it was not constructed. Does Committee wish to reinstate the project? It could be paid for from CIL money, but on the other side, no accidents have been reported with the original path.

***ACTION: to consider & resolve***

10.7 Rush Green culvert A small brook runs from Rush Green south under Hartfield Road. The culvert belongs to East Sussex Highways, but it is frequently blocked by debris coming downstream. We have (finally) identified a blacksmith who would make a bespoke grille over the culvert mouth at a cost of about £200. Does Committee wish to authorise this?

***ACTION: to consider & resolve***

10.8 Street cleaning and litter We receive frequent complaints about litter, overflowing bins and 'the state of the streets'. As Committee will know, we have a permanent village orderly who empties our waste bins every day, with additional help on a Monday. However, there are a number of bins in strategic locations which belong to Wealden, and they are emptied about once a week, frankly often creating more mess than they are worth. The situation could certainly be improved, but this will require resources, and cooperation from Wealden. Is this something Committee wants to tackle?

***ACTION: to consider & resolve***

10.9 Parking on grass Cllr Summers has raised this issue and her attached email sets out the problem succinctly. What action would Committee like to take on this?

***ACTION: to consider & resolve***

**11. RESOURCE ISSUES: TO NOTE & RESOLVE AS REQUIRED**

Our current facilities staff, apart from two caretakers who open, set up, and clean the buildings, consist of three part time staff, two on three days a week, and one on two days, plus the village orderly. This means that the council has a core resource of eight 'man-days' per week for upkeep and repair of hard assets and all outdoor work (with the exception of tasks reserved to specialists such as electrical installation, alarm and fire protection and major tree works). When callers complain about long grass, uncollected leaves or damaged street furniture, I have to tell them that we are doing what we can with the available resources, but that the nature of their work is labour intensive and that means getting more done which means more staff costs which means increased precept. Blunt but true: but how does Committee want to manage this situation ?

***ACTION: to consider & resolve***

**12. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY COMMITTEE OR FULL COUNCIL**

**FACILITIES: CONSOLIDATED  
BUDGET 2023-24**

<b>FACILITIES: INCOME</b>	
3180 CC lettings	15000
3181 CC equipment hire	400
3182 CC rents	22000
3185 CC misc income	400
3187 CC drinks machine	500
3188 CC grants & donations	0
3306 VotG income	4000

<b>FACILITIES: EXPENDITURE</b>	
2136 Bus shelters	0
1439 Benches	0
1442 Litter bins	0
2551 Offsite car park	0
2553 Grit bins	0
6139 War memorial	0
7108 Noticeboards	0
3111 CC rates & services	33000
3116 CC upkeep & cleaning	13200
3127 Drinks machine	770
3136 CC enhancement	0
3304 VotG non-youth equipment	500
3305 VotG running costs	4000
2314 Streetlights - power	6600
2336 Streetlights	8250

1180 Allotment rents	1750
1280 VG hire	750
1281 VG utilities	0
6180 Burial fees	13000
1400 Am'ts grants & donations	1500
<b>TOTAL INCOME</b>	<b>59300</b>

1135 Allotment upkeep	700
1236 Outdoor maintenance	8000
1237 Outdoor planting	1000
1501 Outdoor equipment	1705
1239 VG utilities	100
1436 Skate & play areas	1500
1447 Dog waste	3200
6123 Cemetery admin	330
6151 Cemetery rates	1210
<b>TOTAL EXPENDITURE</b>	<b>84065</b>

**In addition, there are the following funds in reserves:**

Playground	32500
Cemetery land	30000
CC refurb	31000
[PWLB loan repayment	10000 ]
CIL	10084
<b>TOTAL</b>	<b>113584</b>

