



EAST GRINSTEAD TOWN COUNCIL

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

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Town Clerk: Samantha Heynes FdA (Comm Gov) FSLCC

Email: townclerk@eastgrinstead.gov.uk

Committee quorum is 3

18 November 2025

Dear Councillor

Your attendance is required at a meeting of the **ENVIRONMENTAL AND SUSTAINABLE TRAVEL COMMITTEE** to be held at **THE COUNCIL CHAMBER, EAST COURT** on **TUESDAY, 25 NOVEMBER 2025 AT 7.45PM**. 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

- 23. Apologies for absence/Substitutions
- 24. To receive Members Declarations of Interest.
- 25. To approve for accuracy the minutes from the meeting of 12 August 2025.
- 26. Chairman's Update
- 27. Shared Surfaces Working Group
 - To receive update report
- 28. Cycle Parking at East Court
 - To receive update on cycle parking progress
- 29. Renewable Energy
 - To receive an update on potential of installing solar panels at East Court
- 30. Bee the Change Garden Design Competition
 - To consider the introduction of grants or wildlife/environmental competition and associated budget
- 31. Environmental installation options for pollinators
 - To consider the options for art installations/pollinator stations at East Court/Sunnyside
- 32. To note the action list

The date of the next meeting is to be **Tuesday, 24 February 2026** at 7.30pm.



EAST GRINSTEAD TOWN COUNCIL

Environmental and Sustainable Travel Committee Report

Tuesday 25 November 2025

Agenda Item 27 - Shared Surfaces Working Group (Town Centre Improvement Plan)

The second event was held on the 10 November at East Court which was attended by members of the public, EGBA and Councillors. The information boards that were displayed at the event are available on the website together with the feedback survey which remain live until the 28 November. Engagement events were arranged with two local schools. Final recommendations, action plan and report will be issued to MSDC in December.

Agenda Item 28 - Cycle Parking at East Court

All materials have been ordered within the estimated budget agreed at the previous meeting of £2,000 and the outside services team are currently working on the installation, which should be completed by w/c 24 November, which will include barriers for safety and any necessary signage. We can then promote the facilities on social media.

Agenda Item 29 - Renewable Energy – East Court

A written report was received by the Estates Manager from MSDC in respect of pre-planning advice. In respect of the Meridian Hall panels are probably not viable and East Court has difficulties due to the heritage of the site and listed buildings. It could be possible to utilise the Old Court House; further investigation is needed on this potential project, with potential funding from S106.

Agenda Item 30 – Environmental Grant - Bee the Change Garden Design Competition

Following the resolution at the previous meeting to consider the options of a grant or a competition to support the Bee Friendly award this summer, Cllrs. Mockford, Ody and the Deputy Town Clerk have met to discuss various options.

The suggested format would be a garden design competition, which would then be brought to life at a local nursing home, a location has been secured which would be suitable for the project at Silver Court. The winning design would be planted up by the Council, with the assistance of East Grinstead in Bloom, with the garden being

handed over to the nursing home to continue the ongoing maintenance and for residents to enjoy. The winner would see their design come to life and an appropriate plaque would be installed. The design would be a sustainable garden that promotes biodiversity and supports pollinators such as bees, butterflies and other beneficial insects, which continues the theme of the bee award. Individuals and groups would be able to apply, encouraging all ages.

Draft terms and conditions, and entry form will be available at the meeting for review by the Committee. It is suggested that a budget of £750 is agreed for the planting and that plant vouchers prizes are given for first, second and third place.

The competition would be launched in the new year, with entries being judged in March and the garden planted up in April/May. It is recommended that the competition is run this year and reviewed for next year as to if it continues.

Recommendation – The Committee approve the competition terms and conditions and budget costs of £750.

