

EAST GRINSTEAD TOWN COUNCIL

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9th June 2022

A meeting of the **AMENITIES & TOURISM COMMITTEE** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 16TH JUNE** 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 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 10th March and 9th May 2022.
5. Chairman's Announcements
The Chairman will give brief updates on items not included in the agenda.
6. Tourism Report (Min 227 – 10/03/2022)
The report from the new Community and Tourism Manager is enclosed for consideration.
7. Estates and Community Services Report (Min 228 – 20/03/2022)
The Estate Manager's report is enclosed for consideration

8. Burial Services (Min 229 - 20/03/2022)
The Cemetery report is enclosed for consideration
9. Events
The Committee will be advised of the recent Mid Sussex Marathon and Platinum Jubilee events.
- 10 Stone Quarry Café
To consider whether the Town Council can assist with temporary relocation support as to the move from St Luke's to the Old Post Office on the stone quarry estate.

The next meeting of the Committee will be on **THURSDAY 8th September 2022**

Officers report to accompany the Agenda for the Amenities and Tourism Committee
Meeting of 16th June 2022

6 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.

Events –

Mid Sussex Marathon

EGTC staff, Councillors, Town and Deputy Mayor attended to organise and hand out the medals. The new gazebo was used for the first time. As part of our partnership with South East Water it was arranged for them to attend all 3 days to supply the water.

May Fair

EGTC staff, Councillors, Town and Deputy Mayor attended a very busy May Fair. Councillors engaged with the public on various topics. We gave out all the town event flyers informing people about the Jubilee picnic event and East Court Live. We also gave out all the MSDC 'Pop to the Shops' bags. £211 was made, mostly from tea towel sales.

Jubilee picnic and beacon lighting

The weather was great, and the event was very well attended throughout the afternoon. The beacon lighting was lit (and put out) successfully and over 500 people were there to enjoy the historic event.

East Court Live - June

The Jubilee East Court Live was well attended, with approximately 2,500 people. The crowd enjoyed the flag waving and sing along, and it was great way to celebrate the jubilee. Thank you to all those that helped make it happen.

East Grinstead Merchandise

We have made £819.40 in merchandise sales from Aug 2021 to present – more than the target for the year of £750.

Community and Tourism Team

Unfortunately, the person lined up to fill vacancy pulled out, so we are readvertising.

South East Water Partnership with EGTC for 2022

South East Water were very happy with their event presence so far, at East Court Live, May Fair and Mid Sussex Marathon. We are currently working on a joint door drop questionnaire and a leaky loo campaign.

Tourism Performance indicators

- A satisfaction survey for enquirers, developing a pop up on the web - this is online and people are completing it.
- The number of enquiries - Enquiries at our Tourism desk average 30 per week.
- Satisfaction of the range of tourism merchandise and prices. The tea towels have been incredibly popular. We are working on an online shop and looking for new merchandise.
- 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 – Smile on London Road.
- Number of tours undertaken – these are being carried out by the Museum and The Bookshop.

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 16th June 2022

The Team are working with Destination research to provide meaningful statistics for the team as to the above and other elements of tourism. These are the people who supply info to Experience West Sussex and we are in liaison as to how we can access this to provide to the Council. It will be a paid service with a first year cost (including template set up) of £725 and thereafter £125, which can be met from existing budgets.

The Recommendation is to note the report, Alice Fletcher will be happy to take any questions from the Committee.

7 **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

Flowerbeds – The three flowerbeds were cleared in readiness of the planting which was undertaken earlier this year in readiness of the Queen's Platinum Jubilee. The display planted by our gardener with the assistance of the outdoor services team and our handyman was includes the Union Flag either side of the war memorial.

Queen's Platinum Jubilee Bed – The land on the corner of Moat Road has been re-designed with an enhanced floral display to mark the Queen's Platinum Jubilee. The exceptionally dry winter resulted in delayed planting; although additional rose bushes are planned these will now be planted in the autumn. A bespoke Jubilee bench was unveiled by the Town Mayor on 27 April.