## Detailed Income &amp; Expenditure by Budget Heading 20/06/2023

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Amenities &amp; Services</u></b>							
<b><u>101 Allotments</u></b>							
1180 Allotment Rents	159	1,750	1,591			9.1%	
Allotments :- Income	<u>159</u>	<u>1,750</u>	<u>1,591</u>			<u>9.1%</u>	<u>0</u>
1135 Allotments-Water & Upkeep	239	700	461		461	34.1%	
Allotments :- Indirect Expenditure	<u>239</u>	<u>700</u>	<u>461</u>	<u>0</u>	<u>461</u>	<u>34.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(80)</u>	<u>1,050</u>	<u>1,130</u>				
<b><u>102 Village Greens</u></b>							
1280 VG-Hire Income	0	750	750			0.0%	
Village Greens :- Income	<u>0</u>	<u>750</u>	<u>750</u>			<u>0.0%</u>	<u>0</u>
1236 Outdoor Maintenance	1,269	8,000	6,731		6,731	15.9%	
1237 Outdoor Planting	547	1,000	453		453	54.7%	
1239 VG-Utilities	263	100	(163)		(163)	263.3%	
Village Greens :- Indirect Expenditure	<u>2,079</u>	<u>9,100</u>	<u>7,021</u>	<u>0</u>	<u>7,021</u>	<u>22.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(2,079)</u>	<u>(8,350)</u>	<u>(6,271)</u>				
<b><u>104 Amenities General</u></b>							
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	2,935	1,500	(1,435)		(1,435)	195.7%	
1447 Dog Fouling	669	3,200	2,531		2,531	20.9%	
Amenities General :- Indirect Expenditure	<u>3,604</u>	<u>4,700</u>	<u>1,096</u>	<u>0</u>	<u>1,096</u>	<u>76.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(3,604)</u>	<u>(3,200)</u>	<u>404</u>				
<b><u>105 Outdoor Maintenance</u></b>							
1501 Outdoor Maintenance Equipment	0	1,705	1,705		1,705	0.0%	
Outdoor Maintenance :- Indirect Expenditure	<u>0</u>	<u>1,705</u>	<u>1,705</u>	<u>0</u>	<u>1,705</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,705)</u>	<u>(1,705)</u>				
<b><u>203 Street Lighting</u></b>							
2314 SL-Power	1,317	6,600	5,283		5,283	20.0%	
2336 Streetlights	2,640	8,250	5,610		5,610	32.0%	
Street Lighting :- Indirect Expenditure	<u>3,958</u>	<u>14,850</u>	<u>10,892</u>	<u>0</u>	<u>10,892</u>	<u>26.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,958)</u>	<u>(14,850)</u>	<u>(10,892)</u>				



## Detailed Income &amp; Expenditure by Budget Heading 20/06/2023

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>204 Road Safety</b>							
2436 RS-Road Safety	0	750	750		750	0.0%	
Road Safety :- Indirect Expenditure	<u>0</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(750)</u>	<u>(750)</u>				
<b>601 Cemetery</b>							
6180 BU-Burial Fees	798	13,000	12,202			6.1%	
Cemetery :- Income	<u>798</u>	<u>13,000</u>	<u>12,202</u>			<u>6.1%</u>	<u>0</u>
6123 Cemetery Admin	256	330	74		74	77.6%	
6151 BU- Cemetery Rates	1,100	1,210	110		110	90.9%	
Cemetery :- Indirect Expenditure	<u>1,356</u>	<u>1,540</u>	<u>184</u>	<u>0</u>	<u>184</u>	<u>88.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(558)</u>	<u>11,460</u>	<u>12,018</u>				
Amenities & Services :- Income	<u>958</u>	<u>17,000</u>	<u>16,042</u>			<u>5.6%</u>	
Expenditure	<u>11,236</u>	<u>33,345</u>	<u>22,109</u>	<u>0</u>	<u>22,109</u>	<u>33.7%</u>	

