

## **EAST GRINSTEAD TOWN COUNCIL**

Council Offices, East Court. College Lane, East Grinstead, RH19 3LT.  
Tel: (01342) 323636, [www.eastgrinstead.gov.uk](http://www.eastgrinstead.gov.uk)

7<sup>th</sup> March 2024

A meeting of the **AMENITIES & TOURISM COMMITTEE** is to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 14<sup>TH</sup> MARCH 2024** at **7pm**.

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

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

Yours faithfully,



Mrs J W Holden,  
Town Clerk.

## **ORDER OF MEETING**

### 7pm Public Participation

Public Participation: The public are welcome to attend the meeting in person or by virtual link to observe. Before the start of the substantive agenda there is an allotted period of up to 15 minutes where the public may ask a question of the Committee on matters that are contained on the substantive agenda for this meeting in line with Standing Order 1. The question should not be a statement nor in several parts and it would be appreciated to be kept short, to maximise the time for other questions; there is no right of reply and the Chairmans interpretation of the standing orders is final. Should there be no questions or the questions complete before the end of 15 minutes the Chairman will move along to the substantive agenda and public participation will end.

## **AGENDA**

To commence not later than 7.15pm.

1. Apologies for absence
2. Declarations of interest
3. To approve the Minutes of the meetings held on 7<sup>th</sup> December 2023 and 22<sup>nd</sup> January 2024.
4. Chairman's Announcements  
The Chairman will give brief updates on items not included in the agenda.
5. Tourism Report (Min 215 – 07/12/2023)  
The report from the Community and Tourism Manager is enclosed for consideration.
6. Estates and Civic Pride Report (Min 216 – 07/12/2023)  
The Estate Manager's report is enclosed for consideration

7. Burial Services (Min 217 – 07/12/2023)  
The Cemetery report is enclosed for consideration.
8. Events (Min 218 – 07/12/2023)  
An update on the events for 2024 including D Day 80 commemorations.
9. St Margaret's Loop (Min 220 – 07/12/2023)  
An update as to progress on the plans for the loop.
10. Sunnyside Barn Terms and conditions  
The terms and conditions for Sunnyside have been varied and are presented to the Committee for approval
11. Queen Victoria Jubilee Drinking Fountain  
An update on the opening and the ongoing running of the fountain
12. Free use of Council Offices  
Committee will be asked to approve the free use of the Council Offices for meetings of the political groups represented on the Town Council, to discuss Town Council business.

The next full meeting of the Committee will be on **THURSDAY 13<sup>TH</sup> JUNE 2024,**

Officers report to accompany the Agenda for the Amenities and Tourism Committee  
Meeting of 14<sup>th</sup> March 2024

**AGENDA ITEM 5: TOURISM REPORT**

**Purpose of Report:** To advise the Committee of the work of the tourism and town promotion part of the Community and Tourism Team. The Team report jointly to this committee and the Public Services Committee.

**1. Sunnyside Barn**

Sunnyside Barn bookings are looking positive with eight regular hirers Monday to Friday and another four hirers who are considering booking from April onwards. To date, weekend bookings have been a little slower with mainly ad hoc (birthday party) bookings. We have experienced some difficulties with wi-fi connectivity which has prompted the home working group to have to delay their starting date.

The team has undergone quite a steep learning curve with the on-line room booking system Rialtas. This has proved quite time consuming in the early stages, but good progress is being made.

Information on Sunnyside Barn together with prices and booking form can be found on the East Grinstead Town Council website and a dedicated email address has been created; [sunnysidebookings@eastgrinstead.gov.uk](mailto:sunnysidebookings@eastgrinstead.gov.uk)

**2. East Grinstead guidebook and map**

The current guidebook and map were printed in 2019. In September 2023 the committee expressed that a new East Grinstead guidebook and map was not needed unless sponsorship could be found to cover the cost. Mad Ideas have come back and confirmed that they have advertisers ready to fund the printing of the guidebook. The map can be provided free under from Ordnance survey under the Public Sector Geospatial Agreement. The team need time to write content and the plan would be for this to be available from Autumn/Winter 2024.

**Recommendation: Council to agree a new guidebook and map be created for free.**

**3. Visit East Grinstead website and Facebook**

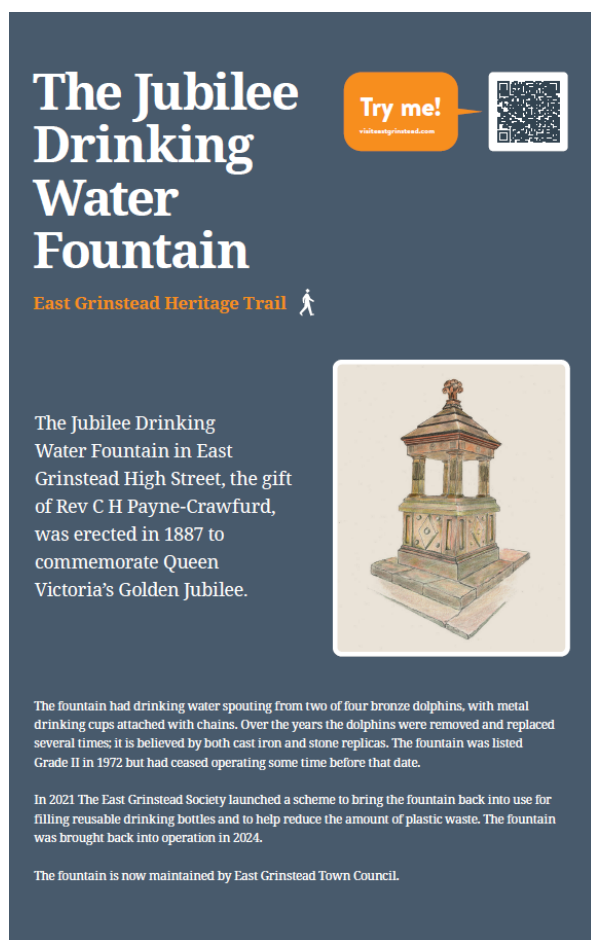
Following word press training the team have been working hard to write new content for the website and create new pages to go live. The Directory section which includes accommodation, Food & Drink, and shopping has been updated. The what's on calendar is also regularly updated with all the events happening in town.

**4. Water Fountain Heritage trail sign**

In line with the Heritage Trail in town, the sign has being manufactured and the corresponding page on the Visit East Grinstead website has been created, which is where the QR code links to. <https://www.visiteastgrinstead.com/local-attraction/jubilee-drinking-water-fountain/>

The exact location of the sign is being worked out and it is hoped it will be in place for the East Grinstead Societies opening event on 19<sup>th</sup> April.

## Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14<sup>th</sup> March 2024



The costs are -

Design Consultancy fees for the design of the sign £1,300.

Design Consultancy fees for the digital aspects £650.

Manufacturing of the sign £45 (£155 if pole required).

This has been accommodated in the neighbourhood plan budget as this is an additional location added to the map and having a uniform approach. This was the identified budget. While the Council could have achieved a plaque at a lesser cost, it would not have been embedded in the tourist trail via the website nor the map. This is where the significant costs have been incurred. It is not envisaged to now add any further locations to the map.

### Community and Tourism Desk Enquiries

The Team have responded to approximately 40 tourism enquiries since last report (and 100 community enquiries). This is due mainly to being the quieter winter months and a period when the staff worked from East Court due the library being closed for a week for electrical works. The main information requests have been for bus/train travel, events listings and town maps. The team are still waiting for WSCC to advise of the date of the move to their new area in the Library.

### 5. Merchandise Tourism sales

Sales made at the Tourist desk since reported at last committee. Our target for 23/24 of £1,000 has already been surpassed.

Dec '23	£40.50
Jan '24	£68.00
Feb '24	£33.50
Total	£142.00

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New merchandise has been purchased.

Item	Quantity	Amount
Mugs	108	£318.6
Tea Towels	500	£990.00
Canvas Bag	250	£667.50
Postcards	250	£109.00
		£2,085.10

**Officers Recommendation:** This report is for noting apart from the recommendation for the guidebook and map.

**Environmental Implications:** none

**Financial Implications:** none

**Community safety implications:** none

### **AGENDA ITEM 6: ESTATES AND COMMUNITY SERVICES REPORT**

Purpose of report: to advise the committee of the work undertaken by the Estates Department (including outside services). Decisions are requested under sub items 3, 6, 13, 14 where recommendations are shown in bold.