Dementia Awareness Week – The display in the High Street flowerbeds was changed to the Dementia Forget-me-nots on 15th May.

Hanging Baskets – The Summer baskets display went up early this year in readiness of the Jubilee weekend depicting the jubilee colours. The structural testing for the columns was completed and the required approval and certificates obtained.

Queen's Platinum Jubilee Bed – Although plants for the flowerbed on the corner of Moat Road were purchased for the bed due to the prolonged dry spell planting was only undertaken at the end of May which was significantly later than hoped.

Planter – Repairs were undertaken by our handyman to one of the planters in London Road that had been subjected to vandalism.

Partnership Agreements – March, April & May

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 plates and ordered a further 6. Trolley collections from around the town continue to be undertaken by the outdoor services team.

WSCC – The outdoor services team have collected a total of 9 pieces of flyposting and removed a total of 12 square meters of graffiti.

Bus Shelter – A meeting has been arranged with Clear Channel, who we are currently in contract with for the maintenance of the bus shelters to discuss the proposed changes to the contract in 2024 and the cost implications.

Lewes Road Roundabout – The shrubs and trees on the Lewes Road Roundabout sustained substantive following a road traffic accident. A crime reference has been obtained and we are endeavouring to obtain the driver's insurance details to claim damages.

Other Works

Flags – In line with Government buildings in London and around the Country the Ukrainian Flag has been flown in the High Street in a symbol of solidarity following the invasion of the country. The Jubilee Flag and bunting is currently flying to mark the Queens Platinum Jubilee.

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Festive Lighting – Martell's Department Store have kindly confirmed that they are willing to continue to supply the power for two of the cross street festive lights in London Road and that this will be included in any alternations to the top floor.

Beacon – Repairs to the damage beacon have been undertaken by our contractor who has kindly undertaken the works at no cost to the Council. The basket has been installed by the outdoor services team for lighting of the beacon for the Jubilee.

King Street Public Toilets

Complaints – In March both the East Court and King Street toilets were subject to continual misuse and complaints as faeces were being spread up the walls. Both have CCTV which were monitored however, no further incidents were reported after this.

Smart Meter – The electric meter has been upgraded to a smart meter to ensure we receive accurate bills.

Gents Toilet – Following the weekly inspection of the toilets one of the toilets cubicles was found to be closed as it was failing to flush. Our handyman attended and found the fault to be a sensor failure which was replaced from stock.

Tree Survey and Works

East Court – A date for the non-urgent tree works highlighted on the 2021 tree survey is awaited.

- 192 – Common Ash – remove deadwood
- 178 – Tulip Tree – crown lift to 2.5m & remove deadwood
- 175 – Ume Spp – crown lift
- 173 – Tulip Tree – crown lift
- 150 – Ume Spp – pollard to a height of 14m
- 46 – Horsechestnut – crown reduce to 4m
- 44 – Sycamore – fell

Sponsorship

With the kind assistance of the Community and Tourism Manager in securing a new sponsor for the Fire Station planters all our flower displays have sponsors.

Equipment

Ladder – A replacement has been ordered as our currently ladder failed the safety inspection. Due to a delay in delivery, we have had to hire one for the hanging of the baskets and the beacon lighting.

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

	Mar - May	Exc. Vat
2 x Sleepers – Jubilee Bench	March	41.00
Undated sponsorship sign – Mason & Beer	March	12.00
Cleaning King Street Toilets 2021 – 2022	April	7565.25
Flushing Sensor	April	90.94
Van Hire	April	61.67
Laser Battery / Alternator Tester	April	12.99
Wood – Planter Repairs	April	12.68
Plants – Jubilee Bed	April	107.40
Duplicate keys – Notice Boards	May	8.50

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Repairs, Renewals and Maintenance – East Court Mansion

External Painting – Our decorating contractor undertook the painting of the Cranston Suite and Council Chamber pillars and doors. Our handyman undertook the laborious task of painting of Council Chamber's external lath and plaster wall which required specialist paint.

Ground Floor Office – Following the planning application approval the ground floor window in the new wing of the mansion was finally installed on 28 March.

