

## **EAST GRINSTEAD TOWN COUNCIL**

23<sup>rd</sup> February 2024

A meeting of the **ENVIRONMENTAL AND SUSTAINABLE TRAVEL COMMITTEE** is to be held at **THE COUNCIL CHAMBER, EAST COURT** on **THURSDAY 29<sup>TH</sup> FEBRUARY**.

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 21<sup>st</sup> December 2023 and 22<sup>nd</sup> January 2024.
4. Chairmans Update  
  
Update on meeting with MSDC Officer Lara Southam – Head of Regeneration & Sustainable Economy  
  
Update on meeting with East Grinstead Memorial Estate in respect of potential additional walking/cycling route on SANG
5. Environmental and Sustainability Policy  
  
To review the updated document for approval of the Council and confirm Councillors responsibilities in respect of the core areas of development of the policy.
6. Environmental Assessment Document  
  
To review the existing document and note actions points.

7. Awareness Days  
To consider promotion and events in relation to Bike Week (10-16 June)
8. Cycle parking  
To consider initial costings for project.
9. Bike Bus  
To receive report on progress of scheme at Halsford Park Primary School.
10. Bike Hire scheme.  
To receive update on sites and costings for scheme
11. Community Highways Schemes  
To receive report on scheme and consider the promotion of the scheme to residents.
12. Dates of next meetings  
18 April, 30 May, 25 July, 5 September, 28 November and 16 January 2025

The date of the next meeting is to be **Thursday 18 April 2024** at 7.00pm.

## East Grinstead Town Council

### E & ST Report – 29 February 2024

#### Agenda Item 8 - Cycle Parking

An initial quote has been obtained for the creation of a level hard standing area to accommodate 16 cycles at the location agreed by the Council for the cost of £6,343 + vat.

*Excavation of existing paved surface.*

*Installation of full height kerbs to lower side with corner kerbs to run into a level plane to include droppers to formation.*

*Base preparation.*

*Concrete or tarmac finish*

*Installation of 8 Sheffield style bike racks.*

*Installation of 8 bollards to protect the the perimeter of the cycle stand area (necessary as it's in a working car park)*

*To include all traffic management, muck away and the supply of all materials and labour*

The high costs are due to having to make the current surface level and to ensure the safety of users of the cycle racks, noting that this is in part of the car park area.

A large amount of the costs is the groundworks, and to give an understanding of this the contractor advised that the supply and installation of a stand along (root fix system) would be £350 each with bollards as required being approximately £160. So, in context around £1,980 if based on 8 bollards, so perhaps a different location that is level would be something the committee may wish to consider.

Currently the local planning authority has not been approached in respect of any planning permissions that may be required. If the committee wish to proceed with the works then other quotes will need to be obtained.

Recommendation – The Committee are asked to consider the proposal in respect of the initial costs and looking at possible other locations.

Financial – Two further quotes would be required due to Financial Regulations, costs would come from the E & ST Committee budget and the Committee should consider the additional costs involved due to the site not being level. Planning consent maybe required.

Environmental – this could have a positive contribution to encourage cyclists if better facilities were available.

Community safety – no impact.

## **Agenda Item 9 - Bike Bus**

A meeting was held on the 24 January with the volunteer (from Halsford Park Primary School), representative from Sustrans Bike Bus, Cllr. Ody and the Deputy Town Clerk. An action plan was put together detailed below.

### **ACTIONS:**

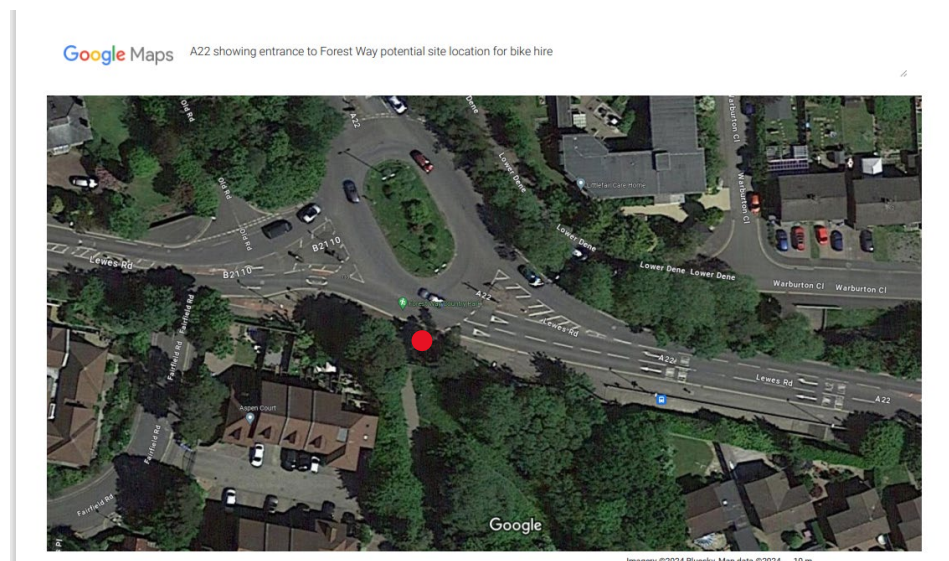
1. Start recruiting your Bike Bus Team – *ASAP & ongoing.*
2. Set up a WhatsApp Community - *ASAP.*
3. Complete initial route plan ideas and share for feedback – *by beginning of February.*
4. Confirm route – *beginning of February.*
5. Start formal route plan and risk assessment with support – *by mid-February.*
6. Identify launch date and put basic comms plan in place – *mid-February.*
7. Comms & Promotion – *from end February/Early January.*
8. Pre-event meeting – March – *either online 1-2 weeks ahead of date or in-person day before.*
9. Deliver your FRideDays Bike Bus – *March.*
10. Plan for ongoing and sustainable delivery of the Bike Bus for 2024 – *April.*

Cllr. Ody is supporting the volunteer, together with the Bike Bus representative to find volunteers, set up the community group and with route planning.

