

## **EAST GRINSTEAD TOWN COUNCIL**

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3<sup>rd</sup> March 2022

A meeting of the **AMENITIES & TOURISM COMMITTEE** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 10<sup>TH</sup> MARCH** at 7pm.

The public are welcome to attend in person at East Court or via Zoom. Windows will be open in the committee room and the public are urged to dress appropriately. Facemasks are personal preference. Please do not attend in person if you have any illness symptoms.

A request for the zoom link should be sent via email to [towncouncil@eastgrinstead.gov.uk](mailto:towncouncil@eastgrinstead.gov.uk) before noon on the day of the meeting.

J W Holden  
Town Clerk.

## **AGENDA**

1. Public Participation  
The public are invited to attend the meeting to observe via a link which will be sent to any member of the public or press who requests it by noon on the day of the meeting. They may ask questions under the councils remit, or make representation on a matter that is on the agenda. Speaking is guided by the Councils standing order 1 (available on website). You should indicate that you wish to speak by using the raising your hand button. There is no right of reply. Other than when you ask your question your microphone should be kept on mute. Should you wish to circulate anything to the committee this should be sent to the Town Clerk no later than 12 noon on the day of the meeting.  
  
To commence not later than 7.15pm.
2. Apologies for absence
3. Declarations of interest
4. To approve the Minutes of the meetings held on 9<sup>th</sup> December 2021.
5. Chairman's Announcements  
The Chairman will give brief updates on items not included in the agenda.
6. Tourism Report (Min 147 - 09/12/2021)  
The report from the new Community and Tourism Manager is enclosed for consideration.
7. Estates and Community Services Report (Min 148 - 09/12/2021)  
The Estate Manager's report is enclosed for consideration and includes the cost of the hanging baskets for businesses for 2022/23

8. Burial Services (Min 149 - 09/12/2021)  
The Cemetery report is enclosed for consideration and includes noting the changes to regulations.
9. Forthcoming Events
- Mid Sussex Marathon  
The Committee will be advised of the arrangements for the Mid Sussex Marathon
  - Platinum Jubilee Events  
The Committee will be advised of the final time table for the Town Council Jubilee events
  - East Court Live  
The Committee will be advised of the summer event programme
- 10 Jubilee Fountain - Offer of transfer of ownership  
To consider an offer from Mid Sussex DC for the Town Council to take ownership and refurbish the Victorian drinking water fountain in the High St.

The next meeting of the Committee will be on **THURSDAY 16<sup>TH</sup> JUNE 2022**

## **Officers Reports to accompany the Agenda for the meeting on 10<sup>th</sup> March 2022 of the Amenities and Tourism Committee**

### **AGENDA ITEM 6 - TOURISM REPORT**

The report from the Community and Tourism Manager Miss Fletcher, is enclosed for consideration.

#### **Purpose of Report: To update the committee on the work of the Tourism Team**

##### Welcome back fund: Love East Grinstead

The Welcome Back Fund is funding the Love East Grinstead event. It was arranged for Sunday 13<sup>th</sup> February but unfortunately due to a forecast of heavy rain and strong winds this was postponed. The new date is Sunday 13<sup>th</sup> March. We have 50 stalls signed up which are a mixture of community groups, clubs, charities, and small local businesses as well as local providers such as the museum, the Kings Centre and utilities such as South East Water and Virgin Media. There will also be a free children's entertainer with free childcare and the Gatwick Escape room bus.

Volunteers to help ensure the stalls get set up in the morning or to man the EGTC stall selling merchandise – EG Tea towels etc., are still being sought, Cllrs are asked to support the event if they can.

Due to the event being postponed we are not going ahead with an art/history trail which involves closing the High Street at the end of March as these events will be too close together, however there is a Treasure trail on.

##### Half Term Town Treasure trail

There is a free treasure trail map (written by Treasure Trails) that is a trail around town to encourage increased footfall to local businesses. Some of which have offered a discount to those that complete the trail.

##### East Grinstead Merchandise

East Grinstead merchandise sales for 2022 so far are £17.50

##### Tourism Performance indicators

- A satisfaction survey for enquirers, developing a pop up on the web - this will be online shortly.
- The number of enquiries - Enquiries at our Tourism desk average 30 per week.
- Satisfaction of the range of tourism merchandise and prices. We have asked buyers and the only suggestion has been a leather bookmark. We will ask at the Love EG event
- Number of visitors to key attractions (quarterly) – (Standen, Bluebell, Sackville College, Museum) Contact has been made but visitor numbers not yet received.
- Number of empty units in Town Centre (quarterly) None on the High Street, Units on Queens Walk, 4 on London Road, 1 on Kings Street.
- Number of new businesses (quarterly) 1 (The Grub shop on Railway Approach)
- Number of tours undertaken – these are being carried out by the Museum and The Bookshop and there have been 2 this quarter.
- Number of young People engaged with the half term/ holiday activities – EGTC Town treasure trail and the MSDC nature trail at East Court fairy trail.