Agenda Item 31 – Environmental installation options for pollinators

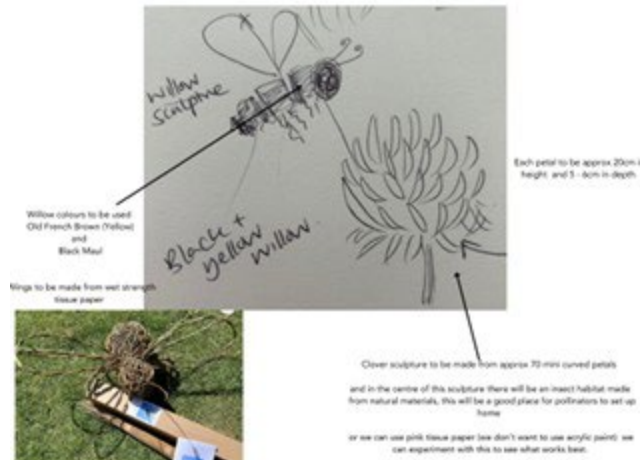
Art installations

The Council has received a proposal from Bloomin Arts a local Charity based in Lingfield to create nature-inspired sculptures/installations at East Court as part of a *Nature's Frame Lab*. This would involve around 24 adults with learning, physical or neurodiverse needs taking part in a series of creative workshops over about 15 weeks, which then lead up to a launch event at East Court in September 2026. On that day, the artists themselves would run some creative activities and invite the public to get involved. These creations would be installed at East Court in accessible areas. The locations will need to be considered together with future maintenance and how long the structures will last.

We have been advised that the overall project costs are £46,000, of which £24,500 has been requested via the Art Council with a decision expected in December, £11,381 provided by the charity and £4,230 in kind support where time has been donated by volunteers. The Council is being asked to contribute £4,834.46. Details of the ideas for the project are below for additional information.

A Community Grant was awarded to this charity in October by the Town Council for £250 towards other workshops run by the charity.

East Court Area TBC
sculpture and habitat idea 'BEE LOOKING'



Bee Making Kit (SS) then we can learn how to do it.

3 x Willow Clover
3 x Bees to be made and securely placed in this site



Inside this clover sculpture is a habitat for pollinating insects

East Court Area
sculpture and habitat idea continued....
'BEE LOOKIN'

Next to the 3 x bees sculptures and 3 x clovers will be a area of grass that is unmown and this will be in the raised bed structure. On top of this structure will be a participant designed frame inlaid with glass and also with pyrography marks according to their design.



Attached to this raised frame will be magnifying glasses on chains so that people can look through them and view the insects and the area in greater detail and see what they can see.

The information board could say

"Areas of longer grass left completely unmown from spring to autumn are home to a wider range of wildflowers. Long grass areas can be left unmown through late spring and summer, allowing taller species such as Oxeye Daisy, Field Scabious, Red clover, knapweeds and even orchids to flourish"



Further information on the charity is available on their website BloominArts

Pollinator Stations

At a recent Eco-Forum the Deputy Town Clerk was made aware of Sussex Green Living who are promoting pollinator education stations.

These units can be supplied complete and filled together with a sponsored by plaque and A2 education sign for the cost of £680 (MIDI) or £800 (MAXI), plus delivery charge.

MIDI – H 150cm D 105cm W 50cm

MAXI – H 180cm D 130cm W 80 cm

<https://www.sussexgreenliving.org.uk/renature/>



Glendale is hoping to install pollinator stations in the areas that they maintain for MSDC, such as parks and play areas.

Both these projects would support the Bee Friendly Award, with raising awareness, education and encouraging pollinators to the town.

Project		Costs
Bloomin Arts installations	Benefits • Education/learning • Community involvement - 6 adults currently signed up from East Grinstead of the 23 in total. Community invited to attend open event in September. • Supporting charity (based in Lingfield) Considerations • High costs • Locations for installation • Future maintenance and longevity of art installations within East Court grounds	£4,834.46 for the Bee Looking element of the project
Pollinator stations	Benefits • Easily installed • Education value - could be located near the fairy trail or additional mini-installation event (£200) which could involve youth clubs or schools • Low maintenance with outside services team able to water during the summer months if required • If installed at Sunnyside would support youth club involvement in environmental projects • Directly supports pollinators with planting and bug hotels • Option of purchasing for local schools Considerations • Future maintenance costs to replace or could just be removed after a few years and other projects considered.	£680 - £800 per station £200 for mini-installation event with eco float and environmental educator (plus mileage)

Recommendation: The committee is asked to consider the options and if they wish to support either or one of these proposals using funds from the E & ST budget.

East Grinstead Sustainable Garden Design Competition

Application Form

Submission Deadline: 20 March 2026

Email Entries To: towncouncil@eastgrinstead.gov.uk

1. Entrant Details

Name/Organisation Name: _____

Address: _____

Postcode: _____

Telephone Number: _____

Email Address: _____

Are you entering as:

☐ Individual

☐ Team/organisation

If team/organisation entry, provide name and contact details of individual person for communications:

Are you a resident of East Grinstead/Is the organisation based in East Grinstead?

