

## **EAST GRINSTEAD TOWN COUNCIL**

11<sup>th</sup> April 2024

A meeting of the **ENVIRONMENTAL AND SUSTAINABLE TRAVEL COMMITTEE** is to be held at **THE COUNCIL CHAMBER, EAST COURT** on **THURSDAY 18<sup>TH</sup> APRIL**.

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

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

Mrs J W Holden  
Town Clerk.

### Public Participation

The public are welcome to attend the meeting virtually or in person and may speak just before the start of the full agenda. Up to 15 minutes is allowed but if there are no questions the Chair will move along to the agenda at which time public participation will have ended.

## **A G E N D A**

To commence not later than 7.15pm

1. Apologies for absence/Substitutions
2. To receive Members Declarations of Interest.
3. To approve for accuracy the minutes from the meeting of 29<sup>th</sup> February 2024.
4. Chairman's Update
5. Environmental and Sustainability Policy  
To review the updated document for approval.
6. Environmental and Sustainable Travel Project Assessment Document  
To review the existing document and note action points.
7. Bike Week  
Update on promotion and events in relation to Bike Week (10-16 June)
8. Walking/Cycling leaflet  
To consider the creation of a walking/cycling leaflet for East Grinstead

9. Bike Hire scheme

To receive update on availability of sites and costings for scheme

10. Dates of next meetings

30 May, 25 July, 5 September, 28 November 2024 and 16 January 2025

The date of the next meeting is to be **Thursday, 30 May 2024** at 7.00pm.

## **East Grinstead Town Council**

### **E & ST Report – 18 April 2024**

#### **Update on Projects**

Cycle Parking at East Court – following the last meeting further quotes need to be obtained for this project and check on any planning consents that might be required.

Bike Bus – update to be provided by Chair.

Electric Charging Points for East Court – A meeting was held with the Deputy Town Clerk and representatives from MSDC and Connected Kerb and further investigations into a potential location and infrastructure for supply are being conducted.

#### **Agenda Item 7 – Bike Week**

The Community and Tourism Manager has been working with the Deputy Town Clerk, Cllr. Ody and Cllr. J Belsey. The current proposals are for the week to comprise of the following:

Sat 8th June - Repair café to promote repairs for bikes for the forthcoming week.

Sun 9th - Kidical Mass will be held run by EG Cycle Club

10th June – Promotion via social media and banner to be put up in advance to promote the week.

11th June – Promotion via social media, for example bike routes and where cycle racks are in the town.

13th June – Potential of promoting cycling to the EGBA Summer gathering.

14th June – Bike Bus – if up and running

15<sup>th</sup>/16<sup>th</sup> June – EGCC to potentially run a couple of cycle rides around the town/Forest Way.

#### **Agenda Item 8 – Walking/cycle leaflet**

It has been noted that the Council do not have any information or a leaflet promoting walking and cycling routes in the town, for example the Forest and Worth Way. An example leaflet is below, which also incorporates some environment information on habitat and wildlife.



[https://www.wealden.gov.uk/UploadedFiles/wp-content/uploads/in5-archives/CuckooTrailLeaflet\\_2023\\_Web\\_20230214/index.html](https://www.wealden.gov.uk/UploadedFiles/wp-content/uploads/in5-archives/CuckooTrailLeaflet_2023_Web_20230214/index.html)

Recommendation – The Committee are asked to consider the proposal.

Financial – Quotes would need to be obtained, which would come from the committee budget; possibly grant funding might be available for such a project.

Environmental – this would have a positive contribution to encourage walking/cycling within the town area and could have an educational purpose if environmental/health information was included, like the example provided.

Community safety – no impact.

### Agenda Item 8 - Bike Hire Scheme

Following the last meeting progress has been made in respect of potential sites for the docking stations.

The Deputy Town Clerk met with Christine Ellison (WSCC Highways) and it was agreed that the Council can use the site off the A22 at the end of the Forest Way, shown below which is under Highways ownership and bike racks can be located to either side of the gateway. If the Committee wish to proceed with this site, then a licence application will need to be made which will include a public consultation notice period of 28 days. The suggestion is to put both sites on the application as although the scheme will start with one rack, if the

scheme is successful, it could then expand. An area of hardstanding will need to be created for the racks, as it is currently just grassed. In respect of the suitability of the site, a representative of the Bike Hire company is making a site visit in the next few days to make an assessment.



A meeting was held with a representative from GVR with Cllr. Ody and the Deputy Town Clerk where a site was identified at the front of the station which is in the ownership of GVR. The meeting was a very positive meeting and further information has been supplied to GVR so they can submit a business case to the appropriate department, and we are awaiting a response. The site is pictured below.



Costs to set up the scheme for the 12-month initial period are detailed below.

8 bikes @£55 per month each. Supply and installation of two toast rack style cycle stands with 5 hoops each. Livery/ branding of bikes for scheme @ £40 per bike.

For the sum of £7,030.00 plus VAT.

If further bikes/racks are required, the costs will increase, and this will be an ongoing cost annually to the council if the scheme continues so would need to be budgeted for in the future. The site along the A22 will require a hardstanding area to be installed so this will involve some additional costs.

In respect of the hire fees there is a similar scheme in Forest Row and they charge a maximum of £18 a day or £3 an hour and have a current annual income of around £2,000. So any scheme would have to be subsidised by the Council.

Until the sites are agreed and confirmed the scheme cannot move forwards.

Deputy Town Clerk

11.04.2024