## Community and Tourism Team

A vacancy for a new Community Officer role will be advertised this month, increasing our team from 2 to 3 which will help to deliver the events and build relationships with community groups.

## South East Water Partnership with EGTC for 2022

The Community and Tourism Manager had a target of securing £5,000 sponsorship for East Court Live which she secured with South East Water (SEW). In further meetings it was agreed that SEW would like to partnership with EGTC for 2022. A further £10,000 sponsorship for a programme of activities was negotiated. SEW will be attending various town events as well as joint press releases and a mail out to advise East Grinstead residents of how to save water (by ordering free water efficiency devices on their website). There will also be communications regarding vulnerable / priority need customers to ensure they are on the special reduced water tariff.

## **AGENDA ITEM 7: ESTATES AND COMMUNITY SERVICES REPORT**

**Purpose of Report:** The Estate Manager's report is enclosed for consideration

### Town Enhancements

**Planting High Street Flower Beds** – A quotation for the High Street beds has been received for the summer planting a purchase order raised for £2104.20 + VAT. The Easter display will be in from March 28<sup>th</sup> - April 15<sup>th</sup> which will then change to the Dementia Display for Dementia awareness week.

**Summer Planting** – Flower bed 3 will commemorate the War Memorial's 100 years anniversary, the East Grinstead Town Crest 550 years, the East Grinstead Choral Society's 70<sup>th</sup> and the East Grinstead Soroptimist's 60<sup>th</sup>. The colours will depict the crests and logos except for the War Memorial which will depict a field of poppies. The display will incorporate the societies crests/emblems as well as music notes made by our handyman are currently being painted by our gardener which she kindly always undertakes in her own time. Flower beds 4 & 5 in recognition of the Queen's platinum jubilee will be planted in the Union Flag design with jubilee bunting. Flower bed 6 will include a planter to further enhance the High Street floral display.

**Hanging Baskets** – Invitations to quote for the hanging basket contract have been sent but due to supply issues we have only one received quotation which has been accepted. Local traders have been approached to sponsor a hanging basket and although we have received some responses the number is significantly less than previous years. The colour theme this year is purple which is the colour of the Queen's Platinum Jubilee.

**Queen's Platinum Jubilee Bed** – The land on the corner of Moat Road is an area that has been designated to be re-designed with an enhanced floral display to mark the Queen's Platinum Jubilee. A bespoke bench is currently under construction which will be the main focal point of the new Jubilee bed. The Queen's Green Canopy (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "Plant a Tree for the Jubilee". As part of the National Trust's 'Green Canopy' campaign, Mims Davies MP planted a Cherry Blossom tree on 21 February which has been incorporated within the new scheme.

**Structural Testing** – A purchase order has been raised for the structural testing of the 76 lamp posts which will be undertaken in March before the SSE Third Party Application form for the hanging baskets can be submitted.

### Partnership Agreements – December, January & February

**MSDC** – Following the duties under the SLA partnership agreement for the repair and renewal of street name plate's contract; the Outside Services team installed 1 street name plate and ordered a further one. Trolley collections from around the town continue to be undertaken by the outdoor services team.

**Graffiti** – With the assistance of the Community and Tourism team, we were successful in ensuring Aldi cleared the significant graffiti along their perimeter wall.

**WSCC** – The outdoor services team have collected a total of 21 pieces of flyposting and removed a total of 5.5 square meters of graffiti.

**Bus Shelter** – The Town Council have received positive comments and notes of thanks following significant maintenance works undertaken on the wooden bus shelter along Holtye Road.

**Storm Damage** – Although not the responsibility of this Town Council, the outdoor services assisted with the clearance of trees which had blocked roads in the town.

**Meridian Line Markers** – The annual cleaning of the markers has been completed.

**Speed Indicator Device** – Although the outdoor services team were expecting to collect the speed indicator device in January the Community and Tourism team advised that they had been informed by the Worth Parish Council Clerk that they did not have the device.

**Environmental Trail** – We were approached by Sally Blackmore, Mid Sussex District Council's Community Engagement & Events Officer for permission to host their environmental trail along the Town Council's fairy trail. The trail posts were put up on 17 February and will be in situ for the school half term school holiday.