#### **1 Town Enhancements**

**Planting High Street Flower Beds** – A quotation for the High Street beds has been received for the summer planting and a purchase order raised. February's display celebrated the Lunar New year depicted with a beautiful dragon and Chinese lanterns. The Easter display will in from March 27<sup>th</sup> - April 14<sup>th</sup> which will then change to the Dementia Display in May. Works on the 1944 – 2024: 80<sup>th</sup> anniversary of D-DAY and the Battle of Normandy display are currently under construction and the flag has been ordered.

**Hanging Baskets** – Invitations to quote for the hanging basket contract have been sent and the quotations are currently awaited. Local traders have been approached to sponsor a hanging basket; the colour theme this year is Tutti Fruity.

**Railway Approach** – As part of the Town Enhancements and following Section 106 approval from Mid Sussex District Council 2 x tree planters for Railway Approach were purchased. East Grinstead Town Council has teamed up Jenny Watson to undertake the artwork which will be wrapped around each planter. These colourful, bespoke planters along Railway Approach will showcase East Grinstead's many historic buildings and landmarks and brighten the street. The area has been cleaned the pole planters painted in readiness, the recommended trees have been ordered from English Woodlands to be installed in March.

#### **2 Partnership Agreements – December, January & February**

**MSDC Street Name Plates** – Following the duties under the SLA partnership agreement for the repair and renewal of street name plate's contract; the Outside Services team installed 8 street name plates. Trolley collections from around the town continue to be undertaken by the outdoor services team.

**Graffiti Partnership** – We were approached by the Cuckfield Clerk who is currently also looking after the Horsted Keynes Parish Council who have issues with graffiti in their public toilets to ask if we were able to assist with its removal. A cost was agreed, and the outdoor services team undertook the work on 15<sup>th</sup> February.

**MSDC Graffiti Partnership** – As previously reported, the Mid Sussex District Council gave notice to cancel the partnership agreement which expires at the end of March. From April graffiti on MSDC land which is predominately in the playparks and green spaces has been removed by the Town Council's outdoor services team will now be the responsibility of Greendale their new contractors

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and can be reported online. Graffiti removal on East Grinstead Town Council and West County Council land will continue to be undertaken by the outdoor services team. We were advised at the end of December that the MSDC rangers are transferring to work for the new ground's maintenance contractor, Glendale, from the beginning of January and will no longer be working directly for Mid Sussex District Council. We are still awaiting confirmation of the new Glendale contact details.

**Bus Shelters** – As previously reported as part of the bus shelter contract was the addition of a new 'Living Roof' bus shelter which our contractor has advised they are now in receipt of.

Clear Channel are now waiting on the required licences from West Sussex County Council Highway. The new shelter is to be sited outside the Whitehall, London Road.

**WSSC & MSDC** – The outdoor services team have collected a total of 5 pieces of flyposting and removed a total of 28.5 square meters of graffiti.

**Bin** – We were approached by a member of the public for a request of 2 x bins in St Michaels off St Agnes of which 1 x bin was approved by MSDC. The new bin has been installed by the outdoor services team and MSDC advised of the installation who will add to their collection route.

**Winter Maintenance** – Following a small flurry of snow on w/c 8 January the outdoor services team did an audit of the bins and topped up 9 of the bins by a further 25%. One of the bins was found to be completely emptied since WSSC filled all the bins earlier in the year to 75%.

**Festive Lighting** – The lights were switched off on 6th January and have now been removed.

### **3 Other Works**

**Benches** – Maintenance work the Town's benches continues along the modification works however, progress has been hampered by the weather.

**Guinea Pig Bench** – As reported to this committee in March 2023 the refurbished Guinea Pig bench and plaque was relocated to the McIndoe Lawn following the installation of the King's Coronation bench. A resident has advised with a copy of a newspaper cutting that the Medical Liaison Officer of the Guinea Pig Club had written the East Grinstead Urban Council (sometime prior to 1974) enclosing a cheque towards the lay-out of the flower beds in the High Street and following a subsequent Council meeting it was agreed that a seat be provided near one of the flower beds, bearing a plaque commemorating the town's connection with the Guinea Pig Club, and that the flower beds concerned be regarded in future as the Guinea Pig Plot. A request has been made for a second plaque to be commissioned to be added to the new bench in the High Street however, as this is a bespoke bench this would not be possible. Alternatively, a second plaque could be installed in the flowerbed. It is worth noting Town Council have a licence from West Sussex County Council to maintain the flowerbeds but do not own them.

**Officers Recommendation: Members are asked if this committee would like to add a 'Guinea Pig' plaque to the High Street flowerbed.**

**Environmental Implications:** none

**Financial Implications:** cost of plaque

**Community safety implications:** none

### **4 King Street Public Toilets**

**Toilet Roll Holder** – 2 x replacement toilet roll holders have been fitted by the outdoor services team to replace the damaged unit in the gent's toilet & disabled toilet.

**Cleaning Contract** – Mid Sussex District Council have confirmed that the King Street Toilets have been included in the cleaning renewal tender due which falls due for renewal 25<sup>th</sup> June. The tenders had to be submitted by the 15<sup>th</sup> January and the contract will be awarded sometime at the end of March.

**Drains** – Following a report from a member of the public that the toilets were blocked, Jetting Services were called to clear however access to the drain is in the gent's toilets which could not be lifted and had to be grinded out damaging the surrounding floor tiles. An external tap went missing or was stolen and a replacement had to be purchased, this is now being kept in the service cupboard. A camera inspection of the gully has since been undertaken which highlighted a large buildup of blue roll that had collected in a tight kink in the drainage system about 3 meters from the toilet block. The

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cleaning contractor was advised and confirmed no further blue roll will be flushed down the toilets. Southern Water attended to confirm that there were no blockages in the main gullies. Following the recommendation from our contractors the gullies have now been descaled using a specialist descaling machine and a high-pressure water jet. They have noted that there is a slight drop in the pipework which holds water however, this will be monitored and descaled annually.

**Drain Cover** – A quotation for £780 + VAT has been obtained for the following repairs completed to supply and fit replacement inspection cover and tile around as required. Although it was hoped this could be completed from spare tiles there was sadly not sufficient, and an additional box has had to be purchased.

### **5 Tree Works and Inspections**

#### **Tree works**

**Tree Inspection** – The tree inspection has been completed with the exception of the recycling area which was not accessible. This has since been cleared and reinspected.

**Medium Priority** – Works to 4 trees in Mt Noddy Cemetery categorised as medium priority will be undertaken in March.

**Lingfield Road** – A second opinion was sought from our Arboriculturist who looked at the two trees on EGTC land opposite Lowdells Lane, on the Lingfield Road and made the following recommendations which have been agreed by the Ward Councillors.

- There is One Conifer that is adjacent to a private driveway. The adjacent wall has been pushed over by the tree and although at present does not appear to be caused any damage to the block paving driveway, this could happen if the tree is retained. The Conifer is a poor specimen. The lower branches are dying back. The top has regrown on previous reduction points. If this tree was re-reduced and the lower branches removed. There would not be a lot of the tree left. Due to this tree going into decline, recommended removal.
- The Fir tree adjacent appears to be nice and healthy. This could do with a gentle lift. Just to clear the building. This tree could fill out better with the other Conifer removed however, agreed the tree should be monitored as it is very close to other services, recommending that the tree could be retained for the meantime.

A quotation was sought for the recommended works to remove the Conifer to near ground level and the lifting of the adjacent Fir tree. The nearest properties were advised of the proposed works which were undertaken at the end of February.

**Fallen Trees** – The outdoor services team attended and assisted with two fallen trees following storm Isha in Herontye Drive and Ship Street, both incidents were reported West Sussex County Council. They assisted further with a fallen on the Worth Way following the inclement weather at the end of February.

**Subsidence Claim** – Our Insurers have confirmed that the subsidence claim made on 24 February 2022 has now been closed and no payment made as there has been no further contact from the third party's loss adjuster. If this position changes in the future, they will contact us to advise.

