

EAST GRINSTEAD TOWN COUNCIL

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2nd March 2023

A meeting of the **AMENITIES & TOURISM COMMITTEE** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 9TH MARCH** at 7pm.

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

A request for the zoom link should be sent via email to towncouncil@eastgrinstead.gov.uk 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 in person or 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 raising your hand. There is no right of reply.. 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 8th December 2022 and 12th January 2023.
5. Chairman's Announcements
The Chairman will give brief updates on items not included in the agenda.
6. Tourism Report (Min 183 – 08/12/2022)
The report from the Community and Tourism Manager is enclosed for consideration.
7. Estates and Community Services Report (Min 184 – 08/12/2022)
The Estate Manager's report is enclosed for consideration
8. Burial Services (Min 185 - 08/12/2022)
The Cemetery report is enclosed for consideration

9. EGTC Fleet
A report is provided to advise of the new vehicle as approved by F&GP and also an update following the break in at the depot and damage to the Mitsubishi.
10. Events (Min 186 – 08/12/2022)
The Committee will receive a report of the planned events for 2023 including those for the Kings Coronation Weekend
11. Projects
Updates for the committee as to St Margaret's Loop and St Barnabas Hall will be given here including approval of the hiring charges for St Barnabas and consideration as to whether to rename the hall.
12. Martyn's Law
To brief the Committee on changes to buildings and events procedures to prevent and protect in the event of terrorism which may have implications for the Town Council

The next full meeting of the Committee will be on **THURSDAY 9TH JUNE**

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 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

Mr. Roger Gwatkin returned to work on 21st February following his operation and his recuperation. He is on an initial phased return. The team move to a new spot within the library should be happening mid-April.

Overview of daily team workings

The tourist desk is based in the library which is a well-used resource in town. We have an average of 30-45 desk enquiries a week. We are able to provide tourist and town information to residents and visitors. We answer their questions, provide local based knowledge, and have tourist leaflets, maps, and bus timetables to give out. Queries are also answered by visiting our website.

We connect with the local attractions and help to publicise their venues and events through leaflets, posters in the window, word of mouth, online and social media.

Empty shops

The team has gathered letting agent contacts for all the empty shops in town and the plan is to contact them to discuss whether window vinyl's can put up to make the High Street / London road units look better until they are filled.

MSDC Footfall data

Here is some footfall data from MSDC on days we have had events in town in 2022. This is the daily footfall for each specific date compared to the same day the previous week. The footfall data is for the town centre location as a whole, as shown below:

Dates on 2022	Event	Footfall	% change on previous week
Saturday 19 th November	Big Reveal	55648	+23.6%
Sunday 4 th September	Classic Car day	39139	-6.2%
Monday 2 nd May	May Fair	44339	-9.4%
Sunday 24 th April	Vintage bus day	42365	+31.4%

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

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

Planting High Street Flower Beds – A quotation for the High Street beds has been received for the summer planting a purchase order raised. The Easter display will in from March 27th - April 14th which will then change to the Coronation Display for 6th May.

Hanging Baskets – Invitations to quote for the hanging basket contract have been sent but we have only one received quotation which has been accepted. Local traders have been approached to sponsor a hanging basket; the colour theme this year is Tutti Fruity.

Public Bench – A request from a resident has been made for the removal of the bench near the bus

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

stop “Coronation Road/Dunnings”. Reporting that it is increasingly being used by people for anti-social purposes with significant numbers of teens/young adults congregating, making the resident feel very vulnerable. In 2021 this committee agreed to remove the bus shelter and replace with a bench with the hope this would help alleviate the misuse. The bus company were approached to provide data pertaining to passenger usage as it was advised that the bench never appeared to be used by anyone waiting for the bus.

Data from Metrobus for past three months below.

Month	Code	Route	Stop Name	Pax for month	Avg per day
Oct-22	4400EG0184	84	Dunnings, Coronation Road	26	1
Nov-22	4400EG0184	84	Dunnings, Coronation Road	30	1
Dec-22	4400EG0184	84	Dunnings, Coronation Road	34	1

The ward Councillors were approached for their comments which were both for and against removal of the bench.

Recommendation: Committee are asked for a decision on the proposed removal of the bench at Dunnings, Coronation Road bus stop.

Partnership Agreements – December, January & February

MSDC – Following the duties under the SLA partnership agreement for the repair and renewal of street name plate’s contract; the Outside Services team installed 6 street name plates and there is currently 2 further nameplates 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 15 pieces of flyposting and removed a total of 19 square meters of graffiti.

Winter Maintenance – The removed grit bin at the entrance of Dallaway Gardens was returned in time for the change in weather. The outdoor services team implemented the Town Council’s winter maintenance plan on 12 December following a substantive snowfall the previous day. Following a long term forecast from the Met Office of an unsettled start to 2023 with snow, rain and strong winds predicted, in preparation, all the grit bins were refilled to 50%. As stated in the West Sussex Highway’s Community Winter Offer, they cannot provide a local delivery top up/refill for salt bins once the winter season starts (November to April) due to being involved in delivering the County Council Winter Service and gritting the public highway. However, in recognition of the weather events in December WSCC agreed to provide a onetime support appreciating that Town Councils may be running low of local winter salt supplies due to residents’ use. In preparation our outdoor services team collected additional grit on 24th January. WSALC advised the Town Clerk that our winter plan was being used as a good example of what other Town & Parish Councils should be adopting.

Other Works

High Street War Memorial – Following the grant application approval, an online meeting was held with the agreed contractor to discuss the terms of the grant and provisionally agree a date. Due to the works being weather dependant maintenance of the War Memorial is expected to be undertaken sometime in the last two weeks of April. Although the quotation originally included a sacrificial micro crystalline hard wax covering, this cannot be undertaken as it is included in the War Memorials Trust grant exclusions. It has been recommended that the brass is cleaned every year with Renaissance Wax. The use of a cherry picker will only be required during the morning whilst the highest works are being undertaken, details of West Sussex Highways Licence requirements has been forwarded to the contractor who will complete the licence application. The Cemetery and Compliance Assistant returned the signed War Memorials Trust grant contract along with completed back form and the contractor declaration.

A grant application was also submitted by the Cemetery and Compliance Assistant to the East Grinstead Memorial Estate to further assist towards the cleaning and maintenance. In response to

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

our application they have sadly advised that our application has been unsuccessful as it falls outside of their priorities and it won't be considered at this time. Further applications are being considered.

Memorial Benches – The agreed memorial bench policy has uploaded on our website along with an online memorial bench application as well as a paper form that can be downloaded.

Queen's Reign Bench – The new memorial bench to mark the Queen's extraordinary reign was officially unveiled on 9 December by the Chair and Vice-Chair of this Committee.

Guinea Pig Bench – The refurbished Guinea Pig bench has been relocated to the McIndoe Lawn. All the documentation and Parish online has been updated.

Millennium Clock – To undertake to the necessary repairs, Officers are pleased to report that the clock was removed and taken away on Wednesday 8th February, a date for completion of the works however is still awaited.

King Street Public Toilets

Handwash Unit – As previously reported the handwash unit in the disabled toilet has been replaced due to its age. Repairs to the old unit were no longer possible and was becoming unreliable and temperamental.

Disabled Toilet – Our handyman attended the faulty disabled toilet door lock which required adjusting and it left it in a working order. Whilst there he replaced the missing screws from the door handle and tightened the backrest.

External Lights – Replacement fittings for the three failed external lights have been fitted by our electrician.

Tree Works and Inspections

Tree Policy – A draft copy of the Town Council's proposed tree policy, Appendix A is attached for approval by this committee.

