

EAST GRINSTEAD TOWN COUNCIL

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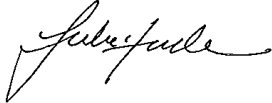
1st June 2023

A meeting of the **AMENITIES & TOURISM COMMITTEE** is to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 8th JUNE 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.

AGENDA

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.

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 9th March 2023 and 15th May 2023.
4. Chairman's Announcements
The Chairman will give brief updates on items not included in the agenda.
5. Tourism Report (Min 268 – 09/03/2023)
The report from the Community and Tourism Manager is enclosed for consideration.
6. Estates and Community Services Report (Min 269 – 09/03/2023)
The Estate Manager's report is enclosed for consideration

7. Burial Services (Min 270 – 09/03/2023)
The Cemetery report is enclosed for consideration
8. Bonfire
A Member of the East Grinstead Community Bonfire will be present to explain their origins a how they are developing in East Grinstead along with the event that they are going to put on this year.
9. Free use of room at East Court – Quarry Café (Min 36 – 16/06/2022)
10. Events (Min 272 – 09/03/2023)
11. Projects
Updates for the committee as to St Margaret's Loop (Min 135 – 29/09/2022) and St Barnabas Hall (Min 273 – 09/02/2023) will be given here

The next full meeting of the Committee will be on **THURSDAY 14TH SEPTEMBER**

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 8th June 2023

Agenda item 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.

Community and Tourism Team

The team is made up of manager, Miss Alice Fletcher who is full time and two part time Community Officers, Mr. Roger Gwatkin and Mrs. Sue Jackson. We report our events and tourism work to this committee and our community related work to the Public Services committee. We are based at the Tourist desk in the library.

Community and Tourism Desk Enquiries

From March 2023 – May 2023 we received a total of 438 enquires at the desk. 40.2% of these were tourism-based enquiries. The top three most popular requests for information were Local events, walking routes, and town map.

Coronation events

The Coronation of King Charles III

In the lead up to the coronation, the Community and Tourism Team produced a number of promotional banners and flyers which were situated around town and carried out a social media campaign to advertise the upcoming events. They also produced a Souvenir Programme of the weekend's events which was available from the Community and Tourism desk in the library, at the May Fair, and on the day.

In addition to this, a reporter and film crew attended from BBC South East to record preparations in East Grinstead for our coronation events. They filmed at various locations and included the coronation bench and bunting in the High Street, hand knitted post box toppers and children at Escots School. This was broadcast on BBC's regional news programme raising the profile of East Grinstead.

Additional media coverage was given in the East Grinstead Living Magazine and the East Grinstead Lion's May Fair Programme, and an interview on Meridian FM.

East Grinstead's Coronation Parade and Family Fun Day

An event was held on the day of the coronation which commenced with a 'Monarchy through the Ages' walking parade through town, starting at the Council Offices at East Court and ending at King George's Field. It was led by the Town Mayor, the Deputy Mayor and a golden coach pulled by 4 chosen cadets. The walking parade was well attended by twenty community and school groups totalling around 500 people.

Additional help was given to manage road closures and ensure public safety by the Church of Scientology Volunteers, Staff and Councillors, voluntary members of the public and Sussex Community Support.

Once in the field a large screen was provided so that the community could watch the coronation together. In addition, free children's entertainment was provided by sponsorship from Step-by-Step School, which included a large bouncy castle, mini golf and garden games. Later in the afternoon there was also a 'Right Royal Dog Show'.

Despite the poor weather there was still a good number of people who stayed to watch the ceremony and enjoy the day and there has been positive feedback from members of the public both on social

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media and on the day.

The event was again attended by BBC South East and coverage was given on BBC's regional news programme. A film crew also attended from France TV. They joined in with the parade and interviewed attendees and spectators along the route. They also did live mini broadcasts throughout the day.

The Coronation Big Lunch, 7th May

In line with suggested events for the coronation weekend, a 'Coronation Big Lunch' street party with free live music was held on the High Street in partnership with Being Neighbourly. Members of the public were invited to come along with a picnic or take advantage of the food businesses in town who were open to provide food and drink to those that came along for the afternoon. The event was very successful, and the High Street was extremely busy.

The Big Help Out, 8th May

On Sunday morning nearly one hundred people met in King George's field to take part in a town litter pick which was organised in partnership with the Church of Scientology Volunteers. The event was a great success and over 40 bags of rubbish were collected. BBC radio interviewed live on the morning of the event.

Further media coverage of the celebrations in East Grinstead was given in the Kent and Sussex Courier Newspaper after the event.

We also purchased East Grinstead Town Council commemorative coronation mugs which all sold.

Coronation day events budget

Item	Amount
Decoration (bunting, hand waving flags etc)	£364.54
Entertainment (mini golf, bouncy castle, football goal)	£1,437.00
Event insurance premium	£0.00
Pig tails 5 sets of 10 (reuse at future events)	£155.95
Prizes - chocolates, dog treats and rosettes	£78.25
Road closure signage, banner, artwork posters, printing	£623.60
Screen hire	£3,750.00
Skip bag bin	£135.00
Souvenir programme	£340.00
Spray chalk	£25.46
St Johns Ambulance First aid	£519.60
Sussex Community Support donation	£150.00
Toilets	£688.73
Volunteer emblem pin badge x 100	£108.98
Volunteer tea/coffee from the Lions stall	£25.00
Total	£8,402.11
minus stallholder income	£370.00
minus Step by Step sponsorship	£666.67
Total	£7,365.44

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East Grinstead Merchandise

Sales made at the Tourist desk since reported at last committee, including the EGTC commemorative coronation mugs that were purchased and the Mayfair event.

March '23	£77.50
April '23	£122.90
May '23	£90.15
May Fair	£588.65
Total	£879.20

East Court Live

Officers are looking forward to the upcoming East Court Live events. Here is the line up.

