

## **EAST GRINSTEAD TOWN COUNCIL**

Council Offices, East Court. College Lane, East Grinstead, RH19 3LT.  
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1<sup>st</sup> September 2022

A meeting of the **AMENITIES & TOURISM COMMITTEE** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 8<sup>TH</sup> SEPTEMBER** at 7pm.

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

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

J W Holden  
Town Clerk.

## **AGENDA**

1. Public Participation  
The public are invited to attend the meeting to observe via a link which will be sent to any member of the public or press who requests it by noon on the day of the meeting. They may ask questions under the councils remit, or make representation on a matter that is on the agenda. Speaking is guided by the Councils standing order 1 (available on website). You should indicate that you wish to speak by using the raising your hand button. There is no right of reply. Other than when you ask your question your microphone should be kept on mute. Should you wish to circulate anything to the committee this should be sent to the Town Clerk no later than 12 noon on the day of the meeting.  
  
To commence not later than 7.15pm.
2. Apologies for absence
3. Declarations of interest
4. To approve the Minutes of the meetings held on 16<sup>th</sup> June 2022.
5. Chairman's Announcements  
The Chairman will give brief updates on items not included in the agenda.
6. Tourism Report (Min 32 – 16/06/2022)  
The report from the new Community and Tourism Manager is enclosed for consideration.
7. Estates and Community Services Report (Min 33 – 16/06/2022)  
The Estate Manager's report is enclosed for consideration and will include an estimate to repair the millennium (High St) public clock
8. Burial Services (Min 34 – 16/06/2022)  
The Cemetery report is enclosed for consideration

9. Events (Min 35 – 16/06/2022)  
The Committee will receive a report of the recent East Court Live and Classic Motor Events, and a look to the events for 2023.
- 10 Christmas Lights Working Group  
Committee will receive an update on the early part of the tender process for the 2023 onwards contract.
- 11 St Margaret's Loop  
The Committee will have an update as to the current negotiation and survey position.
- 12 Mid Sussex Marathon  
Committee will be asked whether they are willing to increase the town council contribution to the marketing funds for the marathon.

The next meeting of the Committee will be on **THURSDAY 8<sup>TH</sup> DECEMBER 2022**

# Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 8<sup>th</sup> September 2022

## **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.

### **Donkey Derby**

Thank you for the Councillors that supported our EGTC stall at the event. In total £77.50 was raised and it was great to engage with locals at the stall.

### **East Grinstead Merchandise**

We have made £30.50 in merchandise sales at the tourist desk from June 2022 to 5th August. We also sell at cost to the Museum to assist with the availability of branded merchandise.

### **Community and Tourism Team**

Our new Community Officer, Sue Jackson is starting on 30th August. She will be doing 25 hours over 5 days. From 1st October Roger Gwatkin's hours will be reducing to 20 hours over 3 days from Tuesday – Thursday.

The library are having a reorganisation of the ground floor. Our 'tourist desk area' will be moving. Once we know where our new area will be we will measure up to buy a new desk unit that can fit 3 people. In the meantime we are making do with the space we have and a small temporary 3<sup>rd</sup> desk.

### **Tourism Performance indicators**

A satisfaction survey for enquirers. 8 people have completed the feedback form. 5 said they were satisfied with the information available and 3 were not. One was valid regarding a link not working and 2 were complaints that were not about the website at all.

- The number of enquiries - Enquiries at our Tourism desk has increased over the summer from an average 30 per week to 45.
- Satisfaction of the range of tourism merchandise and prices. We are looking at what new merchandise we can purchase.
- Number of visitors to key attractions – getting up to date statistics is still proving difficult.  
Standen House: 161, 692 in 2019-2020 / 95,142 in 2020 – 2021  
Bluebell Railway: 159,000 in 2019
- Number of empty units in Town Centre (quarterly) None on the High Street, Units on Queens Walk, 2 on London Road, 1 on Kings Street.
- Number of new businesses (quarterly) - none
- Number of tours undertaken – these are being carried out by the Museum and The Bookshop.
- Number of young People engaged with the half term/ holiday activities - The purple bus has been at the King George's field every Friday since 10<sup>th</sup> June to support and engage young people from 11-16 years old and this will continue.

The work with Destination Research to provide the above data and more into a dashboard, as mentioned in the last report, is ongoing as the data they are able to provide us is very top level and we are looking at how to make this as meaningful as possible.

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

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**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**

**Summer Planting** – While summer still doesn't end for eight weeks, (at the time of writing this report) hot weather has caused it to look like Autumn in August. Although the hanging baskets as always gave much needed colour to the Town, due the driest summer since 1935 and the decision to only water twice a week the hanging baskets have sadly already started to look tired with minimal flowers and straggly plants.

**Winter/Spring Planting** – Quotations are being sought for the hanging baskets which will need to be delivered to the nursery the week commencing 5<sup>th</sup> September and delivered back, week commencing 3<sup>rd</sup> October. This has been brought forward a week due to the condition of the baskets.