Toilets Roll Holders – To complete the change over to the new larger toilet roll holders 7 units have been purchased which have been installed by our handyman.

Heating System – Our heating engineers were contacted and attended on 2 March following reports that the heating system has become substantially noisier over the last few weeks. The engineer found the fault to be with a fan dilution unit and recommend replacement; lubrication of the fan motor made no difference. The replacement fan has been fitted dampeners as is bolted to the ceiling which resonates across the main hall floor.

Pillars – The condition of the East Court pillars around the main entrance has substantively deteriorated over the last few years and although annual painting and filling has helped the bases at the very least now require patching. A quotation was sought from a specialist contractor which was forwarded to the Mid Sussex District Council's Conservation Officer. A purchase order has been placed following advice from the planning officer that neither listed building consent or planning permission is not required.

Repairs, Renewals and Maintenance – The Meridian Hall

Air-Conditioning Shutoff – With the increase in electricity costs and the high consumption required to run the air-conditioning units, advice is being sought on costs to install an auto shutoff system to the external doors.

Window Decal – To assist with privacy in the main hall a decorative window decal with the East Court Wedding logo has been applied to the glass in the two doors from the foyer.

Bar Area – Works to repair the cupboards in the bar area have been undertaken by our handyman.

Flower Bed – Plans to improve the flowerbed at the entrance to the hall have been drawn to include additional bicycle parking. 4 x parade self-watering planters has been ordered and are now being planted.

Tap – A faulty tap in the Kitchen has been replaced by our handyman.

Water Boiler – The leaking hot water boiler in the kitchen required descaling, this was undertaken by our electrician and is now in full working order.

Fridge – One of the fridges in the bar is no longer working and due to its age quotes are being sought to replace the unit.

Redecorating – The walls in the Meridian Hall have been repainted along with the foyer and stairs by our handyman with the help of the outdoor services team. To improve the aesthetics in the cloakroom a small cupboard has been built by our handyman to hide all the fire and security alarm boxes and the toilet signage has been replaced.

External Painting – Our decorating contractor has continued with the external painting which has included the Meridian Hall pillars and the ceiling of the portico.

Main Door – Remedial works to the faulty door lock has been undertaken by our handyman which is being monitored as may require a new mechanism.

Repairs, Renewals and Maintenance – The Old Court House

Acoustic Panels – Following a request from one of the regular hirers to install panels in the Court Room to improve the acoustics, paid for by them, it has been agreed for safety these will have to be installed by our handyman.

Equipment

Caretaker's Equipment – To ensure the wedding chairs can be kept clean a handheld carpet cleaner has been purchased and chair seats are now cleaned on rotation. A replacement 'V' Sweeper has been purchased for the Meridian Hall floor. Two phones have been purchased for the team which now facilitates multi-platform messaging apps to better

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improve communication to the team who work shifts.

Chairs – As previously reported complaints about the chairs being too uncomfortable to sit on for any length of time have been received from hirers of East Court building; colour swatches are awaited, and quotations are being sought.

East Court Public Toilets

Blockage – Following a report that the toilets were once again not flushing the toilets were closed and our jetting service contractors attended to clear. A full underground CCTV inspection survey was undertaken which revealed that along 5.8 meters fractures and cracks were evident, leading to a dropped pipe connection where the pipe was holding water between 8 and 12 meters and a further crack was detected downstream and root ingress at 19 meters. The excavation groundworks were undertaken by the outdoor services team to reduce the costs. As the sunken flowerbed wall was found to be the cause of the cracked pipe, we were advised that this had to be removed to allow access however, when the flowerbed wall was dislodged, this subsequently damaged the gas pipe laying across the top of the blocked sewer pipe. The Gas Emergency Services emergency line were immediately called to ensure a safe resolution.

Disabled Toilet – Following an activation of the emergency alarm on 8 April, a very stressed member of the public was found to be trapped as the door lock had jammed. Due to the rising panic when all attempts to release the lock were unsuccessful to facilitate a speedy release the door was removed forcibly damaging both frame and door. Emergency works to fit the new door and frame were undertaken by our contractor to minimise the closure of the disabled toilet. The painting is being undertaken by our handyman.