4th June	
Lauren V	1pm - 1.30pm (30 mins)
The Boomers	1.45pm - 2.30pm (45 mins)
Amber T	2.45pm - 3.15pm (30 mins)
Randy and the Rockets	3.35pm - 5pm (1-hour 20min)
2nd July 'Latin vibes Summer Party'	
Jenny Green and house band	1pm - 1.45pm (45 mins)
Raul d'Oliveira	2pm - 2.45pm (45 mins)
Ceroc dance group	3pm - 3.45pm (45 mins)
Shireen Francis Small Island Project	4pm – 4.45pm (45 mins)
6th August	
Time to Rock	1pm - 1.45pm (45 mins)
Vermillion	2pm - 2.45pm (45 mins)
Small Talk	3pm - 3.45pm (45 mins)
Two Weeks In Nashville (TWIN)	4pm – 4.45pm (45 mins)

East Court Live is supported by all staff as help on the day, and the caretakers and outside team also have to move much of the signs and “on the day” equipment around in advance and afterwards to assist the team. Several Councillors have offered to help which is also much appreciated.

Future event

After the summer we will start planning for Christmas and next year. If you have any ideas for events or artists please let the Community and Tourism Team know. East Court Live and Vintage Vehicle Show are the currently anticipated arranged events for 2024.

The Recommendation is to note the report, The Tourism and Community Manager will be happy to take any questions from the Committee.

Environmental Implications: Our outside events encourage separating rubbish from recycling. The noise management plan means that the event is always over by 5.30 therefore minimises disruption to neighbours enjoyment of their private gardens. Bouncy castles are requested to be generated by gas generators rather than petrol, this is not always possible but we are moving in the right direction.

Financial Implications: There are none as these events are budgeted for with support from sponsorship which has been met in this years budget.

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Community safety implications: Advice is given for exposure to the sun, the bar has licenced and qualified staff in place the car park and road closure is managed by experienced personnel. There is a safety briefing with instructions for emergency procedures. All steps that can be, are taken to ensure that the large number of people that attend these events can do so safely.

Agenda Item 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

High Street Flowerbeds – The large Easter Egg display in the flowerbeds over the Easter break was changed on 19th April to celebrate the Coronation of His Majesty and enhanced with additional flowers to ensure the beds were at their best. The beautiful carriage made by our handyman with some assistance from both the outdoor services team and our artistic gardener joined the Coronation parade has now been installed in the High Street flowerbeds for the summer. Two of the loose coping stones around the flowerbed have been reattached and made safe by the outdoor services team.

Hanging Baskets – A purchase order for 209 hanging baskets was placed, a van hired, and delivery of the baskets to the nursery was undertaken by the outdoor services team on 26th April. A Third-Party Attachment application completed by our Community and Services Administrator was completed and permissions from Envero for the hanging baskets obtained. The spring baskets were taken down on 19th May and delivery of the summer baskets will be in the first week of June.

Kings Coronation Bench – The new bench design along with the wording of the plaque for the memorial bench to mark the Coronation of His Majesty King Charles III was agreed and an order placed. The bench was installed by the outdoor services team and unveiled by the Town Mayor on 2 May. The new bench sits alongside and compliments the Elizabeth II bench in the High Street

Lamp Columns – The painting of the lamp columns was undertaken by the outdoor services with the help of our handyman and Estate Manager.

Planters – A new meter square planter has been purchased to beautify the entrance of the Town by the Bridge Bar with one of the two smaller existing planters to be relocated in the Town. Our handyman is currently making a replacement wooden surround for one of the Town's planters and the new planter.

Jubilee Bed – As part of the ongoing improvements to the Jubilee bed on the corner of Moat Road, a quotation has been sought, and a purchase order raised to dig and prepare a suitable foundation for a 225mm retaining wall, this will allow the outdoor services team to complete the low maintenance gravel garden. The dry garden design will include beautiful drought-tolerant planting.

Town Benches – Although there were planned works this Spring to spruce up the benches in London Road and the High Street, unfortunately this has been hampered by the wet weather.

Tree Planters – An area in Railway Approach has been highlighted as an area that would benefit from enhancement with addition of 2 x tree planters. Quotations and advice for the planters, trees and decals are being sought. The Amenities and Tourism committee previously raised an interest in planters in London Road but agreed there just wasn't the required space. A licence request for the siting of the planters from West Sussex County Council Highways has been approved. Approval was delayed as WSCC paused all non-statutory activities for a period of 4 weeks which included non-essential licensing. A section 106 (LCI) application for the costs will now be made to Mid Sussex District Council.

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	Cost Per Unit	Total Cost
Planters 140 x 107 - Streetlife	£1551.19	£3102.88
Trees - Amelanchier Robin Hill 10ft	£324.00	£648.00
Decal – Approx Size 440 x 50	£95.00	£190.00
Decal Artwork	£250.00	£500.00
Irrigation System	£644.92	1322.78
		£5,763.66

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 there are currently 6 further nameplates on order. Trolley collections from around the town continue to be undertaken by the outdoor services team. A draft copy of the Street name Service Level agreement has been received a final copy of the awaited.

WSCC & MSDC – The outdoor services team have collected a total of 7 pieces of flyposting and removed a total of 24 square meters of graffiti.

Bus Shelters – As part of the new bus shelter contract Clear Channel are installing a new bus shelter with a living roof, nicknamed ‘Bee Bus Stops’, which have been specially designed in partnership with expert ecologists to support native biodiversity to bring greenery back into urban areas. Following a meeting with Clear Channel, Whiffin, West Sussex District Highway Manager, and the Mid Sussex representative of the Local Cycling & Walking Infrastructure Plan had been advised of the proposed site for the bus shelter and that neither raised any issues. Clear Channel have confirmed that they are now proceeding with the planning application.

Other Works

Grass Cutting – The grass is currently fast growing this spring due to the weather following a bit of sunshine and a lot of rain. The soft ground is making grass cutting impossible in some areas. Although the Council is mindful of the ‘No Mow May’ to boost the much-needed nectar to pollinators across gardens, parklands and verges, grass cutting in areas such as playparks, cemeteries and indeed our terraces enjoyed by bridal parties is still required.

High Street War Memorial – Although the date of the cleaning and maintenance works was planned for 24 April following confirmation from the War Memorials Trust that all paperwork was in place and were happy for us to proceed, due to the inclement weather works had to be deferred and was completed on 24th May.

Millennium Clock – The clock was removed and taken away for repairs on Wednesday 8th February, a date for completion of the works is awaited. Our contractors advised at end of April that they are still awaiting parts from Italy.

Queens Road Cemetery – As part of the planned works to reopen Queens Road Cemetery the outdoor services team had started works to reinstate the path earlier in the year, unfortunately due to a very wet spring, completion of the works has had to be deferred until the ground has sufficiently dried to allow the machinery back.

