

EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

Town Clerk: Samantha Heynes FdA (Comm Gov) FSLCC

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Phone: 01342 323636

To: Members of the Amenities & Tourism Committee
Quorum is 3

2nd September 2025

Dear Councillor

Your attendance is required at a meeting of the **AMENITIES AND TOURISM COMMITTEE** to be held at **THE COUNCIL CHAMBER, EAST COURT** on **TUESDAY 9th SEPTEMBER at 7.00pm**. Where possible please clarify any points or raise questions before the meeting with the Clerk or Chairman to ensure an answer can be given. If you are not able to attend and wish to send a substitute, please advise the Clerk as to whom your substitute will be.

Non-committee members wishing to attend and speak must ensure that they seek permission from the Chairman before the meeting starts, and should indicate the item they wish to speak on.

Yours faithfully

Samantha Heynes
Town Clerk

ORDER OF MEETING

7pm Public Participation

Members of the public may attend the meeting in person or remotely. There is a period of up to 15 minutes for public questions relating to items on the agenda.

Any question must be submitted to the Town Clerk 24 hours in advance of the meeting, referencing the agenda item it is related to.

Each member of public will be able to speak for a maximum of 2 minutes and will have no right of reply. If a question cannot be answered at the meeting, a written response may be provided at a later date.

The Chairman's 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 agenda and public participation will end.

To request the meeting link, please contact townclerk@eastgrinstead.gov.uk no later than noon on the day of the meeting.

AGENDA

13. Apologies for Absence
14. Declarations of interest
15. To approve the minutes of the meetings held on 17th June 2025
16. Chairman's Announcements
The Chairman will give brief updates on items not included in the agenda.
17. Delegated decision
To note the delegated decision to allow the Breast Screening Unit to park at East Court
18. Tourism Report
The report from the Community and Tourism Manager is enclosed for consideration (Appendix A).
19. Estates and Civic Pride Report
The Estate Manager's report is attached for consideration (Appendix B)
20. Burial Services
The Cemetery Services report is attached, for consideration (Appendix C).
21. Water Fountain (Appendix D)
22. To note the actions list (Appendix E)

The next full meeting of the Committee will be on **TUESDAY 6th JANUARY 2026**

Amenities and Tourism Report

Alice Fletcher, Community and Tourism Manager

Sept 2025

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. Community and Tourism Desk Enquiries

The Team have responded to approximately 54 Tourist and 72 Community enquiries since last report. We have posted 47 public services posts on the Town Council Facebook pages and are averaging around 1,553 views per day.

2. Merchandise Tourism sales

Here is the income from the tourism sales

June	£99.50
July	£172.50 (£70 of this from ECL)
Aug	£227.90 (£119 of this from ECL)
Total this quarter	£499.90

3. EG Guide book

The guide book is at the printers!!! This will be shared as soon as it is delivered.

4. 2026 calendar photography competition

We have around 90 photos entered for the calendar competition, so the Town Clerk will have a hard job judging the photos as there are lots of beautiful shots of East Grinstead. The calendar will be printed and ready to purchase at the end of the month and will be on sale at our Christmas Market as well as at the library.

5. Social Media and Visit East Grinstead website update

We have had a busy few months promoting our town and Council activities including three East Court Live events, VJ Day, cemetery tours and school summer holiday activities including our Pump Track. We are now focused on the run up to our Classic Motor Show and Christmas events. We have been active on Facebook and have just started growing our presence on Instagram.

East Court Live Facebook – dedicated page	52 posts	17,148 views
Visit East Grinstead Facebook	97 posts	27,375 views
East Grinstead Town Council Facebook	71 posts	127,233 views

Google Analytics July 2025

The analytics report below which shows how many page visits and top 10 visited pages.

Page path and screen class +		↓ Views	Active users	Views per active user	Average engagement time per active user	Event count All events ▾
Total		5,828 100% of total	3,092 100% of total	1.88 Avg 0%	53s Avg 0%	17,912 100% of total
1	/whats-on/	667 (11.44%)	420 (13.58%)	1.59	59s	1,942 (10.84%)
2	/	566 (9.71%)	378 (12.23%)	1.50	34s	1,862 (10.4%)
3	/shopping/	549 (9.42%)	468 (15.14%)	1.17	54s	1,896 (10.59%)
4	/things-to-see-and-do/	332 (5.7%)	247 (7.99%)	1.34	58s	1,092 (6.1%)
5	/events/east-grinstead-classic-bus-running-day/	199 (3.41%)	168 (5.43%)	1.18	10s	653 (3.65%)
6	/food-drink/	153 (2.63%)	135 (4.37%)	1.13	1m 24s	464 (2.59%)
7	/things-to-do/	136 (2.33%)	99 (3.2%)	1.37	5s	276 (1.54%)
8	/events/east-court-live-june/	131 (2.25%)	112 (3.62%)	1.17	14s	443 (2.47%)
9	/events/east-court-live-july/	77 (1.32%)	61 (1.97%)	1.26	23s	235 (1.31%)
10	/directory/	75 (1.29%)	44 (1.42%)	1.70	1m 20s	230 (1.28%)

Officers Recommendation: this report is for noting.

Events

East Court Live 6th July

This was a memorable one due to the dramatic weather! The event was going really well with a great atmosphere and a busy top terrace of providers. We also had the scouts provide games and activities on the hill which was great fun for all. JJL significantly improved the sound and the bands were well received. During the 3rd performance very heavy rain started but people mostly carried on dancing. Then about 15 minutes into the headline act the skies darkened and there was thunder and lightning directly overhead so we had to stop the performance. The event team all worked together to ensure the safety of the public as everyone took cover.

We asked people to complete a short online feedback survey. We had 53 responses. It was mostly all very positive with some constructive feedback we will take on board.

Pump track – 23rd July – 30th July

The event day launch of the pump track went really well and we had young people with their bikes queuing to have a go before the event even opened at 10am. There was a steady stream of people throughout the day and an excited buzz. Staff from the Dirt Factory estimated 70- 80 people had a go on the pump track that day. They also used the skate park in between goes on the pump track.

Unfortunately we did have to sweep up broken glass and rubbish before the event could start and later in the week there was new graffiti on the skate park which has been removed.

We asked people to complete a short online feedback survey. We had 110 responses! The full survey results are available. Overall, the feedback has been overly positive and many people mentioned how they would love something like this permanently in East Grinstead. They also mentioned how there is a lack of things to do for young people in East Grinstead.

Dirt Factory were very good to work with and can provide various different types of pump tracks and quotes if this event was to be repeated or options for permanent solutions were to be looked into. The costing to repeat this event next summer with a larger track will be included in the 2025-26 budget for consideration.