Tree Risk Assessment – A tree risk assessment has been undertaken.

Tree Survey – All the tree works recommended in the 2021 tree survey have now been completed.

Tree Sculpture East Court – Mid Sussex District Council have raised a purchase order to the contractor and although a date for the works is yet to be agreed it is anticipated around April/May.

Vehicle Maintenance

Fuel – Continuing monitoring of the fuel usage is ongoing however, the extensive works in Queens Road Cemetery saw a sharp rise in fuel usage.

Digger – The faulty heater switch was replaced by the outdoor services team.

	2021	2022	2023
Jan	-	353.34	560.99
Feb	-	-	-
March	-	-	-
April	331.28	285.67	-
May	459.86	656.06	-
June	342.25	525.82	-
July	484.33	615.37	-
Aug	427.21	511.98	-
Sep	422.35	433.39	-
Oct	550.28	458.72	-
Nov	232.94	389.26	-
Dec	380.05	560.59	-
Total	3630.55	4436.86	560.99

Officers report to accompany the Agenda for the Amenities and Tourism Committee
Meeting of 9th March 2023

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

December - February	Exc. Vat
Handwash Unit – King Street Toilets	3824.00
External Lights – King Street Toilets	95.00
Trailer Plug	40.80
108 labels – Whitehall Bombing	148.00
Clocking in Machine	289.00
Grease for trailer	11.31
Oil – Strimmer	19.38
Thunder Bolts	19.68
Scaffolding – High Street Clock	500.00
Heater Switch – Digger	61.54

Repairs, Renewals and Maintenance – East Court Mansion

External Tap – The snow and subsequent cold snap in December caused the pipework to outside tap to split. Temporary repairs were undertaken by our handyman and a plumber is awaited to undertake full repairs.

Burst Pipe – Following a failure of the heating system on Monday 16th January our heating engineers were called and the fault was found to be a burst waterpipe. A section of the ceiling in one of the basement rooms was removed and as the fault was not easily accessible the pipe was capped which both stopped further water damage and allowed the heating to be turned back on with the exception of the Council Chamber. Full repairs were completed on Friday 3rd February including the necessary ceiling works.

Office Entrance – Our electrician replaced the faulty retractive switch for the door operating system.

Lift – An engineer attended following failure of the lift to switch-on after the Christmas break.

Hot water Boiler – Our electrician replaced the faulty hot water boiler in the ground floor kitchenette.

Lighting – The light fitting on the second-floor landing and the 3 x light fittings in office 39 have been upgraded to the LED.

Reception Directory Signage – The updated directory signage at the bottom of the stairs has been fitted by our handyman.

Carpet – The worn carpet on second-floor landing along with offices 39 & 40 have been replaced.

Repairs, Renewals and Maintenance – The Meridian Hall

Toilets – The broken lock on one of the Gents cubicles has been reported to our handyman who has ordered a replacement lock system. The broken toilet seat in the ladies' toilets has been replaced by our handyman. To improve the toilet signage additional signage has been sought.

Air Conditioning Units – An engineer attended following a report that the system was permanently on even though turned off. A cold override setting had been set which has now been disabled.

Repairs, Renewals and Maintenance – The Old Court House

Boiler – Following a failure in the heating, our heating engineer was called and replaced the faulty thermostatic relay board, the heating left in full working order.

Equipment

Dishwasher – Following a report that the East Court kitchen dishwasher was leaking an engineer attended and although undertook the necessary repairs advised that due to its age it was no longer economically viable to continue to repair and a replacement dishwasher has fitted.

Clocking In Machine – The new machine has been installed by our handyman in workshop.

East Court Public Toilets

Ladies Toilet – Following the weekly testing of the public toilets our handyman replaced the faulty flushing system.

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

Play Park

Inspections – The weekly and monthly inspections have highlighted the need to replace the main swings. The Community Services Administrator with the help of our I.T support has converting our weekly and monthly safety checks to digital to eliminating paper.

Equipment Maintenance – The replacement Rota Bouncer seat and the Cantilever Swing swivel mechanism were replaced by our handyman and outdoor services team.

Health and Safety

Consumer Unit Upgrades – Following the recent 5-year electrical safety certificate it was recommended that the East Court and Meridian Hall consumer units are fitted with individual RCBO's (Residual Current Breaker with Over-Current) protecting individual circuits, these combine RCD (*Residual Current Device*) providing Earth Leakage protections, and MCB's (Miniature Circuit Breakers) which protect against short circuits and overloads. Quotations are currently being sought.

Boiler Safety Inspection – The annual safety inspection was undertaken 6 February for both East Court and the Old Court House.

Car Park Barrier – A service contract has been signed to attend site inspection twice a year to include all parts and labour. The bi-annual service car park barrier was serviced on 23 February.

DEC Certificate – Our 2022/2023 display energy certificate has been received and is now on display.

Boilers – The annual safety inspection of the boilers was completed on 6 February.

Microwave Testing – The annual microwave leakage test has been undertaken on the three microwaves in the buildings.

Automatic Doors – The automatic doors in both the Meridian and the Mansion were service on 3 February 2023.

Intruder Alarm – The Meridian Hall intruder alarm service was undertaken on Friday 27th February. Alternative quotations are being sought for the maintenance contract of the Meridian Hall alarm system.

Fire Extinguishers – The portable vehicle fire extinguishers for the vehicles and workshop have been replaced.

Legionella – The six-monthly Legionella sampling and Potable water testing for February and from the samples taken there were no strains of Legionella detected.

Landlords Gas Safety Certificate – This was completed along with the annual inspection and a copy sent to our OCH and EC tenants.

Extractor Hoods – The annual deep cleaning of the kitchen extractor fans was completed on 15 December in accordance with our Insurance Companies requirements.

Security CCTV – The 2 faulty cameras and equipment have been replaced.

Emergency Lighting – Replacement of the faulty emergency lighting has been completed.

PAT Testing – This has been undertaken by our handyman.

Repairs, Renewals and Maintenance – Gardens & Grounds

Safety Signage – Following a spate of green waste fly tipping in our recycling area a new keep out safety sign has been purchased. Fly tipping green waste is common when people need to get rid of gardening waste and don't want to pay for a council bin, or they employ illegitimate waste collectors. There is a belief that fly tipping garden waste isn't as bad as fly tipping rubbish because it is degradable however, this results in additional work, and we do not have the space or capacity to deal with it. If this persists, we may need to look at improving the sight to further restrict access. Any option will come at a cost.

Car Park Bollards – One of the bollards was damaged by a member of the public in the car park on 28 October. As the driver was not forthcoming with his details, his registration number was obtained from CCTV and a quotation was sought to replace on a like for like basis. However, to prevent this damage being a recurring issue alternative bollards have been sought. Impact Flex Bollards x 2 have been purchased and 2 have been installed which are reported to be the next step in bollard innovation. *Impact flex* bollards are designed to flex not crumple in a given loading situation (vehicle

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

impact) at which point the bollard will fold not crumple. A zero-maintenance solution which comes coloured and will never require painting.

Waste Collection – Following a price increase with our current supplier of £3.33 per lift and 21p for per bin rental, negotiations were undertaken to reduce the cost to less than the 2021/2022 price.

Chair Storage – The shed in the corner of the car park which stored old chairs used by local organisations for events was sadly vandalized over the Christmas break. Although it was stood back up and straightened, over the New Year was again vandalised, this time along with most of the old chairs. As the East Grinstead Lions were unable to take the remainder of the chairs and store elsewhere and we had no other storage available, the chairs and shed have had to be scrapped.