### Other Works

**Tree Lights** – As requested by West Sussex Highways the damaged festive lighting were removed from the tree at the top of Railway Approach to allow them to undertake the necessary safety works.

**Millennium Clock** – A service call out has been requested and we are awaiting on a date when the engineer is in our area.

### King Street Public Toilets

**Spare Parts** – Replacement parts for the automatic flushing system have been ordered for stock.

**Ladies Toilets** – Our handyman replaced the toilet roll holder which had been ripped off the wall from a holder we had in stock. A new order will need to be placed.

**Disabled Toilet** – When the toilets were built all the other handwash units were new except for the disabled toilet which Mid Sussex District Council advised had been previously installed at a different site. The disabled toilet handwash unit is now at the end of its serviceable life and is in fact beginning to look tired and rusty. A quotation for a replacement unit and surround has been obtained for £3097.42 + VAT.

### Tree Survey and Works

**Mt Noddy Allotments** – Planning permission DM/21/3053 was approved and the works have now been completed.

- 486 English Oak – Major Deadwood of Branch and remove deadwood
- 484 English Oak – Clear about base and cut back branches up to 2.5 m

**Queens Road Cemetery** – A purchase order was raised, and all works noted as high risk have now been completed.

- Limes x 3 – Fell
- Lawson Cyprus x 3 – Fell
- Common Holly x 1 – Fell
- Alder x 1 – Fell
- Western Redcedar x 1 – Crown Lift SE 5m

**Outstanding Tree Works** – All tree works noted on the tree survey as high priority have now been completed. Due to the budgetary restraints the medium risk tree works will be deferred to next year. It is worth noting that the Town Council's tree stock fared excellently and indeed did not suffer any tree loss following the Storm Eunice.

### Winter Maintenance

**Winter Maintenance Plan** – The completed winter maintenance plan has been forwarded to both WSCC, MSCC and the staff. With increased staff homeworking a frequently asked questions has been compiled and circulated to everyone in preparation for the first snow fall and the website updated.

### Sponsorship

As previously reported following the loss of many of our sponsors, the Community Services Officer designed new larger signs which your officers are pleased to advise has resulted in increased enquiries which have assisted in securing a new sponsor, Hunters Estate Agent. The sponsors of one of the planters on Market Square advised that did not wish to renew; the cafes using the area in the summer regularly cover up our planter sponsorship signs. Moving forward until a sponsor can be found the Community Services Officer has designed signs promoting the Farmers Market and Harbour Fish and Chips, a major supporter of the Mayor's Charity events.

### Equipment

**Electrical Brushcutter** – One of the brushcutter has been updated to an electric model. Electric motors are extremely energy efficient, lightweight, and compact which in turn generates very low vibration; this is monitored as any vibration at or above the action value requires risk mitigating actions to prevent health damage. As the brushcutter runs quieter this will both benefit the operator as well as allowing the outdoor services team to start strimming earlier without disrupting those living in the vicinity.

	<b>Dec - Feb</b>	<b>Exc. Vat</b>
2 x 5lt Mould Remover	December	29.99
Jetting – King Street Toilets	December	125.00
1 x Leaf Tidy Grabbers	December	17.49
Sponsorship Design	December	40.00
Tree Works – Mt Noddy Allotments	December	850.00
Replaced Sign – Sponsorship	December	125.00
Planter	January	506.50
Spares Automatic Flushing System – King Street Toilets	January	173.21
Electric Brush Cutter	February	880.00
Decking Oil – Bus Shelter	February	20.83

### **Vehicles Update – report from Harry Quenault**

As you may be aware East Grinstead Town Council are looking at replacing both the tipper truck and the 4x4 pickup. Both these vehicles are coming to the end of their working lives and are struggling through MOT's every year.

The Assistant Clerk deals with the environmental impact of the Town Council and would like to reduce the carbon footprint in line with the government's objectives. As a result, he has been working alongside colleagues in choosing an environmentally friendly option that suits the rigorous work the Outside Services complete.

The government are currently giving incentives for electric vehicles. These electric vehicles are in stage one of development and options are limited. This is narrowed further when looking into electric commercial vehicles. There are a couple of examples in the market, most of these being vans and requiring post-manufacture modification to tipper vehicles. There are currently no commercial pickups that would suit the Council's usage. These conversions are something which has been researched heavily, gaining three quotes to understand the rough ball-park figure. The complete conversion would be around £45-55K (INC VAT). As a result, the Assistant Town Clerk arranged for the Outside Services to have a test drive of the van (pre-conversion) to see if they would like it. They returned with glowing reports on how it drove, handled and ease of use but did worry about the size of the van for

everyday usage. Another area of concern highlighted was the ability to adequately pull the digger and the new trailer. The very nature of electric batteries restricts (at current development) pulling power to around a tonne. The digger and trailer would need a tow load of at least three and a half tonnes! Also, the cost of electricity is set to skyrocket and could allow for a waste of needless expenditure. Therefore currently to switch to electric only vehicles is not recommended.