Signage – Following removal of the telephone box in the Vicarage car park some years ago the incorrect signage has been removed by the outdoor services team.

Noticeboard – A larger noticeboard has been replaced the one in Lingfield Road which wasn’t large enough to clearly display all the Council agendas. The smaller noticeboard has been moved and relocated to the East Court Public Toilets.

Public Bench – As agreed by this committee in the March Amenities and Tourism meeting the bench near the bus stop “Coronation Road/Dunnings” was removed is currently with our handyman for refurbishment.

Polytunnel – A small polytunnel has been purchased to allow our gardener to take cuttings of half-hardy and tender plants to build up our collection of favourite plants for free.

King Street Public Toilets

Service Area – The area to the rear of the toilets which houses the electric and service cupboard

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for the toilets although marked with a series of bollards was regularly found to be a dumping area for bins and trollies with are both unsightly and inhibit the access required. The outdoor services team have erected fencing to the existing bollards to assist with alleviating these issues.

Flushing System – An alternative flushing system is being sought as ongoing repairs by our handyman and outdoor services team are now weekly.

Parent and Baby Room – Although our cleaning contractors were called on Sunday 19 March to advise that someone was stuck in the Parent and Baby Room and attended within 30 minutes, they were advised that the Fire Service had been called who had forced entry. They confirmed that occupant locked in the toilet was not a parent and child. The metal door sustained substantive damage which was made safe by our handyman and closed. Ongoing misuse with rough sleepers, drug taking, antisocial behaviour and vandalism has resulted in the parent and baby room being all but out of bounds to those it was designed for. New baby change units have been installed in both the ladies and gents' toilets the parent and baby room closed.

This committee are asked to support the permanent closure of the Parent and Baby room.

Environmental Implications: None

Financial Implications: Reduction in ongoing maintenance and repairs after vandalism.

Community Safety Implications: The parent and baby room is currently being abused and used as a hang out for users of both alcohol and drugs.

Tree Works and Inspections

Tree Inspection – Our Arboriculturist has been in contact regarding the next cyclical survey inspection which is due in October/ November this year. A price has been agreed and a purchase order raised for the reinspection at the same cost as the 2021 inspection.

Tree Sculpture East Court – As At the time of writing this report works on the tree sculpture commenced 30th May.

Tree Wardens – Following the site meeting with our newest appointed Tree Warden it became apparent during our discussion that we were none the wiser on who appointed her as we were led to believe this was not the role of the West Sussex Tree Coordinator, but our tree warden confirmed it was John Walker, the West Sussex Tree Coordinator who appointed her. John has apologised for any confusion this caused and confirmed he did appoint her when he was new in the role in error. WSCC facilitates the coordination, insurance and register for all volunteer Tree Wardens (TWs), the Parish and Town Councils are requested to appoint their own TWs as this keeps the connections local (which is where TWs are best aimed at). John advised that it would be most appropriate if Elaine could assist EG with local tree issues within the town (and not only the land owned by EG (such as pest or diseases, tree loss or damage, planting projects, woodland, hedgerow or tree management, or assist local tree/woodland groups) as Mid Sussex is at district level, the area it covers would be too large to undertake at a local volunteer level. Although, there is no requirement or pressure for the East Grinstead Town Council to officially appoint Elaine (or other TWs) Elaine can remain an un-appointed TW and continue the role as an advisory to the council. Mid Sussex District Council confirmed that they do not have any volunteer tree wardens or support the scheme. As all our trees are regularly inspected and the outdoor services team have received basic tree inspection training it is not felt that there is a need to support this scheme which requires office time to assist TWs on occasional tasks in addition to supplying risk assessments and to agree our own tree warden job description and policy.

Insurance Claim – The Town Council were approached back in March 2022 by one of the house holders who back onto St Margarets Loop who identified some of the trees in in our land being the cause of subsidence to their property. They were informed that as all trees in the Loop are protected by tree preservation orders, the Town Council were not in a position to undertake works on the tree without consent from Mid Sussex District Council who advised further evidence was required before any application would be entertained. No further evidence was submitted however we have been contacted by an Insurance Loss Adjustors advising that they are looking to recover full costs of the subsidence and root barrier works which is now being managed by our Insurers.

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REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

	March - May	Exc. Vat
Wood – London Road Planters	March	34.20
Clock – High Street	March	1083.00
Signs – Sponsorship	March	26.00
Graffiti – Paint	March	99.57
Postfix – Street Signs	March	14.92
Signs – Sponsorship	April	74.00
Baby Change Unit and signs	April	218.10
Coronation and Union Flags	April	297.76
Graffiti Wipes	April	69.75
2 x No Unauthorised Vendor Signs & Pole	April	390.00
Cable Ties	April	24.95
Wood – High Street Coronation Display	April	10.08
Thunder Bolts – Benches	April	16.40
Planter – Clock Tower	May	401.15
6 x Litter Bins & 2 x spare Lid	May	1568.48
Notice Board	May	377.00
Retaining Wall – Jubilee Bed	May	3650.00
Planter Surrounds - Wood & Screws	May	38.27
Bunting – Coronation	May	712.50
Mortar Mix – High Street Bed	May	12.57
5 x Litter Pickers	May	131.00
Screws, Router, Jigsaw Blades	May	50.27
Van Hire – Hanging Baskets	May	105.00
Poly Tunnel	May	70.00

Repairs, Renewals and Maintenance – East Court Mansion

Car Park – Our electrician has converted one the faulty car park lights as the existing light fittings are no longer available.

Staff Toilet – The redecoration of the toilet has been completed.

Pillars – The manufacture of four ordered rotten pillar bases have been completed however, installation has had to be deferred twice due to the weather. A new date is awaited.

Mayoral Pictures – With the cost of the individual picture frames being prohibitive some of the Mayoral pictures have been reframed to match the Chairman pictures which were also replaced. The smaller individual frames will be reused with new mounts. As scaffolding was required our handyman took the opportunity to repaint the wall.

Repairs, Renewals and Maintenance – The Meridian Hall

Bar Shutter – Following failure of the bar shutter, our electrician attended to make safe and advised it was beyond repair. As this is required for our weddings and events a replacement was ordered and a new much lighter shutter installed by our contractor.