Litter Bin – Repairs to the vandalized bin along the Jubilee path were undertaken by the outdoor services team. Our observations have found a clear issue with litter accumulating on and around the benches on lower playing field. We found a clear trend that people are more likely to litter when accompanied by at least one other person, which only increases when people are in groups of four or more. Overall, there is not sufficient litter bins provided and so the plan is to increase the number in the new financial year. Our recommendations are therefore based around practical measures to improve the provision of bins across the parks and make correct waste disposal easy and attractive for park visitors. As a lot of the rubbish is generated from Mid Sussex District Council land they were approached on 13th January enquiring about a collaborate approach in the increased provision of bins.

Car Park Line Markings – A contractor was engaged to produce a drawing of the required car park markings and a quotation of £1,276.00 + VAT has been sought for the works. In addition to updating some of the parking bays the proposed design is to include additional designated pedestrian walkways. A second quotation is currently being sought.

Hedgerow – Our gardener is currently planting mixed native hedging along the newly erected fencing between the car park and Ambulance Station from recycled play park fencing. Quotations for an additional 68 meters of mixed native hedging to run down the fence line by the Old Court House was being sought and an order has been placed. Poor air quality can have significant negative impact on respiratory and cardiovascular human health. The capacity of plants to generally remove air pollution is well documented, but figures about the effectiveness of their removal shows it's hard to currently fully understand how well they work. However, are crucial in supporting a wide diversity of animal species through the provision of shelter, nest sites, food resources and corridors for movement.

Wooden Bollards – Our gardener requested the installation of some bollards along the drive as the grass verge by the playpark is being regularly damaged by drivers using the area to park on, as well as the grass being damaged the superstructure (kerbs) can also be damaged by the weight of vehicles over time. For aesthetics a quotation has been sought from the Mid Sussex District Council's contractor to provide and install the same bollards as per the ones on their maintained land. A date for the works is awaited.

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

	Excluding VAT
East Court	Amount £
Carpet Second Floor Landing	1950.00
Carpet Office 39	2240.00
Carpet Office 40	1400.00
Reception Directory Signage	165.00
32 Channel Video Recorder - CCTV	898.00
Decorating Supplies	56.50
Paint	208.88

Officers report to accompany the Agenda for the Amenities and Tourism Committee
Meeting of 9th March 2023

Office Entrance	95.00
Hot water Boiler – GF Kitchenette	1072.00
Office 39 - Upgrade of Lighting to LED	241.00
Heating Repairs	1177.39
Keys – Tenants	25.50
Combination Padlock	20.90
Car Park Lighting – call out	80.00
Emergency Call Out - Heating	346.50
10 x Optical Smoke Detectors/Rate of Rise Heat Detectors	695.00
2 nd Floor Landing - Upgrade of Lighting to LED	81.00
Total East Court	10752.67
Meridian Hall	Amount £
Locking System – Gents Toilet	39.18
1 x toilet Seat – Ladies Toilet	33.32
Visual impaired signage	288.88
CCTV Signage	22.90
14 x Optical Smoke Detectors	973.72
Total Meridian Hall	1358.00
Old Court House	Amount £
Boiler Repairs	328.00
Total Old Court House	328.00
Equipment	Amount £
Dishwasher	2225.00
Long Arm Riveter & Rivets	34.98
Total Equipment	2259.98
Grounds / Workshop / Play Park / East Court Toilets	Amount £
Keep Out Safety Sign – Recycling Area	28.57
2 X Flex Retractable Bollards	647.92
10 x Wooden Bollards and fitment	1130.00
Reflective Tape - Bollards	17.99
Native Hedge	485.00
Total Grounds	2309.48

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

Health and Safety / Training / Licences	Amount £
Fire Exit Sign	4.89
Service Agreement - Car Park Barrier	425.00
Call Out - Lift	130.00
Biannual water treatment services	505.00
2 x Bio Hazard Refill Kits	16.12
3 x Portable Fire Extinguisher	61.68
Total Health and Safety / Training	1142.69

Tenancies and Hiring's

Tenancy Agreements – A signed contract from East Court tenants; Traffic Management Mansys have been received.

Machovia Technology Innovations Ltd – New tenant of office 39, East Court, commenced 9 January 2023.

Budget & Income

Details of income received for 2022/2023 financial year until 28.02.2023 is given below on an individual cost centre basis.

	Actual Income	Budget	Variance	Variance	Actual Y-T-D	Variance	Variance	Full Year Budget
	Y-T-D	Y-T-D			21/22		22/23 vs 21/22	2022/23
	£	£	£	%	£	%	£	£
Meridian Hall	74,617	64,167	10,450	16.3	55,321	34.9	19,296	70,000
East Court Mansion	67,984	67,833	151	0.2	66,243	2.6	1,741	74,000
Old Court House	44,957	48,583	-3,626	-7.5	47,005	-4.4	-2,048	53,000
Totals	187,558	180,583	6,975	3.9	168,569	11.3	18,989	197,000

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

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

Agenda Item 8: BURIAL SERVICES

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

Mount Noddy Cemetery

Repairs / Maintenance

Following the reported break-in to the cemetery compound and subsequent theft, increasing security in this area is being assessed with all options considered. Quotes for works are being sought but it is likely that any additions to those already in place are likely to be of substantial cost to the Council.

General

A notice will be going up on our website to advise the public that memorial safety training will be commencing once the ground conditions have improved over the spring and summer months. In addition to signage on the top and bottom entrance gates, myself and Mr Chisholm will be starting out with an initial trial to establish an idea of how long it will take to do a row (this will obviously have variables such as the age of the headstones coupled with height which does increase the likelihood of needing to take immediate action). Planning on order of assessment will be based on high traffic areas combined with age of section. A memorial safety policy is being finalised for approval which will be added to the Memorial safety Testing article mentioned above once it goes on our website.

The Council is now in a position to look at establishing a “Friends of East Grinstead Cemeteries” group under the support of the “National Federation of Cemetery Friends” a summary of their ethos outlined on their website gives a good overview of what the purpose of establishing such a group in East Grinstead will mean, in particular for Queens Road Cemetery: *“The National Federation of Cemetery Friends (NFCF) represents groups of volunteers interested in conserving cemeteries large and small. Cemetery Friends give their time clearing and maintaining areas, often working with local ecology groups to maintain a balance between wildlife and heritage. In some cases local groups formed specifically to influence public opinion against a threat to a particular cemetery and later started researching the heritage and ‘promoting’ the site with guided walks. In other cases the Friends formed either to preserve the flora and fauna or to make the cemetery more widely appreciated by leading walks, publishing guide books and giving talks. Many now work with schools to encourage educational visits, hold open days and work on projects with Historic England and other organisations. Some groups have restored memorials and chapel. Most work with the cooperation of their local authority but our members now include groups and charities who bought and manage a burial ground as a trust.”*

A great deal of risk assessing, and pre-planning will be undertaken by The Cemetery and Compliance Manager and other relevant staff members to ensure there is a clear and focussed direction prepared prior to establishment to ensure momentum is maintained.

Training

A number of staff took part in the Memorial Safety Training on Wednesday the 15th of December which was professionally delivered and (despite the snow) included practical testing in the afternoon following classroom-based learning. Additional online training for LOLER, PUWER, Abrasive Wheel and Welding usage was also arranged over the last quarter to ensure health and safety standards are maintained.

Cemetery Records and Administration

In addition to invaluable assistance in supporting provision of cemetery services over a substantially busy period, Mr Chisholm continues to dedicate some of his attention to uploading records electronically for Queens Road Cemetery. As well as working alongside Mrs Merricks in relation to the Whitehall Cinema bombing victims, Mr Chisholm has obtained a historic and topographical

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

record of Queens Road Cemetery through aerial imagery from licensed use of a drone by Heli Task UK Ltd.

