

# Forest Row Parish Council

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

(Office Hours: Monday to Friday 9am to 2pm)



To: All members of FOREST ROW PARISH COUNCIL:  
Cllrs. Eichner (Chair), Christie, Cocks, Evans,  
Gilbert, Hugo, Jaffay, La Djoï, T Lewin, Rainbow,  
Scott, Summers, Taylor-Smith, Volkers & A M  
Waters

Community Centre  
Hartfield Road  
Forest Row  
East Sussex  
RH18 5DZ

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

Dear Sir/Madam,  
Your attendance is required at a meeting of the  
FOREST ROW PARISH COUNCIL to be held on  
**TUESDAY 30<sup>th</sup> APRIL 2024** in the Garden Room at the  
Community Centre at **7.30 PM**.

Date: 24<sup>th</sup> April 2024

Mr David O'Driscoll  
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES ARE AVAILABLE FOR QUESTIONS AND REMARKS FROM THE PUBLIC ON ANY RELEVANT TOPIC. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND ADD QUESTIONS OR COMMENTS ON THE AGENDA ITEMS, AT THE DISCRETION OF THE CHAIR OF THE MEETING

## AGENDA

1. PUBLIC PARTICIPATION
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETING OF 20<sup>TH</sup> FEBRUARY 2024
4. DECLARATIONS OF INTERESTS/DISPENSATION REQUESTS FOR THIS MEETING
5. DELEGATED DECISIONS

### PRIMARY REPORTS

6. CHAIR'S COMMENTS
7. REPORT ON THE 3D MODEL EVENT
8. CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION
  - 8.1 Internal Audit
  - 8.2 Annual Return
  - 8.3 Annual Parish Meeting
  - 8.4 Speedwatch scheme
9. SUMMARY FINANCIAL REPORT

### MATTERS FOR CONSIDERATION/DECISION

10. FUTURE OF THE HAMBRO HALL
11. LOW-COST COUNSELLING SERVICE
12. BENEFIT SURGERY PROPOSAL
13. PERFORMANCE SPACE PROPOSAL
14. THE 'BACK FIELD'
15. COMMUNITY ORCHARD & OTHER FUNDING
16. D-DAY COMMEMORATION
17. F/R FESTIVAL CLARIFICATIONS
18. GARDEN COMPETITION

**COMMITTEE & GROUP REPORTS (written reports to be taken as read unless there are queries)**

19. PRINCIPAL COUNCILS
20. STANDING COMMITTEES & PLANNING GROUP
21. WORKING GROUPS
  - 21.1 Outreach & Communications
  - 21.2 Discovery
  - 21.3 Road Safety
  - 21.4 Shed Project
  - 21.5 Youth Forum
22. REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)
23. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

**FULL COUNCIL**

**BACKING PAPERS FOR MEETING 30<sup>th</sup> APRIL 2024**

	<b>Description</b>	<b>Page nos</b>
	Clerk's briefing note	1-4
5	List of delegated decisions	5
8.4	Email from Speedwatch co-ordinator	6-7
9	Summary financial report	8
11	Low-cost counselling service proposal	9-12
13	<i>Performance space papers (to follow)</i>	
14	Licence agreement for playing field	13-15
17	Email thread re use of VENUe at Festival	16-19

**COUNCILLORS' BRIEFING FOR THE MEETING OF FULL COUNCIL  
ON 30<sup>th</sup> APRIL 2024**

1. **PUBLIC PARTICIPATION**
2. **APOLOGIES FOR ABSENCE**
3. **RECORDS OF PREVIOUS MEETING OF 20<sup>th</sup> FEBRUARY 2024**
4. **INTERESTS/ DISPENSATIONS** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. However, occasional users of services or volunteers need not be concerned.
5. **DELEGATED DECISIONS:** (as attached to backing papers)  
***ACTION: to note & approve***

**PRIMARY REPORTS**

6. **CHAIR'S COMMENTS**
7. **REPORT ON THE 3D MODEL EVENT**  
A member of the core organising group will report on the event.
8. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION**
  - 8.1 Internal Audit. The final internal audit took place via Zoom on 23<sup>rd</sup> April. The accounting data was approved as correct, and the governance issues are good to go. There was some anticipated adverse comment on deficiencies in the transparency data on the website, and the incomplete Asset Register, but we explained the reasons, which were accepted. It was also noted that there are still some gaps on the Members Register of Interests, but I will follow this up separately. I will circulate the audit report as soon as it arrives.
  - 8.2 Annual Return. The Annual Return (comprising the Statement of Governance, a summary Financial Statement, the Internal Auditor's certificate and a completed Notice of Public Inspection Rights) will require formal approval by Council before submission to the External auditors by the deadline of 30<sup>th</sup> June.
  - 8.3 Annual Parish Meeting. The APM is scheduled for 14<sup>th</sup> May. The suggestion is that it should be combined with a 'Meet & Greet' session – the purposes of the two meetings being closely aligned. However, because the APM is a statutory requirement, certain formalities are required. A Notice of Meeting signed by the Chair has to be issued on 2<sup>nd</sup> May, and in view of comments made last year, it would be good to publicise the meeting - as the APM - as widely as possible beforehand. The Chair of the Council has to preside, minutes are taken, and the previous year's minutes have to be formally adopted. There is no fixed content, although the draft agenda circulated by Cllr Cocks seems to cover the ground. Please note that the unveiling of the Fred Bishop plaque and re-naming of the hall will need to be included. There should also be space for Q&A from the public and refreshments will be expected. By convention it is the Councillors who do the organisation, although the office is happy to help on request with any aspect of the arrangements.
  - 8.4 Speedwatch Scheme. The Speedwatch Scheme has now been running for some time, but as before, the initial enthusiasm of volunteers has tailed off. I am attaching an email