In regards to a 4x4, hybrid diesel engines are becoming more and more readily available. The improved economy is drastic. The current pickup is roughly 12-24 MPG whereas a newer pickup should be more around the 30 – 35 MPG bracket whilst also recovering energy while braking. Attached are details of three vehicles which are nearby, as a rough idea of cost. The recommendation would be to get a used one with a few miles on the clock to save money for the council.

**To request that the committee resolves to purchase a new hybrid diesel 4x4.**

#### Repairs, Renewals and Maintenance – East Court Mansion

**External Painting** – Our painting contractor has been working on repairs to the fascia and pillars on the west elevation of the building when the weather allows. Specialist external limewash paint has been ordered for the Council Chamber's lathe and plaster wall.

**Window G02** – Our handyman continues to work on the shutters although most of the works have now been completed.

**Window G26** – The planning application to alter the ground floor window to an opening window was approved and an order with a specialist steel window supplier has been made. A date for installation is awaited.

**Signage** – Welcome to East Court signage have been updated including the pop-up banner directing visitors to reception.

#### Repairs, Renewals and Maintenance – The Meridian Hall

**Air-Conditioning Units** – As part of our environmental improvements a quotation has been sought to replace the air conditioning for a low carbon energy efficient system.

**Redecorating** – Preparation for the paintwork in the Meridian Hall has been refreshed by our painting contractor assisted by our handyman and the outdoor services team. Due to time restraints, painting of the entrance and stair lobby will to be undertaken at a later date.

**External Lighting** – The last of the replacement light fittings have been purchased for the courtyard lighting.

#### Repairs, Renewals and Maintenance – The Old Court House

**External Lock** – Following a report that the lock of the rear side door had failed and could not be locked our handyman arranged for a replacement key and was able service the lock.

**Shed** – Following an agreement with All Kids, one of the hirers of the Old Court House to relocate their shed space has been made available to relocate the old shed by the Meridian Hall to behind the handyman's workshop.

#### Equipment

**Chairs** – As previously reported an order was placed to replace the 200 chairs in the Meridian Hall which were delivered at the end of January. The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) set fire resistance standards for upholstered furniture use for new and second-hand. As there were no marks to show the required standards the chairs were responsibly disposed of. It was hoped that the existing chair trolleys could continue to be used as is however the new design of the chairs did not allow for this. Options were undertaken to ascertain whether the existing trolleys could be altered or if new ones will need to be purchase. As always our very resourceful outdoor services team with the assistance of our handyman was able to make the necessary alterations on all three of the trollies. The caretaking team have received positive feedback on the new chairs. Complaints / comments are now being received on how uncomfortable the chairs in Cranston Suite / Main Hall are.

**Tables** – Following an assessment of the tables in the Old Court House, the small tables were noted as unsafe and in need of replacement along with one of the large trestle tables. Eight of the small tables and 1 large table were transferred over to the Court Room from the Meridian Hall and nine replacement trestle tables were purchased for the Meridian Hall.

#### East Court Public Toilets

**Disabled Toilet** – A replacement dropdown handrail has been fitted by our handyman.

**Ladies Toilet** – Following weekly failures of the electric flushing system, a site meeting was arranged with our plumber to discuss the conversion to a manual flushing system. As interim measure self-amalgamating rubber tape has been fitted around the connections which has greatly helped.

#### Play Park

**Fencing** – Additional fencing has been ordered for the perimeter fencing which will be fitted by the outdoor services room when received.

**Graffiti** – Sadly the playpark and in particular the new piece of play equipment has been subject to significant amounts of graffiti this year.

**Section 106** – Mid Sussex District Council have been approached regarding a S106 contribution allocation for future enhancement of the play area; we have been advised there is currently no funds available as they have already requested the S106 contributions toward the lower East Court playground managed by them. They advised that they have to work within the Planning Guidelines and can generally only request S106 monies towards the play areas that are closest to the development sites. At the time of requesting these funds they were also bound by the pooling restrictions which limited the amount of funding they could collect for each site. Mid Sussex District Council have noted our request to develop this play area and made a note in their records.