**East Court** – We have been contacted by residents regarding the condition of trees on East Court, however none were on land owned by East Town Council land. The residents were signposted in the right direction as the large conifers in question are the responsibility of Mid Sussex District Council and the Silver Birch near the entrance is the responsibility of Debaff development.

**Blackwell Hollow** – West Sussex County Council is responsible for ensuring the safety of their highways and have had a report from the local bus company that trees/vegetation along the Hollow are hanging low over the highway, which could potentially cause damage to busses and high sided vehicles. The Town Council along with other landowners of the Blackwell Hollow, have been advised and reminded of their responsibilities As the terrain makes inspection of the trees almost impossible, as the Town Council own the smallest section of the embankment; the area directly behind the Old Court House, we have contacted the police who also have outstanding repairs to their fencing to advise when they plan to undertake their works to keep costs and disruption to a minimum. Our Arboriculture Consultant has advised they will undertake a 'scope' before any further action to ascertain the topography of the land and what implications this has on access.

### **6 Turners Hill Rec**

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**Bin** – Turners Hill Rec was transferred to the Town Council in 1995 and since this time Mid Sussex District Council had continued to empty the bin until last year. This site and bin was not included in their new contract when it originally went out for tender as they had no records of any agreement at this land as the files and deeds relating to this matter were destroyed in 2017, in accordance with legal guidelines. A request for the reinstatement of the bin has been received from a member of the public who has advised that they have had to pick up rubbish left by the bench because the bin is no longer there. The request for the installation of a dog bin to Mid Sussex District Council has been declined as they are at capacity for dog bin collections and are not able to take on anymore and for the installation of a street bin near the Recreation Ground which too has been declined. Glendale are their new landscape contractors for Mid Sussex District Council and will also be carrying out the installation and repairs for bins on their sites and as recommend by Mid Sussex District Council have been approached directly to enquire on the possibility and the cost of adding a bin to the existing contract albeit at the Town Council's expense. The Cost for 2 weekly collections from Mid Sussex at the moment is £384.80 per year from April 2024, however a third party collection for one bin is likely to be higher.

**Officer recommendation:** Members are asked if this committee would like to proceed with a third-party contract to have a bin at Turners Hill Road Rec emptied once a week.

**Environmental Implications:** possibly less litter left in the recreation ground

**Financial Implications:** Cost of bin installation and weekly emptying

**Community safety implications:** none

### **7 Equipment**

**Chain Saw** – Prior to the predicted storms in preparation a new chain saw was purchased which has allowed the Town Council to assist where needed.

**Fuel Card** – Following the works to the Jet garage the outdoor services team are currently using the company credit card as needed to purchase fuel.

### **REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE December - February**

<b>December - February</b>	<b>Exc. Vat</b>
Chinese Lanterns	6.99
Hire of Dumper	103.00
Chain Saw	530.00
Tree Works - Sunnyside	350.00
Dumper Training	385.00
Dumper Repairs	47.90
Chain Saw Repairs	35.83
2 x Toilet Roll Holders – King Street Toilets	67.46
Thunder Bolts	16.40
Graffiti Wipes	69.75
1 x Lock – King Street Toilets	13.00
5 x Street Nameplates	367.00
Wood – High Street Flower Bed D-Day Display	21.89
Jetting Service – King Street Toilets	250.00
Replacement Drain & tiles – King Street Toilets	780.00
Gully Camera Inspection – King Street Toilets	125.00
Spartan 300 Descaling – King Street Toilets	450.00
Flag	30.00
Trailer Adaptor	17.60
Tarmac – Street Nameplates	50.80
Tree works – Lingfield Road	525.00



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

**Heating** – The expansion vessel in the basement failed sometime over the Christmas break resulting in the flooding of the basement and the failure of the heating system. Once the expansion vessel was replaced it became apparent that due the excessive volume of water that motor had ceased which has since been replaced and the heating system left in full working order. A full service of both the East Court and Old Court House system has been completed which highlighted an issue with one of the dampers which was duly replaced, and the heating left in full working order.

**Lights** – Our electrician has upgraded both the faulty lights in the boiler room and 2<sup>nd</sup> floor landing.

**Hot Water Boiler** – Following a report from our tenant in the kitchen that there was no hot water our electrician attended and replaced the faulty timer.

**Windows** – Installation works to the refurbished window has been booked for 6<sup>th</sup> March, all our tenants have been informed as there will be some noise.

**Electrics** – As part of our 5-year electrical certificate we were advised that the consumer units throughout East Court require upgrading. To keep disruption to a minimum, works will be undertaken out of office hours and the first of the phased will be undertaken on the second floor.

**Basement** – Although the bars of over the basement moat prevent anyone from falling the space between the bars sufficiently wide enough to potentially cause an injury. Galvanised steel walkway has been ordered which have been installed in conjunction with the original bars by our handyman.

**Reception** – Our handyman replaced the faulty lock to reception.

**Roofing** – Repairs to the leaking main flat roof were undertaken by our contractor.

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

**Disabled Toilet** – As previously reported, our plumber has replaced the disabled toilet following the ongoing issues.

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

**Kitchenette** – Following a reported leak from the ground floor kitchenette our handyman attended however, the water shut off also closed off the ground floor toilets which impacted the preschool. Our electrician who was on site kindly assisted and fitted an isolation valve to allow the water to be shut off in the kitchenette only ensuring the preschool were able to continue trading. Our plumber replaced the leaking expansion vessel however, it then became apparent that the water heater also needed to be replaced which was ordered and has now been installed.

**Side Door** – Paddington Pre-School, advised that they were unable to close the external door due to a failure of the mechanism. Repairs were completed by our contractor.

**Rear Door** – A purchase order has been raised for the replacement of rear door to Paddington Pre-School's Garden which is rotten and beyond repair. The door is currently not usable.

**Fencing** – The unsafe rear fencing to the Hollow has been braced and repaired by our handyman with the help of the outdoor services team and due to the accessibility and fall away additional fencing erected between Town Council land and the old Police Station.

**Radiator** – A purchase order has been raised with our plumber for a leaking radiator in the foyer a date for the works is awaited.

**Wall** – A purchase order has been raised to repair the coping stones on the retaining wall to the front door. Due the inclement weather a date for the works is still awaited.

**11 Repairs, Renewals and Maintenance – Sunnyside Barn**

**Building Works** – The internal decorating has been completed by our handyman with the assistance of the outdoor services team. A new store cupboard door has been both made and fitted by our team. They have been thanked for their efforts and hard work which both ensured the hall could be opened at the end of January and greatly helped with managing the upgrade costs.

**Damp Proof Course and Dampness** – As advise on the building survey report the raised flooring around near the building has bene cut away and Aco drains fitted where possible fitted to run in main drains.

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**Valuation Office** – Lucy at MDSC Council Tax/Rates department has been advised that the building will be officially opened on 2 February.

**Fire Risk Assessment** – The installation of the new fire alarm system was finally completed on 26 January following the completion of the works.

**Wi-Fi** – Installation of the wiring and receiver box was installed on 12 January; however, we are still waiting on a date from Open Reach for the connection which has resulted in a the wi-fi not performing as hoped which has been reflected in our invoice.

**Building Registration** – The building has been registered with MSDC who have confirmed the post code is RH19 4AT and the land registry have been advised of the change of name.

**Toilets** – A baby change table has been fitted in the disabled toilet by our handyman and replacement toilet roll holders. To minimise consumables, 2 x hand driers have been installed by our electrical contractor.

**External** – Our handyman has installed 2 x cigarette bins and the necessary fire escape signs. Following confirmation from our Insurers that they are happy with the use of 2 x external key safes to allow Hirers access the building these were installed by the outdoor services team.

**Cycle Parking** – To promote active travel and to encourage users of the hall to cycle, a cycle rack has been installed by the outdoor services team.

**Signage** – The new building signage has been erected by the outdoor services team.

**Overgrowth** – The overgrowth down the side of the building has been cleared as this was impacting on the limited natural light. As this area secluded it is hoped that future planting will be wildlife friendly.