Additional Cameras – Continuing with the Meridian Hall security improvement and safety of both the Town Council Staff and the bar staff a quotation was sought to instal additional cameras in both the foyer and the bar area at a cost of £1,373.88 + VAT.

This committee are asked to support the additional security cameras.

Environmental Implications: None

Financial Implications: Cost of installation

Community Safety Implications: To protect bar staff, council staff and hirers.

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Repairs, Renewals and Maintenance – The Old Court House

Electrics – As requested by our fire alarm monitoring company a dedicated circuit to accommodate the upgraded of the fire alarm remote monitoring system was installed by our electrician.

Leaks – Paddington's one of our regular hirers has reported a leak from both under the kitchen sink and the corridor. Our handyman is currently monitoring as it is not obvious the cause of either.

Equipment

Car Park Barrier – In readiness for the new Councillors 15 x 2 Channel 868 radio transmitters have been purchased and distributed as required.

Crockery – White Large and small plates have now been purchased for East Court as highlighted in the feedback from our wedding parties last year. The existing patterned crockery is safely stored and will be used in the Council's new community hall.

Floor Cleaner – As we are unable to manage the busy summer season without the floor cleaner a replacement battery has been ordered and it is hoped it will be with us in the next couple of weeks.

Ladder – A small ladder for the Meridian Hall has been ordered following the inspection failure of the original.

East Court Public Toilets

Flushing System – Our handyman had to undertake repairs on the flushing system in the ladies' toilets which has an ongoing intermittent fault. Our plumber has inspected and advised the flushing systems need replacing and works were undertaken 22 May.

Cemetery & Handyman's Workshop

Handyman Workshop – The condition of the workshop is in a poor condition and works to replace the roof will need to be undertaken before the next winter.

Play Park

Fencing – The outdoor services team have undertaken some maintenance works on the fence posts to further secure them following a significantly wet spring.

Junior Swings – Three quotations to replace the Junior Swings were sought as the Town Council have a responsibility to ensure that all play equipment is safe to avoid accidents that could be avoided. The replacement Junior Swings which with 3 x flat seats and 1 x inclusive swing has been ordered and a date for the installation is awaited. The focus of all our new play equipment has been accessibility and inclusivity, particularly providing equipment which offers play opportunities for wheelchair users however, the aim is also to build on play value. To keep costs to a minimum removal of the existing unit and the required ground works will be undertaken by the outdoor services team.

Annual Inspection – The Rospa annual inspection has been booked for June.

Health and Safety

Legionella – The two-year frequency for risk assessments was removed from the HSE's ACoP L8 in 2013. However, it is widely accepted in the industry that a risk assessment should be carried out every 5 years. A quotation has been sought at a cost of £998.00 but this will be deferred until we are in ownership of the community hall.

Fire Alarm Monitoring – With a change in contractors the opportunity to was taken to upgrade the system following the BT announcement that all PTSN landlines will be switched off by 2025.

Signage – With the increase in unauthorized vendors (mainly ice-cream vans) on the East Court Estate new signage has been sought to ensure traders are aware that East Court Drive is private drive, and that permission must be sought for the sale of food and drink.

Repairs, Renewals and Maintenance – Gardens & Grounds

Green Flag – The Green Flag Award judging for East Court and Ashplats Wood was on Wednesday 26 April with both Mid Sussex District Council staff and the Town Clerk. Results of the judging is awaited.

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Litter Bin – As previously reported in the March committee meeting an additional bin with a larger capacity has been purchased to assist with the increased volume of litter. As a trial the new bin also includes recycling. A meeting with Mid Sussex District Council was arranged to discuss the need for more bins in East Court. Although the district has improved the bins down by the lower car park there are still areas that would benefit from the installation of additional bins as this increases the burden of the Town Council's bins on the estate.

Information Signs – Replacement boards have been ordered which will be mounted and installed by our handyman when received. The two additional boards for the Garden of Remembrance and the Millennium Stone have been mounted and installed in the grounds by our handyman.

Car Park Line Markings – As previously reported quotations were sought to remark the car park but due to budgetary restraints works were deferred to this financial year. Due to the time delay revised quotations are being sought.

Car Park Barrier – The Insurers of the car driver who damaged our car park barrier on 19th April has been contacted and following CCTV evidence has agreed to pay for the costs of the works. Two quotations have been sought.

Entrance Bed – To improve the aesthetics at the lower entrance of East Court and beautify the parcel of land to right of the drive with a flowerbed mirroring the one currently at the top entrance. Both East Grinstead Memorial Estate and Mid Sussex District Council confirmed that they have no objections and are happy for works to progress, information signs advising of our intentions have been on display. The wood and signage have been ordered to ensure the flowerbed is ready for this summer's planting.

	Total Cost
Wood for surround	£500.00
Plants	275.00
Signage	£84.00
Compos & Weed Suppressant	£50.00
	£ 909.00

Quotations have been sought to also erect a free-standing banner frame to increase our advertising opportunities for both the Town Council's and the Mayoral events. Due to cost our handyman is looking at ways this can be made by our team.

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

	Excluding VAT
East Court	Amount £
Car Park 2 x replacement lamps	132.00
Upgrade Fire Alarm System	1109.50
Mayoral Pictures – Rawlplug and multipurpose drill bit	8.48
Mayoral Pictures – Scaffolding	600.00
Staff Toilets - Toilet Cistern Lever	6.49
Manufacture of 4 Pillar Bases	2102.48
Repairs to Ceiling - Basement	200.00
Staff Toilet - Paint	18.07
Stairs – Paint	32.94
Picture Frames & Mountboards – Mayoral Pictures	603.14

