

EAST GRINSTEAD TOWN COUNCIL

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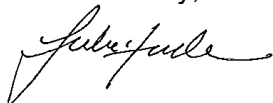
7th September 2023

A meeting of the **AMENITIES & TOURISM COMMITTEE** is to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 14TH SEPTEMBER 2023** at **7pm**.

Representations or Questions may be submitted at the beginning of the meeting during public participation. The public are welcome to attend in person at East Court or via Zoom.

A request for the zoom link should be sent via email to towncouncil@eastgrinstead.gov.uk before 12 noon on the day of the meeting.

Yours faithfully,



Mrs J W Holden,
Town Clerk.

ORDER OF MEETING

7pm Public Participation

The public are welcome to attend the meeting in person or by virtual link to observe. Before the start of the substantive agenda there is an allotted period of up to 15 minutes where the public may ask a question of the Committee on matters that are within the Committee's remit. The question should not be a statement nor in several parts and it would be appreciated to be kept short, to maximise the time for other questions; there is no right of reply. To request the zoom link, please contact townclerk@eastgrinstead.gov.uk no later than noon on the day of the meeting.

AGENDA

To commence not later than 7.15pm.

1. Apologies for absence
2. Declarations of interest
3. To approve the Minutes of the meetings held on 8th June 2023.
4. Chairman's Announcements
The Chairman will give brief updates on items not included in the agenda.
5. Tourism Report (Min 36 – 08/06/2023)
The report from the Community and Tourism Manager is enclosed for consideration.

6. Estates and Community Services Report (Min 37 – 08/06/2023)
The Estate Manager's report is enclosed for consideration
7. Burial Services (Min 38 – 08/06/2023)
The Cemetery report is enclosed for consideration, including a report on memorial safety testing.
8. Free use of room Meridian Hall
Mims Davies MP is looking to hold a Job Fair in the Meridian Hall on Friday 20th October. Committee will be asked to consider whether a reduction in the hire cost is possible due to being a Job Fair.
9. Events (Min 41 – 08/06/2023)
An update on the events that have occurred this summer and the proposed events going through the rest of this year, including an update on the Christmas Light Switch on.
10. D Day 80th - 6th June 2024 (Min 41 – 08/06/2023)
An outline of commemorations for D Day 80th next year and to seek Committee views and agreement for a draft programme.
11. St Margaret's Loop (Min 43 – 08/06/2023)
If any update at this time we are still awaiting any news from Railway Paths following their discussions with WSCC.
12. St Barnabas Hall
Committee will be presented with the options as to whether to open the hall in September or delay until the insulation and heat retaining improvements can be installed.
13. EG Community Bonfire (Min 39 – 08/06/2023)
Committee have requested an update from EGCB as to the position of the event this autumn

The next full meeting of the Committee will be on **THURSDAY 7TH DECEMBER**

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

Agenda item 5: TOURISM REPORT

Purpose of report: To advise the Committee of the work of the tourism and town promotion part of the Community and Tourism Team.

Community and Tourism Desk Enquiries

We've had tourists from Netherlands, Germany, France, Canada and New Zealand visit us and request information this summer.

From June – August 2023 (11 weeks) we received a total of 347 enquires at the desk. 45% of these were tourism-based enquiries. The top three most popular requests for information were for town map, local events and walking routes.

East Court Live

The weather was on our side for all 3 East Court Lives and attendance was high at all 3, hitting 3,000 in June. June and August were a mix of pop and rock and July was Latin vibes, attracting a wide demographic. We've had lots of positive feedback.

East Court Live 2023	June	July	August	Total
Outgoing expenditure - performers	£1,200.00	£1,350.00	£1,200.00	£3,750.00
Outgoing expenditure - all other costs	£4,452.73	£3,525.48	£3,978.60	£11,956.81
Income (pitch fees and bar commission)	£1,571.66	£1,197.74	£1,766.78	£4,536.18
Total costs	£4,081.07	£3,677.74	£3,411.82	£11,170.63
East Court Live total	£11,170.63			
minus South East Water sponsorship for ECL	£5,000.00			
Total costs	£6,170.63			

Sponsorship

Discussions regarding sponsorship with South East Water are taking place however if this is not secured for a 3rd year we will need to approach other companies.

Merchandise Tourism sales

Sales made at the Tourist desk since reported at last committee.

June	£29.00
July	£111.00
Aug	£30.00
Total	£170.00

Total for 2023 to date is £1,092.05.

IT Issues

The IT set up in the library is out dated and temperamental. However, since 20th June when there was a lightning strike at East Court it has been extremely problematic. Our VPN connection has not worked, and we have only been able to access the P drive through the Smart VPN Client, which drops out at least 8 times a day. This along with the internet not working a lot and numerous different laptop/windows/software issues has resulted in a significant amount of lost work hours over the last 15 weeks. A proposal for an upgraded system is going to F&GP.

EG Guide book and map

The current East Grinstead official guide and map were printed in 2019. We are looking at getting this updated, specifically to update the map with the new roads on. However, the company that made these do not want to take it on again as an advertising funded print job. Local Authority Publishing have also stated that due to the current economic climate they are not updating or producing any new Official Town Guides or Official Street Maps. We have asked another company who have spent two months trying to get advertising secured for this but only one company signed up therefore they

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have said it is not financially viable to reproduce it in its current format, but they are looking at a smaller DL version instead of a glossy A5 version and will advise in a few weeks if this is viable.

If the committee agree that a town map is needed and agree to allocated funds here are some rough quotes –

Oxford Cartographers quoted £2160 for an A5 folded town map plus printing cost at £1,268 for 5,000 copies or £1,533 for 10,000 copies.

FWDesigns - who have done the Wayfinding in town have quoted £1,965 for designing the A5 folded map and £3,000 for printing 10,000 copies.

Recommendation : Committee are asked to decide whether a town guide is wanted and to note the remainder of the report

Financial impact: the maps have never been a cost to the council in the past so the purchase maps the above quotes will result in an overspend on the Tourism Budgets for 2023/24

Environmental Impact: production of the hard copy map is a paper resource, recycled paper can be required which may affect the cost. Production of the e-map will have a cost but at a lower level, but of course not be available to everyone who is not “online”

Community Safety Impact: There is none

Agenda Item 6: ESTATES AND COMMUNITY SERVICES REPORT

Purpose of report: to advise the committee of the work undertaken by the Estates Department (including outside services).

Town Enhancements

Summer Planting – The successful floral display this year has given much needed colour to the Town along with many compliments.

Winter/Spring Planting – A quotations is currently being sought for the hanging baskets which will need to be delivered to the nursery the week commencing 11th September and delivered back, week commencing 5th October.

Flowerbeds – Plans for the Winter/Spring display is currently being undertaken along with the Remembrance poppy display.

	Number of Baskets/Planters
Hanging Baskets	69
Planters	23
Flower Beds – High Street	3,4 & 5

Benches – Maintenance work on the Town’s benches is ongoing, which has been hampered by the weather. Following a request from a member of the public that the wooden public benches should have two slats on the back as the current large gap allowed her child to slip back and injure themselves. A bench audit has been undertaken and although the Town Council no longer installs this style of bench, as we now only install recycled plastic benches, there are currently 23 of this style of bench around the town. Although, it is recognised the addition of a second slat would be good practice but as the benches are not deemed unsafe a program of works is being drawn up.

Poppy Panels – Following the recent cleaning and maintenance of the High Street War Memorial, we were advised by the War Memorials Trust that we are no longer permitted to have wires attached to the Memorial which were previously used to hang the poppy wreaths. A planning application DM/23/2131 to install bespoke panels in the flowerbed around the Memorial to ensure the wreaths can be respectfully displayed has been submitted and approval is awaited. The flowerbeds are

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managed by the East Grinstead Town Council under licence of West Sussex County Council, who have also been approached regarding any required permissions. A Section 106 application has been made to Mid Sussex District Council to cover the costs of the panels with the Town Council covering the costs of the installation.

Library Planters – The area outside the library has been enhanced with the addition of a second planter. To accommodate this the outdoor services team had to move the original street furniture to accommodate this.

Dementia – As an interim measure the bench outside the library has been painted blue and our gardener has added Forget Me Nots in support of Dementia Action. A bespoke metal bench has been ordered as a reminder that this disease affects 900,000 people in the UK and once received this will be installed by the outdoor services team. With permission from the library a new information board has been erected by our handyman and a new poster to signpost residents on where to access dementia help and support is currently being designed.

