

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

10th June 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 17th JUNE 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

1. Apologies for Absence
2. Declarations of interest
3. To approve the minutes of the meetings held on 20th March 2025
4. Chairman's Announcements
The Chairman will give brief updates on items not included in the agenda.
5. Tourism Report
The report from the Community and Tourism Manager is enclosed for consideration (Appendix A).
6. Estates and Civic Pride Report
The Estate Manager's report is attached for consideration (Appendix B)
7. Burial Services
The Cemetery Services report is attached, for consideration (Appendix C).
8. Events
To receive an update on event planning for 2025 (Appendix D)
9. St Margarets Loop Update
To keep the committee updated on the progress of the scheme (Appendix E).
10. Water Fountain (Appendix F)
11. To note the actions list (Appendix G)

The next full meeting of the Committee will be on **TUESDAY 9th SEPTEMBER 2025**

AGENDA ITEM 5: TOURISM REPORT

Alice Fletcher, Community and Tourism Manager
March 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 40 Tourist and 91 Community enquiries since last report. We have posted 57 public services posts on the Town Council Facebook pages and are averaging around 1100 views per day.

2. Merchandise Tourism sales

Here is the income from the tourism sales

March	£61
April	£36
May	£60
Mayfair	£248.50
Total	£405.50

3. EG Guide book

Final checks are taking places now and then it'll go to the printers.

4. 2026 calendar photography competition

We have already received 50 photo entries for the calendar competition. All the information is on our website. Feel free to submit some photos. We're looking for East Grinstead photos through the seasons. Closing date is September.

[2026 calendar photography competition – East Grinstead Town Council](#)

5. Visit East Grinstead website and Facebook

Visit East Grinstead Facebook

27,913 hits over the quarter = average of 358 hits per day.

ECL, Makers Fair at Standen, VE Day, things for kids to do and Car Show proving popular

Work continues with updating content and the what's on calendar

<https://www.visiteastgrinstead.com/whats-on/>

The Google analytics report (May 2025) 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		9,461 100% of total	5,167 100% of total	1.83 Avg 0%	53s Avg 0%	28,894 100% of total
1	/events/east-grinstead-and-district-lions-may-fair/	1,460 (15.43%)	1,023 (19.8%)	1.43	19s	4,507 (15.6%)
2	/whats-on/	1,051 (11.11%)	723 (13.99%)	1.45	1m 06s	3,198 (11.07%)
3	/events/monster-truck-crushfest-lingfield-park-racecourse/	825 (8.72%)	601 (11.63%)	1.37	22s	2,712 (9.39%)
4	/	787 (8.32%)	477 (9.23%)	1.65	33s	2,448 (8.47%)
5	/shopping/	645 (6.82%)	473 (9.15%)	1.36	2m 29s	2,007 (6.95%)
6	/events/east-court-live-june/	511 (5.4%)	365 (7.06%)	1.40	19s	1,655 (5.73%)
7	/things-to-see-and-do/	361 (3.82%)	299 (5.79%)	1.21	51s	1,167 (4.04%)
8	/events/d-day-80th-anniversary-community-event/	227 (2.4%)	157 (3.04%)	1.45	21s	689 (2.38%)
9	/food-drink/	180 (1.9%)	151 (2.92%)	1.19	1m 14s	516 (1.79%)
10	/local-attraction/sackville-house/	136 (1.44%)	109 (2.11%)	1.25	16s	371 (1.28%)

Officers Recommendation: this report is for noting.

AGENDA ITEM 6: ESTATES AND CIVIC PRIDE REPORT**March 2025 – May 2025****Public Works****Town Enhancements**

Flowerbed Display – The display this Summer marks the 200th anniversary of this milestone in transportation. Railway 200 is a year-long campaign to celebrate the railway's remarkable past, its vital role today, and its importance for a sustainable future. East Grinstead Town Council is marking the occasion with a special planting of flower beds, symbolising the connection between nature, community, and the railway's lasting impact. In the beds are a replica of Locomotion No.1 along with other recognisable railways and landmarks. The flowerbed includes an information board which includes further details.

Planters – Following a request from a member of the public, it was brought to our attention that one of the planters in Market Square is obstructing step-free access. As a result the planter has been relocated and we are in the process of replacing the wooden surround for the second planter.

Hanging Baskets – The Enevero application for the hanging baskets was submitted, and subsequent approval was granted. Four invitations to quote were issued, but only one quotation was received. This quotation was accepted, and the order was placed accordingly. The baskets were cleaned and delivered to our contractor on 16 April and were installed during the week commencing 26 May.

Safety Inspection – The annual hanging basket bracket safety inspections were successfully carried out by the outdoor services team, with all necessary maintenance and bracket replacements completed.

Partnership Agreements

Bus Shelters – Our contractors were notified of the vandalised bus shelter (48060012) near the fire station. They promptly cleared the broken glass on the same day and have added the necessary repairs to their work schedule.

Dog Bins – Each year, the District Council reviews the fees it charges for the services it provides, aiming to recover all costs associated with the service provision for the single dog bin the Town Council is responsible for. As a result, the cost of these collections will increase from £3.70 per collection per bin to £4.07 per collection, effective from 1 April 2025. This will be invoiced, as per our usual arrangements, in February 2026. As has been the case for several years, the District Council's dog waste collection service is operating at full capacity and cannot be extended without significant additional costs, meaning they are unable to accept any additional dog bins.