Car Park – Works to repair the car park following the collapsed drain have been completed by our building contractor. To improve pedestrian access to the toilets the path along the side of the toilets has been widened. A delivery date for the required extended barriers is awaited which will be installed by our handyman.

Driveway – Repairs to the driveway at the bottom entrance have been undertaken by the outdoor services team.

Play Park

Fencing – Due to the mild winter a decision was taken to complete the fencing works which includes the toddler section. The works were undertaken by our handyman the outdoor services team.

Safety Inspection – The annual safety inspection has been booked with Rospa to be undertaken later this month. Both the weekly and monthly inspections are undertaken in house.

Health and Safety

Electrical Safety Certificate – The 5-yearly electrical safety certificate for East Court Mansion and the Meridian Hall are both now due. The Meridian Hall has been completed and a date for East Court is still to be agreed. Our tenants have been advised that works will be undertaken overnight to minimise disruption to businesses.

Security Alarm – Notice has been given to our current suppliers for the Meridian Hall alarm contract as they advised they required 12 months' notice. An alternative supplier is being sought.

Lift – The six-monthly safety inspection was undertaken on 8 April.

Pest Control Contract – Alternative quotations for our pest control contract were sought however our current contractors were found to still be significantly cheaper. The two monthly inspection was undertaken on 1 April.

East Court Defibrillator – The defib pads and battery have been replaced as recommended.

Paper Prices – We have been advised by our suppliers that the manufacturing of paper products like toilet rolls and hand towels is a very energy intensive process, requiring huge amounts of gas and oil to heat water to make the paper. There is also a shortage of recycled

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material. We have already seen some large increases in prices, but unfortunately even higher supplier prices are scheduled, many in the form of temporary surcharges.

Fire Safety – A fire alarm activation was reported by our monitoring company on 1 April which was found to be a false alarm with cause being a faulty kettle. The faulty emergency exit light was replaced by our electrical engineer from a unit we had in stock. Following the fire alarm service our contractor recommended the addition of a manual call point with cover is installed on the first-floor landing in the Meridian Hall. As this is this was not flagged on our fire risk assessment, this was forwarded this to our risk assessor for advice. As this is for best practice and not essential works installation will be included in the next service. The annual inspection of the fire alarm maintenance was undertaken on 1 April and the monitoring contracts for both the Mansion and the Old Court House have been renewed.

Cleaning Materials – We have received notification from Diversey that as of the 29 April they implemented a 9.2% price increase across their range of products along with a 7% surcharge due to the rising fuel and energy prices caused by the Crisis in Ukraine.

Repairs, Renewals and Maintenance – Gardens & Grounds

Terrace Gates – As previously reported two matching further pairs of gates as per the planning permission have been ordered and once received will be fitted by our handyman.

Height Restriction Barrier – As previously reported two height restriction barriers were quoted and due to the budgetary restraints, the planned works were for the installation of the first in 2019 and the second in 2020. The second installation was delayed, and works have finally been completed.

Signage – Four additional signs have been erected around the garden of remembrance and terraces reminding users that dogs should on kept on a lead.

Car Park Lighting – Following the Government's announcement last September 'Halogen light bulbs will be banned from September 2021 with fluorescent light bulbs to follow, cutting emissions and saving consumers on their energy bills' it was hoped that we would be able to retain the light columns and just replace the light fitting. Due to the poor condition of the columns, we have been advised that suppliers and contractors alike have advised that this is not viable option. A quotation is being sought to replace the whole units. There are 8 lampposts in total of which 2 are doubles.

Benches – The details of the all the benches on East Court have been collated in a spreadsheet which are now numbered. The Parish-on-Line records and the bench & bin safety check sheet have been updated. Two of the benches have needed substantive maintenance work which has been undertaken by our handyman.