received from the co-ordinator, and you will see that an invitation is being extended to all Councillors to consider participating.

#### **9. SUMMARY FINANCIAL REPORT**

As we are only at the end of month 1, there is little to report. At the time of writing the first tranche of the precept is still expected. There have been some major bills paid:

- Subscriptions to the Council Associations and the market/cemetery organisations.
- The annual non-domestic rates for all our buildings and the cemetery
- Substantial payments for streetlight repairs, and for the Crittall window work.

Most of these are non-recurrent payments for the year. Nevertheless, those payments represent 6% of the precept in the first three weeks of the financial year.

#### **MATTERS FOR CONSIDERATION/ DECISION**

#### **10. FUTURE OF THE HAMBRO HALL**

As Council will be aware, the preschool closed at the end of March. Together with the Chair of Finance, I have been in negotiation with the trustees for a 'run-off period' : they have some administration to complete and need to dispose of their equipment. We suggested two months from the date of closure, and they have confirmed sufficient funds to cover the rent for that period. During the same period I am arranging for a condition survey of the Hall and its grounds to see what works may need doing, and in what order of priority. The policy decision for Council is what status we now give to the Hall and its ancillary spaces. There are three options:

1. We let out the premises on a long lease to an independent tenant (and I can confirm that we have already had a firm expression of interest of that type). The advantage of that would be a regular source of operational income; the drawback would be the loss of a flexible space for different uses.
2. We retain the Hall as part of the Community Centre estate for hiring out. The advantage is that it provides another potentially attractive space for different community activities and generates income; the drawback is that parts of the premises would be underused.
3. We retain the premises with view to providing a base for the 'Shed Project' and/or some other regular community project to be in semi-permanent occupation. The advantage would be in providing premises without additional capital outlay; the drawback would be the loss of substantive operational income.

The F&P Committee discussed this at its recent meeting as a policy issue about the use of Council-owned space and the issue of operational income, in the light of proposals which are already being aired. Opinions were finely balanced, and the matter has been referred to Full Council for a decision.

***ACTION: to resolve accordingly***

#### **11. COUNCIL SPONSORSHIP OF A LOW-COST COUNSELLING SERVICE**

This proposal was first submitted under the previous Council, but was deferred due to the proximity of the election. It has since been discussed at some length by members of the Comms & Outreach working group and a number of refinements have been made to the proposal. The final version is now put before Council for discussion and proposed adoption.

***ACTION: to resolve accordingly***

**12. COUNCIL SPONSORSHIP OF A BENEFITS ‘SURGERY’**

This proposal has also been considered by members of the Comms & Outreach working group and there has been following discussion with the proposer. At the time of writing it is unclear whether this is for Full Council’s information or its decision. One of the Outreach members who has been closely concerned with the proposal will report on progress

***ACTION: to consider and resolve if required***

**13. PERFORMANCE INSTALLATION PROPOSAL**

A proposal for a movable performance installation was brought to the recent F & P meeting in the form of an application for a grant by the young person who originated the idea. Committee felt that the proposal was interesting but lacked details of construction, operation and costs, and suggested that a more detailed proposal should be referred to Full Council. Relevant papers will be supplied to Members within the next few days.

***ACTION: to resolve accordingly***

**14. THE FUTURE OF THE ‘BACK FIELD’**

The field used by the Junior Football Club at the far end of Foresters Link, variously known as the ‘Back Field’ or ‘Medway Park’, is held by the Council under a Licence from the freeholders, the Waters family, and the Council sub-licences the field to the JFC. The licence (copy attached) expires in August. Does Council wish to renew its occupation by licence or some other arrangement? If so, does it wish to renew the arrangement with the JFC? It has been noted that some of the field is not used for football: would Council wish to negotiate a broader land use clause in any future arrangement?

***ACTION: to resolve as necessary***

**15. COMMUNITY ORCHARD & OTHER FUNDING**

There is currently funding available for planting community orchards, also for community infrastructure improvements. Does Council wish to pursue any of these initiatives?

***ACTION: to resolve as appropriate***

**16. D-DAY COMMEMORATION**

This year marks the 80th anniversary of the Normandy landings. Some Councils are putting on events, sponsoring displays or flying special flags to mark the occasion. Does Council wish to do anything similar?