Dog bin No.	Road	Location	Weekly Collections
394	Imberhorne Lane	Footpath leading to Fairlawn Drive edge of path with wooden edging	2

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 0 street name plates and there are currently no further nameplates on order.

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

Other Works

Speed Indicator Devices – The outdoor services relocated the devices from Holtye Road and Dunnings Road to Estcots Drive and Lingfield Road on 12th March. The outdoor services team are due to relocate to Woodbury Ave and Herontye Drive this month.

Salt Bins – In March 2025, the Committee requested an audit to assess whether any existing salt bins were underutilized and could potentially be relocated. This is monitored annually, and any bins identified as underused are relocated as necessary, subject to approval by West Sussex County Council. Following the Committee's decision in September 2021 to maintain the current number of salt bins, no record of additional salt bin requests has been maintained.

Turners Hill Road Rec

Waste Collection – Ongoing complaints were received regarding the waste bin at Turners Hill Road Recreation Ground not being emptied. Despite forwarding these concerns to our contractors, the agreed service levels were consistently not met. As a result, notice was given to Glendale, and the contract was terminated, effective at the end of May.

A waste handling licence has since been applied for, and the responsibility for emptying the bin has now been incorporated into the Outdoor Services team's schedule of works.

King Street Toilets

Handwash Units – The annual contract for the handwash units in the public toilets was renewed. Replacement keys were ordered for the units as the old copies had become very worn.

Tree Works and Inspections

Tree Sculpture – As advised by the sculptor, our handyman has applied a wood preservative to the tree sculpture within the East Court Estate. This treatment helps protect the wood from decay, insect damage, and general wear, significantly extending the sculpture's lifespan.

Estcots Tennis Club – Following the approval of application DM/25/0434 for the installation of a root barrier, a purchase order has now been raised. We are currently awaiting confirmation of a start date for the works.

Tree Inspection – In preparation for the forthcoming tree inspection and associated risk assessment, the Outdoor Services Team has carried out the clearance of undergrowth and epicormic growth at Queens Road Cemetery and Mount Noddy Allotments. This work was undertaken to ensure that the arboriculturist has full and unobstructed access to the trees requiring inspection. The report advised that three of the trees in Mount Noddy Allotments required a further aerial inspection, a date for the works is awaited.

Tree Applications – Following the recent tree inspection, the following applications have been submitted to Mid Sussex District Council, as the trees are located within designated conservation areas:

Proposal: DM/25/1391 – East Court

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

Proposal: DM/25/1398 – High Street

- Cherry – cut back to clear building and lamp

Equipment

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

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

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

March - May	Exc. Vat
Replacement Hanging Basket Brackets	96.00
Annual Handwash Service Contract	2684.50
Strimmer Line, Air Filter & Oil	130.17
Wallgate Keys	57.40
Waste Carrier Licence – Upper Tier	164.00
Circular Saw Blade and screws	49.56
Hanging Baskets	4103.65
Tyre – WR72HPU	109.02
Cable-ties	169.20
Peat	341.25
Plants– High Street Flower Beds	1890.95
Plants – Barrels & Planters	621.00
Fertiliser	72.54
Delivery Charge	180.00
Additional hanging baskets	250.80

Buildings

Repairs, Renewals and Maintenance – East Court Mansion

Faulty Lights – Our caretaking team responded to a report from the tenants on the second floor, who advised that the lights were not functioning. They attempted to reset the lights using the tripped fuse board but were unsuccessful. Our electrician attended the following morning and determined that the issue was caused by a fault in the mineral cable connecting the fire escape lights on the which has since been rectified.

Doors – The two oak front doors were carefully sanded by our handyman to open the pores of the wood, allowing for deeper absorbance of the oil. The application of the oil will provide enhanced protection against the elements and extend the longevity of the doors, maintaining their appearance and structural integrity over time. The second door facing the courtyard has been sanded and repainted.

Ground Floor Windows - South Elevation

The ground floor windows on the south elevation were found to be in poor condition and required extensive maintenance. The following work was carried out to restore the windows:

- **Replacement of Rotten Window Trims:** The rotten window trims were replaced to ensure structural integrity and maintain aesthetic appeal.
- **Wood Patching of Damaged Windowsills:** Extensive damage to the windowsills was repaired through wood patching, ensuring a solid and stable surface.
- **Painting:** After completing the necessary repairs, the windows were painted, providing both an enhanced appearance and added protection from the elements.

This comprehensive maintenance has improved the overall condition of the windows and will help prolong their lifespan by protecting them from further weathering and decay.

Ground Floor Windows – North Elevation

Painting and maintenance of the ground floor windows on the north elevation by our handyman is currently ongoing.

First Floor Windows – To avoid the use of scaffolding, which would detract from the visual appeal of the building during the busy wedding season, a cherry picker was employed for access to the first-floor windows. The cherry picker was operated by a certified operator, ensuring safe and efficient access for the painting task. The painting was undertaken by our handyman, with support from the outdoor services team.

Council Chamber External – The external lime plaster has been repainted by our handyman with traditional Limewash, which prevents rot and allows the building to breathe. Limewash, a historic product free from modern additives, has been used for centuries to preserve wood and masonry. Its permeable nature creates a breathable barrier that allows water vapor to escape, preventing moisture-related damage.

Pillars – Our handyman, with assistance from the outdoor services team, has completed substantial repairs to the pillars affected by water ingress before repainting them.

Storage Cupboard – The new storage cupboard, as part of the party wall agreement, is now in use by the Concord Big Band. Three keys have been provided, and the cupboard is fully operational and being utilised as intended.