**Flooring** – The current flooring contains asbestos which although is not harmful if undisturbed some of the tiles are lifting and the preferred option is to relay commercial vinyl. As a temporary measure our handyman with the help of the outdoor services team has fitted spare carpet tiles from our store. One quotation has been obtained however as second is being sought. Due to budgetary restraints work will have to be deferred to 2024/2025 financial year.

**Window Blind** – Following the official opening of the hall, as requested by potential hirers a roller blind has been requested for the main window which is fire retardant to meet the requirements for our fire risk assessment. This will be installed by our handyman once received.

**Keys** – A further 11 keys have been ordered which will be passed to the Tourism Team.

### **12 Equipment**

**Steam Cleaner** – Following a fault with the pressure valve on the steam cleaner, Karcher were approached, and repair quotation was sought. As this estimate was £360 and we were advised it may not be repairable a replacement cleaner has been purchased.

**Car Park Barrier** – 4 x additional fobs for the car park barrier have been purchased. Fobs issued to the tenants are paid for by the tenant to ensure no cost to the Town Council.

### **13 Gardens/Grounds**

**Drains & Gullies** – The clearing of the 23 gullies along the drive has been completed along with the repairs to the sunken drain by the Old Court House.

**Drive** – Repairs to a pothole near the lower entrance was undertaken by the outdoor services team.

**Fairy Trail** – The 12 days of Christmas was replaced with the National Winnie the Pooh Day on January 18th commemorating the author A.A. Milne's birthday in 1882 again this was knitted by our gardener on a voluntary basis in her own time.

**Memorial Bench** – The new sponsored memorial bench has been received however, due the inclement weather which has left the ground saturated and too wet to work on we are currently not able to install. The sponsor has been advised that this will be installed at the earliest opportunity.

**Damaged Wall** – Following an incident at the end of the last year that caused damage to the car park flowerbed wall, the driver's Insurers have agreed accepted the claim and paid for the damage however, due to the inclement weather a date for the works is still awaited.

**Drug Paraphernalia** – From the end of 2023 The Government announced that the ban, promised as part of the government's Anti-Social Behaviour Action Plan, made nitrous oxide a Class C drug controlled under the Misuse of Drugs Act 1971. As this means the possession of nitrous oxide, where a person intends to wrongfully inhale it for a psychoactive effect, is now an offence. The ongoing abuse of nitrous oxide and dumping of the cannisters is now being reported to the police. Sadly, on

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Monday 22nd January, 29 of the large cannisters were found around East Court Estate. The crime reference was BCA-1487-24-4747-IR01.

**Anti-Social Behaviour** – On going anti-social behaviour has been reported to both Donna Shore at Mid Sussex District Council, Mid Sussex Parks and Open Spaces as well as the Ward Councillors who have written to Mims Davies, MP for Mid Sussex to highlight the urgency to tackle the anti-social behaviour in East Court and to improve the policing presence and effectiveness in East Grinstead. The number of dog walkers early evening has significantly decreased when the antisocial incidents like fires and motorcyclist riding across the lower fields at speed are most prevalent. The number of youth/young adults congregating around the cycle shelter which would benefit from removal as it is becoming very intimidating to our loan working evening Caretakers and so we are currently obtaining a quotation to look at the possibility of installing additional camera/cameras in the car park. This will be brought back to Council once costings have been obtained however, in the meantime loan working device options are being explored to include a range of features, such as panic alarms, check-in systems, GPS tracking, and communication tools.

**Officer recommendation Committee are asked to agree the removal of the cycle shelter to be stored for future use one an alternative site is agreed.**

**Environmental Implications:** none

**Financial Implications:** none

**Community safety implications:** improve the area making it less intimidating for all

### **14 East Court Public Toilets**

**Vandalism** – Along with other areas of East Court the toilets have been subject to ongoing low levels of vandalism. Sadly, the baby change unit in the gent's toilets is being used as a table and the caretaking team are having to clean off drug paraphernalia and remnants of drug use from it daily and at the end of February the safety strap has been burnt and melted. This was requested by one of the Town Council Councillors but is currently being abused and can only ask and sadly may be more beneficial to remove at least temporarily. Ongoing antisocial behaviour is reported to the Mid Sussex Antisocial Behaviour Office as well as the police. The toilets have previously been locked by 18:00 in Mid-Summer and or at dusk throughout the rest of the year at dusk which currently is about 17:00 and having to look at closing earlier is not the preferred option.

**Officer recommendation: Committee are asked for a decision on removing the baby change unit in the gent's toilet either temporarily or permanently.**

**Environmental Implications:** none

**Financial Implications:** hopefully reduce the ongoing costs of repair and replacement

**Community safety implications:** none

### **15 Play Park**

**Arson** – As previously reported the Climber for All unit was badly damaged following an arson attack. Following approval from our Insurers the works have been completed and is now back in action to the delight of many. The invoices have been forwarded to our Insurers for reimbursement.

### **16 Health and Safety**

**Car Park Barrier** – The annual service contract has been renewed at the same cost as 2023/2024.

**Defibrillator** – In addition the current defibrillator at East Court the Town Council have installed a second unit at The Sunnyside Barn. A secure outdoor locked defibrillator cabinet has been purchased and installed and although the defibrillator was kindly donated, new pads were required. This has been added to The Circuit - the national defibrillator network links a network of defibrillators to every ambulance service in the UK. Since being activated in Mid-January we have received 2 x possible usage activations. A grant application for a further defibrillator has been applied for to the Heart Foundation and if successful will be located down at Mt Noddy Cemetery.

## Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14<sup>th</sup> March 2024

**First Aid** – A first box and accident book has installed at Sunnyside along with information on when to complete and the full address with what3words needed by the emergency services. The online safety checks have been updated to include Sunnyside Barn.

**Emergency Lighting** – Following the 3 hourly tests undertaken at the end of December our electrician is currently replacing all the lights that failed the extended test time, although still operation.

**Fire Risk Assessment** – As part of the risk assessment the number restricted to Sunnyside 70 and a floorplan showing the exits, extinguishers and call points.

**Toilet Numbers** – The Purple Guide has been written by and for the events industry and included which includes the recommended persons per toilet ratio; 1 x toilet per 75 women which differs for men if there is an addition of 1 x urinal. As the numbers at Sunnyside are restricted to 70 people the 2 x toilets meets the minimum requirement however, to ensure they can be used to their maximum, the signage denotes them both gender neutral.

**Air-Conditioning Units** – The 6 monthly service contract was undertaken on 19<sup>th</sup> January.

**Automatic Doors** – The annual service contract due on 1<sup>st</sup> April has been renewed with the current contractor. Although there is a small increase of 5% this seems to be the industry standard.

**Boilers** – The annual safety inspection was undertaken on 31 January by the British Engineering Services Group appointed by our Insurers.

**Legionella Testing** – This was undertaken on 26<sup>th</sup> February. We were advised by our Legionella contractors that the recent analysis of our heating system shows a stable system with low dissolved iron, however, it is not treated with inhibitor. A purchase order has been raised for the works which has now been completed.

**Fire Door Retainer** – A replacement door retainer has been fitted by our handyman on ground floor of East Court Mansion.

### REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

December - February	Excluding VAT
East Court	Amount £
Repairs – 2 <sup>nd</sup> Floor Toilet	164.00
Heating - Expansion vessel, pump & auxiliary contact block	1,043.59
Electrical – Dedicated circuit Meridian fm	£293.00
Electrical – First fix additional sockets 2 <sup>nd</sup> floor kitchenette	£160.00
Electrical – Upgrdade of 2 x light fittings Boiler Room	85.00
Supply and installation of hot water tap – Staffroom	120.00
Heating – High Fire Damper Motor – Boiler 1	692.30
Hotwater Boiler & Installation – Staffroom	60.00
Galvanised Steel Walkway & postfix	841.10
1 x replacement Handle & Lock – External Door	119.05
Repairs to Flat Roof	175.00
<b>Total East Court</b>	<b>3753.04</b>
Meridian Hall	Amount £
Disabled Toilet – replaced	164.00
<b>Total Meridian Hall</b>	<b>164.00</b>

Officers report to accompany the Agenda for the Amenities and Tourism Committee  
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<b>Old Court House</b>	<b>Amount £</b>
Installation Water Heater & Expansion Vessel - Kitchenette	292.00
Isolator – Kitchenette	102.00
Fencing	112.78
Door Handle Repair	70.00
<b>Total Old Court House</b>	<b>576.78</b>
<b>Sunnyside Barn</b>	<b>Amount £</b>
5 x Toilet Roll Holders	183.65
Paint and Merial	511.75
Installation of Hot Water Boiler & Boiler	160.00
Hot Water Boiler	149.00
2 x Fingerplates & Toilet locks	21.79
Safety Signage - Sunnyside	5.48
2 x Key Safes	113.34
1 x External Building Sign - Sunnyside	320.00
Wood & Hinges for Storeroom Door	93.24
Window Blind	187.74
Additional upgrade works – Sunnyside Barn	7800.00
Drainage, Insulation and new ceiling (Section 106 Grant)	13,600
Kick Plate	16.24
<b>Total Sunnyside Barn</b>	<b>23162.23</b>
<b>Equipment</b>	<b>Amount £</b>
72 x Chairs – Sunnyside Barn	2519.28
2 x Chair Trolley – Sunnyside Barn & East Court	305.00
1 x Baby Change Unit – Sunnyside Barn	116.55
2 x Cigarette Bins – Sunnyside Barn	31.66
72 x Mugs – Sunnyside Barn	119.94
4 x Jugs & 32 x plastic glasses – Sunnyside Barn	55.92
Bike Shelter cover replacement – East Court	385.00
1 x Steam Cleaner – East Court	116.66
1 x Fridge/Freezer & 1 x Microwave – Sunnyside Barn	220.81
2 x Teapots – Meridian Hall	38.32
Teaspoons – Sunnyside Barn	29.73
Toilet Roll Holders – Sunnyside Barn + 1 spare for stock	116.19
10 x Call Point Keys	5.47
1 x Vacuum Cleaner - Sunnyside	91.00
1 x Reception Lock	24.16
4 x Barrier Car Park Fobs	79.16

Officers report to accompany the Agenda for the Amenities and Tourism Committee  
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<b>Total Equipment</b>	<b>4254.85</b>
<b>Grounds / Workshop / Play Park / East Court Toilets</b>	<b>Amount £</b>
Tarmac	39.96
Electrical – Car Park Lighting	60.00
Door Canopy - Workshop	74.99
Down Pipe - Workshop	11.63
Playpark Repairs (Insurance Claim)	17,980.83
<b>Total Grounds</b>	<b>18167.41</b>
<b>Health and Safety / Training / Licences</b>	<b>Amount £</b>
Car Park Barrier – Service Contract	450.00
First Aid Box	33.33
2 x Defib Pads	111.38
Defib Cabinet	470.00
Fire Evac plans and Equipment Layout – Sunnyside	255.00
Pest Control – 30.01 – 29.04	159.25
Fire Door Retainer	92.49
Fire Alarm Service EC/OCH/MH	613.84
Landlords Gas Safety Cert – Mt Noddy Cemetery Lodge	80.00
<b>Total Health and Safety / Training</b>	<b>2265.29</b>

### **17 Staff, Tenancies and Hiring's**

**Tenancy Agreements** – Michelle Cioccoloni, Conchord Big Band, Quarry Café, Mansys and Sussex Bars have all signed their new tenancy agreements. A signed tenancy renewal due 1<sup>st</sup> April from All Kids and Paddingtons is currently awaited.

**The Stone Quarry Café** – As agreed at the December A&T Committee meeting a new tenancy agreement was raised for 12 months effective from 01.02.2024 which has been duly signed. The rent is to be reconsidered in September.

**Meridian FM** – Following the agreement that Meridian FM would be paying for their electricity, a new meter has been installed and is now up and running. New emergency contacts have been sought.

### **18 Budget & Income**

Details of income received for 2023/2024 financial year until 31.01.2024 is given below on an individual cost centre basis.

	<b>Actual Income</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance</b>	<b>Actual Income</b>	<b>Variance</b>	<b>Variance</b>
	<b>Apr 23 - Jan 24</b>	<b>Apr 23 - Jan 24</b>			<b>Apr 22 - Jan 23</b>		<b>23/24 vs 22/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>%</b>	<b>£</b>	<b>%</b>	<b>£</b>
<b>Meridian Hall</b>	62,184	66,667	-4,483	-6.7	70,862	-12.2	-8,678

Officers report to accompany the Agenda for the Amenities and Tourism Committee  
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<b>East Court Mansion</b>	75,797	62,500	13,297	21.3	61,037	24.2	14,760
<b>Old Court House</b>	42,635	44,167	-1,532	-3.5	41,001	4.0	1,634
<b>Totals</b>	<b>180,616</b>	<b>173,333</b>	<b>7,283</b>	<b>4.2</b>	<b>172,900</b>	<b>4.5</b>	<b>7,716</b>

## **AGENDA ITEM 7: BURIAL SERVICES**

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

### **Mount Noddy Cemetery**

#### **Repairs / Maintenance**

Following a number of incidents over previous years, substantial changes have been needed to fortify the security of the cemetery compound. Following approach for tender a cost of £7,175 +VAT was agreed for the necessary works. The security fencing which has been a long-term aim, was finally carried out during the week of the 15<sup>th</sup> of January 2024 and, with a slight delay due to a shortage of four upright palisades, has now been installed.

The fence along the centre path is now looking incredibly untidy in places where persons climb over the fence causing it to bend (collapse in places) rather than open the pedestrian gates (despite remaining unlocked at all times). As a result, plans are being made for another two areas either side of the centre path gates to be replaced with quotes being sought initially for five fence panels and eight posts required.

#### **General**

Following agreement by Council at the last meeting, the memorial bench has been ordered with delivery and thus installation, forthcoming. The wording agreed for the brass plaque will read as follows to reflect the significance of VE/VJ commemoration:

**“This bench is dedicated to all those in this cemetery and beyond who paid the ultimate price in defence of their countries.**

**~ Supplied by East Grinstead Town Council 2024.”**

#### **Agricultural vehicle repairs**

Assessment of the agricultural vehicles are consistent with regular checks and weekly running maintenance check as carried out by Outside Services to reduce the chances of serious mechanical failure wherever possible.

The stalk assembly on the dumper failed and enquires indicated that the cost of the part alone would be approximately £600 not discounting the labour. With huge thanks to Mr Hayward and Mr Woodward who diligently looked to explore more cost effective options. A new pattern part was obtained via Ebay at a cost of £28 which they subsequently installed making a substantial saving for the Council.

Excavator: Diesel leak and engine running issue - £244.74+VAT

Dumper lighting failure - £406.62 + VAT

## Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14<sup>th</sup> March 2024

### **Training**

Two staff members commenced their formal Lantra Awards registration/certification excavator training on over two days Tuesday 20<sup>th</sup> and Wednesday 21<sup>st</sup> February. The total fee for this was £770.00 + VAT.

### **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 of time to uploading records electronically for Queens Road Cemetery. As well continued efforts with the memorial safety testing despite the poor ground conditions, the following is an update on progress by section:

1U – Completed  
1C – Completed  
4U – Completed  
2C – 50% Completed.  
2U- To Do  
3C – To Do  
5C – To Do

To date 15 memorials have been laid flat although we have had contact with four families who are making arrangements with stonemasons to have these re-instated to BS8415 standards.

Due to the height of the memorial in section 1C marking two graves arrangements for a Structural Engineer were needed for professional assessment which was conducted on a site visit on Monday 4<sup>th</sup> March, we are awaiting the subsequent report. The cost of the visit, including report is £500.





## Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14<sup>th</sup> March 2024

### Burial Data

<b>Mount Noddy Cemetery</b>	<b>Dec 23</b>	<b>Jan 24</b>	<b>Feb 24</b>
Number of Earthen Burials	0 / (0)	1 / (1)	3 / (1)
Number of Interments of Cremated Remains	1 / (3)	1 / (5)	3 / (4)
Number of Memorial Applications Processed	4 / (5)	7 / (4)	5 / (6)
Number of Memorial Wall Plaques Sold	0 / (0)	0 / (0)	2 / (1)

### Queens Road Cemetery

Due to the incredibly poor weather and the resulting precarious ground conditions combined with the immense time commitment needed by the Outdoor Services Team to ensure the opening of Sunnyside Barn there has been limited scope to progress winter / grounds maintenance.