#### Health and Safety

**Contracts & Service Reports** – The closure of the buildings and our contractors working practices over the last two years has meant a lot of our services are not as seamless as previous. They have all been all been reviewed and chased as required.

**Substances Hazardous to Health** – The COSHH risk assessments and data safety sheets are currently being updated.

**Pest Control Contract** – An alternative quotation is being sought.

**Lift Service** – The lift was serviced in February.

#### Repairs, Renewals and Maintenance – Gardens & Grounds

**Clear-Up** – Following storm Eunice and storm Franklin the works to clear the estate and the cemetery by the outdoor services team were on-going.

**Fairy Trail** – The trail was decorated over Christmas with donated decorations; positive feed was received from users of the trail with the request that lights are included next year. Due to the very wet winter this year the outdoor services team have laid additional donated woodchip to the path. With the assistance from our handyman and gardener, a trail to mark national Winnie the Pooh day was added in January and works on the Easter trail is in progress. Our gardener gives all the time for the trail displays voluntarily.

**Crazy Paving Path** – Works to complete the second path were delayed due the increase in burial numbers and then stormy weather. Signage has been ordered advising users that the crazy paving is uneven and slippery.

**Staff Parking** – An order for the boom barrier and safety barriers was placed and groundworks for the ancillary cabling for the installation of the automation equipment and the concrete bases completed by the outdoor services team. The first stage of the boom barrier installation has been undertaken by our contractor allowing our electrician to complete the necessary works. Installation of the car park barriers will be undertaken by the outdoor services team once received.

**Terrace Gates** – Following planning approval the first of the made to measure gates on the top terrace has been installed by the outdoor services team.

**Bins** – The three bins along the Jubilee path have been fitted by the outdoor services team. As part of the Garden of Remembrance flowerbed redesign the bin by the War Memorial has been relocated to the other side of the hedge.

**Terrace Steps** – Maintenance works to repair the loose bricks on steps nearest the Meridian Hall was undertaken by our building contractor.

**Flowerbeds** – The grassed area, tree and terrace flowerbed on the lower terrace have suffered significant damage due to the siting of the bench. To assist with its recovery an additional flower bed has been added around the tree and the bench relocated following consultation of the family. The rockery bed near the Meridian Hall is being extended to further enhance the area.

**Car Park** – The area by the bike shelter had become overgrown and unsightly which was made worse by the increase in litter. The outdoor services team cleared the area and re-sited the salt bin to allow storage of some road barriers. The area has been improved with the planting of a new wildlife friendly hedge.

**Garden of Remembrance** – Works to improve the hedge behind the War Memorial have included the planned second cut to reduce the width and extensive works to clear out of the bindweed and brambles are ongoing. The gardener has extended the stone wall to the far edge of the flowerbed which will be planted later in the year. Four additional signs have been erected around the garden of remembrance and terraces reminding users that dogs should be kept on a lead.

**Flowerbed** – The rockery bed near the Meridian Hall is being extended to further enhance the area.

**Bollards** – Five bollards have been ordered for the carpark to mark out a path through the new parking area. These will be installed by the outdoor services once received.

## REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

Cycle – December – February 2022	Excluding VAT
<b>East Court</b>	<b>Amount £</b>
Saxon Arched Metal Gate – Top Terrace	965.83
Wood – Mayor’s Parlour Window Shutters	38.27
Bricks – New Path	482.46
Wood – New Path	62.20
Filler/Caulk/Wood – Mayor’s Parlour Window Shutters	38.27
Wood - New Flowerbed – Lower Terrace	269.16
Signage – Welcome to East Court	135.00
Exterior Specialist Paint	44.10
<b>Total East Court</b>	<b>2035.29</b>
<b>Old Court House</b>	<b>Amount £</b>
Service of lock and replacement key	22.75
<b>Total Old Court House</b>	<b>22.75</b>
<b>Equipment</b>	<b>Amount £</b>
200 x Chairs – Meridian Hall	9250.00
9 x Trestle Tables	915.46

<b>Total Equipment</b>	<b>10165.46</b>
<b>Grounds / Play Park / East Court Toilets</b>	<b>Amount £</b>
Handrail – Public Toilets	108.33
20 x Fencing Panels & Postcrete – Play Park	1708.80
Repair to Steps & Pillar	400.00
Planting – Flowerbed Lower Terrace	198.35
Car Park Boom Barrier & Fobs	4166.04
Car Bar Rail	1094.95
Fencing – Playpark	1436.20
5 x Bollards - Car Park	1213.80
2 x Signs to Use New Path	£4.00
4 x Dogs on Lead	£8.00
<b>Total Grounds</b>	<b>16641.47</b>
<b>Health and Safety / Training / Licences</b>	<b>Amount £</b>
Extractor Fan Cleaning	570.00
On-Line Training	704.00
Ceremony Licence 2022 - 2026	2712.00
Calibration Microwave Tester	27.50
<b>Total Health and Safety / Training</b>	<b>4013.50</b>