East Court Live 3rd August

The whole event went really well and it was a great event! Great music, a vibrant atmosphere, and a brilliant team on the day. Thank you so much to everyone who helped and worked so hard to make the day such a success.

We had a record number of Councillors volunteering, stallholders attending, and blue badge users parking – it was very busy, but incredibly joyful. It was heartwarming to see so many in the community enjoying themselves.

Councillors – Please can you share your thoughts on running the EGTC merchandise and information stall. What sort of interactions did you have? Did you find it a good way to engage with residents? Making £189 in sales was great so if agreed it seems worth doing this again next year?

A huge THANK YOU to everyone involved in any and all of the East Court Live's for 2025, including East Grinstead Community Bonfire for supporting the car parking; this year's Mayor's charities Age UK and East Grinstead and District Scouts; and South East Water for their sponsorship.

VJ day – 15th August

John Chisholm, Cemetery Assistant ran two history tours at Mount Noddy Cemetery on the day. The first one had 13 attendees in the morning and the second one at lunchtime had 2 – but it was very hot. There was positive feedback on Facebook about the event and people found it very informative. Well done John.

A two minute silence was held at the War Memorial at 12 noon. RBL laid a wreath and read the Exhortation and the Kohima and provided standard bearers. Thank you for the support.

Classic Motor show on the High Street – Sunday 7th September

This event is fully booked for cars and motorbikes and we have a waitlist of over 20. Paid road marshals have been booked for this event. An update on the event can be provided at the meeting.

Remembrance Day - this has now moved to the Community and Tourism team to arrange. A road closure is in place and preparations are underway, including use of paid road marshals..

Big Reveal and Christmas Lights switch on – Saturday 15th November. A road closure is in place and preparations are underway.

Christmas Market – Sunday 7th December at East Court / Meridian Hall

If any Councillors have any ideas for events next year please let Alice Fletcher know as planning will be taking place now ready to present an event schedule at the next A&T committee for approval for next year's events.

Officers Recommendation: This report is for noting.

July and August ECL Feedback Summary Report

In July there were 54 respondents and in August there were 25. Not all questions were answered by everyone.

1. Are you an East Grinstead resident?

July:

- 39 said yes
- 15 said no

August:

- 21 said yes
- 4 said no

2. Did you enjoy the bands?

Common answers:

July:

- Yes
- They were a bit 'samey'
- Great fun
- There were a couple of comments that people didn't enjoy the Cola's

August:

- Great range of music
- Good music
- Yes
- Yes but it would be good to have some more current music
- Volume too high for the first set
- First three bands were very similar
- One comment on the sound and production being poorer than previous years, however a few people said that August was a lot better sound wise than the previous months.

3. Do you have any specific band(s) or local artists that you would like to see next time?

Popular recommendations from July and August:

- The Tar Babies
- Two Weeks in Nashville
- Twelve Sullivans
- Euphoria
- The almost Elvis Band, Mainly Madness, No Jacket Required, Made in Tennessee, Jive Aces, Amber T
- Randy and the Rockets
- Something a bit more current (modern)
- Leonore Francis May
- Livia Staff and Theo Barghout

- Anne Howie
- James Llyod Smith
- More of a mix of age, style and gender
- Country folk music

4. What did you think of the compere?

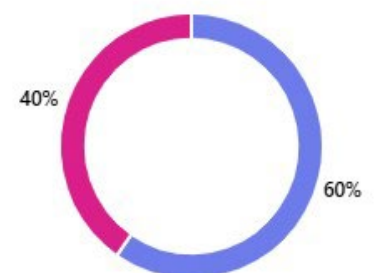
August only:

- Good
- Too much talking and would prefer background music in between the sets
- A few respondents said that a compere isn't necessary
- She didn't memorise the script

5. Did you bring your own picnic or purchase from one of our on-site food vendors?

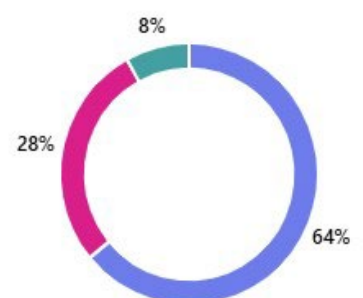
July:

Picnic	31
Purchased from one of your food vendors	21



August:

Picnic	16
Purchased from one of the food vendors on site	7
Neither	2



6. How would you rate the variety of food and drink options available?

July: the average was 3.98/5 stars

August: the average was 3.92/5 stars

7. Did you or your children participate in any of the children's activities?

July:

- 5 said yes
- 46 said no

August:

- 6 said yes
- 4 said no
- 15 said they didn't bring any children with them

8. Do you have any comments on the children's activities?

- Great as they prevent children from getting bored
- All the children enjoyed the circus skills
- The kids kept going back to it
- Excellent to have something for the children to do
- Face painting was excellent
- Children loved the Scouts tent and the magician

9. What was your highlight of the event?

July popular comments:

- Dancing in the rain
- Music and being with friends
- Seeing the town come together
- Euphoria
- Music was great and the kids being able to run and play

August:

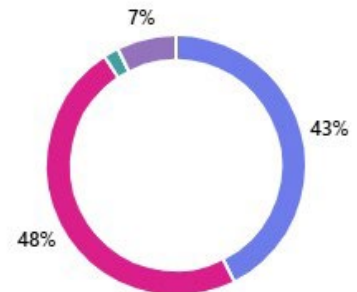
- Seeing everyone enjoy themselves
- The buzz
- Atmosphere and community spirit
- Great opportunity to see people you don't see often
- Gee Bello/ last act

10. How did you travel here today?

July:

10. How did you travel here today?

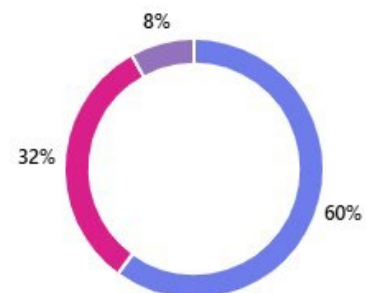
Car	23
Walk	26
Bus	1
Bicycle	4
Train	0



August:

11. How did you travel here today?

Car	15
Walk	8
Bus	0
Bicycle	2
Train	0



11. How would you rate the facilities at the event?

July: 4.21/5 stars

August: 4.16/5 stars

12. Any additional comments or suggestions?

July:

- Bar Queue was too long
- Better variety of bands
- Many people commented that they weren't impressed with the compere as she overshared and spoke too much
- Toilets had no hand washing facilities, just hand gel
- The production value is poorer than previous years
- Sound not as good as last year

- Comments made that they would like the previous production team back as our current one feels too amateur.
- More Portaloo's/ Portaloo's were sloping.
- The bar ran out of drinks and were understaffed.