Bollards – To aesthetically improve the area around the library our handyman with the help of the outdoor services team have painted the beautiful albeit neglected West Sussex County Council's bollards.

Partnership Agreements – June, July & August

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 3 street name plates and there are currently 7 further nameplates on order. Trolley collections from around the town continue to be undertaken by the outdoor services team. The signed Street name Service Level agreement has been received.

WSCC & MSDC – The outdoor services team have collected a total of 8 pieces of flyposting and removed a total of 4 square meters of graffiti.

Bins – As part of our partnership agreement, Mid Sussex District Council have requested the replacement of the High Street bins as they are in a very poor condition. Due to time restraints and school holidays these works have been scheduled for October.

Salt Audit – In preparation for the upcoming winter months, West Sussex County Council will be filling our salt bins. To do this the community service administrator with the help of the outdoor services team have completed a salt audit and feedback on the current stock levels of the bins. West Sussex County Council Highways have advised that they will not be filling bins that are at 75% capacity or more.

Other Works

High Street War Memorial – Following the successful clean of the War Memorial and surrounding wall it became apparent that some additional pointing work was needed. A purchase order was raised, and the works completed by our building contractor. The Cemetery Assistant processed the invoice to the War Memorials Trust for our grant and the payment of £1,880 towards the cost of works has been received. The structural survey has been received which has highlighted no faults or issues advising that this will not need to be undertaken for a further 5 years.

Millennium Clock – The clock was removed and taken away for repairs on Wednesday 8 February and was finally reinstalled in working order on 17th August and is now in working order. Although any service works are normally undertaken by a cherry picker, for the removal and reinstallation of the clock, scaffolding was required. West Sussex County Council kindly agreed an exemption for the scaffolding licence fee, which is currently £226.90 per licence. However, in addition to the maintenance cost the total cost for scaffolding was 2 x £600.00.

Water Butts – A photograph with Southeast Water and the Mayor was arranged 5th August who were thanked for the kind donation of the water butts.

Bow Bell Mile Marker – Following a collision and subsequent damage to the small pillar behind the London Road mile marker a local resident recovered the broken tiles and kindly undertaken the repairs. The outdoor services team will undertake the repainting the Bow Bells when time allows.

Anti-social Behaviour – We have received a request from a member of the public to give serious consideration to the removal of the bench near Overton Court in Railway Approach due to anti-social behaviour. The complaint is that the bench has become an alcoholics meeting point and over the

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past few months and that there have been several instances which have included fights in the street and verbal abuse to those passing by. The resident has been advised to report any anti-social incidents to the police and the request has been passed to the Ward Councillors for their comments.

Polytunnel – The area identified for the gardeners polytunnel was cleared by the outdoor services team and the polytunnel is now up and running. Continuing with the recycle them of the polytunnel an old potting table has been donated and Southeast Water kindly provided 2x Water Butts free of charge which have been installed by the outdoor services team along with the required additional gutting.

Storage – A new shed has been purchased to ensure all the East Court live equipment can be stored in one place. Once works currently being undertaken in the compound are completed the keys will be handed over to the Tourism team as soon as it is safe to do so.

King Street Public Toilets

Disabled Toilet – The disabled toilet is sadly regularly found unlocked resulting in misuse and vandalism. Our handyman has again had to replace the toilet roll holder which was forcibly broken off.

Flushing System – Following ongoing repairs to the King Street flushing system and the subsequent costs a decision has been taken to replace the system electric system with a more robust manual system. A quotation was sought, and the works were completed in July.

Urinals – One of the urinals was out of action as the pipe below had a crack in it, although there was no way of being sure, looked a lot like it had been kicked. Our plumber attended and replaced the pipe and left the unit in working order and caretaking team added 'commercial liquid heat drain unblocker' to ensure there were no further blockages.

Smoke Detectors – The smoke detector in the old Mother and Baby room was removed as faulty which will be replaced once a decision has been made on its future use. The vandalised smoke detector in the gents is currently out of action awaiting on our electrician to replace.

Tree Works and Inspections

Tree Planters – The West Sussex Highways licence for the siting of the planters in Railway Approach has been granted and a revised quotations for the planters, trees and decals obtained. A section 106 application for £7248.75 towards the costs has been granted and the planters ordered, although we are still waiting on a delivery date. The installation of the planters, watering and maintenance will be undertaken by the outdoor services team. The artwork around the planter will celebrate the varied and wonderful buildings and structures in East Grinstead and some that we have and sadly lost.

Tree Sculpture East Court – Works commenced on 30th May and was unveiled by the Deputy Chair of the Amenities and Tourism Committee on 8th June. The Town Council to date have received very positive feedback and it even featured on the front cover of the July issue of the East Grinstead Living. We have been advised to regularly apply wood preserver treatment which has been undertaken by our handyman.

Tree Works – A tree application 23/TREE/1964 to lift the Magnolia canape in the Meridian Hall courtyard which is now difficult to walk under has been submitted.

Coronation Trees – A new initiative has been launched to commemorate the Coronation of His Majesty King Charles III. It is intended to encourage communities to create new spaces in which to enjoy trees and funding is available. Although Local Authorities can apply on behalf of parish and town councils, the Coronation Living Heritage Fund guidance has strict funding schemes and due to the Town Council's land restrictions, we are unable to apply for any grants.

Tree Survey: The cyclical tree survey is scheduled for the w/c 2nd October.

Vehicles

New Truck – We were advised by the garage that they have taken delivery of the new truck and that it is waiting on the final inspection. At the date of writing this report we were still awaiting on a delivery date.

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REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE June - August

	Exc. Vat
High Street Memorial - Renaissance Wax	12.08
Plants – Street Scene Planting	51.91
Graffiti – Disposable Gloves	19.95
King Street Toilets - Parts	1110.00
Wood, Screws & drill bits – Planters	103.71
High Street Memorial – Cleaning & Maintenance	3750.00
Tree Sculpture – Wood Preserve	33.32
Hanging Baskets	5443.10
Plants – Town Planters	600.00
Plants - High Street Flowerbeds	2177.00
Plants – 2 x East Court Entrance Flowerbeds	275.00
Haulage/Delivery – Plants	430.00
Structural Survey – War Memorial	500.00
Impact Wrench	389.99
Impact Socket Set	34.04
Whitehall Bombing display (Museum)	82.00
Plumbing – King Street Toilets	50.00
Stripper Lines, Heads & Oil	134.52
King Street Toilets – Flushing	550.00
Banner Frame	145.15
Shed Storage – EC Live	658.32
Dementia Bench	1350.00
Guttering – Mt Noddy Workshop and	115.77
Tape Measure 10m	15.99
Compost Plants – Entrance Mt Noddy Cemetery	33.32
Street Nameplates	134.60
New lock and keys	26.40
Information Boards	598.67
Scaffolding – Town Clock	600.00
The Clock – Repairs and Installation	2527.00
Vehicle – Mot and Repairs	473.98
War Memorial – repaint	450.00

Repairs, Renewals and Maintenance – East Court Mansion

Carpark Wall – Repairs to the wall in the carpark have been undertaken which included a section that needed to be rebuilt.

Directory Sign – The information sign at the bottom of the stairs directing visitors to the building has been sent to the sign company to be updated.

Drains – A jetting service company were called following the report of a blocked drain by the ladies' toilet. Investigation showed the blockage was just a build-up paper toilet which was cleared and left in full working order.

External Tap – The faulty tap in the breast screening cabinet has been relocated away from the electricity box with a security tap to prevent it being used and left on.

Pillars – Installation of the new pillar bases has been installed by our contractor and the required painting undertaken by our handyman.

Window Locks – To assist with ventilation of Alice's office our handyman has fitted additional window locks.

Gutters – Both the Mansion and Meridian Hall gutters were cleared have now been cleared.

Lock & Keys – Our handyman replaced one of the faulty office locks on the second floor.

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Repairs, Renewals and Maintenance – The Meridian Hall

Additional Cameras – As agreed in the June committee meeting a purchase order for the additional cameras was raised and installation has been booked in for 4 September.

Portico – Two of the four lights have failed and as we are unable to replace the lights fittings, a purchase order has been raised with our electrical contractor to replace to LED.

Toilet Seats – Our handyman needed to replace a broken toilets seats following a function as it had clearly been stood on.