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Total East Court	4813.10
Meridian Hall	Amount £
Upgrade Consumer Units - Electrical	3896.00
Upgrade Security Alarm System & Dualcom DP2	1425.00
Emergency Lights – Battery Change	140.00
Emergency Call Out – Bar Shutter	1583.33
Repairs – Bar Ceiling	19.58
Light Fittings – Courtyard	9.19
Upgrade Consumer Units – Lighting	2406.00
Total Meridian Hall	9479.10
Old Court House	Amount £
Upgrade Fire Alarm System	1009.50
Upgrade Emergency Lights	505.00
Total Old Court House	1514.50
Equipment	Amount £
15 x 2 Channel 868 radio AS transmitter – Car Park Barrier	427.87
Crockery	375.47
Ladder	58.20
Floor Cleaner Battery	153.06
Total Equipment	1014.60
Grounds / Workshop / Play Park / East Court Toilets	Amount £
Driveway Bollards – supplied & installed	1130.00
Tarmac – Driveway Repairs	56.94
1 x General & Recycling Bin	1002.00
Replacement Flushing System	880.00
Jetting Service	135.00
Total Grounds	3203.94
Health and Safety / Training / Licences	Amount £
Fire Alarm Monitoring – East Court	156.00
Fire Alarm Monitoring – Old Court House	156.00
5 yearly structural survey East Court Fire Escape	560.00
Fire Alarm & Security Alarm Monitoring & Maintenance - MH	440.00
Automatic Door Service – Meridian Hall & East Court	283.00
Total Health and Safety / Training	1595.00

Tenancies and Hiring's

Breast Screening Unit – The unit vacated East Court n Wednesday 25th April as advised. An invoice for £2,634.92 for the electric consumption along with the agreed cost for the waste has been issued and payment is awaited.

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Budget & Income

Details of income received for 2022/2023 financial year until 31.04.2023 is given below on an individual cost centre basis.

	Actual Income	Budget	Variance	Variance	Actual Income	Variance	Variance
	2022/2023	2022/2023			2021/2022		22/23 vs 21/22
	£	£	£	%	£	%	£
Meridian Hall	77,678	70,000	7,678	11.0	55,321	40.4	22,357
East Court Mansion	72,429	74,000	-1,571	-2.1	66,243	9.3	6,186
Old Court House	49,349	53,000	-3,651	-6.9	47,005	5.0	2,344
Totals	199,456	197,000	2,456	1.2	168,569	18.3	30,887

Environmental Implications: none other than identified

Financial Implications : all income & expenditure, except where identified is within current budget

Community Safety Implications : none other than identified

Agenda Item 8: CEMETERY SERVICES

Purpose of report: The Cemetery report is enclosed for consideration to advise on the current work of the teams concerning Queens Road Cemetery, Due to leave the report on Mount Noddy Cemetery will be forwarded to members before the committee.

Mount Noddy Cemetery

Repairs / Maintenance

The previous few weeks has seen an increase in bright sunny weather following a winter and spring with substantial rainfall. This has resulted in grass and foliage at both cemeteries but particularly Mount Noddy, which has required an increased need in cutting. The need to keep on top of this growth has already been immensely challenging for our Outside Services Team and the frequency / quantity in grass clippings this is producing. We have looked at the option of collecting grass cuttings on several occasions, but the addition of this would simply mean that there would be less availability to keep the grass at an acceptable length. Simply put, If collection of grass clippings was included, there would be greater gaps between strimming because of this additional allocation of staff resources (also meaning longer grass blade lengths are established between cuts). In addition to the obvious noted above, we strive to keep on top of grass growth for a number of other reasons such as health and safety (so visitors can continue to easily see the outline of older style “curb sets” around grave spaces and any ornaments etc that may have been left (which become easily hidden in overgrowth). For the majority of visitors to Mount Noddy Cemetery (whether that be family members or Funeral Directors) we continually receive positive responses to the obvious care taken to keep it looking smart and ask for understanding from any small frustrations regarding grass clippings.

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General

Currently we stipulate that all Ashes, Urns and Caskets interred must be marked by a Stone Tablet, size 16" x 16" x 2". This has been the case since the very first designated area for cremated remains plots was established at Mount Noddy Cemetery a number of decades ago. The purpose of establishing such guidance was (and still is) to ensure that the aesthetics of the cemetery is one that is still smart but does allow flexibility for loved ones when it comes to choosing a memorial stone that reflects those laid to rest. However, since this time (and with the implementation of Brexit) there has been a shift in available materials for memorial stones. This means that many suppliers only carry certain "stock sizes" which are usually 15x15x2 or a larger 18x18x2. Whilst the latter would be too large for the style of plots we have, the introduction of allowing a slightly smaller stone would allow Masons to produce memorials more expediently (the wait time has increased over the years and can now be as much as 28 weeks in some instances). Owing to the negligible difference this will make to the continued aesthetics of the cemetery, this "minimum sizing" of 15"x15"x2" is to be introduced (still allowing the previous size mandated should it be wanted) which should hopefully bring down the wait time for loved ones wanting to get a memorial in place as soon as possible.

Maintenance

We continue to see small but continued issues come up in relation to the smooth running operation of the dumper. It is in large due to no small investment in time and skills by our Outside Services Team that it continues to run as it does. Whilst incredibly thankful for both the stress and cost this has saved, it is clearly not sustainable (as issues increase in complexity and magnitude!) to expect this. I believe consideration should start to be made to saving financially for a replacement machine by 2025.

Cemetery Records and Administration

With continued professionalism Mr Chisholm remains dedicated to completing the inputting of Queens Road Cemetery records accurately despite the obvious challenges that come with deciphering such old records. The invaluable long-term benefits of this work continue to be seen on a regular basis, with the information he has been able to supply swiftly when needed. This has been in addition to supporting with Cemetery Services at all points from initial enquiry through to the dedicated service for interment of ashes.

Burial Data

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

Queen's Road Cemetery

History

The officers of East Grinstead Town Council have dedicated considerable time and effort to researching the history of those buried in Queens Road Cemetery. Their diligent work has resulted in the production of digital information boards that are now ready for use in a physical capacity.

Researching the history of individuals buried in the cemetery is a meticulous task that involves delving into archives, gathering information from various sources, and piecing together the stories of those interred. The officers have spent significant time immersing themselves in this research process, aiming to create a comprehensive and accurate representation of the cemetery's history. The digital information boards serve as a means of sharing the fascinating stories and historical context of the individuals buried in Queens Road Cemetery. By presenting this information in a digital format, the council aims to engage visitors and provide them with a deeper understanding of the

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cemetery's heritage.

The completion of the digital information boards represents a significant milestone in the cemetery's ongoing preservation and interpretation efforts. The council recognises the value of honoring the memories of those buried in the cemetery and aims to create a meaningful and informative experience for visitors.

New Entrance Update

The consultation process between residents and Clarion Housing regarding the new entrance to Queens Road Cemetery faced challenges, ultimately resulting in a negative response from 66% of the voters. However, it was later discovered that a significant number of residents, 74 in total, did not respond to the consultation, indicating a considerable portion of the community whose opinions were not accounted for.