Burial Data

Mount Noddy Cemetery	Dec 22	Jan 23	Feb 23
Number of Earthen Burials	2 / (4)	3 / (0)	4 / (1)
Number of Interments of Cremated Remains	2 / (2)	2 / (0)	1 / (1)
Number of Memorial Applications Processed	4 / (6)	7 / (6)	4 / (4)
Number of Memorial Wall Plaques Sold	1 / (1)	0 / (0)	1 / (1)

Recommendation : This part of the report is for noting

Queens Road Cemetery

Purpose of the Report: To update the Committee on the project and to seek approval for the timeline and next steps. This report has been prepared by the Deputy Town Clerk

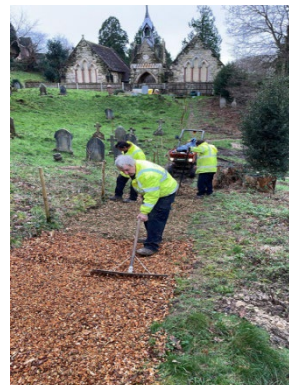
New Path

Work has started on a new path that utilises the existing tarmac path and links to the new proposed entrance. Officers prepared for the project by organising delivery of a large amount of woodchip from Holly Trees. The woodchip was donated by Holly Trees. The woodchip was stored and transported using large bulk bags that were then taken to the cemetery using the vehicle fleet.

The first task required the digger to scrap back large sections of aggregate that had built up on the existing path. Once this had been taken done the original tarmac, in places, was clearly visible. The digger was not used near the badger setts and instead, the aggregate was removed by hand where appropriate.

The digger was used again to create the two new paths. The original cemetery map (that identifies all the burial locations) clearly shows two paths that were never tarmacked. Alongside the Outside Services team, these locations were found by officers and it was confirmed no burials had taken place in these two gaps. The area was then excavated by the digger.

Once the entire length of the new path had been excavated, the Outside Services alongside additional officers spread the woodchip over the new path. So far, around 1/3 of the woodchip has been laid. Unfortunately, the amount of rainfall experienced in January caused the project to be stopped over safety concerns, but it is hoped that in the spring the project can be finished. Please see the pictures below for a visual guide to the work completed:



Due to the work being completed in house, the cost of the work was drastically less than the

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

contractors quoted. The main expenses are listed below.

Purchase	Cost (excluding VAT)	From
Large Aggregate Bags	£98.40	Jewson
Diesel For Vehicles	£207.65	Jet Garage
30 Tons of Woodchip	No Cost	Holly Trees

New Entrance

East Grinstead Town Council has been working alongside Clarion Housing to secure a new entrance to Queen's Road Cemetery. The application for the path has received initial approval from Clarion Housing and they are willing to contribute to the path. Due to the nature of the application it has to adhere to Clarion's application process which is detailed below:

Path to be constructed by the East Grinstead Town Council at their own cost, subject to

- Residents' consultation
- Clarion board approval of Permissive Path Agreement
- Clarion agreeing with the path specification

We are currently within the resident consultation stage. Below is the letter sent out to all residents:

East Grinstead Town Council has approached Clarion to propose a new communal path to run between blocks 1-47 and 49-99 across the communal garden to an access gate into the cemetery.

The cemetery is a historic green space that encapsulates a beautiful urban space. The graves are interesting to the town with several notable figures buried here. The natural environment is excellent for local British wildlife that hosts a huge bio-diversity of species. The area is peaceful and a lovely place for reflection. East Grinstead Town Council is making improvements to the cemetery including path improvements, landscaping, wildflowers and a sensory garden area. East Grinstead Council wishes to make this publically accessible.

The access path from Orchard Way will give access to this area through a timed gate and the initial proposal will be to allow access between 9 am to 4 pm. East Grinstead Town Council will organise and construct the path and be responsible for any maintenance needed.

Survey questions:

- *Would you like to access the cemetery to enjoy the newly improved space via a new path laid between blocks 1-47 and 49-99? Please add any comments in the box below.*
- *Do you agree that the opening times for the gate into the cemetery are 9 am – 4 pm. If not please give your comments on this in the box below.*

A more detailed report has also been sent to Clarion's Development Board to seek their approval for this exciting project.

Badgers

When surveying the site for the new path, it was found that the extremely wet weather we had in January had caused the original path to collapse and sink. This has certainly been caused by tunnels unseen by the human eye underneath the main path. Although this has caused no surface damage it is highly likely to have disconnected the badgers even further. The main sett was also found to have significant flood damage. The badger trust notes the following:

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

“Where badger setts have been damaged or flooded completely, whole badger clans could be disturbed and have to move.”

In addition to the above, it has been reported that at least two badgers have been killed by vehicles on West Hill. It has been noted that the badgers appear to be running out from Brookland’s Park Entrance on West Hill at night.

Work to contain the setts is ongoing and as voted on previously more permanent fencing will be sourced as the long-term solution. Currently, the ground is too wet for the installation of badger containment fencing.

Recommendation: This report is for noting. Following the Elections in May we will look to arrange a Councillor visit to both Cemeteries to view the works completed and the job still to be done.

Agenda Item 9: EGTC FLEET

Ford Transit 350 Tipper

Purpose of the report: To inform The Committee about the purchase of a new addition to our vehicle fleet.

On the 15th of December the Finance & General Purposes Committee made the decision to purchase a replacement tipper. The officers went about obtaining quotes for the appropriate tipper. The Outside Services team were consulted over the options to ensure that the vehicle matched their duties. The natural requirements centred around the towing capacity required and general value for money. The officers contacted eight dealerships and got quotes for fourteen different vehicles, these were then eliminated until we found an option that suited all requirements perfectly.

The officers, after careful consideration, decided on a 72-plate Ford Transit 350 Tipper Truck with delivery mileage available straight away. The main benefit compared to other companies was that lead times could be upwards of two years for delivery of a tipper due to supply issues. The vehicle had been converted to a tipper-body already unlike many of vehicles we were contemplating that would require retrofitting. As a result, this tipper was significantly cheaper than many of its alternatives.

The vehicle was purchased on the 16th of January and delivered on the 1st of February. On the 6th of February it was sign written by The Sign Company with East Grinstead Town Council crest beautifully displayed. On the 8th of February the van was installed with a beacon. On the 17th of February the van was installed with seat covers to prolong the life of the seats. The towbar was fitted on the 23rd of February after a delay with the original installation date. The table below shows the costings.

Purchase	Cost (excluding VAT)	Product Delivered
Ford Transit 350 L2 Diesel RWD 2.0 EcoBlue 130ps Tipper	£32,995.00	1 st February
Signwriting	£150.00	6 th February
Beacon	£275.00	8 th February
Seat Covers	£70.79	17 th February
Towbar	£208.33	23 rd February

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

Mitsubishi L200

Purpose of the report: To inform The Committee about the theft of parts from one of our fleet vehicles.

On Saturday the 5th at 8pm our cemetery compound was broken into by two thieves. The compound was accessed from the rear fence which the perpetrators clambered over. The CCTV was knocked out of place by a long pole that the thieves had made prior.

On Sunday morning officers discovered that our L200 Mitsubishi had been stripped of parts. Parts missing include one rear light, the battery, the air intake and filter, the near side wing mirror, the front grille, the oil filler cap and the alternator. These parts are not expensive to replace, however in accessing the above parts they cut the entire engine wiring loom and broke the exterior locks. Officers believe that this robbery is a "theft to order" where specific parts are stolen for existing vehicles owned by the perpetrators.