***ACTION: to resolve as appropriate***

**17. FOREST ROW FESTIVAL CLARIFICATIONS**

**Two clarifications have been requested in connection with the Festival in June:**

- a) The organisers want to confirm whether Sunday hours are: music ends 10.30pm, Green clear by 11pm and Friday and Saturday music ends 11.30, Green clear by 12 midnight. The team say they continued beyond the council's approved finishing time last year because they had license for 11.30pm (10.30pm on Sunday) from the police and the council's times didn't match those approved for previous years.

The council’s decision for 2023 was as follows:

Item no. 29/23 at Finance & Policy Committee 14<sup>th</sup> March 2023. Proposal that: the Council give permission for the use of Foresters Green as requested provided that a Health & Safety officer is nominated, all necessary licenses are obtained and that *the music finishes on Saturday at 11:00pm, and on Sunday at 10:00pm with the bar closing at 10:30pm.* Seconded by Cllr T Lewin and AGREED.

- b) A group from the Anderida Practice would like to use the VENUe building during the Festival for a range of paid-for therapeutic sessions (with 50% of proceeds going to the Festival). I am attaching for further details a copy of the email thread exchanged with Cllr Huo as the liaison Council member for the Festival. Does Council agree?

***ACTION: to resolve as appropriate***

**18. GARDEN COMPETITION**

This topic was deferred from a previous Full Council meeting. Does Council wish to hold or sponsor a (front) garden competition this year? It fell into abeyance during the pandemic and has not since been revived, except for an allotment of the year section. An 'in principle' decision needs to be made now, because of the growing season.

***ACTION: to resolve as appropriate***

**COMMITTEE AND GROUP REPORTS**

**(written reports to be taken as read unless there are queries)**

**19. PRINCIPAL COUNCILS**

County & District Councillors have been invited to attend and report as appropriate.

**20. STANDING COMMITTEES & PLANNING GROUP**

Chairs of Committees have been invited to report. At the time of writing, I have written reports from Finance and from Planning.

**21. WORKING GROUPS**

Oral reports have been invited from a representative of each of the active groups.

**22. REPRESENTATIVES ON OUTSIDE BODIES**

Representatives may report on any items of relevance.

***ACTION: to note reports (queries if appropriate)***

**23. ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE.**

# **FOREST ROW PARISH COUNCIL**

## ACTION TAKEN UNDER DELEGATED AUTHORITY

PERIOD - from: 14/02/2024 to: 23/04/2024

DECISION TAKEN	REASONS	OFFICERS NAME	DATE OF DECISION	COST
TREE WORKS	URGENT	The Clerk, Chair & Chair of F & P	Feb 2024	£2880.00



David O'Driscoll

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**From:** [REDACTED]  
**Sent:** 22 April 2024 10:48  
**To:** FRPC Reception; David O'Driscoll  
**Cc:** [REDACTED]  
**Subject:** Forest Row Speedwatch Group

I [REDACTED] set up the Forest Row Speed Watch group around 2020/21. Volunteers (about 9) were inducted under the guidance of Speedwatch UK, [https://communityspeedwatch.org/FRONT-v2-The\\_Scheme.php](https://communityspeedwatch.org/FRONT-v2-The_Scheme.php)



**Community Speedwatch The Scheme**

#CommunityEngagement: Speeding has reached epidemic proportions and calls for a paradigm shift in the way we tackle it. That shift must include a change in the perception and management of community volunteers involvement with road safety.

[https://web2.communityspeedwatch.org/FRONT-v2-The\\_Scheme.php?m=10..](https://web2.communityspeedwatch.org/FRONT-v2-The_Scheme.php?m=10..)

communityspeedwatch.org

We've kept it going through fairly regular meet ups with a consistent core group. As with all volunteer work, the numbers of people in a group rises, falls and sometimes, rises again.. The group is now down to two people with the faithful third member withdrawing last week. We three have been dedicated for the last 4 years. As many of you will know or have experienced, there is volunteer fatigue and we definitely have it. Not only fatigue but disenchantment with the community and it's lack of interest in controlling the speed in our village.

You may be aware of the requirement around implementing a speed change and for those of you who don't, it's very straight forward. For things to change, i.e the speed to be reduced or measures taken to slow the speed of traffic, three people have to die, yes, three people. Only then will any meaningful action be taken. We are determined to do all we can to reduce the speed but we cannot do it on our own or do we wait for the inevitable tragedy for our concerns to be taken seriously?

We have recorded the highest speed in the county, 76 mph on Hartfield Road approaching the entrance to Emerson College on the left. We have narrow pavements in much of the village with children skipping along, some on little scooters, some wobbling on their bikes, some, four or five abreast on the narrow pavement. It's not peculiar to our village but it is **our village**.

We need volunteers. We need to develop a serious campaign strategy which will be flung regularly at East Sussex County Council , we need banners, protests, schools' involvement, **we need help**.

When I started this, I hoped we would get loads of people offering to do a stint/session. I know the cliched response, 'I'm just too busy'. We can all feel that and it's as much about what we are able to do in the time available and how fit and able we feel about everything we wish to do. We can't give 'our all' to everything but maybe, we can give a bit to quite a few things and maybe you do that already. If you're up to your eyebrows, forget the eyes, then persuade a friend to join Speedwatch.