## **Agenda Item 10 - Bike Hire Scheme**

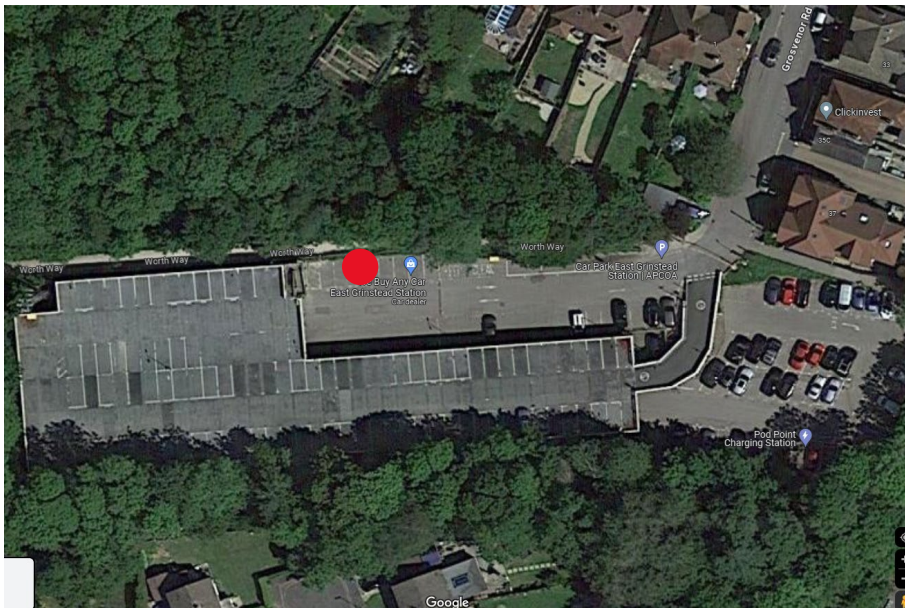
The Town Clerk and Deputy Town Clerk visited various sites within the town to locate the docking stations and currently the following options are being progressed as possibilities.

- Land off the A22 at the end of the Forest Way owned by WSCC – awaiting response from Adam Denby at WSCC Highways.





- Land at East Grinstead Station – despite further communications with a representative of GTR this has not progressed any further. However, the Community Rail Development Officer from Southeast Communities Rail Partnership CIC has provided some alternative contacts at GTR who have now been approached for their views on if this site could be viable with no charges based on that the scheme is a community scheme and not a profit-making exercise.



In respect of the costs and the initial trial period of the scheme we have been advised by the company that have bikes also based in Forest Row that the shortest period would be a 12-months period with the cost details below. The scheme for East Grinstead was originally looked at towards leisure and linking to the Forest Way and Forest Row, which would also be considered as part of a future growth strategy to bring in the Worth Way at a later date and hopefully get support from Crawley Down, Turners Hill and Three Bridges with further docking stations along the Worth Way, any other purpose would need a much larger fleet of bikes.

To supply and operate our App-bike bike hire system for East Grinstead Town Council for 12 months. The scheme will initially consist of 8 bikes @£55 per month each at two locations to

be confirmed. 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.

Other bike hire companies have been approached; however, these are based in larger towns/cities, and they require a much higher number of docking stations to be available and therefore the costs also increase considerably.

Until the issue of finding suitable locations and gaining permission from landowners is resolved the project cannot move any further forward.

### **Agenda Item 11 - Community Highways Scheme**

In respect of the queries raised at the previous meeting a response has been received from Adam Denby at WSCC Highways:

Great to hear that East Grinstead are engaging with the community in pursuit of sustainable travel projects. I have provided responses to your questions, below. Once you have some schemes in mind please feel free to reach out to myself or Assistant Area Highway Manager Christine Ellison for further advice and support.

- **Examples of previous successful applications in particular related to sustainable travel in East Grinstead or surrounding areas** – I am unable to find many specific examples relating to sustainable travel in the vicinity of East Grinstead but one example might be the introduction of several central refuges on Jane Murray Way, Burgess Hill, to allow greater connectivity for pedestrians with the “green circle” path around Burgess Hill. The sorts of things that may be considered as a Community Highway Scheme however can be found in the attached Community Highway Scheme Guidance Note.
- **Funds available for applications that are submitted prior to June 2024** – The current annual budget to delivery Community Highways Schemes is set at approximately £2million. This budget is to be shared between all successful schemes.
- **How many schemes are likely to be put forward for the 2025/26 design programme** – It is hard to say exactly how many schemes will be progressed each year as it is dependent on the projected costs of the successful applications. As a term of reference however, 17 progressed onto the 2023/24 programme and 15 progressed onto the 2024/25 programme. Based on this I would assume we would be looking a similar number next year.
- **Our understanding from previous involvement with Community Highways Schemes are that they are delivered over a two-year period – year one - design and year two - implementation. Is this still the case?** – Yes, this is still the case.
- **We are aware that schemes are scored on various factors, is it possible to give us information on the Highways priorities please** – Key considerations and other supporting information can be found in the attached Community Highway Scheme Guidance Note. The logic behind the scoring mechanisms for Community Highway Scheme moderation is kept confidential, even from the Area Office, to ensure the process remains fair across the county. Unfortunately, therefore, I am unable to

provide any further information on the scoring mechanism but the attached should offer you a strong foundation of factors to be considered.

Deputy Town Clerk

23.02.2024