As a result, officers have reported this both to the police and to the insurance company. The police responded that due to the nature of the offence, the lack of CCTV evidence and the fact that the two perpetrators were wearing protective clothing there would be no formal investigation made and instead gave us a crime reference number. The insurance company is currently accessing the claim and the value of the vehicle which will conclude whether the vehicle is a write off or can be economically repaired.

This means that the Nissan Cabstar which the Ford Transit 350 replaced is now being used as our second vehicle as the Mitsubishi L200 is immobile. We already have a Toyota Hilux on order that should be delivered around May which will permanently replace the Mitsubishi L200.

Recommendation: This report is for noting.

Agenda Item 10: EVENTS

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

Coronation Plans

Saturday 6th May

EGTC are organising a fancy dress 'Monarchy through the Ages' community walking parade, and we would love our town's community groups, schools and residents to be a part of this. Groups have been contacted but please help to spread the word and build the interest in participating in the parade, attending the event and/or volunteering to help on the day.

The parade will start at East Court and will process through town to King George's field. At King George's field there will be a large screen so everyone can watch the Coronation ceremony together, enjoy family fun, relax on the grass, bring a picnic, or buy food there. Mini golf, face painting and bouncy castle to enjoy. There will be a 'right royal dog show' and prizes for the best fancy dress outfits – categories to be announced.

Costs so far

Amount £	Item	Status
3750	Big Screen	Booked
TBC	Insurance	Mr Chambers is getting quotes
TBC	First Aid	St Johns Ambulance is booked. Amount to be confirmed.
539	Entertainment	Bouncy castle booked and mini golf booked – one other item to be booked

Officers report to accompany the Agenda for the Amenities and Tourism Committee
Meeting of 9th March 2023

327.55	Decorations	Bunting and hand waving flags
688.33	Portaloos	6 x portaloos
135	Bins	Booked
187.20	Pigtails	Ordered

Income due from stallholders

Amount	Stallholders
150	Arcana bar
80	Face painter
80	Ditch brisket burgers
80	Harbour Inn Fish n Chips
80	Mauritian coalition
tbc	Lion's refreshments

The remaining cost of this event will be met through existing summer event budget and the sponsorship for events from South East Water.

Volunteers needed

Councillors and staff are needed to volunteer on the day to help marshal during the parade or at King George's field. Sign up for 2 hours, half day or full day. The parade will be in the morning, but exact times are still to be confirmed. Please advice Alice Fletcher of the times that you are able to assist with. For those existing Councillors not standing in the local elections, you are still Councillors over that weekend and this might be a nice event to make your final one as a Town Councillor, Please volunteer to help. Councillors anticipating returning after the election are also asked to help out, regardless of the result as stated you will still be Councillors that weekend as you all retire 4 days after the election.

Sunday 7th May - The 'Big Lunch'

The Community and Tourism team will be helping to publicise events and gatherings around town.

Monday 8th May – The Big Help Out

The team are creating a list of charities and community groups that are looking for volunteers which will be publicised along with asking for volunteers for the Parade on Saturday and the Mid Sussex Marathon on 29th April.

East Court Live

The acts are booked, refreshment stalls, toilets, stage sound and bins all booked and we are looking forward to the three events Sunday 4th June, 2nd July and 6th August. Again Councillors and Staff are asked to assist.

Big Reveal/ Christmas Market

This will come back in June when more is decided. The Clerk has had a chat with the organizer of the Big Reveal and outlined some of the concerns of this event now that we cannot switch in the lights. Their preference has been asked for as to whether they take the event back and get a grant to assist from the District Council (we are not eligible for this) and the town council also make a grant and give voluntary help. There has also been a conversation with the shopping promotions committee who are considering whether they can bring a market to the town in November. While this was previously believed to have now closed this may not be the case. Full details and how the Town Council can and will be involved in either or both of these events will come back in June.

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

East Grinstead Merchandise

Sales since last Committee

Nov '22	£ 153.00
Dec '22	£ 72.00
Jan '23	£ 11.00
Feb '23	£ 31.85
total	£ 267.85

EGTC and Visit EG website

The team have been writing new content for both the websites and pending a meeting regarding Visit East Grinstead this should be going live soon.

Miscellaneous

The Events leaflet has been printed and will be available at East Court, the library and around town.

The team will be attending the South East England Group Visits Fair at Saint Hill on Friday 3rd March to publicise East Grinstead and engage with local providers.

Recommendation: This report is for noting

Agenda Item 11: LAND AND BUILDING PROJECTS

St Barnabas

Officers can advise that the funding for St Barnabas was approved and received, the transfer documents are expected to be signed w/c 27th Feb. We had an initial expected completion date of w/c 20th Feb however we were awaiting the local council search which did not arrive until 22nd February. On receipt of this our solicitor contacted the sellers who had not completed the contract concerning the overage clause (all of this is agreed, we just had not had the contract from them). Once it is received we will be able to complete the sale. The next steps are to review the building and do any immediate remedial work necessary to get it open, it is envisaged it will be open for use before the next cycle of meetings.

Officers are also looking to enquire as to possibility of grants to enable solar panelling to be installed on the roof to improve its economic and environmental credentials.

Hiring policy:

It is proposed that - £15 per hour weekdays and £20 per hour weekends (comparable with the old court house charges) be adopted with annual review.

The Councils hiring policy will cover the new building as the others with regards to restrictions for use, deposits etc.

Cleaning / Caretaking

Due to the proximity of the hall to the rest of the East Court Estate, there is no intention to provide cleaners and caretakers for each booking. The Hire will be on a strict, leave it as you found it basis with everything tidied away and the floor swept. However a cleaning company will also attend daily to clean the toilets and the hall at the start of the day. Hirers leaving unwarranted mess will be given a warning and if it persists will be refused access to hire the hall. Hirers will be able to access a key for their use via a key safe.

The community and tourism team have gone back to all those that have registered their interest hiring the hall to confirm that they are still interested now the purchase / opening is coming closer and will be advertising for more hirers. The expected initial use of the hall is being drawn up by interested parties for regular use, once this is known a full financial projection will be provided to the

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

committee for this first year.

The hall still needs to be registered for Business Rates and planning permissions for use confirmed, before it can be used. These will be completed following the sale.

The Name of the Hall - it is suggested that it would be appropriate to rename the hall. As we have a rare opportunity to name a building in a coronation year, it is suggested that the Hall be named the King Charles III hall or Coronation Hall. If this is approved by Committee officers will approach the Lord Lieutenants office to establish whether it may be possible for a senior member of the Royal Family to attend to formally open the hall. This may be later in the summer.

Recommendation: Committee are asked to approve: The basics of the hiring policy, a new name for the building and to note the remainder of this report .

St Margaret's Loop

Officers have been advised by County Councillor Mrs Russell that the County Councils' bridge structures team have completed all physical inspections and now will need sufficient time to conduct all the appropriate structural analysis and modelling (further to what has already been undertaken), as well as researching costs for any works found to be required by both the inspections and analysis.

Assuming no further delays with respect to resources or provision of information by third parties, they anticipate a completion date as at end June 2023. It is recognised by all parties that this is not as fast as was hoped for, however with current resources they believe this is achievable. Mrs Russell was hoping to be able to bring the timescales forward and remains in discussion with the cabinet members responsible.