August:

- Have a mixture of music styles
- More next summer/ in the future so that everyone can participate.
- Car parking staff were fantastic
- More environmentally friendly – bring back reusable cups for the bar?
- This year was great as they had something to occupy the kids each time
- One person suggested having more stalls so that people can browse throughout the day and support small businesses.
- Love the event and been to most of them over the years

Pump Track feedback summary – 23-30 July 2025

110 people filled out this feedback survey. Most respondents filled out all of the questions.

1. Which day did you attend the pump track?

110 responses to this question.

Key points:

- 36 people (33%) voted that they attended on Wed 23rd July - event day.
- 19 people (17%) voted that they attended every day.
- 27 people (24%) voted that they attended for more than one day throughout the week.
- The remaining respondents (26%) voted for one day throughout the week, with Friday 25th July being the most popular (10%) and Wednesday 30th July having the least votes (1%).

2. How did you hear about the pump track being at King Georges field?

110 responses.

Key points:

- 61 people (55%) said that they heard about the event through family and friends.
- 23 people (21%) said they heard about it through Facebook.
- 13 people (12%) said they didn't know about it but found out by turning up to use the Skate Park in King Georges Field.

3. What type of wheels did you use on the pump track?

110 responses.

Key points:

- 87 people (79%) voted that they brought their own bike.
- 12 people (11%) voted that they brought their own scooter.
- 4 people (4%) borrowed a bike on the opening day.

4. What do you think of the pump track?

109 responses.

Summary of comments:

- Lots of respondents mentioned about how good it was to have something free for young people in the summer holidays.
- Many people enjoyed it and hoping that this would become permanent.
- A small number of people raised the concern that it was too small but good for beginners.
- A nice addition to the community to bring people together.
- The queue was too long so some people didn't get round to using it on the open day.
- A few people suggested an extension to the current skatepark.
- People usually must go to Horsham to use their pump track facilities so they would like to have something like this permanently in East Grinstead.

5. What did you enjoy about your visit to the pump track?

109 responses.

Summary of comments:

- Great for practicing bike skills and socialising with others.
- Nice to have something new and keep the bike riders off the actual skate park.
- Fun.
- Good to meet new people.
- Great form of exercise whilst getting fresh air for the kids.
- Great set up and could get to a good speed.

6. If we had a pump track again, would you use it?

110 responses.

Key points:

- 105 people (95%) voted yes.
- 3 people (3%) voted maybe.
- 2 people (2%) voted no.

7. How old are you (or your child)?

110 responses

Key points:

- 55 (50%) people voted that they were between 11-13 years old.
- 23 (21%) people were under 10 years old.
- 20 (18%) people were between 14-17 years old.
- The remaining 11% of respondents were over the age of 18.

8. Do you use the skate park at King Georges field?

110 responses.

Key points:

- 71 (65%) people voted 'yes, regularly'.
- 35 (32%) people voted 'yes, occasionally'.
- 4 (4%) people voted 'no, never'.

9. If no, why not?

12 responses.

Key points:

- It can be intimidating for young people.
- The concrete can be off putting for those who are still learning and scared to fall off.
- The pump track was much less overwhelming for younger children.

10. If there was a permanent Pump Track at King George's Field, would you use it?

110 responses.

Key points:

- 96 (87%) voted yes, all the time.
- 10 (9%) voted yes, occasionally.
- Only 1(1%) person voted no.

11. What else would you like East Grinstead Town Council to arrange for your age group?

107 responses.

Popular suggestions:

- Anything free and outside that encourages people out of their houses and off their phones.
- A permanent pump track/ extension of the current skate park.
- A free community centre.
- Youth club.
- An astro/3g pitch at King Georges field and keep the goals up throughout the year for everyone to use.
- Basketball courts.
- Some respondents mentioned not feeling safe outside, especially as there are some people that attend the skate park just to smoke weed unfortunately. Also mentioned scooters and bikes getting stolen.
- Add the skate park extension to the empty concrete space surrounding the current skate park in King Georges field.
- Climbing wall/ rock climbing.
- A new updated playground to encourage children to be outdoors more
- Something where adults can have a coffee whilst their kids play as there isn't anywhere in east Grinstead.
- Free sports sessions/ something creative.
- A zip line.
- Improved Park facilities at the park near St Mary's School.
- Splash Park.
- Trampoline Park.
- Gaming themed event.
- Events aimed at younger children, mainly under 6s, as some events can be overwhelming with lots of older children around. The respondent suggested creative, sporting or cultural sessions.
- Dirt Jumps.

Overall, the feedback has been overly positive and many people mentioned how they would love something like this permanently in East Grinstead. They also mentioned how there is a lack of things to do for children in East Grinstead. This event brought people together and allowed children to make new friends and socialise over something they're all interested in. The parents of the children were all very impressed and want to see more events like this in the future.

MANAGEMENT REPORT

Estate Team June 2025 – August 2025

Public Works

Town Enhancements

Flowerbed Display – Photographs of the summer display marking Railway200 were sent to various publications, including East Grinstead Living and Railway Modeller, and received very positive feedback.

Planters – Works to replace the wooden surround of one of the planters on Market Square was undertaken by our handyman.

Hanging Baskets – We recently received the following message of appreciation from a member of the public regarding the hanging baskets throughout the town:

“May I take this opportunity to thank and congratulate the staff responsible for the beautiful baskets that were looking stunning when I came into town yesterday to go to Mount Noddy. Approaching from Kingscote they were a feature all the way into town, into the High Street and eventually down to Mount Noddy itself and again when driving out towards Forest Row. They are a real credit to everyone involved.”

Further compliments have also been noted on social media, as well as in the August edition of the Town Crier. The prolonged hot weather has created challenging conditions, and the Outdoor Services Team have been thanked for their hard work and care in ensuring the baskets continue to look their best.

Partnership Agreements

Street Name Plates – Following the duties under the SLA partnership agreement for the repair and renewal of the street name plate’s contract; the Outside Services team installed 9 street name plates and there are currently 0 nameplates on order.

We were recently approached by Mid Sussex District Council regarding a developer who had experienced difficulties in sourcing street name plates, with some quotes received being significantly overpriced. While we were able to advise them of the suppliers typically used by the Town Council, MSDC were unable to formally recommend any specific companies.

Going forward, it has been agreed with MSDC that, should a developer request that they arrange the street sign on their behalf, the Town Council—under the partnership agreement—will be happy for MSDC to pass on the developer’s contact details. The Town Council would then provide the developer with details of the costs if the works were to be carried out directly by the Town Council.

Graffiti – The Outdoor Services team continues to remove graffiti as quickly as possible, predominantly from lamp columns and broadband boxes.

Annual Grit Audit – In preparation for the 2025/26 winter season, West Sussex County Council has carried out its annual grit bin audit. Locally, the Outdoor Services team conducted inspections of all grit bins across the town. These findings were then compiled and submitted by our Community Services Administrator using WSCC’s new online grit auditing system—introduced last year—which was adopted again for this year. The audit was completed by the deadline of Friday, 1st August.