**Flowerbeds** – Plans for the Winter/Spring display is currently being undertaken and will commemorate the local British Legion Women's Section who were formed in 1922 to safeguard the interests of window and families of ex-Servicemen.

	Number of Baskets/Planters
Hanging Baskets	65
Plants for Planters	23
Planting for Flower Beds – High Street	3,4 & 5

**Bike Stand** – The outdoor services team have painted the bike stand on London Road by Energie as it had become very shabby.

**Lamp Posts** – It became apparent in 2018 that neither West Sussex Highways nor their contractors SSE were willing to undertake any aesthetics works on the West Sussex County Council streetlamp posts in town. The decision was taken by this committee in the same year for the Town Council to undertake the redecoration works. The outdoor services team with help of Councillors undertook the painting works which made a substantive improvement (as far as could be reached from the ground). Some of the lampposts are once again in need of repainting; following the sale of the SSE Contracting by SSE Plc in October 2021 the streetlamps are now managed by Enerveo who have been approached regarding any aesthetic improvement plans.

**Partnership Agreements – June, July & August**

**MSDC** – Following the duties under the SLA partnership agreement for the repair and renewal of street name plate's contract; the Outside Services team installed 7 street name plates and there is currently no nameplate on order. Trolley collections from around the town continue to be undertaken by the outdoor services team.

**WSCC & MSDC** – The outdoor services team have collected a total of 21 pieces of flyposting and removed a total of 57.5 square meters of graffiti. The graffiti incidents peaked in June at 38 separate incidents.

**Signage** – Following a complaint from a visitor regarding signage a walk around the town centre was undertaken and errors and improvements noted. Mid Sussex District Council have been advised that their toilet sign is facing the wrong way and West Sussex County Council that the Worth Way sign is also facing the wrong way. The Outdoor Services Team have cleaned all the black directional finger posts to improve the visibility and corrected any directional errors.

**Winter Maintenance** – The West Sussex County Council's Highways audit has been completed and as only 4 bins were less than 75% full bins this has been filled by the outdoor services team from our supply. The audit highlighted that a lot of the bins are in a poor condition and a decision has been made to replace ten of them this year; however, this will need an ongoing rolling project. A quotation was sought, and discount negotiated which have been installed by the outdoor services team with the exception of junction of Queens Road / Dallaway Gardens which will be installed once

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the scaffolding around Superdrug has been taken down.

**Lewes Road Roundabout** – The shrubs and trees on the Lewes Road Roundabout sustained substantive following a road traffic accident. A crime reference was obtained along with the driver's insurance details and reimbursement for the damages sustained for £675.50 + Vat is being sought.

**Bins** – The damaged dog bin 156 which was the only dog bin owned by the Town Council has been replaced with a small rubbish bin from stock. Mid Sussex District Council have been approached regarding the annual contribution as this is no longer just a dog bin. Following a request from District Council's waste team, the broken bins by the Fire Station and on London Road at the junction of Buckhurst have now been replaced with the Westminster style bin.

West Sussex Highways sent a request for a dog poo/general waste bin to be installed opposite 11 Halsford Park Road in the hope that dog owners would desist from placing poo bags down gullies, which were entering the natural water course. This was forwarded to Mid Sussex District Council and installed by the outdoor services team following approval of an additional general waste bin.

**Bus Shelters** – The extended bus shelter contract until 2030 with, as requested, the added clause regarding the usage of the digital network once built has been received however as the document has to be executed as a deed this will have to be approved in Full Council.

### High Street War Memorial

**Structural Testing** – A structural engineer has been approached and agreed to undertake a full structural test and indicated the cost of this on the basis scaffolding is erected by us. Confirmation will be sent once a decision has been made on a date.

**Reinstatement Cost Assessment** – A surveyor has been approached to provide an up-to-date valuation for the High Street War Memorial to ensure that the level of cover provided is appropriate. This is to include the cross, globe, column, plinth, brass plaques and engraving, steps, and surrounding flowerbed walls.

**Cleaning** – Three quotes have been sought to undertake cleaning of the War Memorial due significant differences in the first two quotations at a cost of £17,193.60, £3,420.00, and £3,600.00.

**Grant Applications** – Several avenues for grant applications have been sought by Cemetery and Compliance Assistant with additional avenues still being explored. Although it was hoped to undertake the works this year to allow time for the grant applications to be submitted this has been deferred to next year.

**Royal British Legion** – Grant requests have made to both the local and national Royal British Legion for a contribution towards the cost of cleaning the High Street War Memorial, and both have advised that they are unable to assist. The local RBL confirmed that they cannot help in this matter as they are not allowed to support the upkeep of town memorials advising the war memorial is a civic monument and not a military one. They explained this is stated in the Royal Charter which regulates to whom they can pay monies to.