The Town Clerk and I met with couple of residents from The Belfrey association in December 2023 to gain a better joint understanding of the boundaries as they appear in the historic deeds. Whilst in attendance it was identified that the increased use of one of the boundary gates by Council staff and contractors whilst working to re-establishing the foundation for a pathway through the old cemetery had increased wear and tear.

Work has been authorised to: take down (and dispose of) the fallen and rotten section of close board fencing which is approximately 6m long, supply and erect two new sections to match the existing fencing which will include one new post concreted into the ground. The intention is also to replace and bolster the currently defective removable section (used for machine access when needed) which is approximately 1.8m long which will be replaced fitted with arris rail brackets which can be easily unscrewed and refitted to allow removal. The quote given for this is £468.00+VAT

**Officers recommendation: This report is for noting**

### Agenda Item 8: Events (Min 218 – 07/12/2023)

Purpose of report: To advise the committee of the planned events for 2024/25.

1. **A 2024 town events leaflet** has been printed and is available at the library, East Court, the train station and various places around town.

#### **2. South East England Group Visits Fair - Friday 1<sup>st</sup> March**

Roger Gwatkin and Sue Jackson attended the Group Visits Fair representing East Grinstead Town Council and East Grinstead Museum who were unable to attend. The event was well attended, and East Grinstead information and suggested trip itineraries were given to groups from Sussex, Surrey and Kent. Tourism information was also collected from exhibitors to replenish stocks at the desk in the library.

#### **3. Mid Sussex Marathon - Saturday 4<sup>th</sup> May**

EGTC will be attending the East Grinstead event as usual to support the medal giving and cheer on the runners. The Town Mayor will also attend and other Councillors are welcome to support. The main race starts at 10.30am.

#### **4. May Fair – Monday 6<sup>th</sup> May**

EGTC will have a stall at the Lions May Fair to publicise events and sell merchandise. Councillors are invited to attend to support and engage with local residents.

## Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14<sup>th</sup> March 2024

### **5. D-Day Anniversary – Thursday 6<sup>th</sup> June**

This event will be at King George's field from 6pm. There will be some children's entertainment in keeping with the war era, fish and chip vans, a bar, possibly school choirs and cadets. The BBC commentary building up to the event and covering the Normandy beach beacons will be broadcast from around 8pm. At 9.15pm our beacon will be lit. We are following national guidelines for the event from here <https://www.d-day80beacons.co.uk>

### **6. Bike Week 10-16<sup>th</sup> June**

More information on this to follow from the Environment and Sustainable Travel Committee.

### **7. East Court Live**

All preparations are under way and the line up for 2024 is confirmed -

#### **Sunday 2<sup>nd</sup> June**

Choir and Ko  
Cinnamon Street  
Stephanie Belle  
Conchord Big Band

#### **Sunday 7<sup>th</sup> July**

The Colas  
The Twelve Sullivans  
Flairz  
Euphoria

#### **Sunday 4<sup>th</sup> August**

Alter Ego  
Reminiscent  
Gee Bello, Soul & Motown  
The Almost Elvis Band

South East Water have not yet confirmed if they will be sponsoring again this year.

### **8. Classic car day – Sunday 1<sup>st</sup> September**

There are over 70 classic cars signed up for the event already, with space for up to 100. This will be run the same as 2022 but the focus this year is on cars pre-1985. Roger Gwatkin is leading on this event if you have any questions.

### **9. Volunteering at events**

Alice Fletcher and Sue Jackson attended the MSVA Volunteering fair on 27<sup>th</sup> Jan at the Crown Pub to publicise that we require volunteers for our events. We had 10 people sign up to say they would be interested in helping at future events so we will be following up with them.

None of these events can happen without volunteers supporting on the day. Please can Councillors email Alice Fletcher as soon as possible with which events you can help at so an event plan can be made. All EGTC staff are invited to help with events, however if they do so as part of their role this builds TOIL (time off in lieu) this can only be approved if the operational time on the persons normal duties is not unduly affected. For example a staff member volunteering on a Sunday will be on double time, a part time staff member who works 14 hours per week could find that helping with East Court Live means that they are not in the office for a whole week, following one days volunteering. This is always a balance and demonstrates why external support is needed. Many of our local groups such as Lions and Rotary who have traditionally helped are not able to do as much as they used to. We are hopeful the 10 volunteers from the volunteer fair will help to support the council events. If anyone else wishes to volunteer please contact [a.fletcher@eastgrinstead.gov.uk](mailto:a.fletcher@eastgrinstead.gov.uk) or drop in to the library.

## Officers report to accompany the Agenda for the Amenities and Tourism Committee Meeting of 14<sup>th</sup> March 2024

**Officers Recommendation:** This report is for noting.

**Environmental Implications:** none

**Financial Implications:** none directly, although staff time may become an issue, if other tasks are not completed needing overtime or additional staff.

**Community safety implications:** It is not safe for events to take place without enough people to manage the public, road closures and run the event.

### **Agenda Item 9: St Margaret's Loop (Min 220 – 07/12/2023)**

**Purpose of Report:** For update and confirmation that the Committee are willing to meet the costs of some upfront professional services.

1. Further to the reports at the last meeting, there have been some meetings and more documentation has been requested. The position remains that WSCC are willing to consider taking on the bridges with no commutable sum in the same way that the Town Council will take on the retaining wall with no commutable sum, should the land be transferred without charge to the Town Council for the purpose of providing a cycle and walking route. WSCC also require confirmation that the scheme is viable and will not undermine the structural integrity of the Bridges, to this extent they have met with Land Logical for a preliminary meeting as to the parameters for the scheme.
2. As part of these discussions Land Logical have asked for the original drawings and Jacobs reports regarding the structures, these have been requested from RPL, we believe they would be stored at Waterloo Arches, the depository for the all the British Rail original documentation to which RPL have access, we requested this on 1<sup>st</sup> February and received confirmation on 13<sup>th</sup> February that RPL have requested the documents.
3. The Town Councils report on the retaining wall is still awaiting quotes to affect the repairs needed. A local builder has been asked for a quote which is hoped to be received before the committee meeting to be able to advise the committee as to the potential costs to make the wall good. If this is not received in time for the committee meeting, the Chair and VC will be consulted as to whether the quote is acceptable or a committee meeting should be called.
4. Committee will remember that at the last meeting it was requested that Land Logical commit to continuing with their commitment to the project by agreeing to work with WSCC and draw up the scheme, which would be added to the overall cost of the project but reclaimed as the professional fees at the later time, when the project is moving forward. The reply to this was as follows:

*"CTP consulting engineers are to provide the necessary baseline assessment, initial sketch designs to take to WSCC for their approval and the associated costs. This information, which would be needed regardless of who were undertaking the project, will involve an expenditure of £2,225+ VAT. Although this a relatively small sum, given the c£30k of consultancy input that will eventually be required to work-up and submit a full planning application (ie, still 'at risk' until consent secured, even if costed into the project) I'm afraid this is a cost I can't expect to our Directors to commit to in keeping them 'on board' at this stage."*

5. Once the plans (outline) are drawn up, even if the plan was not viable at this stage or some other reason prevented the progress of the plan, this outline would then belong to the Town Council therefore even with the risk, it would result in a proper outline which has not been available up to now for later use. The "risk" associated with this cost is therefore negligible as it would provide a scheme.

**Recommendation** The Committee are therefore asked to agree that should the retaining wall costs be reasonable to proceed and should the plans be provided by RPL as requested, that

Officers report to accompany the Agenda for the Amenities and Tourism Committee  
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**EGTC will meet the cost of the engineers work to draw up the baseline assessment to supply to WSCC for sign off.**

**Environmental Implications:** none, the loop will have beneficial implications once in place

**Financial Implications:** the £2,225 can be met from the existing budgets

**Community safety implications:** there are none.

**Agenda Item 10: Sunnyside Barn Terms and conditions**

The terms and conditions for Sunnyside have been varied from the standard ones presented to Committee last year and are presented to the Committee for approval.