In light of this situation, East Grinstead Town Council and Clarion Housing have taken the initiative to address the concerns raised and ensure that all residents have the opportunity to voice their opinions. To facilitate this, a Town Hall Meeting on the 6th of July is being organised, where local residents will have the chance to participate and share their thoughts regarding the proposed new entrance to Queens Road Cemetery.

The upcoming Town Hall Meeting aims to provide a platform for open dialogue between the residents and the involved parties. It will serve as an opportunity for East Grinstead Town Council and Clarion Housing to address any concerns, clarify misunderstandings, and gather valuable feedback from the local community.

Section 106 Application

East Grinstead Town Council has taken proactive steps to secure funding for the implementation of safety and security measures at the proposed site. To this end, the Council has applied for Section 106 monies from the Mid Sussex District Council, which have already been allocated for this purpose.

The allocated funds will be utilised to purchase recycled posts that will line the new path surrounding the site. These recycled posts align with the Council's commitment to sustainability and environmental responsibility. By opting for recycled materials, the Council aims to minimize the project's ecological footprint and promote a more environmentally friendly approach.

In terms of securing the path and ensuring its durability, nylon rope will be employed. Nylon is known for its longevity and resilience, making it an ideal choice for this application. The utilization of nylon rope will contribute to the long-lasting and robust nature of the path, enhancing the safety and security of the area.

Recognising the importance of professional installation, the Council plans to engage skilled experts to carry out the task. By entrusting the installation to professionals, the Council aims to guarantee the highest level of quality and adherence to safety standards.

Fire Management

East Grinstead Town Council has obtained a D7 exemption granted by the Environmental Agency. This exemption allows the council to safely burn dry wood on-site due to limited access to the area. By obtaining this exemption, the council can effectively address the debris and waste that needs clearing in a manner that is both safe and environmentally sustainable.

To ensure the safe implementation of controlled burns, the council has conducted a comprehensive

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bonfire risk assessment. This assessment takes into account factors such as weather conditions, wind direction, and proximity to surrounding structures. By carefully assessing the risks involved, the council can take appropriate measures to mitigate any potential hazards and ensure that the burning process is carried out safely.

It is important to note that burning dry wood is considered the most sustainable method for clearing the debris in this scenario. Given the limited access to the site, alternative disposal methods may not be feasible or efficient. By opting for controlled burns, the council can efficiently manage the waste while adhering to safety protocols and minimizing the environmental impact.

Carbon Offset Project – Potential Future Funding

East Grinstead Town Council is pleased to share that a well-established manufacturing company based in East Grinstead has expressed a strong interest in collaborating specifically on the Queens Road Cemetery Project. This partnership opportunity holds great potential for advancing the project's objectives and delivering positive outcomes for the community.

The manufacturing company's expressed desire to work with the council on the Queens Road Cemetery Project demonstrates a shared vision and commitment to enhancing the local area. Their specific interest in this project underscores their recognition of its significance and the opportunity it presents for community development and environmental initiatives.

By partnering with East Grinstead Town Council on the Queens Road Cemetery Project, the manufacturing company aims to make a meaningful contribution to their overall carbon offset objectives. Reopening the cemetery as a green space not only enhances the local community's access to nature but also serves as an opportunity to reclaim and restore an area in a sustainable and eco-friendly manner.

Strimming & Wildlife/Wildflower Management

Recently, East Grinstead Town Council officers have undertaken the task of strimming Queens Road Cemetery. While strimming may initially seem like a disruption, it actually brings numerous benefits to the wildlife and wildflower population in the area.

Strimming is an essential management technique that helps maintain the biodiversity and health of the ecosystem. By selectively cutting back vegetation, it creates varied habitats and encourages the growth of different plant species. This, in turn, attracts a diverse range of insects, birds, and other wildlife, fostering a thriving ecosystem within the cemetery grounds.

One important aspect of the strimming process is the preservation of specific plant species, such as bluebells, that are protected or of particular ecological importance. Clumps of bluebells are intentionally left untouched during the strimming process to ensure their continued growth and protection. These bluebell clusters not only provide a stunning visual display but also serve as valuable food sources for pollinators and offer shelter for small reptiles and mammals.

Furthermore, strimming helps prevent the dominance of invasive plant species, allowing native wildflowers to flourish. This, in turn, supports the overall biodiversity of the area, as native wildflowers play a vital role in providing nectar and pollen for pollinators like bees and butterflies.

By carefully managing the vegetation through strimming, East Grinstead Town Council ensures that the cemetery grounds remain a vibrant and ecologically diverse habitat. This approach strikes a balance between preserving protected species, supporting native wildlife, and creating an aesthetically pleasing environment for visitors to enjoy.

This report is purely for noting.

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Environmental Implications: The burning of dry wood is the most sustainable way of clearing large sections of foliage. It can cause smoke, but this will be minimized due to where it is burnt and the heat of the fire.

Financial Implications: The costs associated with the new entrance and the new artificial sett will be met by the existing Cemetery Capital Budget. The costs associated with the posts are allocated through 106 monies.

Community Safety Implications: The path cannot be opened until the posts are in place.

Agenda Item 9: FREE USE OF ROOM AT EAST COURT - QUARRY CAFÉ

Purpose of report: To consider an extension of the free room use at East Court by Quarry Cafe.