**War Memorial Trust** – Following a pre-application for grant funding by the Cemetery and Compliance Assistant the War Memorial Trust have advised that based on the information provided they are pleased to say the project, or part of it, is **eligible** for a grant. They have however emphasized that just because a project is eligible does not mean a grant application will be successful. The charity has limited funds and available funding is allocated to those war memorials in greatest need. Based on the information provided they feel our project is **medium priority**. The next application deadline is **31st October 2022** with decisions not being made until 31st December 2022 or early even January 2023 and as we wish to proceed with the application then works cannot be undertaken before a decision has been made.

**East Grinstead Memorial Estate** – EGME finalised their grants for this year but advised that they would be please to repeat the exercise in March of next year when the Grants subcommittee will give it full consideration in tandem with other applications. Since they expect a number of other applications for grants and their resources are limited, they have advised that we continue to seek support from other sources in the interim. The closing date for such applications is **30th April 2023**, and EGME will respond by the end of May, with payment in June.

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### **Other Works**

**Festive Lights** – Application for licences and permits for the installation of the Christmas lights have been made to both West Sussex County Council and SSE lighting. The order has been placed for the Solar Powered Christmas Trees for Railway Approach which have increased by £5.00 per tree but were kept at the same cost in 2020 / 2021. The recommended works to the lamppost electrical infrastructure is being sought.

**Cemetery Pillars** – The outdoor services team with the help of our handyman have undertaken substantive maintenance works and painted Mt Noddy pedestrian entrance cemetery pillars and railing.

**Millennium Clock** – The current clock system consisting of two synchronous electric motors behind each dial and the controller mounted within the building, has continued to prove to be unreliable despite our contractors attempts to inspect and reset the clock. The electrical components in the system are now around twenty years old and, in their experience, the best course of action for a reliable system is to replace with new stepper motor-controlled drive units and a master clock. This will automatically undertake any corrections after a power cut including the BST/GMT time changes. Our contractors have also noted that when testing the lighting system that this too was not operating, so as an option we have quoted to replace the photocell and lighting within the clock case. The cost of the repairs is £3260.00 + VAT plus the need for a cherry picker twice at a further cost of £400 + VAT. If this committee also wish to proceed with the installation of a new LED lighting system this will be an additional cost of £350.00 + VAT.

**Committee are asked to approve the cost of repairs which are in excess of the budget amount for the clock but are within budget of the cost centre.**

### **King Street Public Toilets**

**Bins** – The area behind the public toilets is regularly being used as a storage for the neighbouring flats/businesses or a motorcycle park and recently home to two large commercial waste bins. As the bins are the property of Biffa Waste Management, they were advised and agreed to remove as they had no local contracts in the area. Additional bollards will be installed later in the year when time allows as clear access to the rear service area is needed.

**Graffiti** – The toilets have been subject to significant incidents of graffiti and vandalism. Our contractors have been contacted to ensure all incidents are reported to us as soon as possible.

**Deep Clean** – The annual deep clean of the toilets was undertaken in July by our cleaning contractors.

**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 highlighted a fault with the flushing system of one of the toilets. Our handyman attended and found the fault to be a sensor failure which was replaced from stock.

### **Tree Works and Inspections**

**Tree Inspection** – A negative inspection was undertaken this month and the report has been received. A purchase order has been raised for the works required in Queens Road Cemetery and planning applications made as needed. An application for the recommended works at the Mt Noddy Allotments was submitted and the decision is awaited.

**East Court** – With the sudden loss of a Silver Birch Tree by the public toilets, a five-day emergency application was approved by Mid Sussex District Council and works to remove the tree were undertaken.

Following approval from Mid Sussex District Council to remove a dead Blue Cedar and Cyprus, the works to remove both have been undertaken. The main trunk of the Cedar has been left in-situ as it hoped that this can be transformed into a wooden sculpture. Local chainsaw artists have been contacted to ascertain the cost implications. Except for two trees, all the works recommended in the 2020 /2021 survey have been completed. These works will need to be undertaken after the nesting season.

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**Mt Noddy Allotments** – We were approached by one of the Mount Noddy Allotments holders to remove a branch of the fir tree which had been cut down and left on one of the allotments. As we hadn't undertaken any tree works recently, they have been advised we would not be able to assist.

**St Margaret's Loop** – A resident whose property backs onto the loop approached us regarding the possibility of trees works as a number of trees are overhanging his garden and are now touching his roof. Our tree surgeon has been passed his details to inspect and make recommendations. The resident has been advised that all trees along St Margaret's Loop are subject to tree preservation orders and so permission will need to be sought before any works can be undertaken and that the Town Council will only undertake remedial works if the trees are indeed touching his property.

**Queen's Canopy** – The Queen's Green Canopy (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee. As part of this nationwide programme, we are seeking advice from English Woodland and proposing to plant a tree for the Jubilee where we recently lost the Blue Cedar. The Support Services Assistant is in communication with local organisations who are also interested in being a part of the QGC.