#### Tenancies and Hiring's

**Concord Big Band** – Following a request from Concord Big Band, a regular hirer of the Court Room, to give up one of their storage rooms a revised tenancy agreement was issued, and the storage is now used to store the flowerbed and fairy trail displays.

**Ceremony Licence** – The renewal application for the ceremony licence due May 2022 has been completed. West Sussex County Council registrars have advised that although we will only be charged for 3 years the licence will be until May 2026 to allow for the loss of income during the year that ceremonies could not be held.

**Regular Hirers** – Following a second spike in the Coronavirus numbers locally in December and January a significant number of our regular hirers cancelled but have now all returned to their normal booking.

**Ceremony Licence** – We are still waiting on receipt of the new licence.

**Tenancy Agreements** – Renewal invites due 1<sup>st</sup> April for tenants Disability Access, All Kids, Paddington Pre School and Grenestede Talking News have been sent.

**Lower Terrace** – Booking details, an application form, and costs for the hire of the lower terrace have been added to the bookings page on the Town Council's website.

## Budget & Income for 2021/2022

Details of income received for 2021/2022 financial year until 28.02.22 is given below on an individual cost centre basis.

Cost Centre	Actual Income	Budget	Variance	Variance	Actual Y-T-D	Variance	Variance	Full Year Budget
	£	£	£	%	£	%	£	£
Meridian Hall	55,321	64,167	-8,846	-13.8	29,218	89.3	26,103	70,000
East Court Mansion	66,243	67,833	-1,590	-2.3	45,965	44.1	20,278	74,000
Old Court House	47,005	48,583	-1,578	-3.2	35,301	33.2	11,704	53,000
<b>Totals</b>	<b>168,569</b>	<b>180,583</b>	<b>-12,014</b>	<b>-6.7</b>	<b>110,484</b>	<b>52.6</b>	<b>58,085</b>	<b>197,000</b>

## **AGENDA ITEM 8: BURIAL SERVICES**

**Purpose of Report:** The Cemetery report is enclosed for consideration regarding both Mount Noddy and Queens Road Cemeteries Miss Jones has prepared the Mount Noddy Report and Mr Quenault's has prepared the report regarding the works in Queens Road Cemetery.

### Mount Noddy Cemetery

Progress is underway with updating our current burial services page on EGTC website along with digitising forms to streamline cemetery service processes. When Mount Noddy Cemetery was built circa 1920, no parking facilities were included in the layout. This is an issue that has been raised regularly by visitors, particularly those who live out of area or have mobility issues for which they rely on vehicle use. As a result, plans are underway to look at the possibility of establishing a small number of parking bays inside the grounds of the cemetery utilising ground that is currently unused and unsuitable for burial space. Additionally, as a result of long term weathering / updates in service provision, a number of the existing signs at Mount Noddy Cemetery are in need of updating / replacing. Wherever possible, existing signage will be recycled to reduce costs in this area.

### **Equipment Repairs**

Tractor £371.50 – repair investigation (deemed not cost efficient to continue with)

Ausa Dumper £750.22 – essential repairs

Excavator £622.49 – Quick hitch and breaker fitting

### **Equipment purchases**

As a Local Burial Authority we continue to assess the health and safety risks arising from the management of burial grounds and take appropriate steps to mitigate them. Being aware of such responsibility when dealing with safety in a burial ground, a main area of risk will always be the excavation of graves, with the risk to both grave diggers and the public. As such 2 x Lockdown, Excavation (grave) Safety Covers have been purchased:

The covers are tested to withstand loads in excess of 250kgs and are supplied with a security pack of locks and chains to be able to secure the cover to shoring equipment. All covers are made from flame retardant and self-extinguishing materials and further mitigate the risk of any person gaining access to any excavation prepared in advance of a burial - Cost £475 each.