We want to enlist the Councillor's help. I don't want meetings or someone dropping in on a Speedwatch session, or the suggestion it be taken to the next ESCC meeting (whatever that meeting is called). I want better speed flashing lights. Groombridge has one with a green face which smiles when you are within the limit ( a trick from the 'nudge' philosophy). I want signs that repeat the speed limit even if they're home-made (probably not allowed but it may be). We'd go so far as to suggest posters which beg, KILL YOUR SPEED NOT A HUMAN OR AN ANIMAL. ***We want help.***

We encourage each Councillor to commit to a monthly session and for each Councillor to enlist one other person.

We look forward to your response.

  
Speedwatch Volunteers

## Summary Income &amp; Expenditure by Budget Heading 23/04/2024

Month No: 1

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Finance &amp; Policy</u></b>						
Income	0	656,455	656,455			0.0%
Expenditure	(52)	500,190	500,242	0	500,242	0.0%
Movement to/(from) Gen Reserve	<u>52</u>					
<b><u>Amenities &amp; Services</u></b>						
Income	0	21,850	21,850			0.0%
Expenditure	4,577	89,750	85,173	0	85,173	5.1%
Movement to/(from) Gen Reserve	<u>(4,577)</u>					
<b><u>Property &amp; Assets</u></b>						
Income	732	45,600	44,868			1.6%
Expenditure	35,488	75,500	40,012	0	40,012	47.0%
Movement to/(from) Gen Reserve	<u>(34,756)</u>					
<b><u>Planning</u></b>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<b><u>Localism &amp; Community Projects</u></b>						
Income	0	33,000	33,000			0.0%
Expenditure	924	41,000	40,076	0	40,076	2.3%
Movement to/(from) Gen Reserve	<u>(924)</u>					
<b>Grand Totals:-</b>						
Income	732	756,905	756,173			0.1%
Expenditure	40,938	706,440	665,502	0	665,502	5.8%
Net Income over Expenditure	<u>(40,206)</u>	<u>50,465</u>	<u>90,671</u>			
Movement to/(from) Gen Reserve	<u>(40,206)</u>					

# Proposal for a Low-Cost Counselling Service in Forest Row

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## Background

Waiting times to access mental health support, including talking therapy, is at an all-time high. For adults, it can take up to a year to receive a block of 6 sessions via the NHS. For young people, the waiting time for an assessment can be up to 4-5 months and therapy a further 12 months. Clearly, these delays can be highly detrimental to the health and well-being of those waiting.

Of course, private counselling therapy is available, and Forest Row has several locally based therapists. However, the average fee for private therapy in Sussex is between £50-£60 a session and beyond the budget of many who need it. Whilst many counsellors offer pro bono or discounted fees, the cost-of-living crisis is putting pressure on the number of sessions they are able to offer.

## Proposal

As local therapists, Owen Morgan and Diane Burnett would like to set up a Low-Cost Counselling Service offering subsidised sessions to clients living in Forest Row, at a rate they can afford. With endorsement and financial support from FRPC, the Service will help improve the well-being of the local community by reaching those who might not otherwise seek out support.

Both therapists are fully qualified members of the British Association for Counselling and Psychotherapy. They both run successful local private practices and have worked with a range of clients across a range of ages and issues. See biographies, below.

It is proposed that to secure commitment, clients will be asked to contribute what they can afford – at a minimum of £10 per session – with FRPC “topping up” the fee to a maximum of £40 per session from the awarded funds. The remaining discount will be offered by the therapist (on their private practice fee of £55).

Administration of the Service – including undertaking initial assessments, booking sessions, onward referrals, networking with local Service providers and businesses and writing up policies to underpin the Service – will be provided by the therapists, pro bono. It is proposed that promotion of the Service will be shared by the therapists and FRPC, see below.

## Funding Request : £3,000

At this juncture, it is difficult to predict the uptake of the Service and how much clients will be able to contribute to the cost of counselling. However, based on the following projections, a request for £3,000 funding is proposed, in the first instance.

*Funding Scenario 1:* If 10 clients contribute £10 for each session up to a maximum of 10 sessions per person, the FRPC contribution would be £3,000 for a maximum of 100 counselling sessions. The total discount offered by the therapists in this scenario would be equivalent to £1,500 – excluding the cost of administration.

*Funding Scenario 2:* If client contributions exceed the £10 minimum and/or some clients require fewer than 10 sessions, then funding of £3,000 would enable the Service to support additional clients and more than 100 counselling sessions within the funding period.

Over the course of the Service’s life, additional funding will be sought to extend the reach and impact for the local community.