### Equipment

**Electric Strimmer** – A second strimmer along with 2 batteries have been purchased.

**Pig Tails** – Additional pigtails to assist with health and safety at our events has been purchased.

**Ladder** – As previously reported a replacement was ordered following failure of the safety inspection.

**Telescopic Lance** – 2 x replacement lances were purchased for the watering of the hanging baskets throughout the town.

**Water Bowser** – Investigation into replacing the noisy petrol pump to a quieter battery system is being undertaken by our handyman.

### Vehicle Maintenance

**GU10 EGC** – The MOT has been undertaken and the vehicle tax renewed.

**GY14 WKM** – One of the front wheel tyres was replaced and the as part of the general vehicle maintenance.

### **REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE**

	<b>June - Aug</b>	<b>Exc. Vat</b>
Electric Strimmer	June	1104.17
Replacement chains and links – Hanging Baskets	June	50.00
Flowerbeds planting	June	2104.20
Hanging Baskets	June	5405.18
Tree Inspection	June	650.00
Gold Paint	June	21.65
Spare Actuators and parts	June	100.94
4 x 10 Packs of Pig Tails	June	119.80
Tree Works – Mt Noddy Allotments	June	520.30
Compost Planters	June	184.09
Ladder Hire & Purchase	June	36.00
2 x Flush Valve & Coil – King Street Toilets	June	533.96
Tyre	June	69.58
Road Tax	June	292.00
MOT	June	80.90
2 x Telescopic Lances	June	350.00
Cherry Picker – Clock Service	July	200.00
Graffiti Chemical	July	213.06
6 x Westminster Bins	July	3334.64
1 x Battery	July	95.80
10 x Grit Bins	August	1633.80

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

**Kitchenette** – The light fitting in the top floor kitchenette have been upgraded to LED with a PIR sensor.

**Lantern** – Works on the maintenance and redecoration of the lantern has been undertaken by our handyman.

**Main Hall** – Before any re-decoration of the Main Hall is undertaken colour samples have been purchased.

**Fly Catcher** – Our electrician has fitted the replacement fly catchers in the ground floor kitchen and 2<sup>nd</sup> floor kitchenette.

**Kitchenette** – New undercounter cupboards has been purchased and fitted by our handyman in the second-floor kitchenette. A purchase order has been raised to upgrade the light fitting to LED with a PIR sensor.

**Office 40** – The faulty door handle has been replaced and fitted by our handyman.

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

**Air-Conditioning Shutoff** – We are now able to shut the air-conditioning off via a short-range wireless technology and once we have replaced all the units, we will be able to upgrade to Wi-Fi.

**Flower Bed** – The four planters have been installed and planted up and a transfer with the East Court weddings logo has been ordered.

**Bar Sink** – The broken waste pipe in the bar sink has been replaced by our handyman which included a new sink waste with plug, chain and telescopic adaptor trap.

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

**Hot Water Boiler** – Our electrical contractor has installed a replacement hot water boiler in the ground floor kitchenette. It was hoped that this would still be covered under warranty however they have advised that as the fault was due to lime scale build up and the cost of any replacement/repairs was not covered.

**Fencing** – To extend the storage area behind the handyman's workshop additional security fencing has been purchased and installation date is awaited.

**Equipment**

**Chairs** – As previously reported complaints about the chairs have been received from hirers of East Court building; being both in a poor condition but mainly too uncomfortable to sit on for any length of time. Colour swatches were sought, and 68 chairs have been purchased.

**Storage Cabinet** – An additional storage cabinet has been ordered for the Cooper Room to store the health & safety equipment.

**Bar Cooler** – The faulty bar coolers has been replaced following advise that due to its age a repair was not cost effective. The company who delivered the new cooler have disposed of the old.

**Fridge** – An engineer was called following reports that one of the fridges kept freezing, the faulty front and rear fan were duly replaced, and the fridge is now in full working order.

**Caretaking Team**

- A replacement carpet cleaner has been purchased for the caretaking team.

**Handyman**

- Following an update on our equipment health and safety our handyman has purchased an electric bandsaw for the workshop.
- A Bosch hex shank mixed screw set 32 pieces

**East Court Public Toilets**

**External** – Our handyman replaced the missing external vent flap.

**Fuse Box** – As part of the 5-yearly electrical safety certificate for East Court the fuse box in the public toilets has been replaced.

**Concessions Coffee Kiosk** – With the assistance of the outdoor services team our electrician has installed electricity across the road with a separate meter for the coffee kiosk.

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### **Play Park**

**Annual Inspection** – The safety inspection has been received and as always has minimal risk maintenance recommendations which are currently being undertaken by the outdoor services team. Some of which included graffiti and emptying of rubbish bins which are ongoing and had already been undertaken and others are monitoring only.

**Signage** – The relevant warning sign with the following words is now displayed; "do not climb on the framework or nets", "do not hang on the ring" (if provided) and "do not wear rings or other jewellery as these can get caught and cause injury".