Back Door – The broken lock for the rear door to the Mansion was replaced by the outdoor services team.

Blocked Drain (North Elevation, Mansion) – Jetting Services were called to attend a blocked drain on the north elevation of the mansion. Upon investigation, the blockage was determined to be caused by a buildup of fat. The tenants of the kitchen advised that they do not engage in frying; however, they have been made aware of the issue and will remain extra vigilant in preventing fat, oil, and grease from entering the drainage system.

Office 43 – Substantive repairs, including the replacement of the safety glass and the push bar mechanism, were carried out by our carpenter, as building security and fire safety were paramount.

Desks – Following a kind donation of four desks and two chairs from one of our former tenants, Mayo Wynne Baxter, the Outdoor Services Team disposed of three existing desks and replaced them with the newly donated ones. Although the Tourism Team is based at the East Grinstead Library, space for an additional desk providing the flexibility to work from East Court was identified following an office reorganisation.

Consumer Unit Upgrade – In line with the recommendations from the five-year electrical inspection and certification, the upgrade of the consumer units has been underway. The final upgrade has been scheduled to take place from 20–22 June and affected tenants have been informed accordingly.

Repairs, Renewals and Maintenance – Meridian Hall

Meridian Courtyard – The outdoor services team, along with our handyman, have worked diligently on the courtyard, which included jet washing, sanding, and sealing the block paving, as well as painting the two storage sheds, metal fencing, railings, and grills. These efforts have made a significant improvement to the area, ensuring it is well-prepared for the upcoming wedding season.

Flowerbed – The bed edging in front of the Meridian Hall has been cleaned and repainted to enhance its appearance. The bed was thoroughly weeded, and fresh decorative mulch applied. These efforts have significantly improved the aesthetics of the area, creating a neat and well-maintained look.

Faulty Fire Lights – Our electrician was called following a report from the caretaking team to advise the fire lights couldn't be turned off. They attempted to reset the lights using the tripped fuse board but were unsuccessful. Our electrician attended the following morning and determined that the issue was caused by a faulty external light, which has since been rectified.

Cigarette Bin – Five additional wall-mounted cigarette bins have been installed by the outdoor services team in the Courtyards. This initiative aims to reduce cigarette butt hotspots and encourage proper disposal, helping to maintain a cleaner and more aesthetically pleasing environment.

Tree Planter – A new tree has been planted in an appropriately sized pot to enhance the appearance of the courtyard, which is used for weddings throughout the summer.

Toilet Seats – Our handyman has replaced the broken toilet seat in the men's toilet and purchased an additional one to keep in stock.

Repairs, Renewals and Maintenance – Old Court House

Lighting Fault – As part of the redevelopment of the new storage cupboard for one of our tenants, the building contractors were informed that the electrical works had caused a fault in the Old Court House foyer, boiler room, and one of the tenanted rooms. There is no cost to the Council, as all works are covered under the new party wall agreement.

Paddington's Toilets – Our plumber attended and carried out the necessary repairs following a report that the toilet used by one of the playgroups was loose.

Kitchenette – To minimise disruption to tenants and ensure safety, work in the kitchenette was completed by our handyman over the Easter break. This included painting of the walls, tiling around the sink, and installing a finishing strip to eliminate any gaps.

Inspection – Following the Ofsted inspection of Paddington Pre-School, a tenant of the Old Court House, our handyman has reconfigured the plumbing of the hot water boiler. This adjustment ensures that the boiler can be pushed back far enough from the edge of the worktop, addressing any concerns raised during the inspection and improving overall safety and functionality.

Neighbouring Works – We have received official confirmation that demolition works to the former police station will proceed. All tenants and hirers have been informed of the planned activity. Following a site meeting with the developer, agreement has been reached to extend the safety fencing to the front of the Court House, ensuring the continued safety of all users. Unfortunately, the building work has already had an impact, resulting in the loss of a few regular hirers.

Broken Window – Following a report from the playgroup regarding a broken small front window, our contractors have been informed. A purchase order has been raised, and we are currently awaiting confirmation of a date for the repair works.

Heating – Our contractor attended the site following a report of excessive noise from the boilers. Upon inspection, they confirmed that the expansion vessel requires replacement. A purchase order has been raised, and we are currently awaiting confirmation of the installation date.

Repairs, Renewals and Maintenance – Sunnyside Barn

Disabled Toilet – Following a complaint from a hirer regarding a blockage and slow drainage in the disabled toilet, our handyman attended but was unable to replicate the issue at the time. However, a subsequent report from another hirer identified the same fault. As a result, jetting services were engaged to investigate the intermittent problem and discovered that the gullies were obstructed with old bricks and concrete. These obstructions have now been cleared.

Cemetery & Handyman's Workshop

Handyman's Workshop – Following a recent update to the fire risk assessment, two additional fire extinguishers have been installed in the handyman's workshop by our contractor. This action was taken to further enhance fire safety measures and ensure compliance with safety standards.

Cemetery Workshop – In June, the workshop experienced an attempted break-in. Although the perpetrators were unsuccessful and nothing was taken, the incident was promptly reported to the police. The damage sustained during the attempt was repaired by our handyman, with assistance

from the Outdoor Services team. Following the incident, the existing security measures were assessed, and the necessary upgrades were implemented to enhance protection.

East Court Public Toilets

Blocked Toilets – Following a complaint regarding a blockage in the ladies' toilets, which could not be resolved by our caretaking team, Jetting Services was called in to address and clear the gully. The cause was attributed to a significant quantity of wet wipes, signs have been put up in each of the ladies' toilets reminding users of the toilets not to flush any products other than toilet paper and to use the bins supplied.