Once the County have determined their figures, this will then be for Railway Paths to agree, we remain hopeful that the parties will, at that point, agree to finalising the transfer of the bridges to the County Council. Once we are aware that they have agreed in principle and start the process we will be able to complete our own inspection of the lower level of the retaining wall. While we could have undertaken this earlier, we were unwilling to spend more public money without the firm knowledge that Railway Paths will accept the commutable sums as determined by the County Council. Our survey will take approximately one month to commission carry out and receive the report. During this time Railway Paths and WSCC can complete their transfer, therefore this will not necessarily bring any further delay in the remaining land transfer which we will then complete with Railway Paths. While this is disappointing that it may well be another year before this project gets underway, it does look as if 2023 will see the end of the first part of the project (the land transfers) to then allow the project to move forward. Clearly costs have increased since this was first drawn up and a full project plan will be put together and funding applied for, it is now appropriate to advise the committee that realistically work could start in 2024. While this has been a long process, most of it has not been in the control of the Town Council, however we have continued to seek solutions and bring the appropriate people and organisations in to the project to keep it moving albeit very slowly forward.

Recommendation: This update is for noting by the Committee, if committee wish the Council to undertake the remaining survey before the County Council have completed their calculations so that this is ready to go, this will need a decision from the Committee to do so. Officers have advised that as the cost will be more than £3,000, it is advisable to wait until after agreement on the commutable sum is reached.

Agenda Item 12: MARTYN'S LAW

The below fact sheet in italics has been issued by the Government regarding Martyn's Law, a piece of legislation to come forward during this next parliamentary session. The law has come about

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

following the recent terrorist attacks in the UK and will place a responsibility on the Council (as well as businesses, charities and community group) to ensure that our buildings and events have heightened preparedness to prevent and react to any incidents. We don't know exactly what we will have to do yet, we already risk assess and have terrorism briefings for volunteers and organisers. However this may yet go further, and there is to be an government inspectorate with sanctions, therefore it cannot be disregarded.

Recommendation This is for noting at this time officers will monitor when this becomes law and ensure that we follow all appropriate guidance.

On Monday 19 December, the Government announced details for the Protect Duty, now to be known as 'Martyn's Law' in tribute of Martyn Hett, who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017.

Why do we need Martyn's Law?

There have been 14 terror attacks in the UK since 2017. These tragic attacks have caused deaths and casualties amongst people going about their everyday lives.

The terrorist threat we currently face is multifaceted, diverse, and continually evolving. As such, it remains difficult to predict which locations could be targeted by terrorists with attempts being harder to spot and harder to stop.

We need to improve security and ensure robust, proportionate, and consistent measures at public places to make sure we can better prepare and improve public security, in light of possible future attacks.

We are aware through engagement with industry that, without legal compulsion, counter terrorism security efforts often fall behind legally required activities. The prioritisation, consideration and application of security processes and measures is currently inconsistent.

What will Martyn's Law do?

Martyn's Law will keep people safe, enhancing our national security and reducing the risk to the public from terrorism by the protection of public venues.

It will place a requirement on those responsible for certain locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.

The legislation will ensure parties are prepared, ready to respond and know what to do in the event of an attack. Better protection will be delivered through enhanced security systems, staff training, and clearer processes.

Who will be in scope?

Premises will fall within the scope of the Duty where "qualifying activities" take place. This will include locations for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central Government buildings (e.g., town halls), visitor attractions, temporary events, Places of Worship, health, and education.

It is proposed that the Duty will apply to eligible locations which are either: a building (including collections of buildings used for the same purposes, e.g., a campus); or location/event (including a temporary event) that has a defined boundary, allowing capacity to be known. Eligible locations whose maximum occupancy meets the above specified thresholds will be then drawn into the relevant tier.

Therefore, premises will be drawn into the scope of the Duty if they meet the following three tests:

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

- *That the premises is an eligible one – i.e., building or event with a defined boundary.*
- *That a qualifying activity takes place at the location; and*
- *That the maximum occupancy of the premises meets a specified threshold – either 100+ or 800+*

How will it work?

The Bill will impose a duty on the owners and operators of certain locations to increase their preparedness for and protection from a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place there.

Proportionality is a fundamental consideration for this legislation. It will therefore establish a tiered model, linked to the activity that takes place at a location and its capacity:

- **A standard tier** will drive good preparedness outcomes. Duty holders will be required to undertake simple yet effective activities to improve protective security and preparedness. This will apply to qualifying locations with a maximum capacity of over 100. This could include larger retail stores, bars, or restaurants.
- **An enhanced tier** will see additional requirements placed on high-capacity locations in recognition of the potential catastrophic consequences of a successful attack. This will apply to locations with a capacity of over 800 people at any time. This could include live music venues, theatres, and department stores.

Who will it apply to?

Premises will fall within the scope of Martyn's Law where "qualifying activities" take place. This will include locations for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central Government buildings (e.g., town halls), visitor attractions, temporary events, Places of Worship, health and education.

Eligible locations whose maximum occupancy meets the above specified thresholds will be then drawn into the relevant tier.

There will be some limited exclusions and exemptions from the Duty. This includes locations where transport security regulations already apply; and those that are vacant over a reasonable period or are permanently closed. Those with a large floor space and low occupancy in practice (e.g., warehouses and storage facilities) as well as offices and private residential locations, will not be in scope.

What will the standard tier be asked to do?

Standard Duty holders will need to undertake easy and simple activities to meet their obligations. This will include completion of free training, awareness raising and cascading of information to staff and completion of a preparedness plan.

The aim is to ensure staff are better prepared to respond quickly to evolving situations, aware of what processes they should follow, able to make rapid decisions and carry out actions that will save lives. This could be as simple as locking doors to delay attackers progress and access whilst guiding staff and customers to alternative exits. It could also enable lifesaving treatment to be administered by staff whilst awaiting the arrival of emergency services.

What will enhanced tier be asked to do?

A risk assessment and security plan, considered to a 'reasonably practicable' standard, will be required. This will allow Duty holders to assess the balance of risk reduction against the time, money and effort required to achieve a successful level of security preparedness - a recognised standard in other regulatory regimes (including Fire and Health and Safety).

Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 9th March 2023

What about locations run by volunteers?

Government intended for places of worship to receive bespoke treatment under the duty, in reflection of the existing range of mitigation activities delivered and funded by Government to reduce their vulnerability to terrorism and hate crime. All places of worship will be placed within the standard tier of the Duty regardless of their capacity, barring a small cohort across all faiths that charge tourists for entry and/or hire out the site for large commercial events.

Charities, community groups and social enterprises own and operate a broad range of locations (museums, national trust sites, sizeable public venues e.g., the royal opera house and national theatre). Some organisations also hire out premises to others for various purposes. As most locations owned or operated by charitable organisations, community groups and social enterprises will likely fall below the 800+ capacity threshold, Government considers the requirements to be proportionate

Will this affect accessibility?

Duty requirements will vary but would for many include changes to security systems and processes, and how staff are trained. As such, many changes the Duty will drive are likely to be 'behind the scenes' that the public would not notice. In some instances, physical security features might however be obvious to the public but they should never compromise accessibility.

How will Martyn's Law be enforced?

An inspection capability will be established to seek to educate, advise, and ensure compliance with the Duty. Where necessary, the inspectorate will use a range of sanctions to ensure that breaches are effectively dealt with.

How will you ensure this doesn't create undue burden on businesses?

[Consultation and ongoing](#) liaison with the business community is integral to our approach. Government has carefully considered the impact on premises and locations that may be captured. This includes ensuring requirements placed on Duty holders are proportionate whilst achieving better public security, and without placing undue burden on parties responsible for public places. However, it is reasonable that many locations should take appropriate and proportionate measures to protect their staff and the public.

Is there support for this legislation?