**Replacement Parts** – A quotation has been sought from Playdale for the recommended replacement Rota Bouncer seat and a replacement missing cap for one the Springer parts.

### **Health and Safety**

**Electrical Safety Certificate** – The 5-yearly electrical safety certificate for East Court Mansion and the Meridian Hall are currently being undertaken. To minimise businesses disruption the safety inspection is being undertaken in the evenings.

**Security** – Alternative quotations are being sought for the maintenance contract of the Meridian Hall alarm system. The CCTV service has been booked for 7<sup>th</sup> September.

**Defibrillator** – The East Court defibrillator has been registered with the Circuit, the national defibrillator network.

**Water Sample Testing** – The Potable water testing has been undertaken in the Mansion, Meridian Hall, Old Court House and public toilets.

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

**Terrace Gates** - Following delivery of the gates the outdoor services team and our handyman were able to fit one of the gates however, fitment of the second pair of gates is waiting on delivery of the missing hinge assembly.

**Bar Barriers** - The extended bar barrier has been delivered which will be fitted by the outdoor services team as soon as time allows.

**Speed Bumps** - To assist with both slowing down cars and cable management near the concession van a speed bump kit has been installed.

**Garden of Remembrance** □ Extensive repointing of the war memorial and the garden of remembrance have been completed by our building contractor.

**Fairy Trail** – The summer display this year has a royal theme; our handyman cut out various crowns, decorated by staff members and their children.

**Signage** – The faded "Rolley Terrace" sign has been re-covered and is back in-situ.

**Benches** – Maintenance of the benches managed by the Town Council around East Court is currently being undertaken by our handyman. The Town Council undertake a six-monthly assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. Two memorial benches have been removed and, in both cases, we have no contact details of any named persons as this was prior to any request forms being undertaken. The related inscribed plaque for one of the benches and the top back rail of the other have been removed and will be stored for 6 months to for collection or disposed of after this time.

**Cyprus Tree** – The stump of the Cyprus tree has been saved and shaped by the tree surgeons and our handyman has decorated it with fairy doors

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**REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE**

	Excluding VAT
<b>East Court</b>	<b>Amount £</b>
Floor standing kitchen units	373.32
2 x Fly Catchers and fitment	140.98
Storage Locker – Cooper Room	163.00
Sanding Paper, Paint, Brushes, Putty – Lantern	88.57
Replace Internal Fixings – Disabled Toilet	160.00
Replacement hook – Front Door	19.98
Upgrade of lighting to LED & PIR – 2 <sup>nd</sup> Floor Kitchenette	106.00
Paint samples – Main Hall	14.85
<b>Total East Court</b>	<b>1066.70</b>
<b>Meridian Hall</b>	<b>Amount £</b>
Waste Pipe and Telescopic Adaptor	11.80
<b>Total Meridian Hall</b>	<b>11.80</b>
<b>Old Court House</b>	<b>Amount £</b>
Security Fencing	1332.17
<b>Total Old Court House</b>	<b>1332.17</b>
<b>Equipment</b>	<b>Amount £</b>
Speed Bump and Valve Box	221.66
1 x Storage Cabinet	163.00
Repairs to Meridian Hall Fridge	747.92
1 x Double Back Bar Cooler + Disposal of old Cooler - MH	665.99
Installation of Bar Cooler	30.00
Back Bar Cooler with Single Hinged Door - EC	414.99
Carpet Cleaner	229.66
Electric Bandsaw	119.97
1/4 " Hex Shank Mixed Screwdriver Bit 32 Pieces	10.99
<b>Total Equipment</b>	<b>2604.18</b>

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<b>Grounds / Play Park / East Court Toilets</b>	<b>Amount £</b>
4 x Planters – Meridian Flowerbed	1542.50
Plants - Entrance Bed and Planters	275.00
Tree Works	700.00
War Memorial – Maintenance	1142.00
5M Speed Humps – EC Drive	181.66
1 x Valve Box – EC Drive	34.17
RosPa Inspection – EC Playpark	87.50
Asphalt	14.80
External Vent Flap	3.19
Upgrade of fuse box and installation of electricity to tea truck	1186.00
Tree Works – Cedar, Silver Birch and Conifer Removed	1050.00
Tarmac – Playpark Basketball Area	29.60
<b>Total Grounds</b>	<b>6246.42</b>
<b>Health and Safety / Training / Licences</b>	<b>Amount £</b>
Water Sampling Testing	505.00
<b>Total Health and Safety / Training</b>	<b>505.00</b>

### **Tenancies and Hirings**

**Concession Tender** – The Little Green Truck Co now have access to electricity. To ensure we can correctly charge them their usage our electrician has installed a separate meter.

**Office 11** – The Stone Quarry Crew, tenancy commenced 1<sup>st</sup> July and although they have moved over some of their belongings the fridges are not expected until September.

**All Kids** – Tenants of the Old Court House have asked to improve the security around their outdoor space, installation of a new gate will be sourced and paid for by them.