### **Training**

Health and Safety law places a positive duty upon burial authorities to provide a safe workplace and safe systems of work that will protect the health & safety of employees, persons attending and officiating at funerals, visitors and any other person that may use a

cemetery. Trained cemetery operatives and managers are vital to the provision of an efficient, effective and safe service to the bereaved. To ensure we continue to do the above and stay abreast of relevant and evolving H&S practices / legislation in this area, training arrangements through the Institute of Cemetery and Crematoria Management have been made. The Institute is a City & Guilds NPTC training centre that delivers and certifies grave digging courses to this nationally recognised standard. All training is based on the Institute's Code of Safe Working Practice for Cemeteries and encompasses Ethics and Customer Care so as to identify a standard that is fully acceptable to the bereaved. The Cemetery Operatives Training Scheme (COTS) has been designed by the Institute to train, assess and certificate operatives in safe working practice and to encourage a process of thought that will assist with accident prevention.

Course 1 – ICCM City & Guilds H&S Burial Process for five employees: Cost 1,250.00 – Duration one day. The Institute's Instructors will build on the knowledge of safe working practice already possessed by candidates to enable them to successfully complete the assessments carried out in the second section of the course;

Course 2 (a&b) - ICCM City & Guilds Safe use of (a) Cemetery Excavator and (b) Dumper for four employees: Cost £2,750.00 – Duration three days. Unlike other excavator and dumper operator's training courses, the COTS course focuses on the implications, problems and sensitivity specific to the cemetery environment.

### **Cemetery Records**

In addition to Mr Chisholm's continued diligence in computerising the burial records for Mount Noddy Cemetery, he has also been liaising with Commonwealth War Graves Commission regarding the installation of signage at both Cemeteries. This is in addition to assisting with the increase in enquiries to 'locate graves' for family members and covering cemetery services.

### **Burial Data**

<b>Mount Noddy Cemetery</b>	<b>Dec 21</b>	<b>Jan 22</b>	<b>Feb 22</b>
Number of Earthen Burials	1 / (1)	0 / (4)	2 / (3)
Number of Interments of Cremated Remains	4 / (1)	2 / (1)	0 / (3)
Number of Memorial Applications Processed	10 / (6)	0 / (3)	9 / (3)
Number of Memorial Wall Plaques Sold	1 / (0)	0 / (0)	0 / (1)

### **Queens Road Cemetery**

Both stage one and stage two are complete with quite outstanding results. These sections have no badger presence. The badgers are being curtailed to the bottom part of the cemetery. The top part is now recovering, and with all the additional rainfall we have had recently, the ground has gained a flourish of healthy grass. The Cemetery Manager will be liaised with on her plans for the top section as that is ready for a smooth hand-back to cemetery management. This area with steady management will be able to be re-opened to the public this year.

Holly Trees have completed a full clearance of the cemetery in order for the work to become as manageable as possible. The Outdoor Service team will manage the weed spraying on a semi-regular basis and the Assistant Clerk will liaise with the Estate Manager to manage this.

Stage three and four of the project will be taking part in the lower part of the cemetery. It is important to note that a sett has been discovered taking form in Brooklands Park; this looks to replace the existing sett located at the foot of the cemetery. The other active sett is extremely active by the badger clan and is currently diagonal to the gate on the far right side of the cemetery. It is believed that the ecology team can clear up to 90% of the cemetery this year leaving the main setts. The setts will be excluded till stage four where a runway will be set up for the natural relocation to Brooklands Park.

Whilst this report so far has a positive feel, there are some areas of concern. Site visits are regularly completed and one issue that continues is that residents within the flats (that overlook the cemetery) are leaving food for the badgers making their environment an all-inclusive resort. Another concern is the approximation of one of the largest holes to a Commonwealth War Grave. The War Graves Commission are aware of the issue and are withholding from making any rash decisions due to the legalities in our license with Natural England. In previous years the War Graves Commission has erected a boundary fence around the Grave; this would no longer be possible without Natural England's permission.

The Assistant Clerk and the Cemetery Assistant met with the War Graves Commission who recommended the temporary removal of the headstone, in order to protect the current grave site. This removal would be overseen by both the War Graves Commission and Natural England.

Storm Eunice knocked down a fence panel in the cemetery that has now been sorted by the Outside Service team.

**Recommendation: The Committee are asked to note the update**

### **AGENDA ITEM 9:FORTHCOMING EVENTS**

Purpose of the Report: Committee are asked to note the events being arranged for this summer season.

#### **The Mid Sussex Marathon:**

This year the event returns to the Rugby club as a fully physical event. the Weekend of the May Day bank holiday (30<sup>th</sup> April 1<sup>st</sup> and 2<sup>nd</sup> May) with the East Grinstead 10m event on the Saturday.