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

Cycle – March - May 2022	Excluding VAT
East Court	Amount £
Paint & Painting – Exterior Portico	757.50
Exterior Paint White Paint	525.00
Hinges – Shutters	9.97
Heating – Replacement Flue Dilution Fan	3101.59
Replace broken Socket room 40a	60.00
Emergency Light Replacement from stock	50.00
Fabric Colour Swatches	7.59
Total East Court	4511.65

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Meridian Hall	Amount £
Paint and brushes - Interior	363.64
Wood – Cloakroom Cupboard	89.06
Paint – Exterior	67.00
Water Heater – Descale	80.00
External Light	68.00
Painting of the Portico & Columns	525.00
Air Conditioning Sensors	1219.00
First Replacement Air Conditioning Unit	3222.00
Toilet Signage	171.93
Water Heater fitment of new handle	148.00
Cupboard – Bar Area	45.83
Second Replacement Air Conditioning Unit	3322.00
Replacement Lightbulbs – Porch	19.58
Tap – Meridian Kitchen	41.66
Bicycle Parking Sign	15.00
Total Meridian Hall	9397.70
Equipment	Amount £
7 x toilet roll holders	147.00
Handheld Carpet Cleaner	77.65
V Sweeper	62.99
2 x Caretaker Phones	164.96
Total Equipment	452.60
Grounds / Play Park / East Court Toilets	Amount £
Car Park Height Restriction Barrier	4998.00
Staff Parking Car Park Barrier	1305.00
Jetting Service – Drain Clearance EC Toilet	150.00
Jetting Service – CCTC	175.00
Staff Parking Electrics	505.00
Sand to relay Block Paving – car park	55.00
Fencing Play Park	264.00
3 x Playpark Safety Signs	105.00
Installation of gully pot and connection	1150.00
Replacement door and Frame – EC Disabled toilets	995.00
2 x Skips	730.00
2 x Gates (pair) Saxon Arched Metal	2270.00
Car Park Bar Post and Rail	1024.66
Car Park repairs and alterations to the path	3100.00

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Coloured Wood Stain – Picnic Benches	15.98
1 x Bag of Macadam Asphalt	14.80
Slabs – Benches	66.72
Total Grounds	16924.16
Health and Safety / Training / Licences	Amount £
Fire Monitoring EC & OCH	124.92
Fire Alarm Service EC	226.80
Fire Alarm Service MH	77.70
Fire Alarm Service OCH	140.70
Replacing Emergency Lights	366.00
Gas Safety Certificate – Cemetery Lodge	60.00
Defibrillator Battery	194.00
Defibrillator Pads x 2	79.90
Total Health and Safety / Training	1270.02

Tenancies and Hiring's

Concession Tender – The Council have received interest from members of the public for the return of the refreshment concession at East Court and although this was an easy process during lockdown has proven trickier this year. A tender application was sent out to anyone to who had expressed an interest in running a refreshment concession at East Court as well as being added it to our website. The successful applicant, The Little Green Truck Co started on Friday 3rd June. MSDC advised that planning permission would not be needed as the truck will be removed every evening.

Booking Cancellation – With no water throughout East Grinstead 23 – 24 February our regular hirers bookings had to be cancelled. All our hirers affected have either received a credit note or had their booking rearranged.

Inspired Stories – Tenants of East Court Mansion have given notice and will be vacating the building on 10th June. Advice from our commercial letting agency is that office letting is currently very slow. Please see report later regarding the request from Stone Quarry Café /pantry.

Budget & Income

Details of income received for 2022/2023 financial year until 31.05.2022 is given below on an individual cost centre basis.

	Actual Income	Budget	Variance	Variance	Actual Y- T-D	Variance	Variance	Full Year Budget
	Y-T-D	Y-T-D			21/22		22/23 vs 21/22	2022/23
	£	£	£	%	£	%	£	£
Meridian Hall	17,980	11,667	6,313	54.1	16,812	6.9	1,168	70,000
East Court Mansion	12,305	12,333	-28	-0.2	14,220	-13.5	-1,915	74,000
Old Court House	8,235	8,833	-598	-6.8	8,407	-2.0	-172	53,000
Totals	38,520	32,833	5,687	17.3	39,439	-2.3	-919	197,000

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The Recommendation is to note the report, Alison Merricks will be happy to answer any questions

8 **BURIAL SERVICES**

Purpose of report: The Cemetery report is enclosed for consideration to advise on the current work of the teams.