Handwash Units – The annual contract for the handwash units in the public toilets was renewed.

Electrical – Following a report of a flashing light in one of the toilet cubicles, our electrician attended the site and disconnected the light as an interim safety measure. A follow-up visit has been scheduled to replace the faulty component and restore full functionality.

Equipment

Mower – In preparation for the grass cutting season, the outdoor services team carried out general maintenance on the equipment, including fitting a replacement blade for the mower.

Extension Lead – Following the office reorganisation and the subsequent relocation of the printer/photocopier, a longer Ethernet cable and extension lead were required.

Tools Purchase – Our handyman purchased a 150-piece trade pack of bits for general maintenance use.

Events Trolley – Major refurbishment work was carried out by our handyman in preparation for the first of the three East Court Live events. The trolley, which is a health and safety aid, is used for the safe transport of rubbish bags to the wheelie bins.

Play Park

Safety Inspection – We received confirmation that the annual safety inspection of the playpark will take place in June, although an exact date has not yet been provided. In the meantime, our outdoor services team continues to carry out routine weekly and monthly inspections to ensure the ongoing safety and maintenance of the playpark.

Benches – The six-monthly inspection of the benches has been completed. Additionally, the benches within the playpark have been repainted using a bright blue and green wood preservative to enhance the area and create a cheerful and welcoming atmosphere. The last of the old wooden picnic benches has been upgraded to a recycled plastic bench.

Gardens/Grounds

Car Park Barrier – Our engineers attended and repaired the faulty lights along the barrier arm. Unfortunately, the car park barrier has since sustained noticeable damage after two individuals sat on it on Sunday, 16 March. While the barrier remains operational, we have increased monitoring in an effort to prevent further misuse, which could result in additional damage.

Green Flag – East Grinstead Town Council was pleased to collaborate with Mid Sussex District Council on a joint Green Flag application. The 2025 judging for the Green Flag Award at East Court took place on 23rd May, led by our gardener Jenny on behalf of the Town Council's gardens, and supported by our Deputy Town Clerk. The results are expected in August. This application covers areas owned by Mid Sussex District Council, East Grinstead Memorial Estate, and the Town Council. The estate first secured the prestigious Green Flag Award in 2019.

Hedge Cutting – The substantive reduction of the laurel hedge was undertaken by our tree surgeons.

Health and Safety & Service Contracts

Water Treatment – The second of the Bi-Annual Legionella and Potable Water Treatment was undertaken in March.

Loan Working – As part of the loan working risk assessment, loan working devices have been ordered.

Fire – Following a recent review of the fire risk assessment, our contractor made some important updates at the Old Court House to improve safety. Adding an LED beacon and louder sounder in the Court Room to enhance both visibility and clarity of the alarm, and the addition of foam and CO2 extinguishers in the handyman's workshop helps address fire risks in a space where flammable materials or electrical hazards might be present.

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.

Alarm System – The annual service of the fire extinguisher was completed in April.

CCTV Maintenance – The annual service contract for East Court and the Meridian Hall has been renewed. Our contractors have completed the first of the scheduled six-monthly services.

Uniform and Safety Wear – An audit of the required uniform and safety wear was conducted for the outdoor services and caretaking team. The items were signed for by the users and logged accordingly.

REPAIRS, RENEWALS AND MAINTENANCE EXPENDITURE

March - May	Excluding VAT
East Court	Amount £
2 x Masonry Protection Cream	178.70
Faulty Fire Lights – EC Fire Escape	275.00
External Paint – Limewash – Council Chamber Portico	78.84
Paint, Brushes, Wood Filler & Wood Hardener	291.49
Back Door – Lock	41.21
South Elevation – Door	0
South Elevation – Window Beading & Sealant	27.70
Upgrade Lighting – Office 41 & 41a	380.00
Blocked Drain – Jetting	150.00
Fan – Ladies Toilet	172.30
Emergency Fire Door – Repairs	595.00
Cigarette Bins	18.99
Office Directory Board	50.00
Total East Court	2259.23
Meridian Hall	Amount £
Flower Pot, Tree & Compost	312.17
12 x Decorative Bark	108.00
5 x Cigarette Bins	103.46
Shed Paint	20.82
Block Paving Sand - Courtyard	162.20
Paint – Railings & External Woodwork	213.72
2 x Toilet Seats	58.29
Total Meridian Hall	978.66
Old Court House	Amount £
3 x Keys	13.90
Faulty Socket – GF Kitchenette	214.00
Replace 5 x external lights	1335.15
Water Boiler – Kitchenette	6.84
Boiler – Emergency Callout	292.50
Window – Foyer	133.33