The [Manchester Arena Inquiry Volume One Report](#) strongly recommended the introduction of a duty to improve the safety and security of public venues.

The [London Bridge and Borough Market inquests](#) also recommended the introduction of legislation which would govern the duties of public authorities regarding protective security.

Seven in ten respondents to the [Protect Duty consultation](#) agreed that those responsible for publicly accessible locations (PALs) should take appropriate and proportionate measures to protect the public from attacks. This [18-week consultation](#) This 18-week consultation closed on 2nd July 2021 and received a total of 2,755 responses from a wide range of participants across the UK.

Figen Murray and the Martyn's Law campaign team have tirelessly campaigned for the introduction of new legislation. Their efforts have helped Government raise awareness of this important issue. Collaboration continues as we engage both the public and industry partners to debate how we can work together to improve public security.

Proposals to date have been well received by the security community and Government's commitment to this reform has been broadly welcomed in Parliament, as Members of both Houses recognise how important it is to improve safety and security for our citizens, so they can go about their lives without fear.

Officers report to accompany the Agenda for the Amenities and Tourism Committee
Meeting of 9th March 2023

Will Martyn's Law apply to all of the UK?

Yes. The legislation will apply across England, Wales, Scotland and Northern Ireland, as national security is a reserved matter for the UK Government.

When will this important legislation be introduced?

The Government will introduce the Protect Duty as soon as parliamentary time allows.

When will the Protect Duty become law?

It is not possible to give a date. There will be a lead in time allowing for those captured by the Duty to prepare for commencement, and as soon as the parliamentary timetable is known this will be set out.

What are you doing to ensure public places have appropriate security before Martyn's Law is implemented?

Martyn's Law is one part of our extensive efforts across Government including those of the police and security services, to combat the threat of terrorism. There remains an extensive programme of guidance in place which has been developed by security experts, Counter Terrorism Policing, and other partners to provide stakeholders and others responsible for public places, with high quality advice. Many businesses and organisations already do excellent work to improve their security and preparedness – however the absence of legislative requirements has at times led to inconsistencies and lack of clarity on accountability. Government wants to redress this position through this reform.

How will my business be supported on Martyn's Law?

Dedicated guidance and support will be provided for Martyn's Law, to ensure that those in scope have the required information on what to do and how best to do it. As part of this approach, we will expand the support available to those responsible for delivering security in public places.

A new online platform has been developed by the National Counter Terrorism Security Office (NaCTSO), Home Office and Pool Reinsurance to support all those seeking to enhance their protective security. ProtectUK is a central, consolidated hub for trusted guidance, advice, learning and engagement with experts in security and Counter Terrorism. It will serve as the 'go to' resource for free, 24/7 access the latest information on protective security and will be regularly updated with new engaging content and increased functionality.

Officers report ends



EAST GRINSTEAD TOWN COUNCIL

Tree Management Policy

CONTENTS LIST

Contents

1	Introduction	1
2	Council Tree Maintenance	1
	Maintenance Regime	1
	Memorial Trees	1
	Tree Safety Inspections	2
	Tree Felling, Stumps and Chippings	2
	Cut Timber	2
	Tree Planting	2
	Tree Pruning and Hedges	3
3	Trees and the Law	3
	Common Law Rights	3
	Tree Protection- Preservation Orders and Conservation Areas	3
4	Dead, Dying, Diseased and Dangerous Trees	4
	Dead and Dying Trees	4
	Dangerous Trees- Action Required	4
5	Concerns Relating to Trees	5
	Trees affecting private property	5
	Nuisance to Third Parties - Private Trees	6
	Road Access and Visibility Obstructions	6
	Tree-related Subsidence Damage to Properties	6
6	Contact Information.....	6
	Reporting a damaged or dangerous tree	6

1 Introduction

- 1.1 East Grinstead Town Council is responsible for managing and maintaining trees located on land that they own at a total of eight sites: East Court, Mount Noddy cemetery, Mount Noddy allotments, Dorset Gardens, St Margaret's Loop, Imberhorne allotments, Turners Hill Road Recreation Ground, Queens Road cemetery. Also, the Council is responsible for managing and maintaining trees located on land under license at a total of two sites: High Street (land owner – West Sussex County Council Highways), McIndoe Lawn (land owner – Mid Sussex District Council).
- 1.2 East Grinstead Town Council's tree stock is made up of a variety of deciduous and evergreen trees ranging from old historic boundary native trees to non-native specimen trees located on open space lawns and in formal landscaped gardens and cemeteries.
- 1.3 The Council ensure that its trees are managed in order to meet its statutory responsibilities and in accordance with our Tree Risk Management Survey.
- 1.4 The Council are committed to combine risk management with carrying out pro-active tree works to enhance the community spaces so that they make a positive contribution to the local environment while maintaining a safe tree stock.

2 Council Tree Maintenance

Maintenance Regime

- 2.1 The Council manages its trees so that they make a positive contribution to the local environment while reducing the risk of damage to property or persons. The Council regularly inspects its tree stock in line with most recent best practice and recommends works to ensure the continued health of the tree and/or ensure the safety of those in the surrounding area.
- 2.2 Trees are managed to reflect the circumstances of the site and the type, age and condition of the tree. Ongoing maintenance includes the removal of dead wood, formative pruning, coppicing, removing low branches from pathways and the removal and replacement of trees when they come to the end of their safe and useful life.
- 2.3 All newly planted Council owned trees are subject to a maintenance programme to ensure they have the best chance of becoming established. This includes watering and formative pruning. The Council welcomes residents to occasionally water newly planted trees to give them the greatest chance of survival and to contact the Council if you see a tree suffering.

Memorial Trees

- 2.4 The Council are focused on planting the right trees in the right places and locations preferred by those wishing to plant and dedicate trees are not always suitable. The Council cannot accommodate requests to plant memorial trees in East Court, however, will consider applications for Mount Noddy Cemetery. Please refer to the Memorial Tree Policy for full details.

- 2.5 Once planted, the tree will become the property of East Grinstead Town Council and maintenance will be undertaken routinely as required and will be included in tree safety inspections. There is no guarantee the tree will survive into maturity. If a tree requires felling, the Council will make all reasonable attempts to make contact with the family/donor.

Tree Safety Inspections

- 2.6 Trees in Council ownership are inspected for safety on a cycle no greater than three years. They are inspected by a qualified arboriculturist to check on their condition and to identify whether any works are necessary. Tree works required are identified by priority and entered into a programme of works.

Tree Felling, Stumps and Chippings

- 2.7 The Council regularly inspects its tree stock and recommends works to ensure the continued health of the tree. Tree removal is regrettable, however any trees identified during the course of inspections to present an imminent danger to the safety of the public or property will be removed.
- 2.8 The Council will not knowingly start work on a tree where birds or animals are nesting or roosting unless the works are considered vital to the on-going health of the tree or to public safety.
- 2.9 When a tree is felled, it might not always be possible to remove the stump. This is sometimes by choice and can be used as a feature or for the benefit of natural habitats to promote biodiversity. The Council always aim to reuse the chippings locally on woodland pathways or for mulch.

Cut Timber

- 2.10 No-one should remove wood (or other parts of a tree) without consent. The Council will relocate any cut wood that they are planning to re-purpose but will always aim to make this available for public use where possible.
- 2.11 Unauthorised persons are not allowed to use a chainsaw or other tools and equipment in public open spaces. Authorised persons must be fully trained and provide appropriate risk assessment and insurance.

Tree Planting

- 2.12 The Council's aim is to maintain tree numbers and to create diversity within the species of trees under our ownership. It is not always appropriate to replace trees in the same location, in some cases trees are too numerous for the site or they are the wrong species or are in the wrong place.
- 2.13 Where a replacement tree is agreed to be suitable, planting will take place during the first tree planting season following removal (November to March).