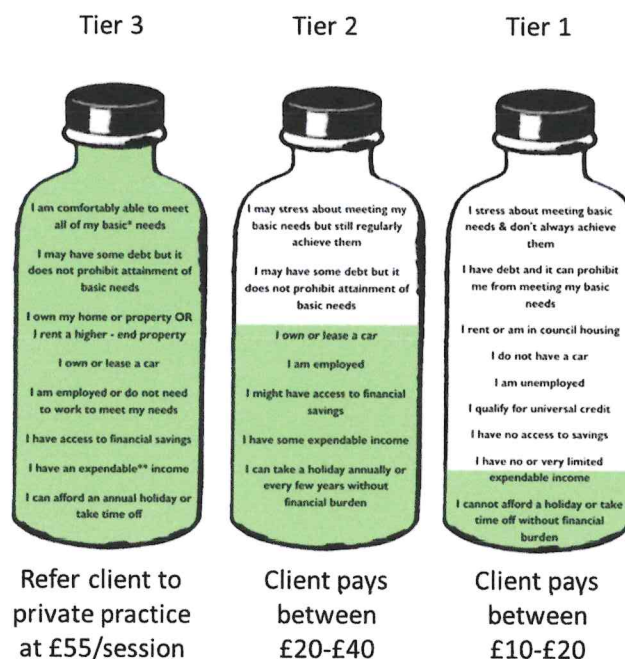
## How It Works

Clients will be directed to contact Owen Morgan, as Head of Service, by phone or email – with details listed on a dedicated webpage on the FRPC website. This will be publicised on flyers and posters placed around the village. Promotion will be supplemented by building connections with other local services like the Youth Centre, Community Fridge, Health Centre and suitable local businesses.

After an initial assessment with Owen Morgan, the Service would be able to offer a choice of male or female counsellor, according to client preference and therapist availability. As outlined above, clients would be asked to pay what they can afford – at a minimum of £10 per session. Clients unable to meet this requirement will be signposted to free support offered by CAHMS and other NHS services or charitable organisations like The Lucy Rayner Foundation or YMCA - Heads Together.

The model below<sup>1</sup> shows how a sliding scale of client contribution works to offer a flexible payment range instead of fixed price for the Service.

### Where do you fall on the Sliding Scale?



At present the proposal is to offer each client up to a maximum of 10 sessions. This will enable the Service to help as many people as possible, whilst offering optimal support. Clients will be eligible to re-engage with the Service after an agreed period of no less than six months, unless there are extenuating circumstances which will be considered on a case-by-case basis. Clients needing ongoing or alternative support will be signposted as relevant.

As necessary, a waiting list will be managed by the Head of Service. Responsibility for client care and management will be undertaken by the individual therapists, including practice insurance and professional supervision.

<sup>1</sup> The Green Bottle Sliding Scale Method, developed by a Community Practitioner, Alexis J. Cunniffolk, as a fee structure designed to accommodate clients with different financial means.

Therapists will offer sessions online or in person in their private therapy rooms. However, if there is a possibility of using a room at FRPC for those in need of wheelchair access or with other additional needs, this would be welcomed.

Initially, the Service would offer sessions for adults and young people from 14yrs+. It may be possible to extend the Service to support younger children at a later stage, subject to discussions with a specialist therapist.

Counselling contracts will be in place for each client and therapists will practice within the BACP ethical framework.

## **Roles & Responsibilities**

### *Head of Service:*

- First point of contact for FRPC and clients
- Initial client assessments
- Allocation of therapist and agreement of fee with client
- Making payment to therapists, from FRPC funding – to be held in separate bank account
- Collating reporting data & testimonials
- Sending FRPC regular updates on allocation of funds
- Organising monthly supervision with therapists
- Taking on new therapists, as required

### *All Therapists:*

- Marketing and promotion of the Service
- Gathering impact data and testimonials
- Ongoing client relationships

### *FRPC:*

- Creation of dedicated web page
- Making marketing material available in FRPC spaces
- Promoting Service to relevant stakeholders

## **Safeguarding and GDPR**

Counselling will be offered within the BACP ethical framework. The Service will have safeguarding and GDPR policies in place and both therapists are fully insured and hold Enhanced DBS Certificates.

## **Reporting and Impact**

To demonstrate impact, the Service will provide anonymised data about the clients supported in the funding period, including the number/times of sessions attended and outcomes of counselling. This will be supplemented by a request for anonymous feedback from clients, that could be used as testimonials for the Service.

## **Promotion of the Service**

The Service would be promoted as “supported by FRPC” but run independently by the therapists offering counselling. The following activity is proposed to raise awareness of the Service in the first instance:

- Distributing posters and flyers in the village\*
- Creating a dedicated Facebook page and promoting via FRPC Facebook page



- Having a dedicated page of the FRPC website to introduce the Service, outline therapist biographies and publish contact details for Head of Service
- Ensuring local Services i.e. Youth Centre, Library, Community Fridge are aware of the Service and are able to promote it, where appropriate
- Approaching appropriate local businesses to promote the Service
- Liaising with Ashdown Forest Health Centre to refer clients

\*Design will be provided by the Service, pro bono but printing will need to be covered by FRPC.

## **Therapists' Biographies**

*Owen Morgan:* As a counsellor my job is to provide a space where clients can learn how to make positive changes and support them to live a more fulfilled life. With experience working online on the telephone and from my therapy room at my home in Forest Row, I offer clients a supportive environment and work alongside them to facilitate growth and change.