Grit Bin – Stone Quarry Estate – Following a request from a member of the public, and endorsed by the Ward Councillor, for a grit bin on the Stone Quarry Estate, an audit of existing provision was undertaken. It was agreed that a little-used grit bin could be relocated to meet this need.

A licence application was submitted to West Sussex County Council Highways in February and was subsequently approved at the end of August. The installation has been added to the Outdoor Services work schedule. As the licence was approved after the most recent salt audit, the grit bin will need to be filled initially by the Town Council.

Other Works

Millennium Clock – The three-yearly service of the Millennium Clock on the High Street was undertaken in August by our contractor, using a cherry picker provided by the Town Council. The internal mechanism is located behind a mirror within the adjoining coffee shop, which was removed and refitted by the Outdoor Services Team to enable access for servicing.

Festive Lights

Approvals & Licences – The Third-Party Attachment Licences have been completed and submitted to Enerveo however we are currently waiting on our contractors' HERS cards before permission can be granted. All organisations operating within the highway electrical sector must be registered with the Highway Electrical Registration Scheme (HERS), the scheme works to ensure all organisations operating within the sector are fully compliant with NHSS8.

Solar Trees – A quotation was sought for the 8 x half solar Christmas trees for railway approach at a cost of £1280.00 + VAT and an order has been raised

Switch On – Our festive lights contractor and the Rotary who supply the Christmas Tree annually have been advised of the switch-on date, which forms part of the Big Reveal.

Turners Hill Road Rec

Waste Collection – The Outdoor Services Team continue to empty the bin at Turners Hill Road Rec and are currently emptying every 2 weeks.

Hedge Cutting – In 2024, after using the same contractor to cut the hedges at Turners Road Recreation Ground for 20 years, the Council was advised in early September that they were no longer able to undertake the work as they no longer owned the required equipment.

Due to the very wet weather in September, by the time a replacement contractor was sourced it was not possible to complete the hedge cutting because of the soft ground conditions.

To avoid further delays, a date has now been agreed for 10th September, and the neighbouring property has been advised accordingly.

King Street Toilets

Urinal – Ongoing issues with the flushing system prompted a site meeting with our plumber and electrician. It was agreed that an upgraded PIR urinal flush controller was required. The electrician installed the necessary additional socket and sensor, after which the plumber fitted the actuator, restoring the system to full working order.

Vandalism Incident – As previously reported, there has been ongoing antisocial behaviour around the site, which our contractors continue to manage and report. On 28th August, while locking up, our cleaning contractors discovered that all the toilet roll holders in both the ladies' and gents' facilities had been broken. Most units were damaged beyond repair, and all the toilet rolls were stolen. Our contractors managed to make two holders usable and restock them. In addition, the Outdoor Services Team installed a spare unit as a temporary measure. However, more robust and secure holders will now need to be installed. We are currently liaising with Mid Sussex District Council to obtain advice on the toilet roll holders they use, as we have been informed that their units are highly resistant to vandalism and theft.

Tree Works and Inspections

Neighbouring Tree Works – As part of the recent tree survey, our arboriculturist identified several neighbouring trees requiring attention. Our Estate Support Services Administrator has contacted the relevant businesses and Blackwell School regarding these works and has received acknowledgements from them accordingly. A site meeting has been agreed in September with Blackwell School to ascertain ownership of a row of trees on the boundary with Mt Noddy Allotments.

Estcots Tennis Club – Root Barrier Installation Update – Following the approval of planning application DM/25/0434 for the installation of a root barrier, a purchase order was raised and preliminary groundworks commenced. However, upon further investigation by our appointed contractor, it was determined that proceeding with the installation would likely cause significant harm to the tree. As a result, the works were halted, and the installation of the root barrier was aborted.

Mid Sussex District Council has previously maintained a firm position that the removal of the tree is not an acceptable option. Nevertheless, given the recent findings, further advice was sought regarding the viability of alternative solutions, including potential reconsideration of the tree's removal and generally agreed that removing the tree can lead to detrimental effects on neighbouring structures, primarily due to soil movement. When a tree is removed, the soil previously stabilised by its roots can experience heave, which may result in cracked foundations and potentially cause further damage to the court surface. Estcots Tennis Club has been fully updated on the current situation.

Tree Inspection Summary – Clarion Housing / Badgers Way – In May, the Neighbourhood Response Officer from Clarion Housing reported that residents had raised concerns about large branches from trees overhanging their gardens. Clarion's own property surveys had also identified these trees as potentially dangerous.

Clarion was advised that our cyclical tree survey was scheduled for June. During that survey, our arboriculturist met with residents of Badgers Way and viewed the trees located within Mt Noddy

Allotments from their gardens. As a result, aerial inspections were recommended for two Ash trees and one Oak tree.

A purchase order was raised for these inspections. Prior to the work, our Outdoor Services Team carried out extensive clearance at the base of the trees to provide access. The aerial inspections were subsequently completed.

Following inspection, Clarion was provided with our arboriculturist's findings, which concluded that no further works are required other than the removal of a single branch from one Ash tree. The detailed assessment included the use of an IML micro-drill resistograph, which confirmed:

- There is substantial residual, solid wood at the points of cavity.
- Decay is confined to a small area of an outer historic pruning wound.
- The wound is surrounded by healthy callus tissue indicating ongoing recovery.

As the Ash tree is subject to a Tree Preservation Order (TPO), an application has been submitted to Mid Sussex District Council (MSDC) for consent prior to carrying out the recommended works.

Tree Applications – Following Mid Sussex District Council approval on application DM/25/1391 the following works in East Court were completed in July as a safety precaution given this had been awarded a high priority.

- Tulip Tree - Fell
- Oak - Remove deadwood
- Fell dead Holly

Tree Works – Following the tree survey all the works recommended in Queen's Road Cemetery and St Margarets Loop have been completed.

Tree Planters – The two trees in planters on Railway Approach have recently received maintenance from the Outdoor Services Team. Additional decorative bark has been added to the bases of the planters to support tree health and ensure they remain well-presented and well-maintained.

Equipment

WR72HPU – Following routine safety checks, the tyre on vehicle WR72HPU was found to be worn and was subsequently replaced.

GU73HVA – The annual service has been scheduled for 4th September.

Brushcutters – In preparation for summer grass cutting, the Outdoor Services team carried out general maintenance, including the replacement of trimmer line and air filters.

Wing Mirrors – Replacement wing mirrors were fitted by the outdoor services teams to both the dumper and digger.