**Tenancy Agreements** – Renewals invitations have been sent for August and September to Jigsaw (Southeast), SDM Corporate Travel and All Kids.

**Parking** – The 4 Sight vision support volunteer co-ordinator has been in touch to apologise and has agreed to forward our comments onto the East Grinstead club leader.

**Old Police Station** – The tenants of the Old Court House have been updated and advised that as we understand, the old police station is likely to be put on the market in the next couple of weeks. They have been reassured that we currently have no plans to sell the Old Court House and in fact we are still making representation to buy the police station albeit with no guarantees. It has been made clear that sadly, once sold it is likely to be demolished and we are in for a few noisy years.

**Breast Screening Unit** – A delegated decision from the Town Clerk in consultation with the Chair and Vice Chair was made to continue to support the West Sussex Breast Screening and accommodate their trailer in the Council's car park, from the 27<sup>th</sup> September 2022 to the end of May 2023. **Committee are asked to note this.**

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**Budget & Income**

Details of income received for 2022/2023 financial year until 31.08.2022 is given below on an individual cost centre basis.

	Actual Income Y-T-D	Budget Y-T-D	Variance £	Variance %	Actual Y-T-D 21/22	Variance %	Variance 22/23 vs 21/22	Full Year Budget 2022/23
	£	£	£	%	£	%	£	£
Meridian Hall	46,062	29,167	16,895	57.9	35,309	30.5	10,753	70,000
East Court Mansion	31,470	30,833	637	2.1	32,849	-4.2	-1,379	74,000
Old Court House	20,139	22,083	-1,944	-8.8	20,680	-2.6	-541	53,000
<b>Totals</b>	<b>97,671</b>	<b>82,083</b>	<b>15,588</b>	<b>19.0</b>	<b>88,838</b>	<b>9.9</b>	<b>8,833</b>	<b>197,000</b>

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

**Agenda Item 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 small parking area adjacent to the entrance of Mount Noddy Cemetery has now been completed with special thanks to the assistance of the Outside Services Team in making this happen. Laminated signage has been affixed to the watering taps situated throughout the cemetery to ensure visitors are aware that it is not drinking water (to be replaced with permanent signs which Miss Jazmin Merricks is obtaining a quote for). The bench situated at the Memorial to Unborn Children has been in situ for approximately fifteen years and is in need of refreshing. The intent is either to clean and revarnish (repaint the metal legs) if viable however, if for safety reasons this is not deemed appropriate, the bench will be replaced with the sturdy wood effect style (ensuring the plaque is removed and affixed to the new one) in place of the wooden one. This can be done utilising the bench originally situated where the parking bays now are which will ensure longevity when considering long term maintenance going forward. July and August showed an uplift in ashes interments in comparison to the same time last year and full earthen burials are already showing an increase forthcoming for September when compared to 2021.

**General**

In light of the degradation beginning to show on the existing watering cans which we have had for some while, exploration is being made into replacements. This alongside trialling a more professional structure which can (if the trial is successful) be rolled out throughout the various watering points will hopefully deter watering cans being removed and not being returned for use by others. The initial thoughts are to utilise a token or pound coin system (similar to that used by supermarkets to secure trollies). This, if implemented would be done slowly, allowing a period of changeover to ensure that sufficient notice is given to visitors utilising signage and social media.

**Training**

Contact has again been made with the ICCM to ascertain dates to resume rearrangement of the booking originally made for Memorial Safety Training (which had to be cancelled due to the implementation of covid restrictions).

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### **Cemetery Records and Administration**

Uploading of cemetery records continues in a thorough manner alongside additional work Mr Chisholm is progressing including; exploring the funding (grant) for a structural report and cleaning of the War Memorial in the High Street. Updating the War Memorial Trust with correct information A second lot of flower brackets (now number 24) has been further added to the rear of the Memorial Wall in Mount Noddy Cemetery. Adding all of the Mount Noddy Cemetery Fees onto RBS. Correcting previously incorrectly entered deed expiry dates (seven pages of A4). Continuation of mapping of CWGC headstones / other military peacetime headstones and Whitehall Cinema bombing casualty graves.

### **Burial Data**

<b>Mount Noddy Cemetery</b>	Jun 22	Jul 22	Aug 22
Number of Earthen Burials	1 / (1)	2 / (0)	1 / (1)
Number of Interments of Cremated Remains	4 / (1)	7 / (2)	8 / (5)
Number of Memorial Applications Processed	4 / (4)	5 / (6)	7 / (5)
Number of Memorial Wall Plaques Sold	0 / (0)	1 / (0)	1 / (1)

### **Queens Road Cemetery**

Further to the last report, the Temple Group have submitted the Badger Licence for 2022 this month. Detailed bait marking has been conducted and has shown no encroachment into the fenced area already cleared.