## Detailed Income &amp; Expenditure by Budget Heading 20/06/2023

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Property &amp; Assets</b>							
<u>205 Miscellaneous Assets</u>							
2551 Offsite Car Parks	150	0	(150)		(150)	0.0%	
Miscellaneous Assets :- Indirect Expenditure	<u>150</u>	<u>0</u>	<u>(150)</u>	<u>0</u>	<u>(150)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(150)</u>	<u>0</u>	<u>150</u>				
<u>301 Community Centre</u>							
3180 CC-Lettings	4,159	15,000	10,841			27.7%	
3181 CC-Equipment Hire	70	400	330			17.6%	
3182 CC-Rents	4,544	22,000	17,456			20.7%	
3185 MISC - incl books/copying)	48	400	352			11.9%	
3187 CC Drinks Machine Income	53	500	448			10.5%	
3189 Misc Property Refunds	3,083	0	(3,083)			0.0%	
4180 Misc Income	100	0	(100)			0.0%	
Community Centre :- Income	<u>12,056</u>	<u>38,300</u>	<u>26,244</u>			<u>31.5%</u>	<u>0</u>
3111 CC-Rates & Services	17,641	33,000	15,359		15,359	53.5%	
3116 CC-Upkeep/Cleaning	213	13,200	12,987		12,987	1.6%	
3127 CC - Drinks Machine	243	770	527		527	31.6%	
Community Centre :- Indirect Expenditure	<u>18,097</u>	<u>46,970</u>	<u>28,873</u>	<u>0</u>	<u>28,873</u>	<u>38.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(6,040)</u>	<u>(8,670)</u>	<u>(2,630)</u>				
<u>303 Venue on the Green</u>							
3306 VOTG Income	230	4,000	3,770			5.8%	
Venue on the Green :- Income	<u>230</u>	<u>4,000</u>	<u>3,770</u>			<u>5.8%</u>	<u>0</u>
3304 Votg Non Youth Equip	0	500	500		500	0.0%	
3305 VOTG Running Costs	2,227	4,000	1,773		1,773	55.7%	
Venue on the Green :- Indirect Expenditure	<u>2,227</u>	<u>4,500</u>	<u>2,273</u>	<u>0</u>	<u>2,273</u>	<u>49.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,997)</u>	<u>(500)</u>	<u>1,497</u>				
Property & Assets :- Income	<u>12,286</u>	<u>42,300</u>	<u>30,014</u>			<u>29.0%</u>	
Expenditure	<u>20,474</u>	<u>51,470</u>	<u>30,996</u>	<u>0</u>	<u>30,996</u>	<u>39.8%</u>	
Grand Totals:- Income	<u>13,244</u>	<u>59,300</u>	<u>46,056</u>			<u>22.3%</u>	
Expenditure	<u>31,709</u>	<u>84,815</u>	<u>53,106</u>	<u>0</u>	<u>53,106</u>	<u>37.4%</u>	
<b>Net Income over Expenditure</b>	<u>(18,465)</u>	<u>(25,515)</u>	<u>(7,050)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(18,465)</u>						

Community Centre site visit 19.10.21

location	work recommended	funded by	action	notes
<i>largely exterior</i>	minor alteration to direct pipe into drain			
1 Crittal' windows	replacement by double-glazed in similar style	PWLB	quote from Heritage Windows ✓	
2 exterior stonework	repair of holes left by old pipework (patch or replacement stone)	P&A budgets	quote from quarry/stonemason (VH?)	
3 pipework from kitchen	minor alteration to direct pipe into drain	P&A budgets		instead of splashing as now
4 drain from kitchen	fat trap to prevent drain clogging	P&A budgets		
5 exterior surface gullies	inside/outside man to clear summer growth	P&A budgets		
6 1st floor wooden sash window	replacement or extensive repair		quote from company	replacement must be wooden (as listed)
<i>ex-toilets area, back of main hall</i>				
7 lobby	none		none	control panels, meters etc.
8 toilet from lobby (north)	possible review & disposal of redundant stuff	P&A budgets	some clearance?	store for repair café + other stuff
9 toilet from lobby (south)	as above	P&A budgets	some clearance? minor repair to windows?	cracked pane
<i>1960s extension and environs</i>				
10 toilet	redecorate, clearing verdigris, rust, bleach tiles	P&A budgets	new blind?	
11 wall between toilet & hired room	soundproofing? Work suggested some yrs ago	P&A budgets	quote for soundproofing?	even if done is this really hirable? 3 windows, all need some work.remove old fittings scars from ceiling
12 waiting room	redecorate, ventilation essential	P&A budgets	louvres, mend + security bars?	
13 corridor	floor level lower than outside, no practical suggestions for work	P&A budgets	checks on mats, outside drain & entrance regularly	
14 sandstone (originally outer wall)	replacement lime mortar at some time in the future, also possibly a replacement block(s)	P&A budgets	keep a watching brief, summer & winter checks + after any flooded corridor ?	sandstone wall drier since water pipe repairs
15 two treatment rooms locked			corridor?	not seen

location	work recommended	funded by	action	notes
outside sheds				
16 west shed		P&A budgets	some pruning of contents is desirable as much appears redundant (skip hire?)	these are both used for maintenance work
17 east shed		P&A budgets		
exterior of building		PWLB	stonemason's quote, supply of suitable sandstone included	one day perhaps!
18 voids	repair of voids as recommended previously	PWLB?		
19 DPC	examination for continuity			
20 tarmac level	lowering of tarmac to reveal DPCs in certain areas	P&A budgets	inside/outside man?	would prevent minor flooding
21 surface drains	clearance of summer weeds			