Tree Pruning and Hedges

- 2.14 Any trees identified during the course of an inspection, to require remedial pruning will be dealt with. Trees are pruned for a variety of reasons including the removal of dead wood, damaged or poorly formed branches, to reduce the likelihood of failure. Where it benefits tree's health and public safety, some trees are also maintained on a cyclical programme where regular re-pollarding takes place.
- 2.15 The Council maintains its own hedges.

3 Trees and the Law

Common Law Rights

- 3.1 The Council have no legal obligation to remove branches back to the point at which they cross boundaries. Property owners have a Common Law Right to remove (abate) a nuisance associated with trees encroaching onto their property. The Council complies with the following Common Law Rights.
1. A property owner can only consider removing those parts of the tree from the point where they cross the boundary onto their property. The property owner has no legal right to cut or remove any part of a tree that does not overhang your property.
 2. The property owner must advise the Council to discuss any intentions to prune/remove branches.
 3. Where branches are likely to cause an imminent risk of structural damage they may be treated in the same way as branches causing actual physical damage. Similarly, where pruning may cause an unacceptable risk to tree health or form a more beneficial solution will be sought.
 4. Before undertaking any works, it is essential to ascertain if the tree(s) are protected by a Tree Preservation Order or are within a Conservation Area. If the tree(s) are protected, a formal application must be submitted to Mid Sussex District Council.
 5. If the encroachment relates to a tree owned by East Grinstead Town Council any cuttings must be disposed of appropriately and not left on Council land.

Tree Protection- Preservation Orders and Conservation Areas

- 3.2 Works to trees owned by the Town Council that are in a conservation area or protected by a Tree Preservation Order (TPO) must be applied for in a formal manner by submitting an application to Mid Sussex District Council and works cannot be undertaken until consent has been given. Independent applications will also need permission granted by the Town Council as the land owner.
- 3.3 TPO trees can be identified on the following site:
<https://www.midsussex.gov.uk/planningbuilding/trees-and-hedgerows/tree-preservation-order-tpo-map>

4 Dead, Dying, Diseased and Dangerous Trees

Dead and Dying Trees

- 4.1 Trees have a limited lifespan, and it is important that dead, decaying and structurally unstable trees are removed.
- 4.2 Trees tend to decline at the end of their lives and the Council care for dying specimens as far as is practicable. However, works can only delay, rather than prevent the inevitable removal of the tree once it is dead. Dying trees can often appear perfectly healthy but an inspection by a qualified arboriculturist can reveal problems that are not obvious to the untrained eye.
- 4.3 If a tree bordering Town Council land appears to be in poor health or causing a hazard to public safety, all reasonable attempts will be made to contact the owner of the tree. The Council will only undertake works if causing a public threat and the full cost of the works will be charged to the landowner.

Dangerous Trees- Action Required

- 4.4 If a Council owned tree poses a high risk to people or property and is an emergency situation, urgent action will be taken to make the tree safe.
- 4.5 If the condition of a tree could be described as any of the following, it may warrant urgent attention:
- Snapped or blown over
 - Rocking at its base (an indicator of damaged roots)
 - Uprooted but held up by another tree or building
 - Large branch has broken off and is hanging or hung up within the tree
 - Completely blocking road, footpath or access to property
 - Fallen into property
- 4.6 Signs that a tree is a risk to people or property, but does not require emergency response include a tree which is:
- Dead
 - Dying- few leaves in summer or dieback in the crown
 - Losing bark
 - Affected by mushrooms or other fungi growing on or near the tree
 - Affected by old splits and cracks in the trunk or branches
 - Losing smaller branches which are falling from the tree
- 4.7 Trees can be made safe by pruning or felling and the Council employs the approach that is the most cost effective. But, for trees of particularly high value, the Council would consider reducing the risk to an acceptable level to reduce the likelihood of:
- The tree or tree parts falling
 - Persons being close to the tree if it did fall.

5 Concerns Relating to Trees

Trees affecting private property

5.1 The Council will not prune or fell a Council owned tree for any of the following reasons:

- Bird Droppings
 - Nesting birds are protected by the Wildlife and Countryside Act 1981
- Fruit, Berries and Nuts
 - The Council will not remove trees bearing poisonous fruit or berries, however appropriate action may be considered in exceptional circumstances.
 - Fruit trees support natural habitat and local wildlife
- Leaves, Blossom, Pollen and Sap
 - The loss of leaves from trees in autumn is part of the natural cycle and cannot be avoided by pruning.
 - The maintenance of gutters is the responsibility of the landowner, and the Council is not obliged to remove leaves that may have fallen from Council owned trees.
 - The Council would not normally prune or fell a tree where a request has been made to do so on the grounds of a medical condition without advice from a qualified medical practitioner.
- Light
 - The Council will not prune or fell a tree to improve natural light to a property or obstruction to solar panels.
- Drains
 - The Council will not usually prune, fell or cut the roots of Council owned trees to prevent roots from entering a drain. Tree roots normally affect damaged or broken drains, which is the responsibility of the water or sewerage company.
- Trees and TV/Satellite Reception
 - The Council will not prune or fell a tree to prevent interference with TV/Satellite, telephone or broadband reception. Works privately undertaken on Council trees should gain prior permission.
- Tree Size
 - The Council will not prune or fell a tree merely because it is considered to be 'too big' or 'too tall'.
 - A tree is not dangerous just because it may be considered too big for its surroundings. Other problems would need to be identified for the Council to consider it to be dangerous.
- Trip Hazard
 - The Council will not undertake measures to avoid trip hazards in open parks or woodland areas caused by tree roots.
- Views
 - The Council will not prune or fell a tree to improve the view from a property. There is no legal right to a view.
- Wild Animal/Insect Pest
 - The Council will not prune or fell a tree to remove or reduce incidence of perceived pests such as bees, wasps or wild animals.

Nuisance to Third Parties - Private Trees

- 5.2 The Council will not intervene in a dispute about trees between neighbours and it is expected that private parties will take care of their own responsibilities.

Road Access and Visibility Obstructions

- 5.3 The Council will undertake work to a tree in Council ownership to maintain clear sight lines and access at junctions and other access points (associated with a street, road or highway).
- 5.4 The Council will undertake work to a tree in Council ownership to ensure that trees do not unduly obstruct streetlights, traffic signals, overhead lines and street signs. When new trees are being planted, their position is considered to avoid these obstructions.

Tree-related Subsidence Damage to Properties

- 5.5 The Council has in place an active tree inspection programme to avoid damage being caused to buildings and other structures as a result of the action of Council owned trees.
- 5.6 If a property owner believes that their property is suffering from subsidence in relation to a Council owned tree, claims should first be directed to the property insurer. Any claims of tree-related subsidence damage requires that the claimant and/or their representatives supplies enough evidence to establish that the vegetation is responsible.
- 5.7 Any proposed works to trees owned by the Town Council that are in a conservation area or protected by a Tree Preservation Order (TPO) will be subject to advice from the Tree Officer at Mid Sussex District Council.
- 5.8 All concerns about tree-related subsidence damage involving a Council owned tree will be
- 5.9 acknowledged within 10 working days.

6 Contact Information

Reporting a damaged or dangerous tree

- 6.1 Reports of dangerous trees on Town Council land can be directed to East Grinstead Town Council by telephone 01342 323636 or email communityservices@eastgrinstead.gov.uk
- 6.2 The Council will endeavour to respond to all public enquiries within 10 working days unless otherwise stated.