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

June - August	Exc. Vat
Information Form – High Street Board	53.00
PIR Urinal Flush Controller – King Street Toilets	135.00
Electrical Works – King Street Toilets	90.00
Cage Protection – PIR Urinal Flush	11.99
Plumbing Works – King Street Toilets	160.00
External Tap & Hose – Workshop	26.89
Tree Works – East Court	5250
Water Fountain – Potable water test	228.00
Water Fountain – Potable water test, 2 nd Opinion	345.00
Wood – High Street Christmas Display	49.20
Water Fountain – Signage	15.00
Weed Killer	116.64
Solar Christmas Lights – Railway Approach	2380.00
Wing Mirrors	3129.00
Tree Works – QRC and St Margarets Loop	2300.00
Millenium Clock Service	185.00
Cherry Picker – Millenium Clock Service	200.00
Decorative Bark – Tree Planters	25.00
Street Signs	648.70
Filler – Finger Posts	38.58

Buildings

Repairs, Renewals and Maintenance – East Court Mansion

Ground Floor Cupboard – Our handyman upgraded the lock to ground floor cupboard.

Initial Enquiries – Solar Panel Installation – Initial enquiries into obtaining quotes for the installation of solar panels on East Court Mansion, Meridian Hall, and the Old Court House have begun. This represents a positive step forward both environmentally and economically. As East Court is a Grade II listed building and Meridian Hall lies within its curtilage, both a planning application and listed building consent will be required. To begin this process, a pre-application was submitted under reference number DM/25/1540, and a case officer allocated to the enquiry.

Entrance Matting Carpet – The door matting in the anti-suite had lifted over time, largely due to the buildup of dirt and general wear. The issue was significantly worsened during the excessive wet weather at the July East Court Live event. As this is the main entrance to the public toilets, the doors were unable to be closed, which allowed a substantial amount of water to enter and get underneath the matting. In response, the matting was lifted and allowed to fully dry out. Both the mat and the floor beneath were thoroughly cleaned before the matting was re-secured in place however, the mat has now stretched and will need replacing in the near future.

Partition Screens – Thanks to the generous donation of two desk-mounted partition screens from one of our former tenants, Mayo Wynne Baxter, we've made a small but impactful improvement to the finance office. Our handyman carried out the necessary adjustments and successfully installed the screens, enhancing both privacy and focus for the team.

Consumer Unit Upgrade – In line with the recommendations from the five-year electrical inspection and certification, the final consumer unit upgrade has now been completed.

Following the upgrade and restoration of power, the ground floor corridor lights tripped. After extensive fault-finding, our electrician identified the cause as a faulty cable in the public toilets. This was the only fault discovered during the entire upgrade process.

As part of the works, the MCB (Miniature Circuit Breaker) for the public toilets was also upgraded.

First Floor Offices – Repairs Completed – Repairs have now been undertaken by our handyman following water ingress from the chimney. While works to prevent any further ingress were completed earlier in the year, additional internal repairs were delayed allowing the wall sufficient time to dry.

Our handyman has now removed all damaged material, relined the wall, and repainted the affected area.

Repairs, Renewals and Maintenance – Meridian Hall

Disabled Toilet – Works have been undertaken to improve both the aesthetics of the ground floor toilet and its accessibility. The repositioning of the radiator has created space for a larger, more accessible basin. A quotation to replace the flooring is currently awaited.

Flowers – The enhanced planting in the courtyard has received positive feedback and has been appreciated by all hirers. The colourful hanging baskets and the addition of a large pot have further brightened the space, adding seasonal colour and interest.

CCTV – Following a recent service of the security cameras, it was identified that the two courtyard cameras require replacement to provide improved coverage. One camera has gone offline, while the other is producing a very grainy and poor-quality image. A purchase order for £844.20 + VAT has been raised for the necessary works, and an installation date is currently awaited.

Repairs, Renewals and Maintenance – Old Court House

Broken Window – As previously reported, the broken window at the front of the Old Court House has now been successfully replaced. The repair restores both the appearance and security of the building.

Heating – The obsolete pressurisation unit located in the Old Court House plant room has been replaced by our heating contractor. The old unit had a failed capacitor and pressure switch, and the pump was excessively noisy during operation.

Paddington Pre School Site Permissions – Permission was granted for Paddington Pre-School to erect an external banner by their entrance, subject to confirmation that the banner is covered by their insurance and that they accept full responsibility for any accidents or injuries resulting from the banner becoming dislodged. Permission was also granted to paint the perimeter fencing. However, this did not include the small fence erected for safety purposes. The request to paint one of the external walls with blackboard paint was declined but a compromise was reached, allowing them to erect of painted boards instead.

Back Step – To improve safety in the playgroup gardens, our handyman painted the edges white.

All Kids Site Permissions – The Council was informed by All Kids, tenants at the Old Court House, that they have been experiencing difficulties with high temperatures, particularly due to their location on the second floor. On two occasions, they were forced to cancel hot lunches and instead hold picnics under the trees to manage the heat. They also closed an hour early on one occasion; while most parents were understanding, this is not a sustainable long-term solution.

As the tenant cares for a number of children with specific needs, such measures are not appropriate for ensuring their safety and wellbeing. Quotations for air-conditioning units were sought by the tenant, and after reviewing these, it was agreed that the Town Council would contribute £1,000 as a goodwill gesture to help create a safer and more comfortable environment and permission was granted to install the aircon unit.

Fencing – As part of the building works to the former police station, it was agreed with the developers that the party fencing would be replaced at no cost to the Council. To ensure the safety of the Old Court House users, particularly children, temporary Heras fencing has been erected while the old fencing is removed. The play groups have been informed of these arrangements.

Repairs, Renewals and Maintenance – Sunnyside Barn

Emergency Exit Doors – The rotten fire exit doors have been replaced with double-glazed UPVC doors, fitted with panic bar mechanisms to ensure easy egress, low ongoing maintenance, and improved heat retention.

CCTV Installation – As part of the second phase of the improvement works at Sunnyside Barn, a quotation was obtained for the installation of the CCTV system. This measure is intended to enhance both the security of the premises and the safety of its users. A purchase order has been raised and a date for the works awaited.

Cemetery & Handyman's Workshop

Handyman's Workshop – In a workshop setting, ventilation is crucial, and legislation requires adequate airflow to maintain a safe and healthy environment. Employers are legally obligated to provide sufficient ventilation, which involves introducing fresh air and removing stale or potentially harmful air. This is especially important in workshops where activities may generate heat, humidity, or airborne contaminants. A quotation is currently awaited for the installation of a fan that meets the required specification.

Cemetery Workshop – Our handyman installed a replacement external water tap, and a new hose was purchased to enable the outdoor services team to water the hanging baskets and flowerbeds in the cemetery.

East Court Public Toilets

Electrical – As previously reported, our electrician disconnected a faulty flashing light in one of the ladies' toilet cubicles. This light, along with one of the external lights, has now been replaced.