## David O'Driscoll

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**From:** Ken Bonner <ken.bonner@streetlights.co.uk>  
**Sent:** 13 April 2023 10:22  
**To:** David O'Driscoll  
**Subject:** FW: Forest Row streetlights

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning David,

Just following up on the LED upgrade situation at Forest Row.

Obviously the cost of energy has spiralled since we last spoke, so I believe that it would be in the Parish Councils best interests to look at this again.

The current strategy of replacing them as they fail isn't really working for you and there are still about 100 lights to convert.

Therefore my advice would be to do 33 lights a year over three years, as with a 75% energy saving, the payback would be good.

Once the lights have paid for themselves, the energy savings are 100% pure benefit to the Parish Council.

Please let me know your thoughts.

Kind regards,

Ken Bonner  
**Streetlights**  
0800 999 7676 (Freephone)  
01474 814966 (Direct Dial)

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**From:** ken.bonner@streetlights.co.uk <ken.bonner@streetlights.co.uk>  
**Sent:** 02 April 2022 10:47  
**To:** 'David O'Driscoll' <parishclerk@forestrow.gov.uk>  
**Subject:** RE: Forest Row streetlights

Good morning David,

My response to your questions would be as follows:-

1. We are only replacing lanterns that have failed control gear with LED at the moment.
2. It would cost about £32,000 + Vat. to replace them all in one go. This is a rough figure, which includes a 10% discount, but there are some odd Heritage columns that may present more of a challenge and expense.
3. All of your lights come on at Dusk, go off at Midnight and then come back on at 05.30 until Dawn. These figures are GMT, you need to add one hour in BST. The ones on the main roads (Priory, Hartfield, Lewes) have Dusk to Dawn photocells (on all night).
4. 3(a) Yes, 47% less energy consumed (compared with use of Dusk to Dawn photocell).
5. 3(b) There is a separate photocell mounted on the top of each light which switches it on and off.

6. 3(c) You would have to have a special run of photocells made and the cost would not be viable for the amount of lights in the Parish. If you are changing to LED the savings made by changing them would be negligible anyway.

Please feel free to come back to me if you require any further information.

Kind regards,

Ken

**From:** David O'Driscoll <[parishclerk@forestrow.gov.uk](mailto:parishclerk@forestrow.gov.uk)>

**Sent:** 21 March 2022 12:10

**To:** [ken.bonner@streetlights.co.uk](mailto:ken.bonner@streetlights.co.uk)

**Subject:** Forest Row streetlights

Good Morning!

The Amenities Committee have asked me to write to you for some advice on our streetlight collection. Though can I say by way of preamble how satisfied we are with your service, and how favourably it seems to compare with other providers.

In these days of increasing energy costs and attempts to be more environmentally responsible, we are trying along with others to review our systems, and so can I please ask the following:

1. Is it correct that when any of our conventional lamps fail, you are currently replacing them with LED equivalents? – I think I understood this to be the position.
2. What would be the approximate cost of replacing all our existing conventional lamps with LEDs at one go? Would this be more economical than a piecemeal approach?
3. I understand that some (or all?) our lamps go off at dead of night to save power –
  - a. is this correct?
  - b. Is this a system installation or something that is done lamp by lamp?
  - c. If we wanted to lengthen the 'dark hours' at either end to save on power, would this be a) lawful/ b) economical from the power consumption point of view/ c) economical from the point of view of the costs of modification against the potential savings?

Questions, questions, I know! But it would be very helpful if I could report back to the Committee on the above to provide a steer on the way forward.