Since qualifying in 2018, I have been a member of the BACP and adhere to their Ethical Framework. I am currently working towards accreditation, and am a qualified counselling supervisor, supporting other therapists in their client work.

I have worked for a leading youth service, a suicide bereavement charity and West Sussex County Council supporting young people and am eager to extend my community impact in partnership with FRPC. I work with all kinds of issues and clients from 14-82yrs old.

*Diane Burnett:* Hello, I am a person-centred counselling psychotherapist. I work from my peaceful garden room. I am excited to offer counselling through our new initiative, as I passionately believe that there should not be barriers to people's ability to access mental health interventions.

I know the sting of feeling "othered," and I aim to have a non-oppressive practice. This means acknowledging that everyone is unique and all experiences are valid and equal, but also understanding how the intersections of power can negatively affect one's life due to gender, socioeconomic status, colour, neurodiversity, etc.

I have lots of experience working with people affected by cancer, previously volunteering for MacMillan, and I currently do some private work with a breast cancer charity. Being neurodivergent, I was diagnosed with ADHD two years ago, it has been a journey navigating what this means for me. This does not make me an expert, but I feel it has enhanced my empathy for what being "different" can feel like.

## **In Summary**

An FRPC supported Low-Cost Counselling Service in Forest Row, will help many local people who might otherwise have a lengthy wait for, or be unable to access, support elsewhere. By doing so we believe we can make a positive impact on to our village's well-being. Thank you for your time and consideration.

THIS Licence is made on the first day of August two thousand and fourteen between Simon & Tim Waters (hereinafter called the Licensors) and Forest Row Parish Council (hereinafter called the Licensees)

The Licensors, so far as they lawfully can, hereby consent to the Licensees maintaining and managing the land outlined in red on the said plan, subject to the following conditions:

1. The Licensees in all respects and at their own risk and expense shall maintain and manage the said land and they shall be responsible to the Licensors for any agreement they make with representatives of all or any bona-fide sports clubs representing the village and of other sports clubs composed in the greater part of residents of the Parish of Forest Row which are desirous of using or maintaining the said area.
2. The Licensees or their duly authorised representatives may allocate the use of the area to all such clubs making such charge as is appropriate.
3. The Licensees shall indemnify the Licensors from and against all actions, proceedings, costs, charges, claims and demands whatsoever arising out of the occupation and use of the premises by the Licensee.
4. The Licensees shall maintain public liability insurance cover with a minimum indemnity limit of £10,000,000 and will produce on demand the policy and evidence of premium payment to the Licensors.
5. The Licensees shall properly maintain that part of the premises which is grass (by cutting/strimming at least once a year) and not permit the grass to be broken up or damaged save so far as may be necessary for the purpose of relaying or improving any part thereof without prior approval of the Licensors.
6. The Licensees or their duly authorised representatives shall permit the use of the premises for general recreational purposes at all times that do not interfere with organised games provided such use shall be carried on and conducted in such a manner as not to be a nuisance or annoyance to the Licensors or to any occupiers of neighbouring properties or to the public and except with the previous consent in writing of the Licensors they shall erect no structures on the premises.
7. The said land shall only be used for the purposes connected with recreation for the inhabitants of the Parish of Forest Row and neighbourhood for any bona fide recreational or sports clubs using the recreation ground on terms determined by the Licensees.
8. The Licensees shall not make any alterations or additions to the land without the prior written approval of the Licensors, and in the event of such approval being given shall obtain all necessary planning consents, building regulation approvals and other statutory consents from the relevant statutory bodies.
9. The said land shall be available for use by bona fide residents of the Parish of Forest Row and neighbourhood on terms to be determined by the Licensees.
10. The Licence shall continue for a period of ten years subject to earlier termination in accordance with clause 11.

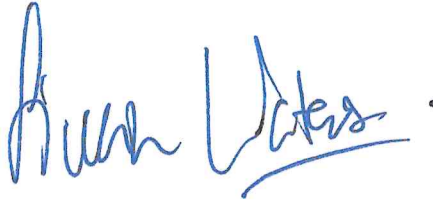


11. The Licensors may, by written notice to the Licensees terminate this license forthwith at any time if the Licensees are in breach of the terms of this Licence or any of the conditions or agreements herein contained and on their part to be observed and performed.

12. The benefit of this Licence is personal to the Licensees and is not assignable in whole or in part, but this clause shall not preclude the Licensees from granting a license or licenses to a properly constituted committee as to the use and management of the premises or any part thereof.