Total Old Court House	1995.72
Sunnyside Barn	Amount £
Jetting Services	300.00
Total Sunnyside Barn	300.00
Cemetery Workshop & Lodge	Amount £
	0
Total Cemetery	0.00
Equipment	Amount £
Wedding Pack Folders	477.00
Oil, Filter, Blade – Mower	39.33
Extension Lead 10m	12.41
Straight Shank Metal Drill Bit Trade Pack 150 Pieces	30.82
Lift Panel Keys	136.00
Total Equipment	695.56
Grounds / Workshop / Play Park / East Court Toilets	Amount £
Jetting – EC Public Toilets	150.00
Signage – EC Public Toilets	4.20
Bamboo – Bee Hotel	13.32
Cold Roll – EC Drive	50.50
Blue Paint and brushes	6.99
Wood Treatment	25.49
Extension Lead	12.41
Hedge Cutting	2700.00
Bedding Plants – Entrance Beds	310.00
Total Grounds	3272.91
Health and Safety / Training / Licences	Amount £
Water Treatment – Bi Annual testing	754.00
Inhibitor – Central Heating System	111.25
Loan Working Devices	191.31
Alarm Beacon & Additional Extinguishers	462.84
Emergency Lights	905.00
Schematic Drawings – Sunnyside	382.50
Annual Handwash Unit Service Contract	2864.50
Annual Fire Extinguisher Service & Additional Extinguishers	765.00
Safety Signs	15.08
Waste Licence	105.00
Clip Frames – Food Waste Legislation	68.46

CCTV Maintenance	540.00
Uniform and Safety Wear	140.85
Total Health and Safety / Training	7305.79

Budget & Income

Details of income received for 2024/2025 financial year until 31.01.2025 is given below on an individual cost centre basis.

	Actual Income	Budget	Variance	Variance	Actual Income	Variance	Variance
	Apr 24 - Mar 25	Apr 24 - Mar 25			Apr 23 - Mar 24		24/25 vs 23/24
	£	£	£	%	£	%	£
Meridian Hall	83,334	75,000	8,334	11.1	71,230	17.0	12,104
East Court Mansio	86,106	80,000	6,106	7.6	88,960	-3.2	-2,854
Old Court House	52,315	53,000	-685	-1.3	51,484	1.6	831
Totals	221,755	208,000	13,755	6.6	211,674	4.8	10,081

Tenants and Hirers

Wedding Packs – 500 wedding pack folders have been purchased.

Tenancy Agreements – Both All Kids and Paddington Pre-School, tenants of the Old Court House, have signed their addendums to existing licence agreements. The Little Green Truck and Machovia tenants of East Court have signed their addendums to existing licence agreements. Mayo Wynne Baxter, former tenants of Office 39, gave notice and vacated the premises on 30 April. The office has since been re-let, with new tenants, Legacy Project Solutions, taking occupancy on 1 May. The office directory has been updated to reflect this change.

Keys – Grenestede Talking News requested an additional key for the Old Court House and Legacy Projects Solutions requested additional keys for East Court. Both have updated their key declarations.

AGENDA ITEM 7: BURIAL SERVICES

Mount Noddy Cemetery

Repairs/Maintenance

Officers have had to purchase 'Dogs on a lead' signs for Mount Noddy to ensure the public keep their dogs on a lead while walking through the cemetery.

Signs have been installed by the taps in the cemetery, used by visitors & the team, to say 'not drinking water' these are to replace the original ones that we no longer have

Fencing along 4U

New fence panels have been purchased to replace the current chain-link fencing along the edge of 4U (next to the path) – the current fencing is broken in places and could potentially cause a hazard in the long run. The cost of this was £3,429. The ODS team will install this fencing once they have time to do so.

Alarm

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

Garden of Remembrance

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 form for this has been sent to the planning department at Mid Sussex & we are awaiting their decision.

The Columbarium Company has been made aware of this. 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.'*

Cemetery Administration

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

To date, sections 1U, 1C, 2U, 2C, 3C, 4U & 4C have all now been completed. Section 5C plots 1 to 1039 of 1197 have also been done. Once the remaining 158 plots of 5C are completed (expected this summer) it will mean all Mount Noddy Cemetery plots will have been checked within a 2-year period. As a reminder it is a Government / HSE requirement that memorials / headstones are checked once every five years as a minimum. There are currently 34 memorials laid flat so far following these checks with 3 that have been re-instated by families.

Also, because of the weather, majority of the graves have begun to sink. The ODS Supervisor has advised that they have enough soil to rectify majority of these but need more manpower.

The ODS were able to use some time to backfill some of the sunken graves in 3C at the beginning of May, there is still a lot more to do but they are slowly working their way through them.

Burial Data

Mount Noddy Cemetery	Mar 24	Mar 25	Apr 24	Apr 25	May 24	May 25
Number of Earthen Burials	2	1	2	1	1	3
Number of Interments of Cremated Remains	4	5	3	2	3	5
Number of Memorial Applications Processed	0	2	6	5	6	8
Number of Memorial Wall Plaques Sold	0	0	0	0	0	0

Queens Road Cemetery

Officers have obtained 4 quotes for the instillation of livestock fencing for the goats

Quote 1 – £20,201.66 inc. VAT

Quote 2 - £6,485 inc. VAT

Quote 3 - £29,205 exc. VAT

Quote 4 – £6,774.88 inc. VAT

Officers went with quote 2 as they were able to start the works at the beginning of June to install the fencing.

Officers have spoken to the farmer; she is still happy to have her goats grazing with us. She has 7 goats that she will bring, once the fencing & Yew Tree is fenced off, the goats can be delivered. A contract has been created for both the Farmer & Town Council to sign.

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. They have given permission for the successful fence company to park their van on the driveway as they have been made aware that the company will be working out of their van.

They have asked for a 'no public access' sign as they have had people walk down the driveway as there is a map in town that shows QRC as greenspace – the cost to remove this for all the maps is £5,790 due to the amount of maps and the fact they are double sided. We agreed to the sign as it was more cost effective than changing all the maps.