Guttering – The vandalised broken guttering was repaired and reinstalled by the outdoor services team.

Equipment

Clock – A replacement for the broken clock for the Meridian Hall was purchased.

Play Park

Safety Inspection – The annual safety inspection of the playpark was carried out in June. During the inspection, the innate (or default) risk score of each asset was calculated, assuming no faults and full compliance with relevant standards. The actual risk score at the time of inspection is recorded as the higher of either the innate risk or the highest risk identified from inspection findings.

Overall, the playpark scored low or very low risk, with two exceptions:

- The surrounding trees presented a medium risk. However, regular arboricultural surveys are carried out on the large trees in the play space, with the most recent survey completed in May.
- The cantilevered swing requires dismantling and inspection in accordance with the manufacturer's recommendations. This is performed annually by our in-house team.

All minor default works have been undertaken by the outdoor services team.

Additionally, while the toddler swing is currently assessed as low risk, it will need replacement within the next couple of years due to visible wear on the chains and seat, as well as general rust.

Benches – The last of the upgraded old wooden picnic benches to plastic recycled plastic has been installed by the outdoor services team.

Estcots Tennis Club

Court Surface Damage – It was originally hoped that the works to repair the sunken court surface would be completed once the installation of the root barrier was complete. However, with no current solution agreed, the two contractors that provided initial quotations for the repairs have been approached and revised costs obtained. Moving forward, we will need to monitor the repairs closely to assess how long they last, as this will provide an indication of the extent and speed at which the continued growth of the tree is impacting the tennis courts. Repairs to the court were undertaken however, we are still in communication with the contractors as Estcots Tennis Club are not happy with the repair.

Gardens/Grounds

Message of Appreciation – East Court Grounds – We received the following message of appreciation from a member of the public regarding East Court:

"I would like to say how lovely East Court looks and to congratulate the team for all the work they do to keep it looking so nice. I have enjoyed East Court since being a child and currently walk my dogs in the grounds most days. I'd like to say how much of a pleasure it is to walk there. With all that is going on in the world, it's nice to take the time to appreciate what we have and to give thanks to all those taking part in its upkeep."

The feedback is a testament to the ongoing efforts of the team and is greatly appreciated. We would like to extend our thanks to all staff and volunteers involved in maintaining East Court to such a high standard.

Green Flag Award – We are pleased to report that East Court has once again retained the prestigious Green Flag Award, as announced by Mid Sussex District Council in July. This recognition reflects the high standards of management, maintenance, and community engagement associated with the site. As the East Court Estate is managed by Mid Sussex District Council and ourselves, a joint application for the award was submitted. The successful outcome is a testament to the continued collaboration and hard work of all teams involved. This award, combined with the recent message of appreciation from a member of the public, highlights the value and positive impact of the ongoing care and stewardship of East Court. The website was updated accordingly.

Health and Safety & Service Contracts

Antenna – To reduce the number of out of hour fire fault calls, an extended antenna was fitted by our contractor, which resolved the persistent fault.

Lift – Following the recent service of the lift a quotation was sought for the recommended works for a new surround & mounting /illumination ring. The six-monthly safety inspection was undertaken in June and the service contract renewed in August.

Fire Alarm – The six-monthly fire alarm and smoke detector service was undertaken in August for the Old Court House, Meridian Hall and East Court Mansion.

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

June - August	Excluding VAT
East Court	Amount £
Replacement lock	10.00
Consumer Unit Upgrade	3690.00
Kitchenette Electrics	315.00
Lock – Caretakers Storage	29.42
Cleaner and Carpet Tack - Ante Suite	47.65
Decorating – First Floor New Wing	56.87
Total East Court	4148.94
Meridian Hall	Amount £
Clock	12.99
Wood – Disabled Toilet	51.33

Wall Panels, Plastic Angle & Adhesive – Disabled Toilet	178.23
Taps and Basin wastes	86.98
Mirror – Disabled Toilet	50.00
Total Meridian Hall	379.53
Old Court House	Amount £
Pressurisation Unit – Heating System	1988.69
Air-conditioning Unit – All Kids	1000.00
Consumer Unit Repairs	831.00
Clock – Court Room	14.98
Total Old Court House	3834.67
Sunnyside Barn	Amount £
Fire Exit Door	2079.17
CTV	1542.35
Total Sunnyside Barn	3621.52
Estcots Tennis Club	Amount £
Court Surface Repairs	1500.00
Total Estcots Tennis Club	1500.00
Cemetery Workshop & Lodge	Amount £
	0
Total Cemetery	0.00
Equipment	Amount £
Replacement Storage Box – Chair Seat Pads	19.00
Total Equipment	19.00
Grounds / Workshop / Play Park / East Court Toilets	Amount £
Electric Fault	60.00
Picnic Bench & Fixings	523.40
Total Grounds	583.40
Health and Safety / Training / Licences	Amount £
Annual Safety Inspection – Playpark	100.00
Remote Fire Monitoring – Installation Antenna	354.96
Service Contract – Lift	308.70

Pest Control Service for July to October	172.00
2 x First Aid Boxes & 1 x Assorted Plasters	40.81
Six monthly Fire Alarm Service	494.00
Legionella & Potable Water Testing All Buildings	1588.00
Total Health and Safety / Training	3058.47

Budget & Income

Details of income received for 2025/2026 financial year until 31.07.2025 is given below on an individual cost centre basis.

	Actual Income	Budget	Variance	Variance	Actual Income	Variance	Variance
	Apr 25 - Jul 25	Apr 25 - Jul 25			Apr 24 - Jul 24		25/26 vs 24/25
	£	£	£	%	£	%	£
Meridian Hall	45,647	26,667	18,980	71.2	38,501	18.6	7,146
East Court Mansion	35,969	28,333	7,636	26.9	34,013	5.8	1,956
Old Court House	18,892	17,667	1,225	6.9	16,724	13.0	2,168
Sunnyside Barn	3,513	5,000	-1,487	-29.7	2,402	46.3	1,111
Totals	104,021	77,667	26,354	33.9	91,640	13.5	12,381

Tenants and Hirers

Sister Share – A regular hirer of the Old Court Room, who began on 2nd April, gave notice and ceased hiring on 2nd July due to being unable to secure sufficient grant funding to cover the room costs.

Tenancy Agreements – SDM Travel office 42 signed their tenancy agreement advising that he is likely to give notice later this year. Jigsaw Southeast, tenants of East Court Mansion signed their tenancy agreement for 1 August and St John Ambulance, tenants of the Old Court House have signed their tenancy agreement for 1 August

Noise & Dust – We were recently approached by All Kids, tenants at the Old Court House, who raised concerns regarding the noise and dust from the ongoing works. They have received complaints from parents, some of whom have expressed concern that their children are coughing and that the level of noise is unacceptable for both the children and staff. While they understand that the situation is largely outside of our immediate control, they emphasized the importance of maintaining good relationships and open communication. As a constructive step, they proposed a meeting with the developer, which we agreed to attend.