Repairs, Renewals and Maintenance – The Old Court House

Pest Control – The tenants of the Old Court House have again complained about the sighting of rats. The outdoor services team along with our handyman have cleared any piles of woods and old leaves to reduce hiding areas. New bait boxes were added last month so we will have to monitor.

Push Button Lock – The replacement push button lock for one of the storage cupboards has been fitted by our handyman.

Equipment

Floor Cleaner – New batteries were fitted by our handyman in time for the busy summer season.

Washing Machine – The caretakers' washing machine has been replaced as it was not economically viable to repair the old machine.

Fridge – A replacement fridge has been installed in the Mayor's Parlour.

Cemetery & Handyman's Workshop

Handyman Workshop – As reported in the June Amenities and Tourism report, the condition of the workshop is in a poor and our contractor was contacted to ascertain the cost of repairs. A decision was taken that on safety grounds the workshop was out of bounds until the required works were undertaken, the workshop is securely fenced off to prevent any of the hazards that can potentially injure members of the public and visitors. A quotation for new roof braces, metal sheeting and labour was sought, and a purchase order raised. As part of the cost management a skip has been ordered and the preparation works to remove the old roof have been undertaken by our handyman with the help of the outdoor services. Works on the replacement roof is currently being undertaken and as part of the Council's sustainability plan will now include insulation to reduce the need of heaters and improve the thermal efficiency of the building. Any heat within the building will be trapped inside for longer. This will help keep heating bills to a minimum and making the workshop a comfortable working space all year-round.

Racking – New racking has been purchased for the storage sheds as part of our risk assessment to ensure safe storage in the workshop.

Guttering – Replacement guttering on one side of the Cemetery Workshop has been installed by our handyman with the assistance of the outdoor services team.

East Court Public Toilets

Drug Paraphernalia – Sadly the baby change unit in the male toilet is now regularly found covered in cannabis and other drug paraphernalia; this has been reported to the police.

Hate Crime – Transphobic stickers have been removed from the ladies' toilet on more than one occasion and reported to the police. Vigilant monitoring and removal of the anti-trans stickers is ongoing, and our cleaning contractor has been advised.

Damaged Camera – Following vandalism of one of the cameras on the East Court public toilets a quotation has been sought and a purchase order has been raised for a replacement. Advice is being sought on what measures can be taken to vandal proof the cameras to minimise the risk of further damage. A date for the works is awaited.

Play Park

Annual Inspection – The annual inspection by Rospa has been undertaken with a few minor tasks which are currently being undertaken by our handyman with the help of the outdoor services team.

Junior Swings – As part of the cost management to keep expenses within in the planned budget the outdoor services removed the junior swings and undertook the grounds preparation works.

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Installation of the new equipment which now includes an inclusive swing commenced Saturday 8th July and opened 19th July intime for the school summer holiday and to date they are proving very popular.

Service of Play Equipment – Playdale the providers of 4 of our pieces of equipment have been approached to inspect and quote for the following faults. The engineer attended and the made the following recommendation, a purchase order raised following a delegated approval as the maintenance costs exceeds £5,000 and a second quotation cannot be sought. Works were deferred to the end of the school summer holiday when the playpark with an estimated installation date of 18th September.

1. The Rota Bouncer – Rospa advised is noisy in operation. Advise: Treat with oil, grease or silicon spray according to supplier's instructions. We have tried to grease but still squeaky. A replacement Rosta Suspension Unit has been ordered at a cost of £1235.01.
2. Inclusive Orbit – Rospa advised the bearings are worn. Advise replace worn bearing. A replacement worn bearing and floor panels which now also include an 'Access Cut Out' has been ordered at a cost of £5089.36.

Service of Gates – A purchase order to service the 3 x gates has been raised and the works have been undertaken which included the replacement of one of the mechanisms.

Basketball Area – Repairs to the tarmacked area have been undertaken by our handyman with the help of the outdoor services team.

Toddler Area – Sadly the gate to the toddler area has been once again subject to some vandalism. A replacement knob for the closing mechanism has been ordered which will be fitted by our handyman when received and the outdoor services team have re-sited and strengthened the gate supports.

Bench – Our handyman replaced the broken wooden seat slat on the picnic bench from spare parts in the workshop.

Health and Safety

Fire door retainer – A replacement wireless fire door retainer that holds open fire doors, allowing them to automatically close on the sound of the fire alarm has been installed on one of the doors on the first-floor corridor.

Pat Testing Machine – Our PAT testing machine was loaned to a neighbouring Parish Council in August for a donation to the Town Mayors Charity.

Waste Note – Our general waste Transfer Note for 2023 – 2024 has been received.

Automatic Door Service – Following the safety inspection and service of the automatic doors in East Court and the Meridian Hall on 28 June our contractor has advised that there are currently no safety sensors fitted to the opening side of the door. A quotation was sought, and the required compliance works undertaken.

Automatic Barrier – The six-monthly service was undertaken on 28 June.

Water Sampling – The annual water treatment contract has been renewed for East Court Mansion, Meridian Hall, Old Court House, East Court Public Conveniences and King's Street Public Conveniences. St Barnabas has been added to the contract at an additional cost which been reported separately.

- 2 x bi-annual visits, sampling and analysis of heating systems £ 240.00
- 1 x legionella sample, to each building, twice/annum, 10 in all £ 520.00
- 1 x potable sample, to each building, twice/annum, 10 in all. £ 340.00

Vacuum Cleaner – Following an inspection of the Caretaking reported damage to the cable of one of the floor cleaners. Our handyman removed the damaged area and replaced the plug.

Fire Alarm Activation – An activation in East Court on 6 July at 20:23 was attended by the Estate Manager and was advised by the tenants the cause of activation was in the basement where they were working, all members had evacuated, and the system reset. A second activation in Meridian Hall on 16 July at 20:23 was attended by the duty Caretaker. The cause of the activation was caused by the wafting of smoke from the Courtyard wafting into the hall. The hirers had evacuated, and the system reset.

Hygiene Waste – Our Hygiene Waste contractors for King Street toilets have advised that high

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inflation rates are contributing to continued increases in our costs, such as wages, waste treatment, consumables and raw materials and therefore we have no alternative but to increase our charges. Therefore, with effect from 1st September 2023 there will be an increase of 10% to our pricing.

Fire Alarm Service – The six-monthly fire alarm service was undertaken on 2 August.

Platform Lift – The annual safety inspection of the lift has been booked in for 2nd October. The required certification of the load nut gap has been undertaken and our contractor confirmed it is well within the safe limits.

Airconditioning Units – The annual service agreement has been renewed, there was only a very small increase on last year's cost.

Boilers – The annual service agreement has been renewed, although there was an increase the cost the renewal was in line with other suppliers.

Repairs, Renewals and Maintenance – Gardens & Grounds

Park Run – East Grinstead Park Run were written to and reminded that parking in our car is not permitted. The car park on the Armed Forces Day was found to be very busy which impacted our hirer and caretaking time. The East Grinstead parkrun Event Director was thanked for his support and understanding.

Memorial Bench – A new memorial bench to replace the loss of one of the benches along the Jubilee path has been installed by the outdoor services team.

Banner Frame – To safely erect the East Court Banner at the lower entrance to the estate the outdoor services team erected a banner frame.

Box Tree Caterpillar – An infestation of box tree caterpillars in the East Court gardens this year has caused so much destruction that the outdoor services team have had to remove some of our Box trees. The gardener noticed the caterpillars had well and truly taken over and that our Box trees and hedges had suddenly developed brown or fallen leaves.

Car Park Line Markings – A site meeting on 26 June with a chosen contractor finalised the required line marking which will be undertaken over two days to ensure at least some of the car park will be open at all times.

Car Park – The recent very dry weather has left the car park where the public toilet drain was replaced in a very poor condition. A grounds work contractor has been contacted for a quotation for the necessary repair works which need to be undertaken before we can proceed with the line marking.

Motorcycles – Regular antisocial behaviour of motorcycles riding across the grass at East Court have been both been reported to the police and Mid Sussex District Council.

Recycled Area – Following ongoing issues with unsolicited dumping of unwanted private green waste in our recycling area, a trail cam has been purchased which will be erected by the outdoor services team along with the required signage.