Many thanks & kind regards

David

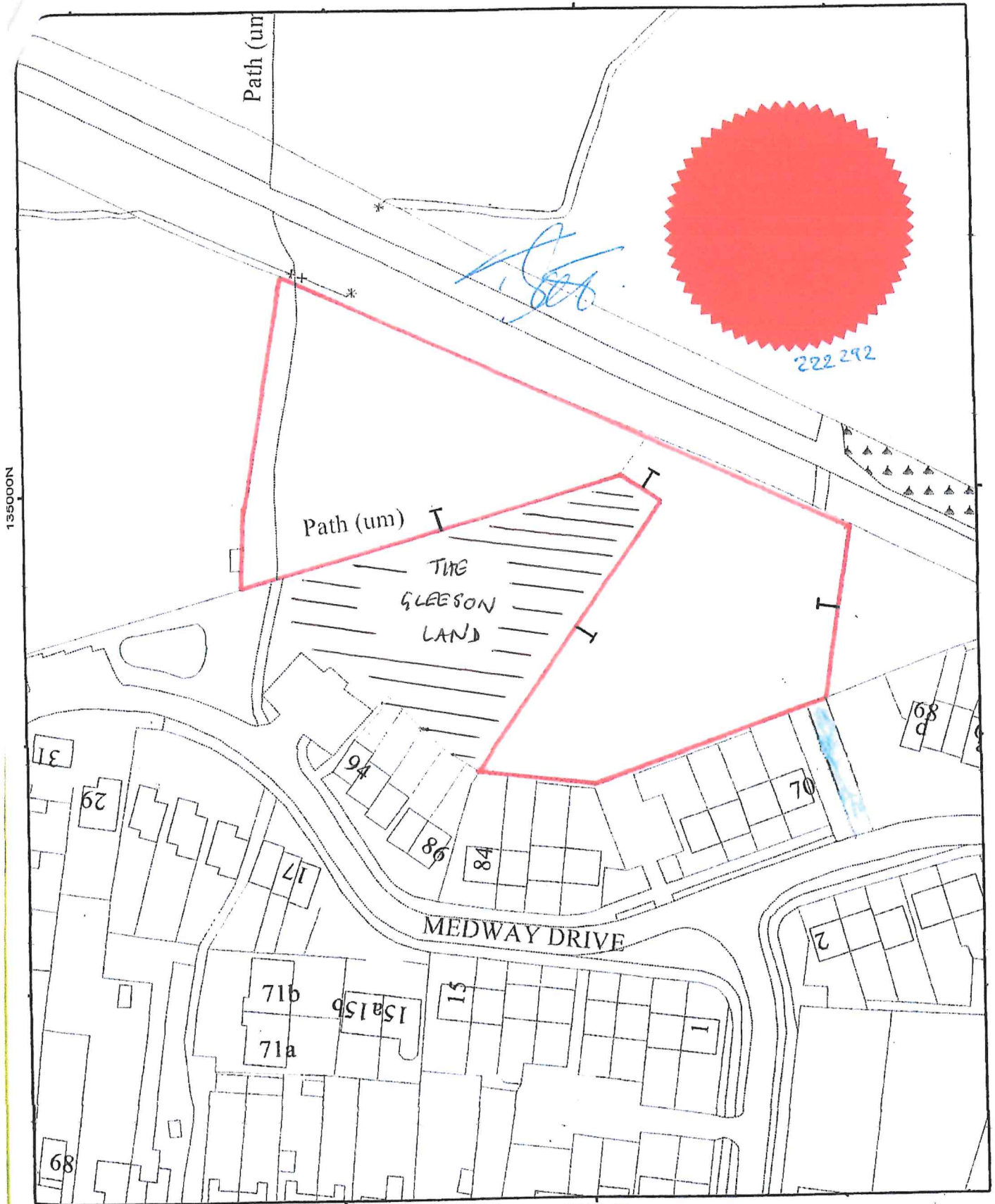
CLERK, FOREST ROW PARISH COUNCIL  
01342 822661



The Community Centre, Hartfield Road, Forest Row, RH18 5DZ

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## David O'Driscoll

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**From:** Zuzu la Djoi <zladjoi@proton.me>  
**Sent:** 19 June 2023 11:12  
**To:** David O'Driscoll  
**Subject:** Issues at the skateboard park

Hello David,

I hope you're the right person to talk to about this. Do let me know if I ought to contact someone else.

I was at the parish council table at the festival this weekend and two boys came to tell me that there's a long-standing problem with the drain in the bowl. Even after the little rain we had on Saturday to Sunday night it flooded the bowl. They think it just needs clearing out.