The work that will follow is an intense procedure that will lead to 95% of the cemetery being accessible without the badgers' presence. The 5% left over will be part of an 'environmental corridor'. The 'corridor' is integral to Natural England accepting the terms and conditions of the licence. The main setts will not be closed until the badgers have naturally relocated as part of our original agreement with Natural England.

As noted previously, the badger's movement is being monitored which indicates that they are naturally moving to Brooklands Park.

A man-made sett is still being pursued within Brooklands Park, however, communication with Mid-Sussex has slowed.

Alongside this, contact has been made with Clarion Housing regarding a new entrance installed on their land near Orchard Way. A site visit was conducted alongside Clarion employees. A detailed assessment of the viability is currently being undertaken by the Clarion Housing team who will hopefully contact us soon.

The dry weather over the recent months has provided us with a break from grass cutting over these summer months. Some of the Northeast side of the cemetery is due to be cleared by Holly Trees in Mid-September, as mentioned in the previous report. These works have already been budgeted for.

### **Agenda Item 9: EVENTS**

The Committee will receive a report of the recent East Court Live and Classic Motor Events, and a look to the events for Christmas 2022 and in to 2023.

#### **East Court Live**

**July** – it was well attended, with approximately 1,800 people. The crowd enjoyed the music and

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dancing along. It all went smoothly.

**August –** despite the heat the attendance was approximately 2,500 which is similar to pre covid levels. Whether it was due to Covid or the hot sun, people were more spread out than they used to be and there were a good number in the shade of the war memorial gardens. Again the acts were good with a significant number of people dancing and enjoying themselves. All three ECL were supported by Staff and Cllrs. This is appreciated and Cllrs are asked to please put the regular dates in their diaries for next year to help either at the beginning or end of the event for a couple of hours as this really does share the load.

**Costings**

<b>East Court Live 2022</b>	<b>June</b>	<b>July</b>	<b>August</b>
Outgoing expenditure (Bands, St John's ambulance, art work and materials, Portaloo's, Sound Technician, Stage hire etc)	£6,304.99	£4,749.30	£5,381.85
Incoming (pitch fees and bar commission)	£1,334	£1,652	£1,521
<b>Total costs</b>	<b>£4,971.38</b>	<b>£3,097.48</b>	<b>£3,861.27</b>

<b>Summer events 2022 this quarter</b>	
East Court Live total	£11,930.13
Classic Motor Show	£710.10
<b>Total</b>	<b>£12,640.23</b>
minus South East Water sponsorship for ECL	£5,000.00
<b>Total costs</b>	<b>£7,640.23</b>

South East Water have sponsored an additional £10,000 to go towards a range of activities. So far £400 has been spent on advertising on the planters outside the Fire Station and £40 for the May Fair pitch fee.

**Classic Motor Show**

East Grinstead Town Council will host its first Classic Motor Show on the High Street, on Sunday, September 4<sup>th</sup>. The road closure takes effect from 9am until 5pm. The event is 11-3pm. The residents / businesses have been informed of the parking restrictions on the day.

A total of 90 vehicles have been registered and confirmed for the event. Further updates will be posted detailing how the event was attended.

<b>Item</b>	<b>Amount</b>
Angel Delights (music)	£200.00
St John's Ambulance	£279.00
Sussex Comm Support	£100.00
Road Signage	£81.10
Volunteer tea and coffee	£50.00
<b>Total</b>	<b>£710.10</b>

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### **Christmas Light Switch On/ Big Reveal**

The Councils light switch on is once again anticipated to align with the big reveal. The Traders have advised their preferred date of Saturday 19<sup>th</sup> November and this has been agreed with our festive light provider. The event will be afternoon / evening with a road closure in the High St and London Road from 3 – 8pm with the light up at 5pm.

Meridian FM are to be asked to provide music and a PA system for the Town Mayor to switch the lights on and launch the reveal. Support for the closure and also the switching on of the lights is asked for from Cllrs, family and friends, in order to make the switch on “instantaneous”. Street entertainment and some street food vans will be available in the High St and on London Road.

### **Agenda Item 10: CHRISTMAS LIGHTS WORKING GROUP**

Purpose of Report: To update on the early part of the tender process for the 2023 onwards contract.

1. The tender was advertised for expressions of interest in local newspapers in March at the same time as contacting those firms who had contacted us directly. The Expressions of interest have been received with initial ideas of schemes. All of the firms asked for a walk around the town to familiarise themselves with the town and the area to be decorated.
2. The Working party (Chair and Vice Chair plus Cllrs Mrs Mockford and Woodgate) were invited to view the early submissions. Although one of the submissions was not well favoured by the working group, as there are only three expressions of interest all three have been invited to submit a full costed scheme against the tender specification. Tenders must be submitted by 31<sup>st</sup> October for review with the expectation of determining in December as to the preferred tenderer and approval of the contract let will come to full Council in January. Based on the recommendation of the Clerk, Chairman of Amenities and Tourism and Chairman of Finance and General Purposes in accordance with the contract standing orders.

