

EAST GRINSTEAD TOWN COUNCIL

28th March 2024

A meeting of the **EAST GRINSTEAD TOWN COUNCIL** is to be held in the **COUNCIL CHAMBER, EAST COURT** on **MONDAY 8TH APRIL 2024** at **7.00pm**.

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

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

AGENDA

- 1 To commence not later than 7.30 p.m. - Apologies for absence.
- 2 To confirm the Minutes of the Town Council Meeting held on 29th January 2023.
- 3 To receive any Declarations of Personal, or Pecuniary Interest.
- 4 Town Mayor's Announcements
- 5 To receive such communications as the Leader of the Council may desire to lay before the Council.
- 6 To Dispose of any business outstanding from the last meeting
- 7 Principal Council Update – MSDC –
Mr Kevin Toogood the District Council monitoring officer has been invited to come and speak on his role at the District and how the independent standards panel works.
- 8 To receive and consider the Minutes of Committees:

| | Date | Page Nos | Minute No |
|--|-------------|-----------------|------------------|
| (a) Planning | 31/01.2024 | 156-161 | 290-296 |
| (b) Planning | 19/02/2024 | 162-169 | 297-303 |
| (c) Environmental & Sustainable Travel | 29/02/2024 | 170-173 | 304-316 |
| (d) Public Services | 07/03/2024 | 174-179 | 317-328 |
| (e) Planning | 11/03/2024 | 180-183 | 329-336 |
| (f) Amenities & Tourism | 14/03/2024 | 184-187 | 337-349 |
| (g) Finance & General Purposes | 21/03/2024 | 188-193 | 350-363 |
| (h) Planning | 03/04/2024 | TBA | TBA |

- 9 To authorise the sealing of the following documents: -
 - 1) Grant of Exclusive Right of Burial Numbers: 2314, 2315, 2316 and 2317
 - 2)
 - 3) Amended leases for AllKids, Paddingtons and Grenestede Talking News, regarding the deed of release for the "land swap" concerning the error on the land registry deeds.

10 Update from the East Grinstead Sports Council

Mr Bob Shelley has agreed to attend the meeting to explain the origins and current work of the East Grinstead Sports Council. Cllr Ody is the East Grinstead Town Council representative on the Sports Council.

11 Casual Vacancy

The election to fill the vacancy at Ashplats North ward is underway, the election will coincide with the Police and Crime Commissioner election on 2nd May. The election notice was posted on 26th March and the closing date for nominations is 4pm Friday 5th April 2024. The Count is expected to be on the evening of 2nd May and the announcement made thereafter. The new Councillor will join the Council at the Annual Town Council Meeting when the committee membership and external representatives will be determined for the 2024/25 civic year.

This is for noting

12 Outside Body representatives

The Friends of the East Grinstead Museum have contacted the Council to advise that their constitution requires a nominated representative from the Town Council. the Council has not allocated a Council member to the group for a few years, but this is now being asked to be reappointed.

Cllr Mrs Mockford has indicated that she would be happy to sit on the Friends group, on the Councils behalf.

Recommendation: To appoint Cllr Mockford to represent the Council on the Friends of the East Grinstead Museum

13 Procedure on the death of a senior national figure

Council will be aware that Operation London Bridge was the code name for the protocol for arrangements following the death of HM Queen Elizabeth II. We are advised that the new code name for King Charles is operation Menai Bridge. The East Grinstead Town Council protocol has therefore been updated to reflect the changed details. It is not known at this time whether protocols will be amended regarding those who are no longer a working Royal but at this time the previous list is included. Council are asked to approve the new protocol or amend it. Officers have considered the protocol as to the opening of condolence books at the town council. These physical books were not well used despite expectation following the Queen's death where only a couple of hundred signatures were entered into the Council books, this was attributed to the online provision from the palace. The policy remains in place but this may need to be reviewed in time as the likelihood of physical books being required changes.

Recommendation: To approve the revised protocol

The date of the next meeting of the Town Council is The Annual Town Council on **Monday 13th May 2024**

EAST GRINSTEAD TOWN COUNCIL

PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

H.M. King Charles III

H.M. Queen Camilla

H.R.H. The Prince Of Wales

H.R.H. The Princess Of Wales

H.R.H. Prince George of Wales

H.R.H. Princess Charlotte of Wales

H.R.H. Prince Louis of Wales

H.R.H. The Duke of Sussex

H.R.H. The Duchess of Sussex

H.R.H. The Duke of York

H.R.H. The Princess Royal

H.R.H. The Duke of Edinburgh

H.R.H. The Duchess of Edinburgh

- The Prime Minister
- The Members of Parliament for Mid Sussex
- A serving Chairman or Leader of the Council
- A serving member of the Council

This protocol is to be kept under annual review; the Contact list will be updated annually in May.