They are also missing their broom, with which they clear away stones and debris to make it safe to skateboard. I figure there must be a broom floating around that they could have, maybe it got locked in at the VENUe? If not I'll ask on the community Facebook page or be happy to get one for them myself.

The third issue links to the second as it's about other kids throwing stuff into the bowl, so they would like to have a clear sign to tell them not to and pointing out the danger it poses to the skateboarders (perhaps something the youth club could produce?). One of the boys had been overthrown by debris and hurt both his knees. Even though that's a danger from the activity anyway, it's not very nice to have it happen through others' carelessness.

As it was so wonderful to have the youngsters feel they could approach us and we're keen to encourage their involvement we'd, love it if these minor issues could be dealt with quickly, so they can see we listened to them. If I or one of the youth club outreach people - Alex W (younger) or Portia - can be of assistance with anything other than the drain, let us know. I'll also appreciate it if you could let me know of any action you set in motion.

Thank you and I wish you and the rest of the team a good start to the week

All the best,  
Zuzu

Sent from Proton Mail mobile



## David O'Driscoll

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**From:** [redacted]  
**Sent:** 19 June 2023 12:39  
**To:** FRPC Reception; David O'Driscoll  
**Subject:** Summer Skate Camp ~ Proposal  
**Attachments:** OK Skate Club\_ Summer Camp Proposal\_Forest Row.pdf

Hello there,

Myself and husband (Canadian professional skateboarder) Jordan Marowitch, are looking to host a Summer skateboarding camp for two age groups over the w/c 14th-18th August this year, at Forest Row Skatepark.

Although we now live in Cornwall, I grew up in Crowborough and have many family and friends still in the East Sussex vicinity. With this in mind, it has become apparent just how much interest there is for the kind of skateboarding camp we plan to run and know there would be a big uptake! I have included a proposal of what we're setting out to do, and would be grateful if you could let us know if this would be something you would be interested in letting us run at the skatepark during the course of the proposed week in August.

If this is something you would be happy for us to proceed with, it would be greatly appreciated if you could advise us on the paperwork we would need to have in place (i.e public liability insurance and anything else you would need us to organise).

I very much look forward to hearing from you,

[redacted]

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[redacted]

Introducing

## OK SKATE CLUB

A Skateboarding Summer Camp

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### Introduction

OK Skate Club, is dedicated to the empowerment of today's youth through the magic of skateboarding. Through our Summer camp programme, we aim to deliver fun, inclusive environments where children and teens can learn how to skateboard and develop existing skills. We have developed a structured program that focuses on skill development, safety, and technique improvement. We provide skateboards, safety gear, expert instruction from professional skateboarders, and facilitate a really fun skate club! Skateboarding breeds creativity, determination, work ethic, confidence and most importantly community; a value at the heart of OK Skate Club.

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## Our Offering

Co founder and head coach, Canadian Pro Skater, Jordan Marowitch, will deliver expert instruction and a fun, safe programme. A prominent figure in the Cornish skate scene, skateboarding has taken Jordan across the globe and opened more doors than he could have ever imagined possible, whilst allowing him to connect with people from a diverse range of backgrounds and cultures. Jordan is First Aid Trained, Enhanced DBS checked and is fully insured. Our Summer camp will host space for a maximum 16 attendees in each session. We will have two expert instructors, including Jordan Marowitch. Our sessions will last for 4 hours and run three times a week, per one week camp. We will have a morning and an afternoon camp available, for two different age groups.

## Overview of our typical skate session:

- Safety Gear
- Warm up
- Falling Practice
- Stance and Pushing
- Navigation (tic tacs / using the tail)
- Skate games
- Free Skate
- Warm down & reflection

## What We Require

We would like to have use of Forest Row Skatepark of the week commencing **14th August**. We understand as a public skatepark, the park cannot be closed off for private events, with this in mind, in his coaching, Jordan will emphasize the importance of looking out for one another, being respectful of others around you, taking turns and the all important "skatepark etiquette". Jordan will also teach the importance of caring for your local skatepark, this might mean doing a "sweep" of the park, before and after use, picking up debris from the ground of the park, and generally clearing up after yourself and being respectful.