**Officers recommendation: To approve the Terms and Conditions for the hire of Sunnyside Barn**

**Agenda Item 11: Queen Victoria Jubilee Drinking Fountain**

Purpose of report: An update on the opening and the ongoing running of the fountain

1. The East Grinstead Society have advised that the taps and the water will all be connected in time for an opening on Friday 19<sup>th</sup> April. Escots school children will formally open the fountain by filling water bottles. WSCC and EGTC are invited to immortalise the formal hand over of the maintenance agreement. Various councillors have been invited to the reopening of the fountain for public use.
2. The Society are arranging one further clean of the fountain before it is handed over. This opening is being arranged by the East Grinstead Society as it marks the end of their involvement with the project as they have been the drivers for the refurbishment.
3. Mid Sussex DC have agreed that they will make an initial payment as previously agreed, as they currently hold the responsibility for maintenance. This responsibility with the payment will transfer to the Town Council. West Sussex are in contact with the Clerk and also the Monitoring Officer at the District Council to put the legal papers in place for the responsibility to transfer this responsibility.
4. The Town Council will take on the payment of the water supply and general maintenance of the fountain. There is a report with recommendations for works overtime, however the stone work is quite fragile and constant cleaning may cause damage, so this will be carefully monitored and a regime determined to strike the balance between preservation and cleanliness.
5. The fountain will operate most of the time, however if temperatures drop it may be switched off during the colder winter months to avoid the taps and pipes sustaining damage if the water freezes. As and when this occurs, Committee will be informed.

**Recommendation: This is for noting at this time.**

Officers report to accompany the Agenda for the Amenities and Tourism Committee  
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**Agenda Item 12: Free use of Council Offices**

Purpose of report: to consider a request for group meetings to be included in the free use.

The Majority Group have asked that the Committee consider adding to the free use of rooms, the group meetings for the represented groups on the Town Council. To be clear this would be use for the elected Town Councillors to meet in their political or independent groups in order to discuss Town Council business, usually before a meeting cycle or post election. The groups would each be restricted to a maximum of six meetings per year, the meetings will need to be booked with Mrs Hamper who will advise of availability. Groups will be asked to give good notice of cancellations as heating may be switched on for the meeting and caretakers rostered to be on site.

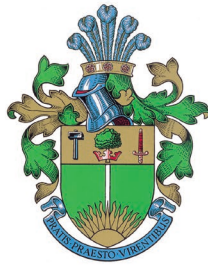
**Recommendation: The Committee are asked to approve the free use of the buildings as outlined.**

Financial implications: Provided groups cancel with notice, there is limited financial implication as other parts of the estate are likely to be in use by existing hirers.

Environmental Implications: There are none

Community Safety implications: There are none

Officers report ends



# EAST GRINSTEAD TOWN COUNCIL

## Conditions of Hire Sunnyside Barn

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## 1. Terms, Definitions & Regulations

- 1.1 The parties to the Hire Agreement are EGTC and the Hirer.
- 1.2 These are the terms and conditions on which we take bookings for events you wish to hold at Sunnyside Barn.
- 1.3 Please read these terms carefully before you make your booking with us. These terms tell you who we are, how we will take your bookings, how the contract between you and the Council for your booking is formed, how you may change and end your contract and other important information.
- 1.4 All users are bound by the rules and regulations governing use of the Venue, which are deemed to be incorporated in these conditions.
- 1.5 In these Conditions the following definitions shall apply:

a)	EGTC	Refers to the East Grinstead Town Council
b)	EGTC Representative	The person designated as the main point of onsite contact
c)	Hirer or You	The person or persons signing the booking form produced by the East Grinstead Town Council.
d)	The Venue	Refers to Sunnyside Barn
e)	The Period of Hire	Is the period of time as described in the Hire Agreement Booking Form and includes any time required by the Hirer to set up and clear the Venue.
f)	The Event	Is the activity/function taking place at the Venue during the Period of Hire, as described in the Hire Agreement Application form.
g)	The Hire Charge	Refers to the fee (incl. VAT at the prevailing rate) for the room hire charge.
i)	Additional Charges	Include all costs due from the Hirer for breakages; damages to equipment and property, additional hire time and additional caretaking/cleaning time when the Hirer has left the premises in an unacceptable condition.
k)	Third Party/Contractor	Is any person or organisation contracted by the hirer to provide a service; including but not limited to caterers and entertainers.
l)	The Council	Shall refer to all action taken by the Town Clerk or any other duly authorised Officer.

- 1.6 We are the East Grinstead Town Council, and our address is East Court, College Lane, East Grinstead, West Sussex, RH19 3LT and our VAT number is 801373562.

## **2. Application for Hire & Provisional Bookings**

- 2.1 All applications for hire must be made via the Community & Tourism Team.
- 2.2 All bookings will be treated as provisional until the signed Hire Agreement Application form is received from the Hirer and the appropriate deposit has been paid.
- 2.3 A provisional booking can be cancelled without imposing any charges.
- 2.4 The venue shall be held provisionally for 14 days following the enquiry by the Hirer. After this time the venue shall be made available for booking by other parties without prior notification to the Hirer.

## **3. Hire Agreement & Confirmation of Bookings**

- 3.1 The Hirer must pay for the booking in full to EGTC and complete the signed Booking Application(s) to secure the booking. The Hire Agreement constitutes the entire agreement between the parties relating to the subject matter of the agreement.
- 3.2 For the avoidance of doubt, regular hirers are bound by the terms and conditions.
- 3.3 Deposit and breakage payments are not required for regular hirers.
- 3.4 In the case of any discrepancy on the Booking Confirmation the Hirer is responsible for notifying the Council immediately.
- 3.5 The Hire Agreement must clearly state the period of hire and the anticipated number guested expected.
- 3.6 All evening events must be brought to a close by 22:00; the Hirer is responsible for ensuring all guests and contractors have left the venue by this time.
- 3.7 It is the Hirer's responsibility to notify EGTC of its Third-Party Contractors for the Event.
- 3.8 If a provisional booking is found invalid or illegal or the Council is unable to accept the booking, the applicant will be advised of this within 15 days from receipt of the completed booking form and no charge will be made.
- 3.9 EGTC venues are not available for hiring for 18th or 21st birthday parties.



#### **4. Payment of Hire Charge and Cancellation**

- 4.1 The Hire Charge less a £25.00 administration charge is refundable for bookings cancelled in writing within 14 days prior to the date of the hire. If notification is not received, the Hirer will be required to pay for the booking in full.
- 4.2 Regular Hirers are invoiced on the 10<sup>th</sup> of each month which must be paid in full by the last day of the month.
- 4.3 All prices in relation to this Agreement are stated inclusive of VAT at the prevailing rate. Any changes to the VAT rate will be included in the final invoice.
- 4.4 The charges for the hire of the venue are determined annually by the Council.
- 4.5 A breakage deposit of £100 is payable 14 days prior to the Hirer's event from which the Council, at their discretion may make deductions for any damage caused by any guest, person or contractor for whom the Hirer is responsible during the Period of Hire and/or during the set up/clear up periods.
- 4.6 EGTC may cancel the Event: if the Venue is closed due to circumstances outside its control which precludes the Event taking place. Deposits and where appropriate, balances of hire shall be refunded and that shall be the extent of the Council's liability.
- 4.7 EGTC may cancel any Event that in the opinion of EGTC, damage or prejudice the reputation and/or good name of the Council.
- 4.8 In the event of a cancellation, the Hirer will forfeit their deposit in all circumstances.

#### **5. Variations & Additional Charges**

- 5.1 There is no administration charge made by the Council for any amendments to a booking, however, there may be additional costs due.
- 5.2 Without the previous consent, in writing, of the Council, the venue shall not be used for any other purpose or in any other manner than that stated in the application.
- 5.3 The Council reserves the right to charge for cleaning costs that may be required.

#### **6. Facilities & Parking**

- 6.1 Overnight parking shall only be granted at the discretion of EGTC following discussion with the Hirer or their authorised representative.
- 6.2 There is very limited parking for the Hirer and their guests during the event. Users of the car park do so at their own risk.