Sunnyside Barn – The responsibility for the hiring of Sunnyside has been transferred from the Community & Tourism Team to the Estates Team. Our Bookings and Functions Coordinator kindly agreed to manage the bookings from 13 August following a full handover.

All necessary amendments have been completed, including updates to the website, contact details, and terms and conditions. Booking numbers, however, remain low. It is understood that ongoing parking difficulties continue to be a contributing factor, which unfortunately cannot be resolved by the Council. Any changes to the hire cost will be included within the Fees and Charges Report brought to this Committee for approval in December.

Review Stone Quarry Café Storage Room

Background – In 2024, the Committee resolved to increase the rent for the Stone Quarry Café storage room by £25 per month each quarter on the following dates:

- 1st November 2024
- 1st February 2025
- 1st May 2025
- 1st August 2025

with a review scheduled for September 2025.

At the time, it was noted that although the Café operates as a community café, a vital part of its work is providing essentials to residents in need, as the nearest food bank is located on the other side of town in Stone Quarry. This position remains unchanged; however, the level of community need has increased, alongside the Café's operating costs.

Current Position – The Stone Quarry Café continues to support the local community and is now paying 75% of the commercial rate for the hire of the room. This is in line with other community and charity organisations based at East Court.

Recommendation: That this committee does not increase the rent this year and allows the rent to be managed by officers in line with other tenancy agreements.

Burial Services

Mount Noddy Cemetery

Repairs/Maintenance

Officers have purchased 8 new watering cans to replace the current ones. Due to the watering cans constantly being moved by a member of the public, officers have purchased trolley coin slots so that two watering cans can be kept securely by each tap. Each watering can has a sticker saying 'property of East Grinstead Town Council. Please return to zone (Red/Yellow/Green/Blue). Each tap will be a different coloured zone with signs to show this zone. We will have trolley coins available in the yard and in the office should anyone need to use them.

Alarm

We haven't had any issues with the alarm at present

Planting on Burial Plots

Officers have been actively contacting deed holders in relation to contravention of the rules and regulations regarding planting within the cemetery. A noticeable increase in planting activity—including the addition of large shrubs and trees—has prompted action in line with the cemetery's established rules and regulations.

Our regulations clearly state, planting is not permitted on or around grave spaces. As a result, the ODS team has been instructed to begin removing non-compliant vegetation. Prior to this, multiple letters have been sent to the relevant deed holders, each outlining a timeline for voluntary removal before the cemetery staff intervenes.

The response from deed holders has been mixed. Whilst many have acknowledged and accepted the policy, some have expressed concerns about perceived inconsistency, citing other graves where similar plantings remain in place. We have assured all concerned that this is a site-wide enforcement effort and that all affected plots will be addressed in due course. The cemetery has over 5,500 graves, with 7627 interred here. So far a total of 22 deed holders have been contacted.

It is important to reiterate that, as a working cemetery, it is essential to maintain safe and respectful conditions for all visitors and operational needs.

Garden of Remembrance

With the assistance of the ODS team, officers have concluded that the Columbarium should be placed at the top of 5C by the hedge, instead of by the hedge of 2C. This is due to the large layer of hardstone running through the ground making full earthen burial digs extremely hard and time consuming for the ODS. Officers & the Town Clerk visited this area and discussed the idea and measured it out.

The Columbarium company have been contacted to ask them to attend a site visit and provide mock ups for our planning application.

Recommendations: Officers are asking council to agree the new area at the top of 5C to be used for the instillation of Columbarium.

A report for S106 funding has been written & sent through, this has been put on hold as we have been informed by Mid Sussex that planning permission needs to be obtained.

The application we originally submitted for the columbarium can still be used but officers will need to submit the new plans. Ms Catherine Cardin from Mid Sussex Planning Department visited Mount Noddy Cemetery to look at the new proposed site and advised what we need to add to the planning application.

The Columbarium Company has been made aware of this and have been to visit the site so new drawings can be created to be added to the planning application. They will be contacted once we receive the decision.

If permission is granted, officers will go ahead and let Mid Sussex know so the S106 report can be submitted. Officers will then order the columbarium & contact SGS Surfacing, the company agreed on at the last meeting, for the instillation of the pathway.

Memorial Wall

Officers purchased a new sign for the front of the memorial wall for reflection (to replace the sign on the back of the wall), the cost is £377.20, it is in black granite with white/silver lettering to read. *'This memorial wall provides a peaceful space for reflection and remembrance.'*

Officers purchased recycled plastic edging to create the scatter garden behind the memorial wall. It has been measured out & the trees have been planted. Signage has been looked at to indicate where the scatter garden is, at a cost of £364.04 for black granite with white/silver lettering to read *'Every ending holds the promise of a new beginning. Memories bloom forever.'*

Officers went ahead with the plaques and are awaiting delivery of both signs for the memorial wall. Officers will update council once they are installed.

Land in front of MNC

Officers contacted The Guinness Partnership, they own the land that is being built on by Mount Noddy Cemetery, regarding the piece of land attached to MNC as you drive in. We explained that we were interested in what they would be doing with this area, they said they have nothing planned for it. Officers discussed with them the possibility of signing it over to the Town Council to be used as a tranquil garden or community space by the cemetery. Guinness Partnership explained that they would be willing to sign it over to us if it would benefit the community. They said that there may be a cost for this, but it would only be in solicitor fees. Officers explained that this is public money & would need to seek approval from the town clerk & council.

Officers are still waiting for The Guinness Partnership to get back to them regarding costings.

Cemetery Administration

The memorial safety testing has continued this year by trained staff members,

All sections 1U, 1C, 2U, 2C, 3C, 4U, 4C & 5C of Mount Noddy Cemetery have now been completed. This has been achieved in a period of two years. As a reminder it is a Government / HSE requirement that memorials / headstones are checked once every five years as a minimum. A total of 34 memorials were laid flat for safety reasons and so far 3 have been re-instated by families.

Burial Data

Mount Noddy Cemetery	June 24	June 25	July 24	July 25	Aug 24	Aug 25
Number of Earthen Burials	1	3	4	4	2	0
Number of Interments of Cremated Remains	4	6	0	1	3	5
Number of Memorial Applications Processed	2	1	1	2	5	3
Number of Memorial Wall Plaques Sold	1	0	0	0	0	0

Queens Road Cemetery

Officers sent the goat contract to Surrey Hills to be checked over, at an hourly cost of £300 +VAT. This will then be sent to the farmer to sign, and the goats can then be delivered.