☐ Yes ☐ No

2. Design Submission

Please ensure your submission includes **all of the following:**

☐ A *garden design* (hand-drawn or digital)

☐ A *planting list* of species (with preference for native and pollinator-attracting plants)

☐ A *written description* (max 300 words) explaining your concept

Design Title: _____

Short Concept Summary (optional):

3. Permissions and Agreement

Please read and confirm the following:

- ☐ I confirm that my entry is my own original work and does not infringe on the rights of others.
- ☐ I grant East Grinstead Town Council a non-exclusive, royalty-free license to use, reproduce, and showcase my design for promotional, educational, and implementation purposes.
- ☐ I understand that, if selected, I may be asked to collaborate with the Council to make reasonable adjustments for planting feasibility.
- ☐ I agree to participate in promotional materials related to the winning garden design.
- ☐ I have read and agree to the Competition Terms and Conditions. Please note all the above boxes need to be ticked for your entry to be included in the competition.

Signature: _____

Date: _____

4. Submission Checklist

Before sending your application, please ensure you have attached:

- Completed entry form
- Garden design
- Planting list
- Written description (max 300 words)

Send all items by email to: towncouncil@eastgrinstead.gov.uk

with the subject line: Bee the Change Competition Entry – [Your Name]

For Office Use Only

Entry Received: _____

Checked By: _____

Reference No: _____



EAST GRINSTEAD TOWN COUNCIL

Bee the Change Competition

A Garden Design for Bees and Pollinators

Terms and Conditions

1. Competition Overview

This competition invites participants to design a sustainable garden that promotes biodiversity and supports pollinators such as bees, butterflies, and other beneficial insects. The winning design will be brought to life in a retirement home garden, for the benefit of the residents to enjoy.

2. Eligibility

- Open to individuals – no minimum or maximum age requirements.
- Entries can be submitted individually or as a team/organisation, ie schools, community groups based in East Grinstead.
- Open to residents of East Grinstead only.
- Employees, contractors, and immediate family members of East Grinstead Town Council are not eligible to enter.

3. Entry Requirements

- Designs must focus on sustainability and pollinator-friendly planting.
- Submissions should include:
 - A garden design (hand-drawn or digital). **ADD MEASUREMENTS**
 - A planting list of species, with preference for sustainable, and pollinator-attracting plants.
 - A short-written description (max 300 words) explaining your concept.

4. Submission Details

- Deadline for entries: 20 March 2026
- All entries must be submitted via email to towncouncil@eastgrinstead.gov.uk with an accompanying entry form and the entry requirements listed above.
- One entry per person/team.

5. Judging Criteria

Designs will be assessed based on:

- Creativity and originality
- Environmental sustainability
- Suitability for pollinators
- Practicality and feasibility of implementation
- Aesthetic appeal

The judging panel will consist of representatives from East Grinstead Town Council and East Grinstead in Bloom.

6. Prize

- The winning garden design will be planted in April/May 2026.
- Winner will be credited with a plaque on the planted garden site and will be asked to engage in any promotional materials to celebrate the winning garden design.
- Plant vouchers will be awarded to 1st 2nd and 3rd place.

7. Winner Notification

- The winner will be contacted via email by the 3 April 2026
- If the winner cannot be contacted within 7 days, a runner-up may be selected.

8. Design Rights and Permissions

- By entering, participants agree to grant East Grinstead Town Council a non-exclusive, royalty-free license to use, reproduce, and showcase their design for promotional, educational, and implementation purposes.
- The winning entrant agrees to collaborate with East Grinstead Town Council to make any necessary adjustments for planting feasibility.

9. General Conditions

- No purchase necessary to enter.
- Entries must be original work and not infringe on the rights of others.
- East Grinstead Town Council reserves the right to cancel or amend the competition if necessary.
- By entering, participants agree to these terms and conditions.

10. Contact

For questions or further information, please contact:

towncouncil@eastgrinstead.gov.uk or visit www.eastgrinstead.gov.uk

01342 323636 - East Grinstead Town Council East Court College Lane East Grinstead West Sussex RH19 3LT

Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed
E&ST	19	To arrange installation of cycle racks at East Court	12/08/2025		To install Sheffield bike racks in the East Court car park	Complete	
E&ST	20	Clerk to provide an update on installation of solar panels at next E&ST mtg 25/11/2025	12/08/2025	Clerk	see agenda item 29	Complete	
E&ST	21	The Deputy Clerk to arrange meeting with Cllr Mockford and the Chair to discuss the environmental grant/competition	12/08/2025	Deputy Clerk	2 meetings have taken place and information will be available at the November meeting	Complete	27/10/2025