- 6.3 No animal is allowed to enter any building without the prior written consent of EGTC at the time of booking. Assistance dogs within the meaning of the Equality Act 2010 are exempt.

## **7. Use of the Venue**

- 7.1 The Hirer must not presume there is access to the venue either side of the Hire Period.
- 7.2 No part of the Venue, building, grounds or ancillary areas may be used for any purpose other than that described in the Hire Agreement, unlawful purpose or in any unlawful way.
- 7.3 No bolts, nails, tacks, screws, adhesives, tape or other such fixing devices may be attached to the walls, floors or fabric of any building.
- 7.4 Fireworks, Chinese Lanterns and Bouncy Castles and Ball Games are strictly prohibited.
- 7.5 The Hirer will, during the period of the hiring, be responsible for supervision of the premises and grounds, the fabric and the contents, their care, safety from damage however slight, or change of any sort, and the behavior of all persons using the premises whatever their capacity.
- 7.6 The Hirer is responsible for advising their agents / contractors and guests of the venue terms and conditions.
- 7.7 Furniture in the building supplied by EGTC is not permitted to be taken outdoors.
- 7.8 The Hirer is responsible for good order being kept at the venue during the hire period. EGTC representative reserves the right of entry, or to ask any persons to leave the venue who are not keeping good order or who are under the influence, in the opinion of EGTC representative at anytime during the period.
- 7.9 The Hirer shall ensure that the minimum of noise is made on arrival and departure, thereby showing thoughtfulness for people living in the immediate vicinity of the Venue and passers-by. Noise during any event should be kept in check so that residents in the neighborhood are not unreasonably disturbed.
- 7.10 Activities for children must be monitored by responsible adults.
- 7.11 The Council accepts no responsibility for any Hirer's third-party agent / contractor that provides a Service at the event. It is the Hirer's responsibility to ensure all service providers are made aware of the start time of the booking.
- 7.12 Smoking in the venue is strictly forbidden, including the use of E-cigarettes.
- 7.13 The use of candles or other forms of naked flame in any of the venue buildings is strictly forbidden.

- 7.14 The Hirer shall be responsible for any costs arising as a result of any alarms and fire prevention systems being 'triggered' in the event of an person smoking or the Hirer's equipment at the Event. For the avoidance of doubt, no recompense for the curtailment or cancellation by the 'triggering' of fire alarms of any Event will be payable to the Hirer by EGTC.

## **8. Access to the Hall**

- 8.1 Regular Hirers are responsible for the Venue keys issued and must not release the keys to any unauthorised person. In the event of loss of keys, the Hirer concerned will be responsible for costs to secure the Venue.
- 8.2 Hirers must only use the Venue during the pre-agreed hours as per the booking form. Use outside the agreed hours or entry into the Venue is strictly forbidden.
- 8.3 To organised access to the venue (with the exception of regular hirers) the hirer must contact the Community & Tourism Team a minimum of 5 days before your hire to be notified of the keylock code.

## **9. Cleaning of the Premises & Rubbish Disposal**

- 9.1 At the end of the hire period the Hirer shall be responsible for leaving the premises, equipment and surrounding area in a clean and tidy condition.
- 9.2 The end of the Event must be scheduled to allow sufficient time for the Hirer to clear the Venue of all persons, equipment or other objects brought in by the Hirer, leaving the premises, equipment and surrounding area in a clean and tidy condition, and within the agreed Period of Hire.
- 9.3 All equipment moved from the storage position must be replaced safely and properly.
- 9.4 All recyclable materials and general waste must be removed from the building and disposed of by the Hirer.
- 9.5 The Hirer is responsible for building security which includes the closing and locking of windows and external doors.
- 9.6 Any damage or breakages should be brought to the attention of the Community & Tourism Team as soon as possible.

## **10. Equipment including Electrical Equipment**

- 10.1 No lighting, heating, power, cabling or other electrical fittings or appliances in the venue are to be altered, moved, or in any way interfered with.
- 10.2 The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner, in accordance with the Electricity At Work Regulations (1989)

10.3 No electrical equipment shall be left charging unsupervised in any circumstances.

10.4 The Hirer shall ensure that no unauthorized heating appliances shall be used without consent. Portable liquified propane gas heaters are strictly prohibited.

## **11. Health & Safety and Fire Precautions**

11.1 The maximum number of guests allowed within the Venue is governed by fire, health and safety regulations and Conservation requirements. The maximum number permitted of 70 must not be exceeded for any reason. EGTC reserves the right to restrict the number of people in a room at any one time.

11.2 The Hirer shall be responsible for the security of the Venue during the hire period. The Hirers shall be designated "The person in charge of the Venue or Function" who must be aware of the Venue's health and the evacuation of all persons in the event of an alarm activation.

11.3 A copy of the evacuation plan can be found in the entrance of the Venue.

11.4 The Hirer must ensure that at no time do they or any of their guests block, cover up or interfere with any emergency exit.

11.5 In the event of a fire, everyone must leave by the nearest fire exit and gather on the pavement in front of Sunnyside Convenience Store. The Hirer is responsible for accounting for all guests once they have vacated the building.

11.6 EGTC shall promptly notify the Hirer of any health and safety hazards which may exist or arise which may affect the Event.

11.7 The Hirer shall notify the EGTC Representative immediately in the event of any incident occurring during the Event where that incident causes any personal injury or any damage to property. There is an accident book located in the first aid box which needs completing in the event of any injury/accident.

11.8 The Hirer must ensure any minors are supervised by parents/guardians or persons that have undergone appropriate checks and clearance procedures (e.g. DBS).

11.9 EGTC accepts no responsibility for any property belonging to the Hirer or their guests/attendees.

## **12. Alcohol**

12.1 The consumption of alcohol is not permitted without written permission from the Community & Tourism Team. Guests under 18 are strictly prohibited from consuming any alcohol.

12.2 The sale of alcohol by the way of a pay bar, a glass of wine included within a ticket price or asking for donations is not permitted.

### **13. Concerts, Films, Music, Dancing & Gambling**

- 13.1 The Hirer is responsible for any required licenses or performance fees payable, for example a public performance licence or music royalties.
- 13.2 All evening events must be brought to a close by 21:30; the Hirer is responsible for ensuring all guests and contractors have left the venue by 22:00.
- 13.3 Any screening of a film to a group of people requires licensing, whether they are a paying audience or not. The Hirer is responsible for obtaining the required licenses including the appropriate copyright licenses for showing films.
- 13.4 The Venue does not have a TV licence. Hirers are not permitted watch or record TV on any channel via any TV service (e.g. Sky, Virgin, Freeview, Freesat) watch live on streaming services (e.g. ITVX, Channel 4, YouTube, Amazon Prime Video, Now, Sky Go)
- 13.5 The use of haze, smoke, pyrotechnics, dry ice, bubble machines or other similar special effects is strictly prohibited.
- 13.6 No sweepstake, raffle, tombola, lottery or other form of gambling is to be permitted to take place in the Venue without the prior written consent of EGTC and it shall be the responsibility of the Hirer to obtain any licences and permissions required under the Gambling Act 2005 should consent be provided.

### **14. Damage to the Building or Property**

- 14.1 The Hirer is to take good care of, and not cause any damage to, the Venue or to any fittings, equipment or other property belonging to, or under the control of, EGTC.
- 14.2 The Hirer shall pay to be made good any damage caused by any guest, person or contractor for whom the Hirer is responsible during the Period of Hire and/or during the set up/clear up periods unless such damage is occasioned by the negligence of EGTC.

### **15. Stored Equipment**

- 15.1 The EGTC regrets that it is unable to offer any facilities for the storage of equipment within the hall or grounds.

### **16. Complaints**

- 16.1 Any complaint arising out of the hiring must be made in writing to the Community & Tourism Team within 7 working days after the expiration of the Hire Period.

## **17. Changes to Regulations and Compliance**

- 17.1 The Council reserves the right to amend these Conditions and Regulations at any time (providing that the Hirer shall be notified of any such changes) and the Conditions in force at the date of Hire shall be those applicable thereto.
- 17.2 Personal data acquired from booking forms conform with GDPR guidance and legislation and are not shared with any third parties.