



EAST GRINSTEAD TOWN COUNCIL

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Town Clerk: Samantha Heynes FdA (Comm Gov) FSLCC

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Committee quorum is 3

5 August 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, 12 AUGUST 2025 AT 7.30PM**. 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

12. Apologies for absence/Substitutions
13. To receive Members Declarations of Interest.
14. To approve for accuracy the minutes from the meeting of 20 May 2025.
15. Chairman's Update
16. Walking/Cycling leaflet
To receive update on the progress of the project.
17. Shared Surfaces Working Group
To receive update report
18. Bike Hire Scheme
To receive update on scheme sites, costs and consultation survey
19. Cycle Parking at East Court
To receive update on cycle parking options at East Court
20. Renewable Energy
To receive an update on potential of installing solar panels at East Court
21. Environmental Grants/Competition for the Community
To consider the introduction of grants or wildlife/environmental competition
22. To note the action list

The date of the next meeting is to be **Tuesday, 25 November 2025** at 7.30pm.



EAST GRINSTEAD TOWN COUNCIL

Environmental and Sustainable Travel Committee Report

Tuesday 12 August 2025

Agenda Item 16 - Walking & Cycling Leaflet

Two community events were held by Sustrans at the library in June to obtain feedback on the cycling and walking routes together with a survey which was shared on social media and the website. A limited number of responses were received, the community events did not have a great deal of attendance, however feedback that was received was constructive and assisted with choosing the routes. A draft leaflet has been circulated. Any comments should be fed back to officers before the 14 August so that printing and distribution can be arranged. Locations for distribution will be the library, East Court, East Grinstead train station with the possibility of other stations, museum, Ashdown Forest visitors centre and maybe local pubs.

Recommendation: For the Committee to review the draft leaflet for approval for printing.

Agenda Item 17 - Shared Surfaces Working Group (Town Improvement Plan)

Following the update to the full Council meeting on the 1 July, DWG has been instructed to commence the Town Improvement Plan feasibility study. A kickstart meeting was held on the 21 July with the consultants, attended by officers from MSDC and EGTC, Cllr. Whittaker and a representative from EGBA, which included a walk around the town.

DWG will be talking to local stakeholders and arranging a community engagement event at East Court in September. MSDC are funding the consultants fee from the placemaking/wayfinding fund, which is in the region of £20,000. The timeline for completion of the feasibility study is the end of September/early October

Agenda Item 18 Bike Hire Scheme

Survey Summary

The survey results indicate that most respondents are East Grinstead residents aged 35 and over who visit the town regularly. Interest in the scheme was mixed, with 42% expressing interest and 57% responding "no" or "maybe." The most common intended use was for leisure, recreation, or exercise on a weekly or occasional basis. E-bikes were preferred over pedal bikes by a ratio of 60 to 40, although the option of E-bikes has not been considered, this would obviously incur additional capital expenditure. The most popular hire durations were between 1–2 hours and up to half a day. Preferred hire locations were the Station, Town Centre, and leisure routes

such as Forest Way and Worth Way.

The comments have been categorized as 51% negative, 27% positive, and 22% neutral.

Key negative comments: EG roads are very congested, unsafe and hilly, could increase cyclists riding on pavements, waste of public money which could be spent on other benefits for the community, only works in cities, concerns about bikes being abandoned, many existing schemes have been abandoned, and could increase antisocial behavior.

Key positive comments: good for fitness/health, good way to utilise the leisure cycling routes ie, Forest Way/Worth Way.

Please see the appendix with full survey results, showing all the comments in full.

Sites

Station Site – following the last meeting, as requested by the Committee, communications have been ongoing with Govia Thameslink Railway Limited in respect of installing the bike rack at the station prior to the scheme being operational. The station would prefer to proceed when the scheme is launched and involve their press team.

However, it now appears that the original site (below) is in the ownership of WSCC Highways, so a site meeting has been requested with Govia Thameslink Railway to review possible alternative sites. WSCC have been contacted in respect of land ownership of the original site, and we are awaiting a response.