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

AGENDA ITEM 8: EVENTS**VE Day 80th Anniversary – 8th May**

East Grinstead marked VE Day's 80th anniversary in style on 8th May 2025. The day began with a proclamation at the High Street war memorial at 9am, followed by the raising of the VE Day flag. The evening at King George's Field was very well attended and people enjoyed traditional games, local charity stalls and live music performances. The evening's highlight saw the Town Mayor, with support from East Grinstead Community Bonfire, light the beacon, accompanied by a moving rendition of 'I vow to thee, my country'. It was a heartfelt tribute to unity, hope and peace. Thank you to everyone who supported this special occasion.

£2,000 of the cost of this event is being reimbursed from a grant from MSDC. This leaves £537.16 for EGTC to cover from the town events budget.

East Court Live – 1st June

East Court Live on 1st June was met with fantastic weather, which contributed to an excellent turnout. Attendees enjoyed a lively atmosphere, with performances, food stalls, and a strong sense of community throughout the day.

While the event was a great success, there were some initial challenges with the new sound and stage team. Discussions are ongoing to address these issues and ensure improvements for future events, with the aim of delivering a seamless experience for both performers and audiences.

A sincere thank you goes out to everyone who attended and helped make the event so special. Particular appreciation is extended to the volunteers, whose dedication and hard work were invaluable in supporting the event.

An overspend was agreed to pay for children's entertainment and a compere.

Full costing of all 3 events will be presented at the next committee.

East Court live 6th July

Line up:

1pm The Colas

2pm The Twelve Sullivans

3pm Flairz

4pm Euphoria

Pump track – 23rd July – 30th July

This has been agreed as Urgent Business. A pump track for bikes, scooters, skateboards etc will be temporarily installed at King George's field by the skate park from Wednesday 23rd July – Wednesday 30th July. The first day will be an event day that will be staffed by the pump track staff to demonstrate and to lend out bikes (various sizes) and helmets to those that need, otherwise people can use their own bikes, scooters, skateboards, rollerblades and wheelchairs. The rest of the week it will be there for people to use as and when, like the skate park. The first day would be their insurance and the rest of the week would be under EGTC. This would come under EGTC standard insurance at no extra cost. The track is accessible and suitable for all ages (young children to be supervised by parents) and abilities however we will be advertising this to teenagers.

The dates are Wednesday 23rd July to Wednesday 30th July. Schools break up on Friday 18th or Tuesday 22nd July. This is the only availability at short notice that they have. The event day on the 23rd will be from 10am – 3pm.

To make the first day more of an event there will also be music and DJ workshops available for free. The hire of the pump track is £3,500 plus £700 for the event day for a DJ and DJ workshop.

East Court Live 3rd August

Line up:

1pm Wrong Direction

2pm Overdrive

3pm The Ed Miller Band

4pm Gee Bello's Sensational Soul & Motown Show

VJ day – 15th August

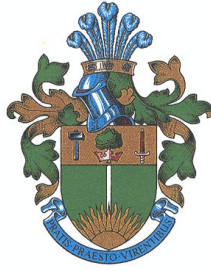
Official information and plans for the day have not been released yet. John Chisholm, Cemetery Assistant has kindly offered to run a history tour at Mount Noddy Cemetery on the day.

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

The event is fully booked for cars but there are still spaces for motorbikes.

- **Remembrance Day** - this has now moved to the Community and Tourism team to arrange.
- **Big Reveal and Christmas Lights switch on** – Saturday 15th November
- **Christmas Market** – Sunday 7th December at East Court / Meridian Hall

Officers Recommendation: This report is for noting.



EAST GRINSTEAD TOWN COUNCIL

Amenities & Tourism Committee Meeting

Tuesday 17th June 2025

Agenda Item 9: St Margaret's Loop Update

Purpose of the report: To update the committee with details of the current position.

1. Previous report at last A & T Meeting

The survey commissioned for submission to WSCC is due to be delivered by 14th March 2024. Once this has been received it will be shared with WSCC for consideration and hopefully their acceptance of taking over ownership and responsibility for the road bridges which are within the St Margaret's Loop site.

In the meantime, Officers have been exploring potential consultant/design options for development of this site. Due to the scale and value of this contract it will be essential to take a fully transparent approach to instructing the appropriate professionals to take this project forwards (assuming the green light is received from WSCC). I have also reached out to MSDC to see if they can provide any outline planning guidance for the application that will need to be submitted.

2. Progress Update

Since the last report in March, several meetings have been held with various interested parties to explore and further understand the complexities of this project in efforts to identify how to proceed. These include:

- detailed requirements to obtain planning permission and potential associated costs
- availability of infill material required to deliver the project, and whether it will be possible to realise the predicted income for taking this onsite
- increasing ecological aspects of the site

3. Heads of Terms

The initial agreement was for one company to take on the role of project management for delivering the scheme at a potentially minimal cost to the Council, other than costs to install lighting, signage, fencing, seating, bins, etc.

Heads of Terms (HoT) were signed with this company in 2020. Changes to this document were proposed in 2024, however these have not been agreed at this time. The fundamental changes proposed are:

- a forecast income of £600k from importation of inert infill materials is predicted, with the remainder of any costs to complete the project being met

by East Grinstead Town Council. There is no total project forecast available so it is unknown what this cost may be.

- the existing HoT states that the Town Council would be liable for a maximum of £150k expenditure, with a total project cost forecast of £700k.

With the cost estimate to deliver this project so high, to ensure transparency it would (at a minimum) be best practice to go out to tender, if not essential.