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

	Excluding VAT
East Court	Amount £
Dorgard – 2 nd Floor	91.66
Paint – Wedding Arch	23.99
Pillars – Installation of 4 x replacement bases	1000.00
Paint – Front Pillars	39.58
Plumbing - External Tap	100.00
Gutters – Cleaning EC	150.00
Washer – Outside Tape	14.80
Push Button Lock	26.39

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Car Park Wall – Repair	760.00
Automatic Door – Safety Works	970.06
Measured the drive nut wear – EC Lift	195.00
Jetting – Drains	135.00
Total East Court	3506.48
Meridian Hall	Amount £
Gutters – Cleaning MH	100.00
Gully Covers – MH	50.11
Toilet Seats	74.97
Total Meridian Hall	225.08
Old Court House	Amount £
	0
Total Old Court House	0.00
St Barnabas	Amount £
External Maintenance - Sanding Discs & White Spirit	42.05
External Maintenance – Wood Preserve	148.46
Total St Barnabas	190.51
Equipment	Amount £
Fridge – Meridian Hall	499.99
2 x Battery – Floor Cleaner	240.97
Crockery – East Court	375.48
Step Ladder – Meridian Hall	58.20
Fridge – Mayors Parlour	127.99
2 x Plugs – Vacuum Cleaner	5.00
2 x Cutting Discs	3.28
Washing Machine	323.50
Racking	99.00
Total Equipment	1733.41
Grounds / Workshop / Play Park / East Court Toilets	Amount £
Upgrade Flushing System – EC Toilets	665.00
Compass Pointers – Entrance Bed	154.75
Service – Play Equipment Inspection	150.00
Swings & Surfacing – Installation	12,193.30

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Guttering – Water Butt	5.82
Guttering – Workshop	50.55
Driveway – East Court Drive	4,500.00
Rospa Play – Play Park Safety Inspection	92.50
Total Grounds	17811.92
Health and Safety / Training / Licences	Amount £
Asbestos Survey – Refurbishment Report – St Barnabas	500.00
Skip – St Barnabas	258.00
Automatic Doors – Service	297.00
Total Health and Safety / Training	1055.00

Tenancies and Hiring's

Caretaker Vacancy – We said goodbye to Sue Batt on 30th June after 16 years at the Town Council. As the vacant hours are only part time it has proven very difficult to fill the post. Following our interview process the new Caretaker who joined the team on 26th June was only with us for 6 weeks as he found another position elsewhere with more hours. We are currently once again advertising the vacancy which has required the Estate Manager to fill the gap and undertake caretaking duties where needed.

Stone Quarry Café – As requested in the June Amenities and Tourism Meeting, The Stone Quarry Café were advised of this Committee's decision to extend the agreement allowing free use of the room for a further 7 months to the end of January 2024. A signed tenancy agreement has been received an update on the progress of phase 2 requested. It was hoped this would be included in this report however at the time of writing this report no update has been received.

Mayo Wynne Baxter – New tenants of office 39 have signed their tenancy agreement with effect from 1 August however, they moved in in the first week of September.

Art Styles Academy – A new regular hirer is starting up on 15th September; an art course styling different mediums and learning techniques.

Coveney Nicholls – Tenants of office 40 & 40a have returned their signed tenancy agreement. A rent review increase in the rent was applied.

Late Payment – The National Blood Service have been chased for overdue payments which go back to April. As this is now turning into a regular occurrence once this payment has been cleared the decision has been taken that they will now be invoiced and asked to pay prior to each booking.

Jigsaw Southeast – A tenancy renewal invitation for offices 41 & 41a East Court Mansion has been signed.

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

Budget & Income

Details of income received for 2023/2024 financial year until 31.07.2023 is given below on an individual cost centre basis.

	Actual Income	Budget	Variance	Variance	Actual Income	Variance	Variance
	Apr - July 2023	Apr - July 2023			Apr - July 2022		23/24 vs 22/23
	£	£	£	%	£	%	£
Meridian Hall	33,490	26,667	6,823	25.6	36,860	-9.1	-3,370
East Court Mansion	32,587	25,000	7,587	30.3	26,328	23.8	6,259
Old Court House	16,994	17,667	-673	-3.8	16,451	3.3	543
Totals	83,071	69,333	13,738	19.8	79,639	4.3	3,432

Recommendation: To note the report, Alison Merricks will be in attendance for the answer to any questions.

Agenda Item 7: BURIAL SERVICES

Purpose of report: The Cemetery report is enclosed for consideration to advise on the current work of the team concerning both cemeteries. Sarah Jones will be happy to take any questions as she is now running both projects.

Mount Noddy Cemetery

Burial Data

Mount Noddy Cemetery	Jun 23	Jul 23	Aug 23
Number of Earthen Burials	0 / (3)	0 / (2)	3 / (3)
Number of Interments of Cremated Remains	3 / (2)	5 / (5)	7 / (4)
Number of Memorial Applications Processed	6 / (8)	7 / (4)	4 / (4)
Number of Memorial Wall Plaques Sold	0 / (0)	1 / (0)	0 / (1)

Repairs / Maintenance

Following a period of intermittent ignition issues, a replacement starter motor is being sourced for the dumper (efforts to acquire a reconditioned one included). Replacement dressing for full earthen graves has been purchased for use in place of the now rather weary and aging plastic turf that has been well used over many prior years - the total cost of this purchase was £363.36 +VAT.

Maintenance

As we head into winter over the coming quarter, the agricultural vehicles used for cemetery services are scheduled to be serviced to ensure smooth running of operations.

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

General

Following the end of nesting season, work is scheduled for the start of September to continue the tree maintenance at Mount Noddy Cemetery. This in combination with continued efforts to ensure security of the compound is to allow for expansion of the compound fencing up to the original boundary line whilst access can be made. Following a number of break-ins, this work along with other measures established, is essential in deterring future issues. Further information regarding cost of these additional security measures will be expanded upon with committee members etc as it is received. The ongoing Memorial Safety works are to be supported with the addition of the following policy (if approved):

Memorial Safety Policy

Awareness of the potential dangers of memorials were heightened in 1995 when there was a death caused by a memorial falling on a young girl in Toxteth Cemetery in Liverpool. In response, the Confederation of Burial Authorities carried out research into the management of memorials in cemeteries. It was found that from 1992 to 1996 there had been five deaths due to falling memorials in cemeteries and many more significant but less serious injuries.

As a result of the research, guidelines were developed for local authorities to ensure that suitable inspection procedures were put in place to inspect memorials and take appropriate action for the safety of the public. Where applied in a sensitive manner there have been improvements in safety with little concern from members of the public. However, due to more of an emphasis on health and safety and with little consideration to a proportional and sensitive approach to the issue, some authorities were subject to considerable criticism and public concern was also raised about the methodology employed by some authorities. This resulted in a review of the memorial safety guidance carried out by the Ministry of Justice. The review was led by the Health and Safety Executive with a sub-group comprising of burial ground operators, memorial masons and cemetery managers. The insurance industry and the Local Government Association were also consulted.

In January 2009 the Ministry of Justice issued the new memorial safety guidance entitled “Managing the Safety of Burial Ground Memorials”, with emphasis placed on a proportional approach to any actions, based on the level of risk posed. The guidance was supported by most organisations on the sub group and represents good practice on the standard expected in the risk management of memorials in all types of burial grounds, public, private or ecclesiastical. It is likely that the good practice detailed within the Ministry of Justice guidance, will be used as a basis of any investigation that may be carried out by the Health and Safety Executive throughout the UK. With this in mind, the Council has now received training to the new standards and has developed systems for the safety of memorials, now outlined in this memorial safety policy. The policy is based on the Ministry of Justice guidance and provides details on how the Council will follow the guidance.

In May 2015, an eight year old boy was killed by a falling memorial in Craigton Cemetery in Glasgow. During the recent inquest it appears apparent that suitable systems were not in place for the inspection of memorials. This has heightened awareness of the dangers posed by memorials in burial grounds and UK Parliament has now issued further guidance on “Unsafe Memorials in Cemeteries” in January 2017.

The Council has now revised systems in place to control the risks from memorials to their employees, contractors, friends’ groups, volunteers and members of the public. We owe a general duty of care to all those who use East Grinstead Town Council cemeteries (open or closed)

East Grinstead Town Council is responsible for the following cemeteries:
MOUNT NODDY CEMETERY

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

In addition to the above, the Council are also responsible for the following closed cemetery;
QUEEN'S ROAD (WEST HILL) CEMETERY

PURPOSE OF MEMORIAL SAFETY POLICY

To provide a consistent system of managing the safety of memorials within East Grinstead Town Council, that is transparent to the public, Elected Members, staff and voluntary groups who use, or have an interest in the safe operation of, the Council's cemeteries.