Forest Way Site – Andy Tuck (WSCC Highways) has confirmed that the site below can be used which is adjacent to Forest Way on Herontye Drive. If the Council

wishes to proceed with this, they will need to obtain a licence from WSCC Highways and install a suitable base, either concrete, tarmac or possibly gravel surface so the area is level, and the bike rack can be installed, possibly with further bollards for safety. Any work completed by a contractor will need to follow the guidance under HSG47.



Town Centre Sites – Following communications with Serife Gunal (Active Travel at WSCC) an application would need to be submitted to Parking Services in respect of using one of the bays in the High Street for a bike rack. Looking at the area, this could be impractical as bikes would have to access from the pedestrian side and with the steps located here it may not be viable. The Parking Services team was contacted on the 3 July and chased again on the 31 July, but no response has been received. Lara Southam (MSDC Sustainability Officer) has been approached about the potential of using space in a car park and we are awaiting a response from MSDC.

QVH – Advised they do not have any suitable space.

Sports Club – This site is potentially still available, but scored low in the survey, so unsure if it would be a viable location.

Costs

The costs for implementing the scheme are detailed below, including the projected income, please note this is estimated with figures provided by Active Cycling Projects, and projected income based on the Forest Row scheme.

Year 1 costings (excluding VAT)

Supply of 8 pedal bikes for 12 months @ £780 per bike at two locations	£6,240.00
Supply and installation of two toast rack style cycle stands – on suitable level surface ie concrete/tarmac Any additional groundworks will need to be completed prior to installation.	£1,300.00
Optional East Grinstead branding @ £45 per bike	£360.00
Projected income (estimate based on Forest Row scheme) This is received at the end of the 12 month period.	£2,500.00
Potential additional costs for work to sites to make them level and suitable for the installation of bike racks. (estimated)	£1,500.00
Year one estimated costs:	£6,900.00

Year 2 costings (excluding VAT)

Based on the figures above – <u>the bikes will not be replaced, but same fees apply as Year 1.</u>	£6,240.00
Optional East Grinstead branding £45 per bike	£360.00
Projected income (estimate based on Forest Row scheme) This is received at the end of the 12 month period.	£2,500.00
Year two estimated costs:	£4,100.00

Year two costs are less the installation/grounds works for bike racks. If further sites were added, additional bikes and racks would be required.

The scheme is fully managed covering the supply and maintenance of all equipment. Provision of app, full user support via app, phone and email. Replacement cover in the event of a lost/damaged and unrepairable bike, transport of bikes between sites if needed. In respect of bikes being abandoned the scheme requires you to lock the bike back up so that it is no longer registered to the hirer. The Clerk at Forest Row advised they have not experienced any issues with bikes being abandoned, with the one site located on Forest Row.

Insurance – responsibility of Active Cycling Projects including public liability, bikes and stands.

[APP-BIKE | Bike sharing and Rental – Bike sharing and Rental](#)

Charges - Standard Bike £3.00 per hr or £18.00 per 24-hour period, based on the charges for the Forest Row scheme.

Funding – The Committee does have funding available to support the implementation of the scheme but could also look at potential grant funding sources and possible sponsorship.

Recommendation – The Committee needs to consider the community feedback survey, costs both short and long term and site availability/limitations and make a decision based on the data provided.

Agenda Item 19 - Cycle Parking at East Court

As previously discussed by the Committee, quotes for locating cycle racks in the area near to the public toilets were between £6,350 and £9,597 for the levelling of the site, marking, erection of bollards and supply and installation of racks for 16 bikes. Based on this expenditure and the loss of 2/3 parking spaces, officers have been considering other options which could be viable and less expensive. It is also noted that following the approval of the development at the Old Police House this will bring further pressures on car parking at East Court, which will need to be managed so the loss of space on the original site should be noted. In respect of the number of spaces needed, we have no evidence that cycle parking is in demand at East Court but recognise that it should be available, therefore we can only estimate the number of spaces required.

The area to the bottom of the staff car park (images below) is currently unused, although previously it has been used for cycle storage. With the grit bin and bin relocated, there is an option to use this space.