*purple indicates only in the event of the death of HM The King

PART 1 Implementation of the Protocol on official confirmation of the death

Plans should only be implemented following an official announcement - “reports of” are not official. The Town Clerk should contact the Town Mayor and Leader of the Council on hearing / seeing an official announcement (from only the Lord’s Lieutenants office) to advise that the protocol is to be implemented.

| Action required | Authorised by | Other Notes |
|---|--|-------------|
| East Grinstead Town Council’s mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named on page 1 of this Protocol. | Implementation will be authorised by the Town Clerk or in his / her absence by the Deputy Clerk. | |

PART 2 Flag flying

Half-mast flying has specific protocols and officers must ensure that they are aware of the correct method to employ and observe this when lowering a flag to half mast, or changing a local flag to the Union Flag for lowering to half -mast. **Please see notes at the end of the protocol.**

| Action required | Implemented by | Other Notes |
|--|---|--|
| <p>Immediately the flags should be flown at half-mast.</p> <p>In the case of the death of a senior Royal family member flags will be replaced with the Union Flag.</p> <p>Black ribbon to be placed on photos of the Sovereign.</p> | At the council offices by the Community Liaison Officer or Community Services Officer, following instruction from the Town Clerk or Head of Finance and Central Services. | See the note in Annexe 1 to this protocol, setting out the correct procedure for flying a flag at half-mast. If the death falls on St. George’s Day or the period of mourning includes St. George’s Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast. |
| <p><u>Applicable only following the death of the Sovereign:</u></p> <p>On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 11.00 - be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast at approx. 13:00 hours (following the EGTC proclamation being read).</p> | At the council offices by the Community Liaison /Services Officer. | |

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|---|---|---|
| <p>Books of Condolence (loose-leaf black folders) and a supply of black edged paper will be supplied by Finance and Support Services as will table cloths and a framed photograph of the relevant person.</p> <p>Page 1 to be reserved for dignitaries.</p> <p>Pages to be taken to care homes for residents to sign if wished.</p> | <p>Team of Cllrs could volunteer or staff to do this.</p> | <p>Finance and Central Services will maintain a stock of items including loose-leaf black folders, a supply of black edged paper, table cloths and framed photographs of members of the Royal Family.</p> |
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| <p>The Town Mayor will issue a statement via the Clerk, expressing the sadness of the Council and people of East Grinstead at the news of the death. The statement will also appear on the home page of the Council's Website and noticeboard and be included in social media posts.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e- Book of Condolence on the Royal website.</p> <p>The Statement will also advise that floral tributes may be left at the Mount Noddy Memorial Wall</p> <p>A Wreath will be placed at Mount Noddy for the sovereign stating "For a lifetime of service with grateful thanks from the People of East Grinstead"</p> <p>For the Consort of the sovereign or where public mood dictates a wreath may be laid by the Town Mayor with an appropriate inscription.</p> | <p>Statement to be issued by the Clerk via her PA to press</p> <p>Webmaster to ensure copy of statement appears on the home page of the Council's website.</p> <p>Community & Tourism Manager to ensure that the statement is included in EGTC social media streams</p> <p>The official place will be at the memorial wall in Mount Noddy. Any other tributes placed elsewhere in the town will be moved to Mount Noddy and the tributes will be removed the day following the funeral by outside services.</p> | <p>Guidance on the content of the statement is set out in the Annexe</p> <p>The Statement should refer to other books of condolence if we are aware of them - eg MSDC and WSCC and online at www.royal.uk</p> <p>A Wreath is on permanent standby with Ashdown Flowers florist in town should an official announcement be made for the wreath to be made up for collection the day after the announcement</p> |
| <p>When a Condolence book has been closed it will be bound and retained with the Councils official archives.</p> | <p>Finance and Central Services</p> | |

PART 4 Events during the period of Mourning

The Town Mayor and Deputy Town Mayor are to attend appropriate events where they continue, however if the country is in national mourning, parties, dinners and more celebratory events will be declined.