The following memorial safety policy and procedures will apply to all of the above cemeteries.

RISK ASSESMENT

The Council will:

- Carry out a documented risk assessment to develop a profile of risks on each burial site – East Grinstead Town Council cemeteries will be assessed using a risk assessment process that will ensure consistent results, whilst incorporating memorial safety as part of the Council's overall approach to health and safety on the site.
- Each section within cemetery will be assessed to identify areas of high, medium and low risk, this will then be recorded using a RAG system.
- Identify hazards in relation to memorial safety - Any memorials within any of East Grinstead Town Council's cemeteries that are potentially hazardous to the public will be identified by following the 2009 Memorial Safety Guidance.
- Decide who might be harmed and how – East Grinstead Town Council Council shall carry out all assessments in accord with the HSE's 5 steps to risk management and will properly assess the risks to all users of the site.
- Evaluate the risks and decide on precautions - All risks posed by memorials will be properly evaluated through both the risk assessment and memorial inspection processes. A range of suitable precautions shall be considered and utilised in a way that is proportional to the level of risk posed.

Risks will be evaluated using the following criteria, although the list is not exhaustive:

- Areas with memorials near main paths and drives
- Well visited areas or memorials
- Areas that attract anti-social behaviour
- Areas with memorials on sloping or uneven ground
- Areas with many large multi-part memorials
- Areas with monolith memorials
- Areas with badly weathered memorials
- Areas with more recent memorials fitted to BS8415 / National Association of Memorial Masons (NAMM)
- Code of Practice
- Condition of ground around memorials

Record findings and implement them

Every memorial within East Grinstead Town Council's cemeteries will be inspected and full records maintained of any that are considered to pose a danger to the public, together with any action being taken to significantly reduce the level of risk. All memorials will continue to receive an inspection of some sort, ranging from only a visual inspection, through to a full visual and hand inspection at least once every 5 years.

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

Review memorial risk assessments and update if necessary

Burial ground risk assessments will initially be reviewed once every 5 years or earlier if required.

COMMUNICATION

The Council, or its nominated contractor, will:

- Ensure notices are displayed within the Cemetery grounds. This is to warn the public of the potential dangers of memorials, advise the public who to contact with any queries or concerns, advise of inspections taking place and, where necessary, fulfil any other obligations under existing health and safety legislation.
- Issue press releases and/or update web sites - to advise the public of all inspection work, why it is necessary and that all work shall be carried out in accordance with the Ministry of Justice Guidance.

When memorials are found to be unstable letters to grave owners will be issued - wherever this is possible – where they can be contacted and an immediate make safe option is not appropriate, owners will be informed should their memorial be found to be unstable. They will be given the opportunity to have it repaired at their own cost and to BS8415/National Association of Memorial Masons Code of Practice standards which are current at the time of repair. Civic Pride funding may also be considered (if approved by Council) in cases where memorials are of high heritage or amenity value.

If a memorial poses a serious risk then, in the interests of public safety, the Council retains the ability to lay the memorial down immediately, or take other action to make the memorial safe. Where appropriate and where current contact details are available, attempts will be made to contact the grave owner as soon as possible.

INSPECTION PROCESS

The Council, or its nominated contractor, will:

- Ensure all staff are suitably trained – all inspectors shall be trained to meet the standards specified in the Ministry of Justice guidance entitled “Managing the Safety of Burial Ground Memorials”. Training will be refreshed as required.
- Carry out a visual check on all memorials – this will be carried out irrespective of the level of risk in the section, or type of memorial.

* There is a duty placed upon the authority and the inspectors to take due care of the heritage of memorials within the site. It will be the responsibility of inspectors to be able to identify styles of memorial or memorials that may have other heritage interest and treat them with due care should such memorials be found to be unstable.

- Carry out a hand test – the test will be used in accordance with the assessed level of risk.
- If required, a mechanical device may be used to measure the force at which a memorial has failed the inspection – however this will be an exception, when necessary, to check the accuracy of a hand inspection. The use of a mechanical device will not be a standard part of the testing process but maybe used to ensure the consistency of staff inspections.
- Inspections will be proportionate to the level of risk identified in the section on which they stand - Each section of the cemetery will be identified as high, medium or low risk. The areas will then be inspected as follows:

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

Low Risk Areas (**GREEN**)

A visual test will be sufficient, unless an individual memorial is identified to have a defect, obvious during the visual test. In such cases a hand test will be then be undertaken in addition to the visual test.

Medium Risk Areas (**AMBER**)

In the majority of inspections, a visual test and hand test will be undertaken, unless an individual memorial is considered to pose a lesser risk following the visual test (if a war grave memorial or known to be fixed with a ground anchor). In such cases a visual test may be deemed sufficient. Some memorials in medium risk areas may need specialist inspection and advice so appropriate procedures are in place to call on such specialist assessors.

High Risk Areas (**RED**)

The majority of inspections will include a visual and a hand test, unless an individual memorial is considered to pose a lesser risk following the visual test (if a war grave memorial or known to be fixed with a ground anchor). In such cases a visual test may be deemed sufficient.

Some memorials in high-risk areas may need specialist inspection and advice so appropriate procedures are in place to call on such specialist assessors.

In a section considered to be a high risk, particular attention will be paid to memorials that could pose a significant risk to members of the public. An early decision will be made on any action needed to make the memorial safe, this shall be proportional to the level of risk.

Prioritisation

A simple priority will be given to memorials when inspected, whether in a high, medium or low risk area. The priority indicates the level of risk the inspector considers is posed to the public based on the area in which the memorial lies and the inherent risk of the memorial itself. The priorities to be applied by the inspector are as follows:

- Priority 1 (Red) – Is considered to be an immediate risk of toppling and causing serious injury. Requires immediate attention to protect the public, employees and other visitors to the cemetery. Action: Immediate action will be required to significantly reduce the risk by using the appropriate means of making the memorial safe.
- Priority 2 (Amber) – Is considered to have potential of becoming a danger to the public, employees and other visitors to the cemetery, but is not in immediate risk of toppling and causing serious injury. Action: Re-inspect in 12 months
- Priority 3 (Green) – Is considered to be of little risk to the public, employees and other visitors to the cemetery. Action: Re-inspect in 5 years

Frequency of Inspection

Inspections of all levels of risk will be carried out on a minimum frequency of once every 5 years. As indicated above, any memorials showing early signs of instability will, in the interests of public safety, be monitored every 12 months, where this is considered necessary. Any memorials considered to be in such a condition where there is an immediate risk of them toppling and causing serious injury to members of the public will be immediately assessed and a decision taken on how the memorial will be made safe or repaired. Decisions on whether to invoke the 12 monthly monitoring or the immediate action to make safe or repair, will be taken in relation to the perceived level of risk of the individual memorial and the level of risk allocated to the section in which it lies, as identified from the site risk assessment.

Memorials over 2.5.m

Due to the diverse nature and complexity of these memorials, a visual check of all joints and any other areas of weakness will be carried out in accordance with training provided. The visual inspection will include a decision on whether further professional advice is needed.

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

- Priority 1 (Red) - will require more professional advice, i.e. a structural engineer. The area will be cordoned off and appropriate safety notices put in place until specialist advice can be obtained.
- Priority 2 (Amber) – will require more professional advice within the next 12 months but does not pose an immediate danger to the public
- Priority 3 (Green) – will not require specialist advice as the structure appears sound.

During the visual assessment the trained inspector will assess whether the memorial is safe enough to warrant him/her doing a hand test to assist with the decision making process.

TEMPORARY MEASURES

Irrespective of whether a memorial lies within a high, medium or low risk area, if a memorial is considered to pose a significant risk and is likely to topple and cause serious injury to a member of the public, then an assessment of the need for repair or make safe will be carried out on an individual basis, in accordance with the training provided and in consideration of the following options. All action will be based on the likelihood of injury and will be proportionate to the level of risk. A decision will also be taken on whether a warning notice should be placed, giving details of a contact number for the Council. Temporary measures will generally include consideration of the following:

- Warning Signs - placed on or near the memorial found to be unstable.
- Cordoning off the memorial with appropriate material
- Mechanical support to the memorial (i.e. wooden supports). These will be placed discreetly to help support the memorial whilst the Council attempts to contact the grave owner. Re-fixing the memorial using an M3 polymer fixing compound (guaranteed for a minimum of 6 years)
- Setting the memorial into the ground
- Laying down the memorial if absolutely necessary.