- 1) The Committee agreed this time last year to allow the Quarry Café to have a storage space for the community fridges due to the café moving from the church room to the old post office on Hollands Way. There have been some delays with the project and Sarah Howland and her team are not as yet in a position to fully move and the building extension has not been completed. Sarah has indicated that she has not been able to identify any nearby storage space at a reasonable cost and is asking that the Council continue supporting the café and community fridge for a further year. Her report is below in italics

In the last 12 months to date we have saved 30.8 tonnes of surplus food going waste from this surplus food we have been able to support approximately 220 users per month. A user is the person that walks in through our door, as these users could be living on their own or a parent of a family of 6 or 7 people, or anything in between our total beneficiaries is estimated at approximately 550 to 600 people per month. In the last 12 months we have clocked up 6300 volunteer hours that is an astonishing £74,214.00 of match funding (at the voluntary sector standard rate for project volunteers). In addition to maintaining our current food support service and meeting the constantly growing demands for support we have project managed the development of the new location at the Stone Quarry Post Office. These works have mostly been done buy United Living, United Living is a main contractor to Clarion Housing and part of their contract requires them to fulfil social value works for Clarion projects and partners. United Living have been providing approximately £30,000 of value to our renovation project. Unfortunately this has not progressed at the originally expected speed, having been quoted 6 weeks to complete the works, 8.5 months later and they have only just completed their works on the inside. This has been a huge frustration and has taken huge input to get it this far. We are now needing to complete the extra works that United living would not do, this includes extra electrics to enable all our kitchen equipment to be installed and operated, extraction systems and additional plumbing. We are also having to have some of the new electrics re done as they were substandard and causing safety concerns. At this point we still do not have a moving in date, although we hope it won't be much longer now. This has effectively put us many months behind where we had originally envisaged us being and by now we should have been well into planning the extension behind the building. Until we can get the extension built we will not be able to bring everything back under one roof and we will therefore still need to source off site storage. We have been looking for other storage options in the area but with the need for it to be very local and be an appropriate place to store our fridges and freezers there is nothing available that is affordable. The nearest Office type building that could possibly be used is charging £2750.00 per month and that is just not a viable option. We need to ask for an extension of another year to our tenancy as realistically we are going to struggle to find an alternative affordable venue in the shorter term. We will keep looking and if something comes available we will of course let you know but the last 6 months have produced nothing.

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- 2) The office that is being accommodated has not been marketed, however had it been rented out the income would have been in the region of £575 per month or £6,900 PA plus VAT. This is the value of the support that the Council has provided to the Quarry Café project in the past year.
- 3) The Council rents several rooms out to tenants, at this time we have one vacancy as a tenant has given notice. This will be marketed and will affect the Council's income this year, but does demonstrate that the Council could have a room vacant which means that the occupancy of the free room is not necessarily resulting in a loss of income if it were to remain vacant anyway. Other than the potential loss of the rent there is no other financial loss in supporting the café as they have their own electric supply (the original intention was to store the fridges here, however this has not happened) but all electricity consumed does get recharged to the Quarry Café.

Recommendation: Committee are recommended to approve the extension from July, and are asked to determine for what period this should be supported.

Environmental Implications: minimal, food storage in East Court is not ideal, however the quarry café's procedures would appear to be adequate to reduce the likelihood of encouraging vermin

Financial Implications: The Council's East Court Budget had assumed that the room would raise an income in 2023/24. Continued gratis use could affect the ability to meet targeted income.

Community Safety Implications: none

Agenda Item 10: EVENTS

Purpose of the report: In addition to the East Court Live and Coronation events referred to in the above reports, this report is in relation to other planned events.

Whitehall Bombing 80th Anniversary

- 1) 9th July this year will mark the 80th anniversary of the Whitehall Bombing. This was the largest civilian casualty from a single bomb outside of London during the 2nd World War. In previous years the Council has marked this event on milestone years (65th anniversary a new plaque was placed at the mass grave in Mount Noddy, 70th anniversary the East Grinstead Society unveiled a plaque on the Whitehall Building and a service was held at the East Court War Memorial including representatives from the Canadian Embassy, The High St War Memorial was planted with 108 white flowers to represent the loss of life. The 75th anniversary a service at East Court War memorial saw the laying of a white flower wreath to represent the loss of innocent lives). This year for the 80th anniversary the estates team have arranged for the placing of 108 grave vases which will each have a name or reference to a victim. Waitrose have kindly sponsored a significant cost of a flower to place in the vase. This display will be in the horseshoe garden below the East Court war memorial. there will be additional bespoke decoration at the memorial itself.
- 2) Rev Andrew Hawken from St Swithuns has been approached regarding a service here at East Court to include a rededication of the war memorial, following this refreshments in the Meridian Hall. The cost of these refreshments (potentially tea and scones) will be met from the Civic and Ceremonial budget.
- 3) The Guest list is being drawn up from the Civic List and those who attended the 70th Anniversary event here at East Court. Councillors will of course be invited.

Recommendation: Committee are asked to approve the event to proceed along the above outline.

Environmental Implications: there are none

Financial Implications: The costs associated will be met from the existing civic and ceremonial

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budget

Community Safety Implications: This is a low key memorial event which is unlikely to attract unmanageable numbers.

Agenda Item 11: PROJECTS AN UPDATE ON ST MARGARETS LOOP AND ST BARNABAS

St Margaret's Loop

Purpose of the report: To give the Committee the background and current position as to the wished for purchase of St Margarets Loop from Railway Paths Ltd.

1. Committee are aware that for many years the Town Council has been in negotiation with the other owners of St Margaret's Loop (Railway Paths Ltd and Martells) for the construction of a pedestrian and cycle route between Green Hedges Lane and the Station which would allow a full pedestrian and (mostly off road) cycle link from Baldwins and Stone Quarry wards to the station. Martells own the piece up to Green hedges bridge, the Council own the piece between green hedges and London Road Bridge and Railway Paths have the longest piece in ownership which goes from London Road to the Worth Way (by the station car park).
2. Land Logical (a land project company who were brought in by Railway Paths when they were interested in a partnership) have signed a heads of terms with the Council to plan and deliver the project, they have an exclusive rights of access to the loop via Martells land, which while not essential for the project will allow access from both sides once the RPL land has been secured. They have not at this time drawn up plans as there has been no guarantee that the project would go forward. However, the intention is to have a plan which gradients from street level at Green hedges bridge (to allow this to be removed) down to flat at the station. With some undulation to allow for entry and exits to be incorporated into the loop. The loop is expected to drop down so that it does not compromise the privacy of the properties near green hedges avenue.
3. Railway Paths were not willing to be part of a project to build the path and offered to sell the land to us. We have estimated the cost of the works to look after their area of the loop, following the emergence of ash die back disease, damage to properties which back on to the loop from falling trees and the requirement to manage tree ownership. And following a valuation we offered to purchase the loop for £20,000, despite believing that the loop is a liability rather than an asset and has no value. The offer was refused on the basis that Railway Paths believe that the land has a higher value.
4. The Town Council Officers had raised with West Sussex County whether they would take the road bridges (as these could not transfer to the Town Council). At this time Railway Paths indicated that if West Sussex would take the bridges, then a transfer of the remaining land to ourselves may be agreeable at zero cost to the Council (A&T 17.09.2020). West Sussex CC have in principle agreed to take the responsibility of these bridges however they have undertaken surveys as part of their due diligence in order to determine a commutable sum that Railway Paths must pay in order to transfer their liability. At this point Railway Paths determined that the Council may be required to make a payment afterall, therefore there is no agreement between Railway paths and the Council.
5. The Council will also be required to take ownership of the retaining wall at London Road. This remains an area of negotiation. Along with the cost of the ongoing maintenance particularly of trees in the cutting. However as nothing can be agreed until the West Sussex commutable sum regarding the bridges is known, this is simply a point to be aware of at this time.