Mount Noddy Cemetery

Repairs / Maintenance

The signage at the cemetery has been in situ for many years and now, very weather beaten and outdated is in need of replacing. As such, new signage for the front cemetery gates and a 'Terms of Use' sign have been designed and ordered for fitment over the coming weeks. In addition, safety signs warning vehicles traveling over the public footpath to section 5C to be aware of pedestrians crossing have been commissioned. Total expenditure £923.

General

There has been a notable increase (as expected over the spring & summer months) of glass vases being used in the cemetery – particularly on Garden of Remembrance plots – this is a sensitive issue which is being addressed as such with a reminders being given regarding the health & safety implications of glass to our staff and visitors. The new signage will reiterate the responsibilities of grave owners and the reason for such practicalities needing to be in place due to it being a *working* cemetery. The new locking grave cap covers have been delivered and used since the previous report and have proved to be a reliable and user friendly safety resource.

Training

As noted in the previous report, training for the ICCM City & Guilds Health and Safety Burial Process went ahead as arranged with all candidates committing to the learning process resulting in a successful pass for everyone involved. The training has highlighted the need for some additional shielding to be purchased along with the relevant hydraulic hoses – this along with the hammer-drill excavator attachment already purchased continues to ensure we reduce the need (and the associated risks) for any Council Staff to enter the grave space during excavation or backfill. Enquiries are ongoing with the ICCM in regard to rebooking the memorial safety testing which had to be cancelled at the start of the pandemic. Due to lack of availability of such courses with the ICCM currently, alternate training sources are being explored.

Cemetery Records

Uploading of cemetery records continues to progress in a thorough manner alongside additional work Mr Chisholm is progressing. This includes subsidiary work on mapping the location of Commonwealth War Graves (with the intent for this being information being made publically accessible on our website) along with the other changes being made to update the 'Cemetery Services' page. Flower brackets have begun to be placed at suitable points across the rear of the Memorial Wall under the public mourning / reflection plaque.

Burial Data

Mount Noddy Cemetery	Mar 22	Apr 22	May 22
Number of Earthen Burials	1 / (1)	0 / (4)	1 / (3)
Number of Interments of Cremated Remains	1 / (1)	2 / (1)	5 / (3)
Number of Memorial Applications Processed	4 / (6)	6 / (3)	5 / (3)
Number of Memorial Wall Plaques Sold	0 / (0)	0 / (0)	0 / (1)

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Queens Road Cemetery

Queens Road Cemetery has had some significant developments since the last update. The Temple group who are our ecologists have been successfully bait-marking the cemetery. The bait-marking shows that the badgers are starting to move naturally into Brooklands Park. This is a huge development and shows the successful natural relocation of the badgers within the cemetery.

This bait marking will be used as evidence to support our licence application that will be made to Natural England. By showing a natural relocation path natural England are more likely to accept a man-made sett within Brooklands Park for the badgers to take residence. It is then hoped to be able to close the sett within Queens Road Cemetery.

Councillors came to view the work at Queens Road Cemetery and showing their support for the project.

The next step was to inform Mid-Sussex District Council that our ecology report had indicated that badgers have been spotted in their park. A meeting was arranged with a member of the parks and open spaces team and the possibility of building a man-made set on Mid-Sussex's land was discussed. It was important to protect the badgers and any physical movement by Mid-Sussex cannot lead to the badgers re-entering the cemetery. It was discussed that the plan currently for Brooklands Park would have to be scrapped due to the current outlier sett that is found within Brooklands Park. This area was due to be a boardwalk installed by Mid-Sussex. EGTC are happy to work with Mid-Sussex if they were able to allow another piece of land to be used as a man-made badger set.