Where a memorial has been temporarily supported, supports will remain in place for a maximum of 12 months, after this the memorial will be set in the ground, laid down or refixed using an M3 polymer jointing compound.

RECORDING - Recording of Inspection

Inspections shall take place utilising data currently held on the administration database and all records shall be completed electronically. All memorials will receive an inspection in accordance with procedures identified previously in this policy, any memorials which fail the inspection process, and are considered a significant risk to members of the public, shall be recorded onto the electronic database indicating the following:

- Section
- Grave Number
- Name of First Interred
- Action Required / Comment – indicating what action will/has been taken to make the memorial safe, or comment on the existing condition of the memorial (e.g. already laid down / fallen etc.)
- Priority
- Date of Inspection
- Initials of Inspector

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

CONTACTING THE COUNCIL

East Grinstead Town Council is aware of the sensitivity of the work carried out in cemeteries and this memorial safety policy addresses the need to maintain a sensitive approach whilst addressing health and safety issues relating to potentially unstable memorials within the Council's cemeteries. Should anyone have any queries or concerns regarding this Memorial Safety Policy then they should contact:

Sarah Jones - Safety, Compliance & Cemetery Manager - Tel: 01342 335053

John Chisholm – Cemetery and Compliance Assistant – Tel 01342 335052

Email: cemeterymanager@eastgrinstead.gov.uk

METHOD OF WORK

1. Memorial safety inspections will generally be carried out by two operatives working as a team although a single operative may carry out inspections in accordance with a suitable risk assessment that takes account of lone working.
1. Only staff trained to the industry best practice standards shall be eligible to carry out safety inspections on headstones/memorials.
2. Prior to the inspection taking place a task based 'Memorial Inspectors' risk assessment shall be prepared and issued to inspection staff. As part of the risk assessment Personal Protective Equipment (P.P.E.) will be identified and must be worn at all times, this will include safety footwear, hard hats (as required for larger jointed memorials) and gloves.
3. Upon entering the burial ground, with the intention of carrying out an inspection of memorials, all operations shall be carried out in a manner that takes cognisance of hazards and potential dangers within the whole site. A documented site risk assessment, together with a current 'Memorial Inspectors' risk assessment shall be in place prior to inspection.
4. The documented site risk assessment provides focus for the inspection. This will be carried out in accordance with the training given, in compliance with industry best practice standards and using the Council's assessment form (attached to these procedures).
5. Staff carrying out inspections must always be aware of memorials that are made-up of more than one section and where foundations may be unstable. Staff will always examine the top section first and work down the memorial, this avoids such elements of the memorial falling and potentially causing injury during any inspection. Suitable hard hats will be worn when inspecting such memorials where jointed elements extend above head height.
6. Any ornament on the top of the stone will be inspected with extreme care as these objects may create a great risk to the safety of the memorial inspector and others. Where vegetation is growing close to such elements recommendations will always include the trimming of vegetation away from such memorials if required.
7. The hand test will be carried out standing in front, but to one side, of the headstone where possible and a gentle Correct testing stance - larger memorial pressure/force will be gradually increased until a force approximating 25kg (250 Newtons) is applied. This force shall be exerted in one direction, away from the body and shall be repeated from the back of the memorial. Other hand tests from the sides of the memorial may also be required on certain designs. The force shall be applied at the apex of the memorial or a high up the memorial as can comfortably be reached
8. A memorial will only fail the safety inspection if it will move and continue to move until it would potentially fall to the ground under an initial firm but reasonable force approximating 25 kg (250 Newtons). Memorials that move but do not show potential to fall to the floor following the 'initial' force, will not be considered unsafe.
9. Should a memorial fail the hand test a mechanical measuring device may be used, simply to confirm the force at which the memorial had failed. The measuring device will be used in a similar way to the hand test with the force being applied at the apex of the memorial, or just below shoulder height on taller memorials up to 1.5m. The mechanical measuring device is not suitable for regular use on memorials taller than 1.5m

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

10. The routine use of staking, to make a memorial permanently safe, is not considered appropriate by East Grinstead Town Council. If a memorial is found to be unsafe following the above inspection process consideration will be given to the following options:

- A warning notice will be placed on every occasion a memorial is considered unsafe
- Setting in the ground
- Cordoning off using appropriate material
- Laying flat

The decision on the type of make safe procedure to use will be based on an assessment of the risk posed by the memorial and the probable visitation by owners of the memorial rights. Should a temporary measure be used to make the memorial safe this will be inspected on a regular basis whilst it remains in place.

11. All memorials will be inspected on the initial inspection. Subsequent inspections will be carried out based on completing around 25% each year, with the objective of ensuring all memorials receive an inspection at least once every 5 years

Council Memorial Safety Assessment

Note: A memorial should only be considered as unsafe if it moves and will continue to move until it falls to the floor under an initial firm but reasonable force (suggest a force approximating 25kg)

GREEN: Low risk – Visual inspection only. Place notice only if a memorial is found to be unstable unless the memorial is considered an immediate danger and could cause a serious injury, should this be the case then alternative making safe methods should be considered and implemented. If individual memorials are considered a higher risk then these should be inspected using a visual followed by a hand test.

AMBER: Medium Risk - The area have an initial visual and hand test on every memorial using experienced/trained staff. Some memorials may need specialist inspections. A full inspection on a minimum frequency of 5 years is recommended. Any memorials showing early signs of instability should be monitored every 12 months. Memorials that are found to be unstable should be have notices placed and should be set in the ground, cordoned off, temporarily supported, repaired, or laid down immediately. All action must be based on the likelihood of injury and should be proportionate to a medium risk area.

RED: High Risk - Area will need a visual and hand test on every memorial using experienced/trained staff. Some memorials may need specialist inspections. Memorials will require full inspection on a minimum frequency of 5 years. Any memorials showing early signs of instability should be monitored every 12 months. Memorials that are found to be unstable should be have notices placed and should be cordoned off and should be set in the ground, cordoned off, temporarily supported, repaired, or laid down immediately. All action must be based on the likelihood of injury and should be proportionate to a high risk area

Recommendation: The Committee are asked to approve the above process for use in the Cemetery.

Financial Implications: The cost of moving or repairing any headstones will have a cost which is unbudgeted. The cost of signage is minimal and covered by existing budgets

Environmental Implications: there are none

Community Safety implications: failing to implement this policy could result in accidents for which the Council may be deemed liable. Insurance would not be valid if the tests and due diligence is not carried out

Queens Road Cemetery

The fencing posts for the pathway have been delivered and working is ongoing during the week of the 4th of September to get them installed (hopefully with the addition of the rope guides between posts) which brings us a step closer to reopening the cemetery safely. Council are asked to consider

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

the following report in relation to the next stage of works utterly paramount to seeing this happen:

Purpose of Report:

The purpose of this report is to highlight the significance of installing badger-proof fencing at Queens Road Cemetery in East Grinstead. The decision to implement badger-proof fencing is based on several critical reasons, including mitigating damage to graves caused by badgers, preserving the investment made in badger conservation efforts, adhering to recommendations from Natural England, ensuring safe movement of badgers, providing a protection barrier when the site is open to the public, and the presence of a pre-budgeted cost for the project.

1. Reducing Damage to Graves:

Badgers are known to be opportunistic feeders and diggers, and their activities can lead to significant damage to graves within the cemetery. The installation of badger-proof fencing will act as a physical barrier, preventing badgers from accessing the gravesites and thus reducing the risk of damage.

2. Preserving Investment in Badger Mitigation:

Efforts have already been invested in badger mitigation in the area. By implementing badger-proof fencing, we can safeguard this investment by ensuring that badgers continue in their natural relocation without posing a threat to the cemetery.

3. Adherence to Natural England Recommendations:

Natural England, as a reputable authority on wildlife conservation, has advised the installation of badger-proof fencing at sensitive sites like Queens Road Cemetery. Complying with these recommendations demonstrates our commitment to responsible environmental stewardship.

4. Critical for Badger Movement:

Badger-proof fencing is designed to restrict badgers' movement in specific areas. For wildlife management purposes, controlling their movement can be vital to maintaining ecological balance and protecting other species within the cemetery's vicinity.