Active Homes are once again the event organisers reporting to the 4 council board. Nice Work will organise the race itself. There will be a 10m full race, a 5m race and a 1 mile fun run on both the Saturday and the Sunday. The event has learned from the events of the past two covid hit years and the virtual marathon is still available for all entrants, for them to complete the marathon distance during a one month period (starting 2<sup>nd</sup> April). The virtual sign up is online only.

The Town Council will assist with marketing as usual and will attend on the Saturday to help with the awards and medals. The Town Mayor is invited to attend each of the events with notice, on the Saturday he will be on the start and finish line to greet the runners home. This is the 10<sup>th</sup> year of the Marathon having been first raced in the London Olympic year as an Olympic Legacy event. Cllrs may remember that then Haywards Heath Town Councillor Mims Davies was the instigator of the project and will return to hand out medals on the final day this year as the local MP.

#### **Platinum Jubilee Weekend and other commemorative projects:**

The final programme of the platinum Jubilee is as follows:

Street party fund - Advertising is underway and some applications have been received, £100 per street party is being awarded over the Jubilee weekend

Friday 3<sup>rd</sup> June - Tea party booked at Meridian Hall, advertised to residents of the Parish to apply for a place (those who remember the Coronation) - Town Mayor and Cllrs will be requested to be in attendance and help out.

Flower bed - The MP has a tree from the National Trust, EGTC have commissioned a bench to commemorate the jubilee and it will be planted up. the Queens Platinum Jubilee Flower Bed on Moat Road.

Wildflower seeds - We have invited Worth PC to join this, but we have not as yet had a reply (the EG primary schools include Crawley Down so this is why they are being asked if they would like to join in). Each pupil to have a packet of wildflower seeds in a commemorative envelope

Church Lane gate and conservation project. The Town Council Estates team will refurb and replace the gate. The Church are to renovate the Archway. Sadly as the Fountain project is taking up the majority of the time from the EG Society they have declined to be part of the church lane restoration project. The Church have therefore been advised that the railings are for them to consider if they wish to broaden their project from the Arch.

Beacon Lighting (Thursday 2<sup>nd</sup>) - We have partnered with Town Twinning for the event, and a joint application has been submitted to MSDC for the costs of this event (as part of the overall weekend). The field has been booked along with use of the pavilion for toilets and First Aid. Meridian FM have been approached for music. We have been unable to source a piper, however we will ask MFM to source the piper music to be played just before the beacon is lit.

### **East Court Live,**

As well as matching in with the jubilee for the first event, the other two are also being finalised. The June event will end with a last night of the proms type event and flags have been sourced to be handed out. July and August are also being finalised by Miss Fletcher but will follow the usual event pattern of 1-5pm. Toilets, stage, vendors, first aid and Sussex 4x4 are all booked. Councillors are again asked to please support the events and help with set up and break down.

We do not have the full breakdown of costs at this point, however it is all expected to be covered within this year's budget and the earmarked reserves should the grant application be unsuccessful. No overspend is expected.

### **Committee are asked to note the report**

#### **Victorian Jubilee Fountain (High St)**

Committee may remember that this matter has been discussed several times before, as to whether the Council are prepared to pay for renovations to the Water fountain in regard to aesthetics or reconnection to the water supply and ongoing maintenance. Committee are also aware that the East Grinstead Society have requested to undertake a project to clean the fountain for the jubilee and later intend to work with South East Water to reconnect the supply. There are no costings supplied as to the cost of maintaining the water supply and all that this may entail.

The fountain is a listed memorial and therefore all repair and maintenance (use of chemicals/ cleaning / alteration etc) must be done strictly in accordance with English Heritage rules. Planning permissions may also be required to any alterations to the structure (including replacement of the drinking dispenser).

Once in working order the fountains' maintenance will include the water supply, infrastructure around this, cleaning of the exterior and procedures around maintaining a safe water supply.

Mid Sussex DC have sent an Email asking the Town Council if we are willing to take the ownership of the fountain as they do not have the resources for another project and "it is a local project some would say suitable for the Town Council" They are offering a cash settlement towards the ongoing costs. The amount has not been confirmed although this has been asked for, to assist the Council in making a decision. The District Council have been advised that this is a matter for the Council to approve. The Amenities and Tourism Committee would ultimately be responsible for the fountain if it moved to the Town Councils ownership, however there is no current budget or allowance for this to be undertaken in this year. The District Council have also been advised that if the Town Council do take on the fountain, it will not be a completed project by June for the Jubilee, due to our own resource limitations. We would of course also need to speak further to the East Grinstead Society to determine if they are willing to continue their project at their own cost.

**Committees instructions are requested**

Officers Reports End