The grass at Queens Road Cemetery has grown significantly in the last two weeks due to the downpours and the sunny weather that followed. Due to staff resources and illness in the outside services department, it was decided to use Holly Trees as a one-off to help manage this area at a cost of approximately £4,000. After the hard work to keep them out, by regularly trimming the grass it will help prevent reoccupation as well kept grass and vegetation is unattractive to wild life. It is difficult to keep on top of how quickly grass can grow but the cemetery is visited at least once or twice a week to ensure that the grass levels are monitored. Staff resources are being considered and this will come back as to whether this work needs to be contracted or whether additional staff resources will be necessary in the outside team once the annual cost can be estimated.

Looking into the future officers are planning the next stage for Queens Road Cemetery. The cemetery will become a core project that involves most department heads. The vision would include landscaping after the badgers have been removed as well as an area of green space that helps to include the community within its design. A sensory garden and history trail are hoped to be included. This will come back to the committee once a plan is proposed, the process to tender to find a landscaper will start and the project will be funded from the existing cemetery (and S106) funds and carried out in line with financial regulations.

Recommendation: Committee are asked to note the report, Sarah Jones and Harry Quenault will be happy to respond to any questions

9. **EVENTS**

Purpose of Report: The Committee are updated on the recent Mid Sussex Marathon and Platinum Jubilee events

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 16th June 2022

Mid Sussex Marathon, Background: The Mid Sussex Marathon weekend over the early may bank holiday was blessed with good weather and while the numbers were not back to the pre pandemic high they are improving and saw a number of on the day entries. The event continued with the virtual option (promoted by Fabienne Andre local Paralympian) and saw a steady number of entries keen to do the distance in their own time and over the month. The review meeting for 2022 was held on 6th June and saw 298 runners at East Grinstead, 384 at Haywards Heath and 348 at Burgess Hill with 173 doing all three days. East Grinstead is always the lowest entry for the marathon partly as we are the Saturday, partly because the East Grinstead Athletic club hold an event on the same weekend and are not able to support nor enter the Marathon.

Haywards Heath has a boost as that race is entered in to the Sussex Grand Prix, so serious runners get times and points for that one and Burgess Hill being a shorter race attracts the beginners and intermediate runners for 10k. East Grinstead is the hardest race of them all, but the runners always enjoy it and being cross country it is the most anticipated of the three for the views and the challenge.

The race made a loss this year as the medals are ordered in November which this year was very much a guess as to the entries, which were down on 2019 as confidence has not fully returned post Covid and there are a plethora of races which are still honoring deferred entries. The loss is absorbed by Places Leisure as the marathon is part of their contract with Mid Sussex DC, there is no planned changes to the funding for 2023. More sponsors are being sought as always and leads are always welcome. The 2023 race will take place over 29th 30th April and 1st May, Councillors will be asked to volunteer as marshalls on the Saturday and all are welcome to support the event. The board are interested in views as to whether it is possible to move the race start or end in to the Town Centre and if so which day would be preferred as the Saturday will not be easy to close roads and the Monday is Lions May Fair.

Recommendation: Comments from the committee as to the future of the race and routes are welcomed.

Platinum Jubilee: The events over the whole weekend were well supported and received by the public. The Committee had appointed a working party lead by Chairman Cllr Farren and the events were approved by this committee to be a fund for street parties, a family picnic and beacon lighting on the Thursday, an afternoon tea with the Mayor on the Friday and an East Court Live event on the Sunday. In addition primary school children are all being given a seed bomb of wild flowers to plant.

The Clerk and Clerk's PA worked with the Chairman to get everything booked and delivered. The budget was increased by £5,000 this year to allow for additional expenditure due to the Jubilee. There was also a carried forward underspend to cover any additional costs. We had a turnover of around 1500 people at the picnic and beacon lighting (with between 500-600 there at any one time). 85 septogenarians plus helpers and Councillors at the Afternoon Tea, 20 street parties (approximately 2,500 people attended these in total). East Court Live was slightly down on numbers with around 1,200 present at any one time probably a total of around 2,000 for the day.