| Action required | Implemented by | Other Notes |
|---|---|--|
| <p>To review the programme of engagements undertaken by the Town Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p> <p>Council Meeting may be moved if deemed to be not appropriate, only most important matters should be discussed in this time.</p> | <p>The Town Mayor, The Clerk and the Mayors Secretary</p> | <p>Consideration may also be given to working with local faith groups to arrange some sort of Service on the eve of the funeral.</p> |
| <p>Where the death was of a serving Councillor the Council Officers will offer the council buildings free of charge for any refreshments following from a service. (added October 2017)</p> | <p>Bookings Officer</p> | <p>This will be for the use of Meridian Hall or East Court Mansion public rooms as a normal hire, but at no cost. The Cost and organisation of refreshments / catering will be the responsibility of the family. Should the family want to have a pay bar the contribution to the xmas lights will be waived</p> |

PART 5 Proclamation Day

At 11.00 on proclamation day (D+1) the official proclamation of the new King will be read at St James’ palace. At noon it is read at the Royal Exchange, then the heralds set out for Edinburgh/ Cardiff and Belfast. (D+2) the heralds read their proclamation in the capitals. Then the local proclamations can be read. MSDC will read theirs at 1.30pm (D+2).

| Action required | Implemented by | Other Notes |
|--|---|--|
| <p>In East Grinstead the Proclamation will be read as follows:</p> <p>By The Town Mayor at 2.30 p.m. on the day following proclamation day (D+2) at the front of East Court Mansion</p> <p>Reading of the Proclamation to be publicised</p> <p>All those listed in the Annexe to be invited to be present. Councillors and Officers to wear dark lounge suit / jacket and trousers/ skirt. Gentlemen to wear a Black tie. Black Arm bands to be available.</p> | <p>A public address system to be set up by the Estate Manager/ Caretaking team</p> <p>Notification of the reading of the Proclamation to be given by the Town Clerk to those identified in Annexe 3.</p> <p>Clerk/ press officer and Webmaster to ensure that the public are informed by press release and item on the Council’s website</p> | <p>The Town Clerk and Leader of the Council will stand with the Town Mayor during the proclamation</p> |
| <p>Arrangements to be made for crowd management, liaison with local police, Arrangements to be made for media access.</p> | <p>Town Clerk/ Press Officer</p> | |

PART 6 Dress Code

During the official mourning period black arm bands and black ties (gentlemen) should be worn when representing the Council. Members and Senior Officers when on official duty should wear Dark coloured suits, at a minimum for the first day after the announcement, proclamation day, for any official minutes silence and on the day of the funeral.

| Action required | Implemented by | Other Notes |
|--|---|--|
| A stock of black ties, and black arm bands will be held in and available from The Clerk's office for use by Members and Senior Officers attending on Council business following the death of a senior figure. | The stock to be issued and maintained in good order by the Mayors Secretary | At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out in the Annexe |
| <p>On the death of the Sovereign, the Deputy Town Mayors badge of office will be worn on a black neck ribbon.</p> <p>Should the Town Mayor not have the full chain of office available to wear (mounted on the black collaret) the badge of office will also be worn on a black ribbon</p> <p>If the Full chain is worn the badge must be detached from the chain during this period.</p> | Town Mayors Secretary | From the day of death until and including the day of the funeral of the Sovereign |

PART 7 - Marking a Silence

Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.

| Action required | Implemented by | Other Notes |
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| <p>The Town Mayor will lead a Public Silence outside of the Council Office.</p> <p>Those listed in the Annexe to be invited.</p> <p>Dark attire. Black tie. Arm bands to be available.</p> | <p>A public address system to be set up by the Estate Manager/ Caretaking team</p> <p>Notification of the reading of the Proclamation to be given by the Civic Officer to those identified in Annexe 2.</p> | <p>Should be 2 Minutes in length.</p> <p>A second silence at Day Plus 10 for The Sovereign, or Day Plus 8 for any other Senior Royal Family Member.</p> |
| <p>The Public Observing of the Silence to be publicised.</p> <p>Arrangements for media access</p> <p>Arrangements to be made for crowd control, and liaison with local police, town centre manager and other agencies.</p> | <p>Clerk and Press officer to ensure that the public are informed by press release and item on the Council's website</p> | |

PART 8 – Letters of Condolence

This is separate to the book of condolence and should be sent to the Palace or other residence as directed by the official announcements.

| Action required | Implemented by | Other Notes |
|--|-------------------|--|
| <p>As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor before dispatch. It will include details as to whether any book of condolence has been opened and how it will be retained after it is closed.</p> | <p>Town Clerk</p> | <p>Only to be sent – 1 only.</p> <p>Sent to the Sovereign Private Secretary.</p> |

Flying flags at half mast

Full details can be found on the correct way to fly flags at half-mast on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

Content of the Public Statement to be issued by the Town Mayor on the announcement of the death of a senior national figure or other prominent figure

The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement.