4. Ownership of Road Bridges

WSCC has advised that the terms laid out in the Agreement in Principle (AIP) completed and submitted in March this year regarding the impact of the proposed development on the road bridges are acceptable. However, Officer advice was that a commuted sum was expected to be provided with the bridges, which goes against the understanding of EGTC.

Unfortunately there is no record in writing of the verbal agreement that WSCC would take ownership of the bridges without a commuted sum. Cllr Jacquie Russell supports the project and has been copied into communications with WSCC Officers, as well as liaising with fellow councillors to try and reach an agreement in this matter. We are hoping for an update regarding this matter in the near future.

5. Railway Paths

Railway Paths has again issued an ultimatum that if the land transfer is not completed by September 2025 they will look to sell their section of the loop. They have also proposed an option to arrange for EGTC to lease their section of the loop whilst they retain ownership of the bridges.

This is the first time this has been proposed as an option and we are currently following up with them to establish further details around how this could work.

6. Next Steps

It is important that the A&T Committee takes into consideration the following in respect of how the project is moved forwards:

- Transparency of the project
- Associated costs
- Associated risks

A quotation has been received from Sustrans for a feasibility study which would include production of high level project costings and RIBA Stage 2 Concept Designs (which confirm the objectives, develop the project brief, assess feasibility, conduct site surveys and create initial design concepts). This report would assist with a planning application, but additional more detailed surveys, reports and plans would also be needed.

The cost of the feasibility study is £28,239 plus VAT with an expected 6-month timeline to completion.

It is possible that Section 106 funds could be used for this work, however the feasibility study would not provide any assurance that the project would be deliverable or obtain planning permission.

For Consideration: Due to the complexity of this project, it is therefore recommended that the Council considers the use of a consultant/project manager who has expertise in this area of civil engineering to provide advice moving forwards, if agreement regarding the sale/lease of the land and protection from future responsibility for the road bridges can be agreed with WSCC/Railway Paths.

This will ensure that the correct practices and procedures are being followed and minimise the risk to the Council of making misinformed decisions and wasting public money based on advice being received from differing sources.

Officers are currently exploring options for this, and hopefully be able to provide a further update at the meeting.



EAST GRINSTEAD TOWN COUNCIL

Amenities & Tourism Committee Meeting

Tuesday 17th June 2025

Agenda Item 10: Queen Victoria Jubilee Fountain

Purpose of the report: To consider the future and ongoing use and maintenance of the Queen Victoria Jubilee Fountain.

1. Introduction

This report will outline the brief history of how responsibility for the ongoing maintenance of Queen Victoria Jubilee Water Fountain came to be transferred to the Town Council, with a view to providing fresh drinking water to residents and visitors to the town. This will also outline the maintenance issues and associated costs experienced throughout the first year of use (summer 2024) and a request for the A&T Committee to consider how they wish to proceed with regards to the ongoing provision of the water fountain.

2. Water Fountain Ownership

In May 2022 Full Council resolved to take on responsibility for the maintenance and ongoing provision of the water fountain. EG Society was responsible for renovation of the fountain prior to handover to EGTC. At the time there was no knowledge of the ongoing maintenance costs for running the fountain although it was stated that due to this being a cold water supply that legionella testing would not be required.

Ownership of the water fountain was transferred to EGTC along with a commuted sum of £5,000 from MSDC to cover any maintenance costs required, in May 2024.

3. Maintenance 2024

Upon taking ownership of the fountain a water potable test was undertaken to check the quality and safety of the drinking water. Due to the poor results received, regular monthly testing was undertaken. The results of these tests are detailed below:

Due to these results, the advice received from the water testing company was to complete regular flushing of the water fountain on both taps every week. As the summer progressed, this advice became daily flushing of the fountain of at least 10 minutes. As the taps are push taps, this requires a member of staff to stand and hold the tap for 10 minutes to flush the system before drinking of the water is recommended.

Sample Date	Test	Roadside	Prom Side
10.5.24	Pre Flush at 22°	8415	7920
	Post Flush at 22°	7920	1045
	Pre Flush at 37°	825	660
	Post Flush at 37°	550	192
18.6.24	Pre Flush at 22°	495	440
	Post Flush at 22°	495	246
	Pre Flush at 37°	550	385
	Post Flush at 37°	248	220
18.7.24	Pre Flush at 22°	8	660
	Post Flush at 22°	16	52
	Pre Flush at 37°	330	190
	Post Flush at 37°	87	48
14.8.24	Pre Flush at 22°	385	4950
	Post Flush at 22°	330	2970
	Pre Flush at 37°	7920	2200
	Post Flush at 37°	1485	3465
6.5.25	Pre Flush at 22°	4455	n/a
	Post Flush at 22°	660	935
	Pre Flush at 37°	935	n/a
	Post Flush at 37°	44	130

Table 1 – Water Test Results

As can be seen in the above table, the test results are extremely variable and can depend on frequency of use as well as outside temperature.

A decision was made to turn off the water fountain supply for the winter for the following reasons:

- Reduce the risk of pipe damage caused by low winter temperatures and frosts.
- Eliminate the need for attendance at the water fountain to flush the system for 10 minutes daily.

As a result of turning off the supply, we are being advised not to turn the water system back on until the water test results are within recommended levels as advised by the company who have been completing the water testing:

- 1,000cfu/ml at 22°
- 100cfu/ml at 37°

4. TVC Testing

Total Viable Count (TVC) testing is crucial for monitoring the microbiological quality of public drinking water. It estimates the number of live microorganisms, including bacteria, yeast, and mould, present in a water sample

TVC testing is important for drinking water for the following reasons:

- Ensures safe consumption by detecting microbial contamination.
- Helps maintain water quality by identifying irregularities.
- Supports regulatory compliance with drinking water standards.
- Monitors biofilm formation, which can affect taste and odour.