The fencing has been erected for phase 1 of this project, and Officers met with the Goat Farmer in Mid-July; she checked the fencing and was happy with it. 9 goats arrived on Friday 1st August, they seemed happy. On Sunday 3rd August, they escaped their enclosure twice but were herded back in by Cemetery staff. The Outdoor Services team pinned three places where the fence had not been put flush to the ground.

The fencing company have been contacted regarding this – they were very apologetic and came out immediately to rectify this.

At the last A & T meeting, a discussion around cameras being installed in the area where the goats will be with a link to the website so that children & families can see what is going on. Officers will investigate wildlife cameras and how to link them to the website.

Tree Works

A tree survey was carried out at QRC, tree works were undertaken by Holly Tree. They still need to return to finish certain trees. They were mindful of the goats.

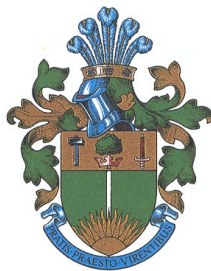
Southern Wall

The Structural engineer has visited QRC on a few occasions to begin his surveying. He has completed an initial land survey and bay setting with a photographic survey. He will send the rest of his report in due course.

The Belfry Association

The Belfry Association have been kept up to date with the progress for bringing the goats to QRC.

Memorial Safety Testing is a requirement for QRC in accordance with Government and HSE requirements.



EAST GRINSTEAD TOWN COUNCIL

Amenities & Tourism Committee Meeting

Tuesday 9th September 2025

Agenda Item 21: Drinking Water Fountain

Agenda Item 21: Drinking Water Fountain

Background

As resolved at the June meeting of the Amenities and Tourism Committee, signage at the drinking water fountain was updated to advise users to run the water before drinking. The fountain was reactivated on Tuesday 24th June 2025, and a weekday daily 10-minute flushing routine was implemented in line with recommended best practice, based on historical water testing results.

The Committee also proposed working with East Grinstead Society to identify volunteers who could support daily flushing of the fountain taps during weekends and bank holidays, when staff are unavailable. However, the Society declined this request, explaining that the demographic of their membership—largely of a more mature age group—made this impractical.

Due to low usage of the fountain last summer and ongoing poor water quality test results, advice was sought from our water testing contractor and Southeast Water. Both advised running both taps for 10 minutes daily for the first couple of weeks, then reducing this as public usage increased. This advice was given on the base assumption that as water usage increased, the Total Viable Count (TVC) readings would improve. Our handyman, assisted by the Outdoor Services Team, undertook daily 10-minute flushes on weekdays, recording the meter reading before and after each flush.

Thirty days after reactivation, water testing was carried out. Results from last week's sampling showed TVC readings significantly higher than previous results and **above the recommended limits for drinking water**. For this test, the contractor ran the taps for only two minutes before sampling, in order to reflect more typical public use.

Usage and Flushing Data

Meter readings were recorded five times per week since the fountain was switched back on after the winter shut-off. The first reading was taken on Monday 23rd June, giving us a full month of data from 23rd June to 23rd July.

- **Flushing usage:** Over 23 weekdays, the fountain was flushed for 10 minutes each day (230 minutes total). Meter readings increased by 2,394 units — an average of 104 units per flush.
- **Public usage:** Total usage outside of flushing over the full 31-day period was just 185 units — an average of 6 units per day.
- **Interpretation:** As 1 unit equates to roughly 6 seconds of water use, this suggests the fountain was only used for about 36 seconds per day by the public (likely even less when accounting for drips or leaks).

Costings

Current expenditure:

£1,408.50	2024/2025
£933	2025/2026 (to date)
£5,000	Total grant provided by MSDC

It should be noted that the total expenditure to date doesn't allow for any staff time spent at the fountain nor does it include the cost of actual water consumption as we are still yet to be billed for this.

Staff time is currently estimated at two staff members attending five times per week for 20–30 minutes per day.

Conclusion

After liaison with the contractor who undertook the water testing to explore how we could potentially improve the water quality, the following two potential solutions were identified. Both would require improved access beneath the stone housing:

- Battery-powered automatic valve – similar to those used in urinals, programmed to run water at set intervals to mimic regular use.
- Antibacterial water filters – fitted within the fountain's housing to improve water quality.

The East Grinstead Society has been updated on the current position. To date, no further comments or advice has been received. Concerns remain regarding the long-term durability and practicality of removing the stone housing on a semi-regular basis, particularly given the considerable weight of the stone.

As matters stand, the construction of the fountain presents significant challenges in ensuring a safe and reliable supply of drinking water. Regular removal of the stone housing is not a viable option, and any major alterations would raise uncertainties regarding:

- Whether such works are technically possible;
- The cost implications;
- The potential requirement for planning permission, given the fountain's Grade II listed status.

Given the latest test results and these constraints, the decision has been taken to switch the fountain off until a way forward is agreed. Southeast Water, who were instrumental in reconnecting the Victorian fountain, has been approached for further advice on why water quality remains poor despite significant maintenance efforts. To date, we have received acknowledgement of our correspondence, but no further guidance or explanation has been forthcoming.

The Committee is asked to consider the options outlined in this report and determine the preferred course of action.

When considering how to proceed, we would highlight that meter readings indicate there has been minimal usage of the water fountain by the public over the June/July period, which is particularly relevant when considering the warm and dry weather being experienced at this time.

Agenda Item 21: Water Drinking Fountain

1. Reactivate the fountain and take no remedial action other than installing clear signage advising that:
 - the water does not meet the minimum standards for drinking water quality, and
 - use of the fountain is at the individual's own risk.
2. Reactivate the fountain and adopt a risk-based flushing regime in line with Health & Safety Executive (HSE) guidance to minimise the risk of Legionella and other bacterial growth. Specifically, it is recommended that infrequently used outlets be flushed for a minimum of five minutes once per week. In addition to this, installation of clear signage advising of the water quality risk (as suggested above) also takes place.
3. Permanently decommission the fountain and turn off the water supply, unless a third party presents a viable solution within budget.

APPENDIX E

Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed
A&T	4	Continue to talk to MSDC re the state of their playparks	17/06/2025		Fire damage reported at Brooklands Park		
A&T	6	Investigate re compensation for loss of hirers at The Old Court House	17/06/2025		Hire costs lost were so low it was not deemed worthy of pursuing compensation.	Closed	01/09/2025
A&T	6	Water fountain: Investigate cost and feasibility of installing a chlorination point	17/06/2025		Enquires ongoing however proving to be very difficult to ascertain costs and feasibility	In progress	
A&T	6	Water fountain: Work with EG Society to identify volunteers to help with the daily flushing	17/06/2025		EG Society advised they would not be able to support this proposal.	Complete	01/09/2025