5. Temporary Nature of the Fencing:

It is essential to emphasise that the badger-proof fencing is not a permanent fixture. Instead, it serves as a temporary measure to protect the cemetery during sensitive periods when badger activity might be at its peak. Once it is determined that the threat has reduced, the fencing can be removed.

6. Protection Barrier for the Public:

When Queens Road Cemetery is eventually opened to the public, the badger-proof fencing will serve as a protection barrier. It will prevent direct contact between visitors and badgers, minimising the risk of negative interactions, and contributing to a safe and enjoyable visitor experience.

7. Pre-Budgeted Cost:

The financial aspect of this project has been prudently planned and accounted for in the budget.

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

Conclusion:

In conclusion, the installation of badger-proof fencing at Queens Road Cemetery in East Grinstead is a critical step in safeguarding the cemetery's integrity, preserving the investment in badger conservation, adhering to expert recommendations, protecting badger movements, ensuring public safety, and maintaining a responsible budget. By implementing this measure, we demonstrate our commitment to environmental conservation, while simultaneously securing the historical and sentimental value of the cemetery for generations to come.

Recommendation: Committee are asked to approve that the above steps to complete the process of removing the destructive wildlife from the QRC.

Financial Implications : none this is already fully budgeted for.

Environmental implications : This procedure is part of allowing the green lung to finally be opened and accessible to the public. Wildlife, wildplants and tranquility making it a very sustainable project.

Community Safety implications: This project is improving the safety to allow the cemetery to be reopened to the public

Agenda Item 8: FREE USE OF MERIDIAN HALL REQUEST

Purpose of Report: To consider a request from Mims Davies MP office regarding a jobs fare planned for 20th October.

Background: An officer from Mims Davies Office has been in touch to advise that our local MP wishes to hold a job fair for East Grinstead and the surrounding area. The date chosen is Friday 20th October. The fair is due to run 10-2 and with set up and breakdown the booking is 9-3 (6 hours). The cost to hire on a Friday is £360. Fridays being popular days for parties and weddings are charged at a premium rate. Our MP is a minister at the department of work and pensions and therefore she has a particular interest in supporting job seekers back to work. As there is no ministerial budget for employment events, her office has to bear all costs and the request was whether there might be a possibility of reducing the cost as it is a job fair, aimed to help East Grinstead residents who may be struggling to find employment.

There are several options available to the Committee:

1. offer no discount and require the full charge to be met
2. due to the benefit to the community to offer the room at the Monday - Thursday charge (£30 per hour) which would be a reduced total of £180
3. offer a full discount and agree to the free use of the room due to the nature of the event
4. charge the full amount but offset this by offering to sponsor the event to the cost of the Meridian Hall charge (to be met from the Employment support budget), thus making East Grinstead Town Council a sponsor and part of this worthwhile event.

Recommendation: Committee are asked to determine which course of action they wish to take

Financial implications: Reduced fees would affect the income for the meridian hall by a small amount, sponsoring the event would be met by existing budgets.

Environmental implications: there are none as the employers would be coming to East Grinstead to showcase their potential careers rather than requiring the individual job seekers to attend them.

Community safety implications: none, indeed more people in work has a positive community safety position

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14th September 2023

Agenda Item 10: EVENTS

Purpose of the report: The Committee will receive a report looking forward to the events planned for 2023

Event Plan for 2023 - 24

The Big Reveal:

A meeting with Emma Louise and Matt Cole is arranged for September 11th and we should be able to give more information at the committee meeting. The date is set for Saturday 18th November. A switch on is envisioned to be pared down from previous years but is envisaged to encompass the tree (rotary) the High St Trees, the 7 High St lamp posts and the cross overs. The other lights will already be on from around 3pm with the switch on circa 5pm.

The Shopping promotions committee have been in touch to say that they are not in a position to organise a market this year. They are willing to pass the money to the Town Council to organise a market. This will be dependent on the Council role at the Big Reveal as we have not the time for staff to attend three weekend events back to back (Remembrance / Reveal and Christmas Market (if this was the last week of November). Committee are asked for their view on this. the Christmas Market is not a Town Council event, however we did discuss pulling away from the Big Reveal and leaving that to the Town Traders to organise and deliver, and organising a different event to encourage further festive shopping in the town. The Christmas lights could then be switched on at either event as the Committee so wished.

Recommendation: Committee are asked for a view as to whether the Council should take on the Christmas Market and if so whether to leave the light switch on at the Big Reveal. Or not to undertake the market until next year. To be clear Council staff will be unlikely to attend the Big Reveal in any capacity other than to switch on the lights if the market is approved for 2023.

2024

East Court Live –

2nd June - D Day themed for the 80th Anniversary on 6th June.

7th July

4th August

D Day 80th - 6th June (see separate report)

Classic Car Day – date to be confirmed.

Recommendation: Committee are asked to approve the outline for 2024, subject to the discussion as to a Christmas Market.

Financial Impact: none (save the separate report for D Day as the events will be budgeted for)

Environmental impact: none

Community Safety Impact: stronger communities, through community events improve community cohesion and improve community safety.

Agenda Item 11: D DAY 80 COMMEMORATIONS 6TH JUNE 2024

Purpose of Report : To advise of the options for commemorations and determine what the EGTC will budget and provide next year

Background:

1. D Day 80th will be on 6th June 2024 and the Royal Pageantmaster has issued details and

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programmes for communities to consider joining in to mark the largest naval, air and land operation in History.

2. Operations Neptune & Overlord began on 6th June 1944 (D Day), 130,000 allied troops (American, British Canadian Australian, Belgian, Czech, Dutch, French, Greek, New Zealanders, Norwegian, Rhodesian and Poles) were landed on 5 Normandy beaches on that day (Utah, Omaha, Gold, Juno & Sword) along with 26,000 paratroopers who were dropped inland, thus beginning the turn of the tide of WW2.
3. Over 5,000 amphibious vessels crossed the channel along with 1,200 aircraft preceding the landings. The Germans had been deceived to expect a landing at Calais and therefore were in the wrong place for their troops and response.
4. They liberated Paris from occupation when the German troops retreated across the Seine on 30th August 1944, by which time nearly 2 million allied troops were fighting the battle of Normandy.

80th Commemoration:

5. The Commemoration will remember this turning point of the war, the victory that followed, but also and most importantly the 210,000 Allied casualties of Operation Overlord. This includes nearly 37,000 ground forces and 16,000 air forces killed in the invasion of Normandy's beaches, and the long and bloody campaign that followed for nearly three months. The commemoration will also include all those in the UK playing vital supporting roles to the men and women who crossed the channel.
6. The International commemorations will begin at 8.15 pm (BST) on 6th June in Normandy at the British Normandy Memorial overlooking Gold Beach; beacons on the other four beaches will be lit at 8.30pm. **Towns Villages and communities are being asked to light their beacons at 9.15pm.** The East Grinstead Beacon is located in King George's field.
 - At 9.15pm as the Beacon is lit communities are asked to undertake the international tribute (wording below)
 - The events of the day should however start at 8 am. A proclamation to be read (we are asking Meridian FM if they would please read this on air and will look to have the proclamation read at the War Memorial in the High St (Cllr Dabell has accepted an invitation to do so).
 - Local Schools will be asked to hold activities around the poem "D Day Heroes" at 11 am
 - Fish and Chip Supper – the day will be dubbed National Fish and Chip Day . Fish and Chips (very much the national dish, was seen in the war as an essential motivator and neither fish nor potatoes were rationed). It is envisioned to have fish and chips available on the King Georges Field at a subsidised rate to allow families to picnic and enjoy a fish supper.
 - We will also invite an ice cream van, beer tent and some activities for Children to keep them entertained (maybe some childrens' races such as sack race / egg and spoon and D Day fancy dress etc) from 6pm
 - We would hope to broadcast the commentary from Gold Beach in Normandy from 8pm through to the lighting of the other beacons and then allowing us to build up to our own beacon lighting and reading of the tribute at 9.15pm.
 - The tribute : The Tribute
Let us remember those who gave their lives at home and abroad during the D-Day landings, whose sacrifice enables us all to enjoy the peace and freedom we have today. Let us remember those who came home wounded, physically and mentally, and the friends and family who cared for them. Let us remember those who returned to restore their relationships and rebuild their working lives after years of conflict and turmoil. Let us remember the families that lost husbands, wives, sons, daughters and sweethearts. Let us

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remember the servicemen and women and merchant seafarers of all nationalities - from all countries - who fought, suffered and died during the D-Day landings and six years of war. Let us all remember those in the Royal Navy, Army, Royal Air Force, Merchant Navy, and our Allies - the brave people who kept us safe on the home front and abroad and those in reserved occupations during the difficult time of war. Let us remember the brave doctors and nurses who cared for the wounded, the men and women who toiled in the fields, the coal mines, the factories and the air raid wardens, police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who all played such a vital role in the war

7. The event will then end with the lighting of the beacon and tribute, we would hope to have the uniformed youth in attendance to support the beacon lighting.
8. In addition to the events on 6th June, the preceding Sunday is the start of the East Court Live season and we are looking to have a WW2 themed music event.