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6. In the meantime the Town Council have commissioned a survey of the retaining wall (London Road). It had become clear during the conversations with West Sussex, that the retaining wall was not part of the bridges and therefore the liability of the retaining wall would have to transfer to East Grinstead Town Council should Railway Paths agree to transfer the land. This survey was completed late spring 2022 and the report has shown that vegetation at the bottom of the cutting means that the survey could only take place from the bridge looking down not from the ground looking up. The report (available by request by members) states that some re-pointing work needs to be done but the wall is in fairly good condition. It was also recommended that a further survey from the bottom should be carried out. We asked that Railway Paths clear the vegetation however have declined, if we want to do the survey then we will need to pay for this, the survey will be commissioned after the WSCC survey has been completed and the agreement between West Sussex and Railway Paths has been reached. The survey will cost a couple of thousand pounds and just in-case agreement is not met this is being held back at this time, but can be completed quickly if all goes well.
7. Railway Paths attitude throughout this process has been challenging. The survey is one that they should have undertaken as part of their stewardship, but clearly this has not been done. Whilst it appears that the wall is in reasonable condition it is in need of some care and the transfer of this liability from Railway Paths will reduce their costs. This wall can be insured and this will increase the costs of the Councils insurance, while yet again reducing the number of items that Railway Paths have to insure. For whatever reason Railway Paths have little interest in being a partner nor assisting a third party to make this disused railway into a pedestrian or Cycle path.
8. Their website states: *We are a charity that owns and manages former railway land to provide paths suitable for cycling, walking, horse riding and wheel-chair use. We also manage the properties held by our sister charity Sustrans. We welcome enquiries to buy, lease or develop surplus land owned by either organisation.*

Railway Paths' charitable objectives are:

- i. the provision for the benefit of the public of routes, roads and paths suitable for cycling, walking, horseriding and wheel-chair use;*
- ii. the provision of recreational facilities for the public in the interests of social welfare; 3) the preservation, restoration, maintenance and protection for the public benefit of such of the structures, buildings, plant and equipment on any land which may at any time be vested in the Company or in respect of which the Company may have an interest as are of historic, cultural, architectural, constructional or scientific interest;*
- iii. the advancement of public education in the subjects of environmentally friendly transport systems, the protection of the environment and the conservation of energy resources;*
- iv. and the support promotion and encouragement of the charitable activities of Sustrans Ltd*
- v. (<https://www.railwaypaths.org.uk/> accessed 30.08.22)*

9. Our Agents (Bray Estates) have been instructed to return to the table with Railway Paths once the position is known as to the WSCC decision and agreement between the two. Any purchase price to reflect the new liability that the Council will take regarding the retaining wall and the ongoing costs to maintain the current trees and situation in the loop. The council have completed a tree survey of the existing land ownership and with tree works we spend approximately £5,000 per year. It is not known whether a tree survey has been completed by Railway Paths nor the amount that they spend in the cutting, however it is expected to be minimum of the same sum as the area is much bigger. The Council have continued to press their own interest in getting this project completed, however it cannot be at any cost. The Council determined last year that if this project does not continue, at that point we would not look to dispose of the land holding, but to retain it for consideration again at a later time.

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10. The Council have spent approximately £7000 in professional fees and surveys during the last ten years trying to bring this project forward. It is referenced in the neighbourhood plan as a project the Town Council would wish to come forward.
11. There have been many elements to this proposal over the years, agreements on the brink then changed, options presented and then withdrawn. It has been a confusing road to get here. The project has never been so close to being agreed, however if there is not agreement between WSCC and Railway Paths or if Railway Paths demand an unreasonable fee from the Town Council this may not be able to progress.
12. As the Council has recently agreed the purchase of St Barnabas hall, there is no available earmarked reserve that can be dipped in to by the Council to support this project. However S106 grants have been secured to support this project and others may well be possible once a plan has been drawn up.
13. This report is for background information. We expect to hear from WSCC in June/ July 2023 and at that time will be able to determine whether the Council can proceed with the transfer of the land and project of a whole. A special meeting of the committee may have to be called later this summer.

St Barnabas Hall

- 1 The Old Church Hall in Dunnings Road was announced to be sold in 2022, the Council having had this brought to their attention in April of that year made enquiries and the Church agreed to a private sale. The Council had a survey carried out on the building to establish a valuation. The property was valued and an agreed price of £190,000 was reached.
- 2 The Church have asked for an overage clause on the sale of the property for 25 years, 35% of any uplift. Having originally requested 100% uplift the 35% has since been agreed by way of a decision between the Clerk in discussion with the Town Mayor and Leader of the Council.
- 3 It had been anticipated that this sale would be complete in February 2023, However due to delays from the Church (and a two week delay due to the elections) the paperwork was signed in May 2023 and the final completion is hoped to have been reached by the time this meeting is held.
- 4 The 2023/24 budget has funds for getting the hall opened and for a target income from hire (£18,000), with each month that passes this income expectation will reduce.
- 5 The Hall is expected to be used for community groups in Dunnings and some council outreach services as well . The original bookings (for the community groups) are being dealt with by the Community Team but thereafter occasional bookings and all the billing will be dealt with by East Court bookings.
- 6 This report is for background information, the hall should be in the Council ownership in a week or so time and then we can start the task of getting it open for hire to serve the Dunnings Community and generate income.

Environmental implications: As this report is only for noting there are none, the loop itself will have short term implications for wildlife during the project plan although in the longer term it will support a natural wildlife corridor.

Financial Implications: As this report is for noting there are none, although the delay in the sale on St Barnabas should be noted as a potential concern on reaching the budgeted income target.

Community Safety Implications: none at this time.

Officers report ends