**Recommendation: Committee are asked to note this position**

### **Agenda Item 11: ST MARGARET’S LOOP**

Purpose of the report: To bring the Committee up to date as to the current negotiation and survey position.

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.
2. 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.
3. 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), West Sussex have in principle

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agreed to take the responsibility of these bridges and are awaiting survey results in order to determine a commutable sum that Railway Paths must pay in order to transfer their liability. We are advised that this survey will take place in the Autumn of 2022.

4. In the meantime the Town Council 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 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 are now discussing with Railway Paths for permission to enter the loop to carry out this second survey. It is asked that this be on the same time as the West Sussex Survey. We have asked that Railway Paths clear the vegetation, they have declined, if we want to do the survey then we will need to pay for this.
5. Railway Paths attitude throughout this process has been shockingly poor. The survey is one that they should be undertaking 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.
6. 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)
7. Our Agents (Bray Estates) have been instructed to return to the table with Railway Paths to update them on the survey result and once again ask that they transfer the land to us to allow this project to move forward. If rebuffed we will ask for an audience with the board to make one final direct plea to the board that they put their charitable objectives to the forefront of the decision making and let us bring this land back In to use. If this fails we will press that the works that are needed to be carried out on the wall and tree maintenance is carried out and that regular maintenance and surveying is carried out, to ensure that the abutting properties are not affected by the assets owned by the charity.

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8. If the talks are unsuccessful the Committee are asked whether we should retain our parcel of land (which is land locked by other ownerships making access difficult) or seek to dispose of this via sale. The Council has ongoing liability and tree management costs of this part of the loop, if there is no possibility of ever achieving the pedestrian and cycle route the question must be posed as to whether we should retain ownership.
9. The Chair and Vice Chair have been kept up to date with these developments throughout the exchanges and have given advice to continue to press for a solution to the deadlock.

**Recommendation: Committee are asked to note the position and offer any views as to how the Council should proceed if the negotiations are refused once again.**

### **Agenda Item 12: MID SUSSEX MARATHON**

Purpose of the Report: Committee will be asked whether they are willing to increase the town council contribution to the marketing funds for the marathon.

1. Background: The Mid Sussex Marathon weekend over the early May bank holiday has been held since 2013 as Olympic legacy. During the COVID lockdown two years were disrupted and the event was virtual only (you personally completed the challenge rather than attending the physical race). This year's 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. 2022 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.
2. Haywards Heath has a boost as that race is entered into 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.
3. The race made a loss this year as the medals are ordered in the preceding November which this year was very much a guess as to the entries, which proved to be down on 2019. Partly this was due to confidence of entering races not fully returned post COVID (there is no deferral nor refund for an on the day positive test, and races are not cheap to enter) and there were a plethora of races which during 2022 were still honoring deferred entries. The loss is absorbed by Places Leisure as the marathon is part of their contract with Mid Sussex DC. At the June meeting we were advised that there were 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 29<sup>th</sup> 30<sup>th</sup> April and 1<sup>st</sup> May.
4. Since this meeting the race co-ordinators Active Houses have contacted the four partner councils (Burgess Hill, East Grinstead, Haywards Heath & Mid Sussex) to ask whether an increase of £500 to £1000 each would be acceptable for contribution to the marketing fund in order to promote the race further to increase entries.
5. When the race first started there was no contribution from the Town Councils (it was originally underwritten by MSDC, this changed when the new leisure contract was structured and the underwrite transferred to Places Leisure), a contribution towards the marketing costs (£500) was first asked for in 2020. The decision at the time taken as a delegated decision following an advisory meeting of the Amenities and Tourism Committee (due to the initial COVID

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lockdown we could not meet and the temporary legislation had not yet been enacted to allow decisions to be made at remote meetings):

*Delegated Decision: It is understood that places for leisure have to provide the marathon as part of their contract for the leisure centres. They in turn contract a separate company to market and organise the event (activehouses). If the event were run in-house the costs could be reduced. The town council staff already give time to the event and while a small additional amount of time could be given, marketing and sponsorship should not be in the remit of the Council officers for this event. If the other Councils were to be minded to support the marketing fund East Grinstead Town Council would support to the value of £500 per annum.*

6. A meeting for the partners will take place in October where each Council has been asked to advise whether they are willing to increase their contribution. At this time Mid Sussex have indicated that they are content with their fee to increase.
7. It must be noted that the payment started in 2020 and since then there has not as yet been a non-covid affected year, it is therefore difficult to argue that this fund needs increasing as there has not been an opportunity to view the success in normal circumstances of the race. If Committee were minded to make a higher award Officers would advise this only be for one year following scrutiny of the marketing costs and methods adopted and the results of this before committing to an ongoing increase.

**Recommendation: Committee are asked whether they are willing to increase the contribution to the marathon marketing fund to £1000 for 2023 (an increase from £500) and whether this should be an ongoing increase.**

Officers report ends