Option 1- Installation of two double stacking racks which would provide 14 spaces.

The cost of the racks is £3,825.39, plus VAT and they could be installed by the outside services team. Images and link to the website for further information are below.

[Bike Rack-Double Stack -maximise the number of bikes that are stored in an allotted area](#)



Although this is a suggestion, the racks may not be the easiest option for everyone to use, for example if the bike is heavy or electric the top rack may be difficult to access, additional signage on how to use them may also be required.

Option 2 – Installation of standard Sheffield bike racks where we could fit in 2 x 3 stands which would hold 12 bikes.

A cheaper option, £390 plus fitting bolts as required, and the outside services team could install them. Should the bike app scheme move forwards and be extended to use the East Court site, these racks would be suitable for the bikes, however the double stack system would not.

[Sheffield Toast Racks](#)



This area is a safer location for cyclists to access bikes, rather than in the main car park areas which have more frequent traffic movement than the staff car parking area, lighting is adjacent to the area for safety. It would also be a better location for those attending events such as East Court Live for example. An additional CCTV camera could be installed, and a quote has been requested and will be available for the meeting. Planning permission may be required, due to the setting being in the Conservation area.

The addition of a shelter/cover is not recommended for any cycle parking as it has been found in the past to unfortunately come with the issue of people using it as a meeting place, which can then lead to antisocial behavior issues.



Location in red – originally proposed area. Location in yellow – new proposed area.

Recommendation: For the Committee to review the original costs for cycle parking against the officers recommendations to use an existing available area, using Option 1 detailed in the report, with the installation of Sheffield-style bike racks to provide accessible and safe cycle parking at East Court.

Agenda Item 20 - Renewable Energy – East Court

The Town Clerk and Estates Manager met with 3 renewable energy companies to look at the potential of installing solar panels with battery storage. To understand if this is viable, a site meeting was arranged with MSDC Planning Officers in July who advised where panels could potentially be located, in respect of the buildings being in a conservation area and East Court being listed, MSDC Officers will follow up with a written report. The Estates Manager will review costings and proposals in further detail to see if a scheme is viable. S106 money could be used to purchase the panels.

Agenda Item 21 - Grants for Environmental Community Initiatives

Following the success of the Council the Bee Friendly award this summer, this work will continue by celebrating World Bee Day in 2026, using the banner and fairy trail again. The Estates Management team are also working on some collaborative ideas within the community, such as a community project for insect hotels near the compost area.

This could be an opportunity to encourage residents and other community groups to get involved in supporting our pollinators, which could be developed in the following ways:

- Annual grant – East Grinstead Community Environmental Grant
- Annual or one-off competition – to be named to tie in with the Bee Friendly award, for example Bee the Change Challenge or Bee the Future Competition – winners could be announced on World Bee Day to promote this in the town.

If the Committee wishes to consider this, a grant policy would need to be agreed or alternatively if a competition was the preferred option, an eligibility criteria would need to be put together.

Having done some research on this another Council ran a Love Wildlife Competition with prizes from £200 to £1,000 with examples of winning entries below:

- School projects – Development of a wellbeing garden, creating a habitat of plants and wildflowers to encourage biodiversity, enhancement of woodland and pond areas, setting up an Eco Club and Gardening Club.
- Community Groups – to support free guided bat walks and the purchase of bat detectors, installation of nest boxes for birds and bat boxes, development of community gardens, creation of night garden for moths and bats.

Recommendation – The Committee to consider if they wish to introduce an environmental grant, if so in what format and to set a budget.

Agenda item 22

Meeting	Min No	Details	Date	Action by	Comments	Status
E & ST	5	Walking and cycling leaflet - circulate draft and distribution locations when available	20/05/2025	Deputy Clerk	Will be available at August meeting	Complete
E & ST	8	Installation of bike rack at EG station to be arranged upto £500 prior to bike scheme being in operation	20/05/2025	Deputy Clerk	EG Station advised they do not wish bike rack to be installed prior to bike scheme being in operation so cannot proceed. In addition question over ownership of land.	Complete