## Dates & Times: Monday 14th - Friday 18th August

**Ages 9-12 Sessions:** Monday - Wednesday / 09:00 - 13:00

**Ages 12+ Sessions:** Wednesday - Friday / 14:00 - 18:00

## David O'Driscoll

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**From:** [REDACTED] <[REDACTED]@gmail.com>  
**Sent:** 19 June 2023 14:21  
**To:** David O'Driscoll  
**Subject:** Re: Summer Skate Camp ~ Proposal

Hi David,

Thanks for getting back to me and for letting me know you're willing to discuss at the Facilities Committee meeting.

We will be charging £35 p/d for the camp.

Thanks again,

[REDACTED]

On Mon, Jun 19, 2023 at 2:17 PM David O'Driscoll <[parishclerk@forestrow.gov.uk](mailto:parishclerk@forestrow.gov.uk)> wrote:

Good Afternoon

Many thanks for sending in your proposal for the 'Summer Skate Camp'. Sounds very interesting.

I will out the proposal to the next meeting of the Facilities Committee which is on 27<sup>th</sup> June, as they will have to make the decision. Can I ask please if you intend to make a charge to participants?

Many thanks & every good wish

David

CLERK, FOREST ROW PARISH COUNCIL  
01342 822661



The Community Centre, Hartfield Road, Forest Row, RH18 5DZ

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## David O'Driscoll

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**From:** Melissa Mesher <melissarey@hotmail.co.uk>  
**Sent:** 19 June 2023 15:05  
**To:** David O'Driscoll  
**Subject:** Re: Summer Skate Camp ~ Proposal  
**Attachments:** OK Skate Club\_ Summer Camp Proposal\_Forest Row.pdf

Hey David,

Having had a re read of the proposed project, I can see that it states that they can not close the park off solely for their use.

However I personally feel as though £35 pound charge per child per day is a huge amount of money to some parents and it would mean that families that are struggling would miss out on the chance for their children to participate. If they are not contributing towards the cost of the park then how can they justify this amount ?!

My thoughts are if they want to use the park to deliver the work shops then a contribution towards the use of the space or concessions should be made available for those that would not be able to afford to attend /get involved?!

Mel  
Sent from my iPhone

On 19 Jun 2023, at 14:26, David O'Driscoll <parishclerk@forestrow.gov.uk> wrote:

Hello Mel

This came in this morning! It's really a decision for the Councillors – they want to make a charge per head for participants, so it's not just a freebie for kids on holiday. But I thought I would ask you as well how you would feel about this activity on your doorstep?

Many thanks  
D

## David O'Driscoll

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**From:** Jane Wogan <jwoganfrpc@gmail.com>  
**Sent:** 04 April 2023 10:38  
**To:** David O'Driscoll  
**Subject:** GRILLE FOR RUSH GREEN

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

David

I came across the following company who make grilles. I spoke to the people and they gave me an estimated price of £200 + VAT supplied and fitted. They asked if photographs and measurements could be sent to them initially. They would come out and give a proper price. I don't know if you have tried them already.

Forge The Way  
Bineham Farm  
North Chailey

Tel: 01444 523704  
Mob: 07570 287288

email: [info@forgetheway.co.uk](mailto:info@forgetheway.co.uk)



## David O'Driscoll

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**From:** Maureen Summers <frpc@maureensummers.net>  
**Sent:** 20 June 2023 09:50  
**To:** David O'Driscoll  
**Subject:** Facilities meeting next week

Dear David,

I am not sure if this is an issue for Facilities but it involves grass ....so probably it is. I would be very pleased if we could have an item to discuss 'parking on the grass' at next week's meeting. We have long been concerned about parking and subsequent destruction of grass verges (some of them with 'village green' status) at the A22 end of Highfields and outside the Hopyard. In recent weeks I have noticed that this has proliferated exponentially and people are now regularly parking on large areas of grass along Upper Close and at the North End of Upper Close, on the grass further along Hartfield Road, near Park crescent, by the Health Centre.....everywhere. In Upper Close, one household has constructed a concrete strip to widen their access across the grass, but there are still regularly, 2 large vans parked beside it on the grass.

It has been dry but when it is wetter the grass will be destroyed. It all looks terrible where this has been happening for a while and makes our village a more depressing place to live. I would like us to devise a plan to stop it. Together with this, is more and more parking across pavements and hedges that come out so far that there is no pavement left.....in Upper Close, parents have walk in the middle of the road because the pavements are blocked.

Anyway, please can we have an item on the parking on the grass?

Best wishes

Maureen