It should go on to state that flags will be flown at half-mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Mayor's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Authority to action before that action has been discussed and has the necessary agreement.

Those to be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

All Members of the Council

Freemen of the Town

Past Mayors (if not serving Members of Council)

NPT Sergeant

Local Fire Commander

A representative of the Lord Lieutenant (Deputy Lieutenant)

Representative of different faith groups in town (Baptist Chapel / Our Lady + St Peter /St Swithuns / The Kingdom Hall / Trinity Methodist / United Reform)

NOTE:

The Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant will be present at that ceremony.

The Proclamation will be read by the Mayor, with the Leader of the Council and the Town Clerk alongside them.

List of current suppliers

Supplies for Condolence Books have been purchased from:

Paper with a black border and wide left hand margin, hole-punched to fit in a loose leaf binder is available from Barnard and Westwood, 23 Pakenham Street, London, WC1X 0LB www.barnardandwestwood.com This company can also bind the loose leaf pages when the book is closed.

Black arm bands (x20) have been purchased from:

Amazon

Black Ribbon for the Town Mayors badge of office Deputy Town Mayors badge of office purchased from:

Fattorini's

Black ties (x10) have been purchased from:

Amazon

Wide black ribbon x5m for bowing around lower half of Sovereign portraits have be purchased from:

Amazon

Table cloth – purchased

Framed photographs have be purchased from:

Downloadable images of the Royal Family are available at www.royal.gov.uk. Site also gives details of companies from which a wider range of photographs can be purchased. They can also be sought from mike@royalimages.co.uk for future framed pictures of the Sovereign.

Suitable Photo frames have been purchased from:

local supplier/retailer

Rope barriers (black or dark green) x2 have been purchased from:

the workplace depot / office furniture

Fresh flowers for Condolence book room will be arranged via the Town Mayors Secretary when required

EGTC actions – quick list

Announcement Day: (if announcement before 10pm otherwise by 6 am following morning)
flag to be lowered to half-mast (union flag to replace any others in the event of a member of the Royal Family)

(if announcement before 5 pm) Flowers condolence book and photographs to be readied for following day

Statement to be approved by Town Mayor /DTM for release

Advise press of the proclamation details and church service

Send invitations for proclamation and church service

D+1 - condolence book opened (chaperoned by Mayors secretary)

Flag to be raised to full mast at 11.00 when national proclamation read

Statement released if not already

Wreath (if appropriate to be laid at Mount Noddy)

D+2 - flag returned to half-mast at 13.00

MSDC proclamation at 1.30pm

EGTC proclamation at 2.30pm – in front of east court

Eve of Funeral - Church Service St Swithuns

Funeral day

(D+10) Sovereign funeral

2 minutes silence (if announced by Buckingham Palace)

Funeral day +1 - 8 AM raise flag to full mast

Condolence book closes at 4pm (prepared for binding and insertion to the council archive)

Condolence letter issued on behalf of Mayor to private secretary of deceased, if Sovereign deceased it goes to new Sovereigns private secretary and includes details of condolence book archive

Contact List (to be completed and updated annually)

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| Town Clerk | Mrs Julie Holden |
| Head of Finance and Support Services | Mr Dan Chambers |
| Estates Manager | Mrs Alison Merricks |
| Deputy Town Clerk | Mrs Sarah Mamoany |
| Community Service Assistant | Miss Jazmin Merricks |
| Town Mayors Secretary | Mrs Kirstie Hamper |
| Town Mayor | CLlr Frazer Visser |
| Deputy Town Mayor | CLlr Steve Ody |
| Lord Lieutenants Office | Lady Emma Barnard Contacted through Paul Legrave paul.legrave@westsussex.gov.uk 01243 777951 |
| Local police contact (NPT) | Inspector David Derrick |
| Local Fire Watch Commander | Stephen Burns – Station Manager, East Grinstead |
| Faith contacts Rev'd Julia Peaty (St Swithins) Fthr Steven Purnell (Our Lady+St Peter) Kingdom Hall (Jehovah's Witness) Zion Chapel (Baptist) Ralph Ward (Trinity Methodist) Martin Hazell (Moat United Reform) Norman Ponce (JLWWC) Simon Elliot (Jubilee Community Church) | admin@swithhq.org.uk / 01342 325026 01342 325705 01342 311485 01342 315525 admin@trinitymethodist.org.uk / 01342 302862 mthazell@btopenreach.com / 01342 325359 contact.jlwwwc@gmail.com / 01342 529143 office@jcccg.co.uk / 01342 328334 |