SIGNED ON BEHALF OF SIMON AND TIM WATERS

DATED:

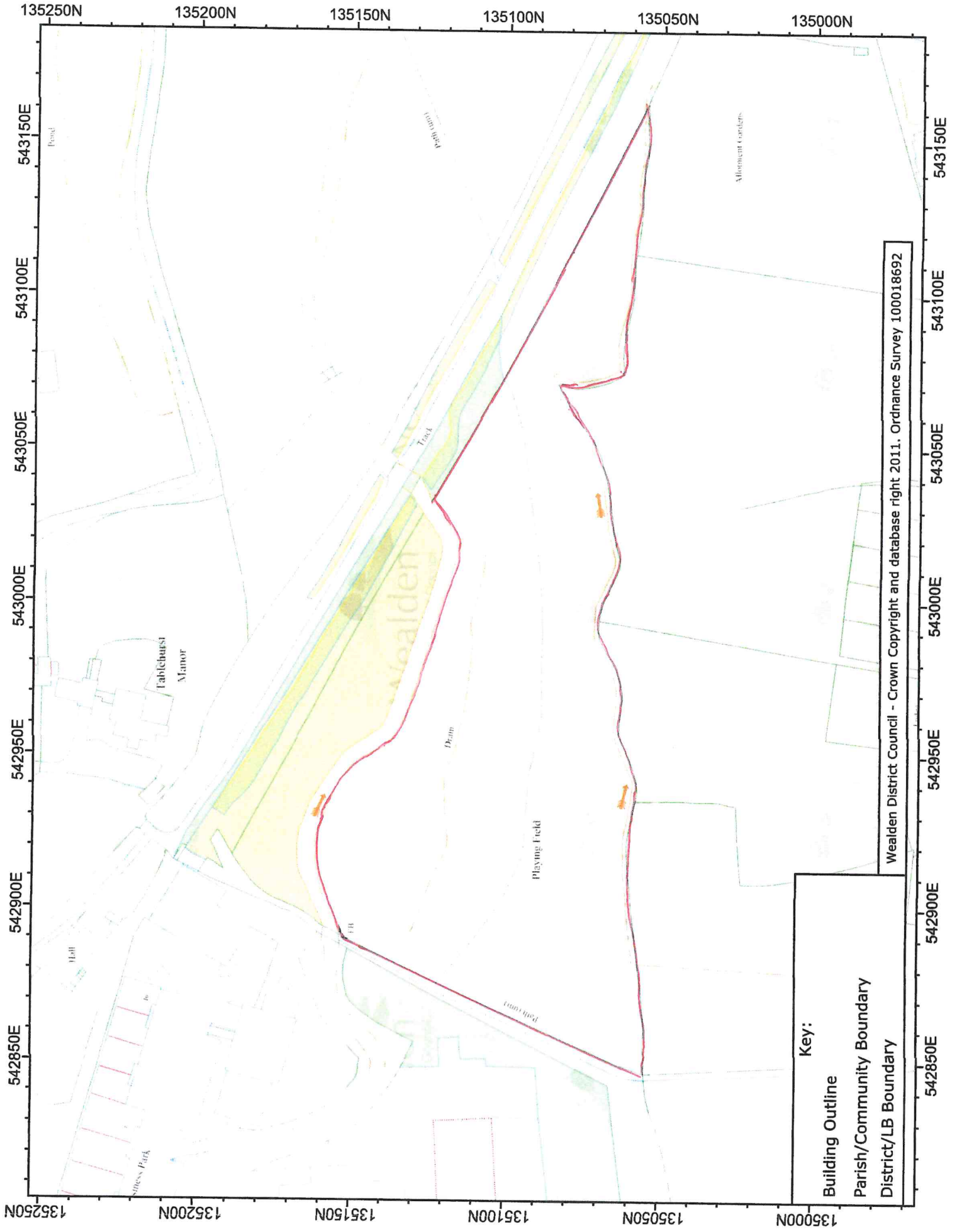


THE COMMON SEAL OF FOREST ROW PARISH COUNCIL  
WAS HEREUNTO AFFIXED IN THE PRESENCE OF

DATED

23/10/14.





## David O'Driscoll

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**From:** Edouard Hugo <edouardfrvc@gmail.com>  
**Sent:** 15 April 2024 11:57  
**To:** Carolyn Coomber; David O'Driscoll  
**Subject:** Fwd: Wellness Area at the festival

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

**From:** **The Anderida Practice** <[info@theanderidapractice.com](mailto:info@theanderidapractice.com)>  
**Date:** Sat, 2 Mar 2024, 09:00  
**Subject:** Re: Wellness Area at the festival  
**To:** Edouard Hugo <[edouardfrvc@gmail.com](mailto:edouardfrvc@gmail.com)>

Dear Edouard,

Thank you for your email and for helping coordinate the Wellness Area at the Forest Row Festival. We are very grateful to be able to offer our services again this year and it would be fantastic if we can use the Venue. I completely understand the importance of ensuring security and the need for approval from the relevant authorities.

I would like to reassure you that we have great respect for the venue and understand the importance of security, especially for an event like the Forest Row Festival. Either myself or a member of our close team will be present at all times. Personally, I will open up in the morning, lock up at night, and keep the keys safe with me at all times. Regarding the use of the space itself, we will take great care of the building and furnishings at all times.

Regarding your queries:

### 1. Financial Aspects:

- The Anderida Practice does not make any money through this event; it is purely a community service.
- £15 cash payment is collected for treatment sessions at the time of booking at the entrance/reception of the Wellness area.
  - 50% of the revenue goes to the festival to support its initiatives and handed directly to appointed member of the Forest Row Festival team on the Monday morning after the festival!
  - The remaining 50% is given directly to the practitioners for their time and treatments.
- The Anderida Practice does not directly benefit financially from this arrangement.