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Jubilee weekend costs:

2700 Wildflower seeds :	£715.00	
Labels:	£32.00	
Envelopes: awaited (est	£60.00	
Less Dongreys Nursery contribution	£100.00	
Total		£907.00
Beacon Lighting:		
Beacon exp	£200.00	
Meridian FM	£500.00	
Inflatables	£943.50	
Bouncy Castle	£120.00	
First Aid	£450.00	
Volunteer T-Shirts (also on Sunday)	£217.65	
Total		£2,431.15
Afternoon tea:		
Mug Tree (tea)	£1,523.18	
Favours	£57.81	
Total		£1,580.99
Jubilee fund for street parties		£2,000.00
Total Costs		£6,919.14

East Court Live will be costed in with the whole East Court Live events in the September agenda.

Recommendation: to note the report and give thanks to the Councillors, Volunteers and staff who all assisted with the events of the weekend.

10 **STONE QUARRY CAFÉ**

Purpose of Report: To consider whether the Town Council can assist with temporary relocation support as to the move from St Luke's to the Old Post Office on the stone quarry estate.

The Stone Quarry café and community fridge has grown at the St Lukes' community room over a number of years, and the St Swithuns' team have now advised that they cannot continue supporting the venture as they need some space which just isn't available. The quarry crew are in talks with Mid Sussex District Council about taking the old post office in Hollands Way, which is very much supported and the crew are looking to move in to the premises later in the summer. However the post office is very small and will need an extension to be able to offer the same café and community fridge space as previously. In addition it is hoped that the post office services may well be able to return.

In order to successfully move from St Luke's, the stone quarry crew need to move over this summer as the winter is their busiest time and with the current financial climate over cost of living this year may prove yet more so. Therefore Sarah Howland would like to move over

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the summer, but this will be well before the extension is built and so she has approached the Council to ask if we have a room that she may be able to use to store and power the fridges which would then be used to keep a mobile refrigerated truck available at the café/ old post office. This would be a temporary move as once the extension is built all of the equipment would then be moved to the café/ post office. The temporary period could be a full 12 months but is not expected to be longer than this.

The Council has an office which we have just started to market in the ground floor of east court mansion. This room could house the fridges and some pantry storage, it would not be open for the public, but a storage for the café/ fridge. Normally the room would be rented for £6,900 per annum and all bills would be on top of this. The question is whether the Council were willing to waive the rent for the year in lieu of support to the stone quarry crew community initiatives during what is likely to be a difficult year for many and as an assistance with the relocation to their new home.

In addition the Council could ask that the electricity be met by the Stone Quarry crew, or could again allow this to be "gifted" with the industrial fridges running 24/7 this could be very expensive and could add a further estimated £3,000 to the gifted support for the year. It is reported by the Estates manager that the circuitry may need some upgrading also as running the fridges on the current circuit board could cause overloads and shorts. However this has not at this time been established and if so what the costs associated would be.

If the Committee are minded to waive the rent, they need to appreciate that this will impact the income targets for East Court in this year and potentially next year as filling the room may take a portion of the room after that time. If Committee wish to gift electricity or other bills applicable to the room, this will need to be confirmed as an expected overspend on the electricity and other utility budgets of East Court and reported appropriately to the Finance and General Purposes Committee, that expenditure is expected to exceed the budget. However the decision as to whether to waive the rent will sit with this committee.

If the room was then to be sought by a commercial hire, it would need to be decided whether the Council would wish this vacant room to continue to be used by the Stone Quarry crew, an alternative at that time could be that they are moved to the old Court House but this would mean displacing some of the groups that are meeting there. As we shortly will be taking on the St Barnabas building it may be that any displaced groups would be able to be accommodated at that site or other rooms on East Court. It is noted that St Barnabas is not an option for the fridges as they would take up too much space there.

Recommendation : 1)To offer the vacant room at East Court to the Stone Quarry Crew while their extension is built, on the basis that they pay for their own utility charges (electric)

2)To cease marketing the vacant room at this time, however if a commercial hirer does materialize during this period, the fridges will have to be relocated to the old court house and the existing groups who need accommodating will be moved to other Council rooms at the same charge.

3) To note that this decision will affect the income potential for the East Court buildings for 2022/23 and 23/24 which should be reflected in the budget for 23/24 accordingly.

Officers report ends