Costs

9. The estimated costs for the event from the Council will need to be met from the summer events budget
 - We would like to convert the beacon to a gas fitting for safety purposes est £500
 - Support for fish and chips subsidised est £500
 - Cost to run the childrens races est £100
 - Cost to pipe in the national commentary est £300
 - Cost of gas cannister est £200

Recommendation: Committee are asked to approve that D Day 80th is commemorated in East Grinstead and approve a programme for the day. Committee are also asked to confirm that an increase in the Summer Events budget will need to be allowed for at budget setting.

Financial implications: While we have a summer events budget this would need a specific award in the budget next year as an additional event.

Environmental implications: a small amount of gas to be used for the beacon, possible generators for the fish and chip stalls. We will need to speak to them regarding the fuel used.

Community safety implications: the beacon lighting and event will be risk assessed and mitigated therefore minimal.

Agenda Item 13: ST BARNABAS HALL

The keys to the building were dropped off and an initial viewing with our handyman and the Tourism team was arranged for 20th June. St Swithun's Church advised that the wooden cross fixed to the former sanctuary wall was made by the father of a former congregation member and that his daughter would like it back. As the church had great difficulty in attempting to remove it and feared damaging the wall this was left to our handyman to takedown and has been collected by the Vicar.

Sustainability Action Plan

This focuses on the areas where the Council can improve its performance to progress sustainability through the management of the building by improving the energy performance. An application for Section 106 contribution towards the necessary improvements to St Barnabas has been made and we are now waiting on approval.

Insulation – Both the extremely poor energy rating of the building and sheer number of electric heaters in the building required to get the hall up to temperature only highlights the poor thermal insulation of the building. A quotation has been sought to both insulate the walls and to significantly improve the roof insulation which will require the addition of a new ceiling. Quotations have been sought and the costs of the works included in the Section 106 application.

Windows & Doors – The quotation to replace the large rotten window and upgrade to a double-

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glazed unit has been received and we are now waiting on a site survey proceed with the order. Due to budgetary restraints works to replace the 26 single glazed small windows and doors will be added to the future works program. The cost of the replacement window will from paid from the maintenance budget.

Damp Proof Course and Dampness – As highlighted in the building survey report; there is a damp-proof course and reference to the drawings indicates that a damp-proof course was laid between the thickened ground floor slab at its junction with the timber frame and indeed, there is visual evidence that such damp-proof course is present to the east corners of the property adjacent to the front entrance doors. The advised that the damp-proof course is in line with the end of the cedar and stone cladding and the adjacent raised ground levels is not at 150mm above ground level thereafter causing dampness to ingress into the building. The ground levels around the building requires lowering to avoid bridging the damp-proof course and entering the building. Quotations have been sought and the costs of the works included in the Section 106 application.

Electricity – Quotations have been sought to upgrade the lighting to LED which have been included in the Section 106 application. Once the insulation has been completed new energy efficient electric radiators will be installed.

Other Works

Asbestos – As set out the HSG264 there are two surveys to be considered, a Management Survey which and a Refurbishment and Demolition Survey. Due to the required planned works a Refurbishment Survey has been requested, which will include for taking up to 5 samples and sending them for analysis. A date for the survey is awaited.

Overgrowth – The tarmacking of the car park is of poor standard and as result has Horsetail, often called mare's tail growing through. This is an invasive, deep-rooted perennial weed that is notoriously difficult to eradicate. The perimeter overgrowth is being cutback by the outdoor services team. A skip was delivered on 3 July.

External Decoration – The external decoration to all elements is in a poor condition and the building report indicates the windows were last redecorated in 2015; over 7 years ago. As the building report recommends, redecoration should be scheduled every 5 years to avoid extensive renovation in the future. A preliminary quotation for the external decorating of the building was sought however due to the cost our handyman with the help of the outdoor services team are undertaking the required works. Works have started on the accessible external cladding which has required substantive maintenance and although has already had 3 coats of wood preserve will require at least two further quotes.

Utilities – Both the water and electricity suppliers have been advised of the change of ownership and new contracts signed.

Bell Tower – As noted in the building survey, timber repairs are required. Scaffolding will need to be erected to allow our handyman access to the bell tower once the external decoration has been completed.

Roof Covering – The building survey notes that the roof was replaced in 1993. The quinquennial report and the church maintenance log advised that the roof was repainted in 2013 in a plasticised coating (metal shield, satin finish, extra deep base) that provided an 8-year protection. It is now failing and needs to be reapplied again due budgetary restraints it is hoped this can be undertaken by our handyman with the help of the outdoor services team.

Fire Risk Assessment – A site visit was arranged with our fire contractor who manages the Council's other buildings to access the upgrades needed to bring the building up to the same standard.

- Currently there is no fire alarm system only manual smoke detectors and due to the proximity to neighbouring properties a monitoring system would be required.
- The expired extinguisher will require replacement although it was recommended that we would not require the excessive number of extinguishers currently in the building.
- There are also currently no fire call points or the required emergency lighting.

A quotation of £4944.50 has been received and a purchase order raised however, the works have currently been deferred to be undertaken at the same time as the insulation works.

Water Sampling – The Legionella and Potable water sampling of St Barnabas has been added to

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our existing contract to include 2 x biannual sampling visits and 1 x legionella and potable sample, twice/annum, 2 in all.

Planning Application – A change of use application has been submitted by the Town Clerk to change the use as recommended by the planning authority from F1 Church/Public Hall to a mix of F1/F2 Public Hall/Community Building.

Overgrowth – The weeds and some of the overgrowth has been removed around the perimeter of the car park to allow weed spraying however, much of the overgrowth has had to be deferred will tackled by the outdoor services team after the nesting season.

Partition Wall & Dais – To ensure the building is fully DDA compliant our handyman with help of the outdoor services removed the redundant small partition walls and dais however there is now some works required to level the floor. This has opened up the hall allowing the light from the door fire door to wash into the end of the far end of the hall. A date for the works is awaited.

Recommendation :This committee are asked to support the opening of St Barnabas to be deferred to the new the year to allow the necessary works to be completed.

Environmental implications: The building currently has no insulation so by insulating the building it will produce a lot less CO2 emissions and reduce greenhouse gases.

Financial implications: The delay in opening the building is a loss of income however hiring a building which is cold and damp will not be sustainable. If we don't add the insulation the heating costs will be significantly higher.

Community safety implications: none

Agenda Item 14: EG Community Bonfire

Graham Jones from the EG Community Bonfire attended the Council meeting in June to give an update as to where the plans are.

He has provided an update for the committee as follows:

- Biggest issue at the moment is marshals but they are working on it.
- The Event Management Plan(EMP), is being updated for the Safety Advisory Group following a meeting on 10th August. A copy of this will be shared with the Council once it has been updated.
- Event timings are shown in the document but the event runs from 5.45pm , culminating in fireworks at approximately 9.45pm .. Crowds should have dispersed by 10.30pm
- Road Closures start going in at 5.45pm on a rolling basis, again these will be documented in the document and will be communicated by the EGCB to the other east court drive users.
- EGCB have full PL liability for EGCB members & volunteers that are helping us on the event.
Other Bonfire Societies processing and organisations in the procession have to have PL Insurance and must prove to EGCB that Insurance is in place, otherwise they cannot take part.
- The lower field will be marshalled by EGCB volunteers under the instruction of Aurora Fireworks ltd who have ultimate responsibility For the safety of the Fireworks aspect of the event.

They also have full PL insurance, as do the fireworks people (we used Aurora a couple of years ago when we did fireworks in the same spot so they are a trusted company and know East Court.

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Recommendation: This is just for noting by the Committee by way of update. The revised plan will be circulated when received by the group.

Officers report ends