### 2. Commercial vs. Charitable Aspect:

- Our involvement in the festival is primarily a charitable action aimed at serving the community.



- While there may be some visibility gains for Anderida, our primary focus is on contributing positively to the event and supporting our community.

I hope this answers your questions. Should you require further clarification or wish to discuss any aspect in more detail, please feel free to reach out to me via email or phone.

Looking forward to hearing from you and fingers crossed for receiving the green light from the council next week.

Warm regards,

Laura

On Fri, Mar 1, 2024 at 12:04 PM Edouard Hugo <[edouardfrvc@gmail.com](mailto:edouardfrvc@gmail.com)> wrote:  
Hello Laura,

Edouard here, parish councillor doing the link between the council and the festival.

Annabel forwarded your email to me regarding the eventual use of the venue during the festival. As much as this looks great to me, given the unique conditions that are the festival, it is a decision that needs to be passed by the clerk (carbon copied to the email) and Mel, our youth leader in charge of the venue. The venue is such a precious tool for the village that security aspects during the festival are primordial from our perspective and it seems like the place would be very well held with your project.

One other aspect we would like clarifications concerns the financial aspect:

- would Anderida charge any fee for the services offered? Regular fees? Reduced fees?
- how would the money collected be distributed between the Acorn children project, Anderida, the festival and/or practitioners?
- basically: how much is it a commercial business (which is respectable) and/or a charitable action (with the fair visibility gains for Anderida).

I would welcome your input and details by email or with a phone call if you preferred: 07871088717.

If all goes well and fast, I'm hoping the "green light" from the council could come next week.

Kind regards,  
Edouard

On Wed, 28 Feb 2024, 18:38 Forest Row Festival Market, <[market@forestrowfestival.org.uk](mailto:market@forestrowfestival.org.uk)> wrote:

Begin forwarded message:

**From:** The Anderida Practice <[info@theanderidapractice.com](mailto:info@theanderidapractice.com)>  
**Date:** 8 February 2024 at 06:54:03 GMT

To: [market@forestrowfestival.org.uk](mailto:market@forestrowfestival.org.uk)

Subject: Wellness Area

Dear Annabelle

It was lovely speaking with you on the telephone yesterday. As discussed, please find the proposal letter for the Wellness Area at the Forest Row Festival below.

### Proposal for the Wellness Area at the Forest Row Festival

We are thrilled to have been invited once again to oversee the Wellness Area at the Forest Row Festival, following two successful years of operation. The positive feedback and community benefit we've witnessed have truly inspired us to continue this tradition for this year's event.

In past years, we set up treatment spaces within bell tents, accompanied by a designated waiting area at the front. However, we faced challenges last year when some of our equipment and furniture suffered damage overnight. Additionally, external factors such as weather conditions and bustling pedestrian traffic disrupted our efforts to maintain a serene therapeutic setting. Despite these hurdles, we are grateful for the opportunity to potentially utilise The Venue for our Wellness Area this year. This holds special significance for me personally, as The Venue was designed by my father!

Drawing from our expertise in setting up multibed clinics at the Anderida Practice for our Community Clinic and Acorn Children's Clinic, we propose a similar layout for the Forest Row Festival. Each treatment area will be thoughtfully partitioned off to ensure privacy and comfort for our visitors.

Our Wellness offerings will include osteopathy, massage, acupuncture, kinesiology, reflexology, psychic and angel readings, human design readings, nutritional assessment, and reiki. To efficiently accommodate guests, we plan to conduct 2 to 3 sessions simultaneously, each lasting 20-30 minutes.

Upon entering, guests will be greeted by a reception area where calming music will set a tranquil ambiance and minimize noise interference. Additionally, we are exploring the possibility of offering group services such as morning yoga classes, meditation, or sound healing sessions during times when individual taster sessions are not scheduled.

In terms of setup, we will provide all necessary equipment for the Wellness Area, including portable treatment couches, chairs with non-scratch bottoms, lightweight professional screen dividers, and side tables for flowers, clocks, and glasses of water for each client.

Operating hours will be from 10 am to 6 pm on Saturday, 15th, and Sunday, 16th, with sessions scheduled every 30 minutes. A dedicated receptionist will be on hand at all times to manage bookings, check-ins, and provide assistance. Bookings can be made in person, with all appointments recorded on a paper booking sheet for convenience and organisation.

Prior to each session, individuals will be required to complete a health screening questionnaire to ensure the safety and well-being of both practitioners and attendees. We want to reassure all participants that our practitioners are fully covered by professional indemnity insurance, guaranteeing the highest standards of care and safety.

We eagerly anticipate contributing to the wellness experience at the Forest Row Festival and creating a calming and rejuvenating space for our Forest Row community to embrace and enjoy.

With warm wishes Laura

--

The Anderida Practice  
Forge House  
Lower Road  
Forest Row  
RH18 5ES

For enquiries and appointments, please contact Josi Munns, our Anderida Practice Coordinator, at 01342 545058 or via text at 07388456811

[www.theanderidapractice.com](http://www.theanderidapractice.com)



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