Consequences of not testing TVC in drinking water:

- Health risks due to potential pathogenic bacteria.
- Poor water taste and odour, making it unpleasant to drink.
- Failure to meet safety regulations, leading to legal consequences should someone become unwell.

Guidelines suggest that there should be no significant increase in TVC from the incoming mains supply. Regular testing helps detect deviations and ensures water remains safe for public consumption.

TVC testing is conducted at 22°C and 37°C to assess microbial growth under different conditions:

- 22°C: Represents ambient temperature, allowing the detection of environmental bacteria that naturally occur in water systems. These are typically harmless but can indicate biofilm formation or contamination.
- 37°C: Simulates human body temperature, helping identify bacteria that could be potentially harmful to human health. This temperature encourages the growth of pathogens that thrive in warm conditions.

By testing at both temperatures, water safety professionals can distinguish between harmless environmental bacteria and potentially dangerous microorganisms, ensuring drinking water remains safe for public consumption.

There are no strict regulations on acceptable Total Viable Count (TVC) levels in drinking water, but guidelines suggest that there should be no significant increase from the incoming mains supply.

Historically, the World Health Organization (WHO) recommended that TVC levels should not exceed 100 colony-forming units (CFU) per ml at 22°C and 10 CFU/ml at 37°C. However, WHO now considers this an unrealistic restriction and instead advises monitoring trends for abnormal changes

As can be seen from our test results, there are significant variations in TVC results when comparing pre and post flush results.

5. Mitigation Suggestions

This Victorian water fountain was not designed for modern day use. Proposals to try and mitigate the extremely manual and inconclusive processes for trying to manage the ongoing water quality are as follows:

- Installation of a chlorination point in the water pipework. This should have been installed by SE Water when the water fountain was recommissioned, however for some reason this was not done.

On speaking with SE Water this week, they have advised that this is not something they will consider doing, and that as the owners of the water fountain this is our responsibility.

- Installation of an automated flushing tap system, generally fitted as standard to all public water fountains in order to ensure the water is kept fresh and clean. An electricity supply would be required to run this, something not currently in place.

The potential costs to complete either of these options is currently unknown, as is or indeed whether either solution would be viable at the water fountain. We also need to establish whether a planning application would be required, and what disruption to the look of the water fountain may be caused as a result of either of these proposals.

6. Costings

A commuted sum of £5,000 was made by MSDC to cover the maintenance of the water fountain. A summary of the costs incurred during the 2024-2025 financial year is below:

Water Sample Testing	£1,336
Water Signage	£72.50
Water Usage	£200*
Total	£1,608.50

*Estimated costs as no bill received to date.

This does not take into consideration the staff costs of approx. 1 hour per visit to the water fountain to complete the flushing required (30 minutes per day per resource), or the impact of this on other tasks to be completed on a daily basis.

East Grinstead Society has offered to contribute £500 towards the costs of the installation of any mitigating solution to reduce the risks of drinking the water.

7. Conclusion

Committee is asked to consider how they wish to proceed with regards to the future use of the water fountain:

- Consider the mitigation suggestions of investigating the costs and impacts of installing either a chlorination point or automated flushing system.
- Continue daily flushing of taps (where possible due to other competing priorities during summer months) – for the summer, or all year round? NB daily flushing not possible at weekends as no staff available to complete this.
- Signs at water fountain advising users to run water before filling their bottles?
- Decommission water fountain.
- Hand the fountain back to EG Society together with balance of commuted sum for their ongoing management.
- Should a hosepipe ban come into effect, consideration as to the continued flushing of the taps will need to be made.

APPENDIX G

Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed
A&T	346	St Margaret's Loop - to go ahead with the commission of the outline scheme	14/03/2024		Survey of road bridges commissioned for WSCC once resolved project direction to be determined	In progress	
A&T	61	QRC - Bring an outside contractor in to get on top of maintenance	13/06/2024		Exploring options for rewilding and animal grazing	Complete	
A&T	63	St Margaret's Loop – to proceed with the repairs on the wall once the project is approved	13/06/2024		Survey of road bridges commissioned for WSCC once resolved project direction to be determined	Complete	
A&T	65	Seat on Dunnings Road – to investigate a resting point between Coronation Road and Hurst Farm Road	13/06/2024		Perch seat to be installed	Complete	
A&T		To make a request to Inspector Derrick for uniformed officers presence at next major town events	12/12/2024		Alice F has emailed Inspector Derrick	In progress	
A&T	228	To provide further updates for columbaria installations at Mount Noddy	12/12/2024			Complete	
A&T	334	Fountain to be turned on in April once Legionella Testing has been completed	20/03/2025		Initial testing results indicate water quality not within safe limits, full report included on June agenda for committee consideration.	Complete	
A&T	335	Submit a request for S106 funding for Columbaria	20/03/2025		Planning application in the process of being submitted to MSDC, once awaiting decision before instructing work and columbaria purchases.	In progress	
A&T	335	To continue to explore options available to the Council to open the right hand side of QRC to the public	20/03/2025				
A&T	339	Committee requested an audit to assess whether there were some bins which were not being used that could potentially be relocated	20/03/2025		Audit completed annually, all bins that can be relocated already advised to Committee.	Complete	